CT Scanner Replacement Initiative
Frequently Asked Questions (FAQs)

What is the CT Scanner Replacement Initiative?
This initiative will assist qualifying Critical Access Hospitals to purchase a new 32 slice or higher CT scanner.

Why is the Rural Healthcare Program funding the purchase of CT scanners?
In January and February 2015, the Rural Healthcare Program surveyed Critical Access Hospitals in its seven-state funding area to learn about community health, capital and workforce needs. A large percentage of hospitals that participated reported radiology equipment, particularly CT scanners, as a top capital priority. In addition, many hospitals whose current CT equipment does not meet the MITA Smart Dose CT standard will be facing a reduction in certain CT procedure payments starting in 2016.

How many grants do you anticipate awarding?
The Rural Healthcare Program anticipates awarding up to 10 grants to help Critical Access Hospitals replace their CT scanner. Should additional funding become available, additional grants may be awarded based upon established evaluation criteria. All grants, however, are subject to approval by the Helmsley Charitable Trust board of trustees. The Helmsley Charitable Trust reserves the right to award fewer or no grants based upon number and quality of applications received.

What is the maximum grant amount that will be awarded?
The maximum grant amount will be $400,000 per hospital. Funding will only be provided for the purchase of a CT scanner. All other associated costs (staffing, training, construction, service agreement) will be covered by the hospital. All grants will be for two years.

Who is eligible to apply for a grant?
Certified Critical Access Hospitals located in Iowa, Minnesota, Montana, Nebraska, North Dakota, South Dakota or Wyoming that currently have a CT scanner that is 16 slices or lower may apply for grant funding. Applicants must be a 501(c)(3) or other tax-exempt (e.g. city- or county-owned) hospital.

Can a hospital/health system apply for multiple CT scanners at multiple locations with one application?
No, each Critical Access Hospital must fill out its own Letter of Inquiry (LOI) to apply for a CT scanner.

What types of due diligence will the Trust perform?
The Trust seeks to assess whether the Critical Access Hospital is in good standing, fiscally healthy, sustainable, and that the proposed project will use Trust funds as stated. Below is a list of documents that are typically required:

- 501(c)(3) letter of determination;
- Audited financials (with management letter);
- Most recent Form 990;
- Organizational budget;
- List of supporters with amounts;
- List of board members with affiliations;
- Biographies of staff members involved in project; and
- Project budget.

**What is the grant application process?**

This funding opportunity requires a two-step submission process:

1) **Eligibility Quiz & Letter of Inquiry (LOI)**
   
   A screening questionnaire will be used to determine eligibility to continue the grant application process. This screening tool will prevent hospitals that do not meet the basic parameters of the RFP from completing the LOI.

   Eligible applicants will be asked to submit a LOI describing their organization, the area served, radiology services and the current CT scanner. This step will also include a preliminary budget and required attachments (e.g. organizational budget, audited financials).

2) **Full Proposals**
   
   Only select applicants will be invited to complete a full online proposal that will be pre-populated with information drawn from the LOI.

*Please note, if any of the required information is not provided or if any of the documents are incomplete, your application will not be reviewed nor will it be considered for funding.*

**What is the approximate timeline for the funding opportunity?**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Request for Proposal Released; Letter of Inquiry (LOI) Available</td>
<td>June 15, 2015</td>
</tr>
<tr>
<td>Letter of Inquiry (LOI) Due by 5pm EST</td>
<td>July 17, 2015</td>
</tr>
<tr>
<td>Selected Applicants Invited to Submit Full Proposals</td>
<td><em>(no later than)</em> August 17, 2015</td>
</tr>
<tr>
<td>Full Proposals Due by 5pm EST</td>
<td>August 28, 2015</td>
</tr>
<tr>
<td>Grantees Selected and Notified</td>
<td>October 2015</td>
</tr>
<tr>
<td>Estimated Project Start Date</td>
<td>November 1, 2015</td>
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**How will the LOIs be evaluated?**

This RFP is a competitive grant application. Not all applicants will be awarded a grant, despite meeting all eligibility requirements. Applications will be evaluated on several criteria including, but not limited to:

- Need of the community/region served by the hospital;
- State of radiology services at the hospital and how grant funding could impact these services;
• Financial need versus financial stability;
• Ability to cover associated project and service costs; and
• Ability to sustain equipment and service beyond grant period.

How will I be notified if I am selected to complete a full proposal?
The contact provided in the LOI will receive an email with information about completing the full proposal.

Will I be notified if I am not selected to complete a full proposal?
Yes, the contact provided in the LOI will receive an email stating their hospital has not been invited to continue the application process.

If I am not selected to complete a full proposal in this grant round, may I apply for future funding?
If additional grant funding is made available, the contact provided in the LOI will be notified via email.

LOI SUBMISSION PROCESS

How do I access the Letter of Inquiry?
To access the Letter of Inquiry, you must first register online with the Trust at https://www.GrantRequest.com/SID_1114?SA=SNA&FID=35155. Once you complete the registration process, you will receive an email with a link inviting you to complete and submit an online LOI.

How do I create an account for the Trust’s online portal?
Once you access the Trust’s online portal, you are required to create a username and password. To do so, please click on “New Applicant”. You will be directed to use your e-mail address as a username and you must subsequently create a password. You should receive an email confirmation once your account has been established. This email will also have a link to access your account.

How do I access a saved Letter of Inquiry?
To access a saved form, please use the following link and enter your username and password: https://www.grantrequest.com/SID_1114?SA=AM.

What if the amount of funding requested in the LOI is different from the full proposal amount?
The LOI amount may be an estimate for the proposed project. The amount may be modified for the full proposal if your application is selected for the next step in the process.

ELIGIBILITY QUIZ

We are currently in a lease agreement (or some other arrangement) for our CT scanner. It is more than 16 slice. Can we apply for a grant so we can purchase a CT scanner?
No, if the CT scanner currently being used at your hospital does not meet the 16 slice or lower requirement you may not apply for funding at this time. The goal of this funding initiative is to help hospitals with 16 slice or lower CT scanners replace their equipment.
We currently do not have a CT scanner or a mobile CT scanner. Can we apply for funding to purchase a new 32 slice or higher CT scanner?
Not at this time. The goal of this funding initiative is to assist hospitals with 16 slice or lower CT scanners replace their equipment, rather than establish new service lines.

LETTER OF INQUIRY

I need more space for a field in the application. Can I add more?
No, the restricted word count in each field is enforced to ensure concise answers.

Formatting for questions with numbers:
In any question that requests you to provide a number, enter amounts as numerals. Do not use commas. Do not use text. For instance, when asked for the slice count of your CT scanner, and you have an 8 slice scanner, enter “8” and not “8 slice” or “eight slice”.

If a question asks for a percent, enter a number with the % symbol (e.g. 42%).

Formatting for questions that ask Yes or No and allow for explanation:
Any question that asks you to answer Yes or No and allows for an explanation should be answered in the following method: “Yes”, “No”, or “Yes, explanation” or “No, explanation”. For instance, to the question “Does your hospital own its CT Scanner?” you should respond to the effect: “Yes” or “No, our scanner is leased.”

Questions on specific fields:
- **Executive Summary** – It may be best to complete the entire application before writing the executive summary. Doing so may help you summarize the salient information, need and benefits of acquiring a new CT scanner for your facility.
- **Project Title** – Please format your project title to read “<NAME OF HOSPITAL> CT Scanner Replacement Project”.
- **Total Project Budget** – This is the total cost of the entire project, not just the requested amount. You can find this amount on the CT Scanner Budget’s Detailed Budget tab, in Cell F 54.
- **Request Amount** – This is the total amount requested from the Helmsley Charitable Trust. You can find this amount on the CT Scanner Budget’s Detailed Budget tab, in Cell F 56.
- **Project Start Date** – The earliest estimated project start date is November 1, 2015. A later date is acceptable, though it would be best to start the project during calendar year 2015.
- **Length of Grant** – The grant should be 24 months.
- **Project End Date** – Given an intended start date of November 1, 2015, the expected end date would be October 31, 2017.

How do I upload documents to the application?
To upload documents to the application you must go to the last page of the form (labeled “Attachments”). On this last page, you will see a drop-down box with a list of all required documents. First, choose each document individually: click “Choose File” and browse your computer for the document to attach, click on the document once, then select “Open”. You must
attach all required documents to the online application, otherwise your proposal will be considered incomplete and undergo automatic disqualification. It will not be reviewed for funding.

What if my hospital is city-/county-owned and does not file a Form 990?
Please upload a document stating your ownership and that you are not required to file a Form 990.

Where do I find the budget?
The budget file can be accessed at the following link: http://helmsleytrust.org/sites/default/files/CT%20Scanner%20Budget%20Template.xlsx.

Detailed instructions on how to complete the budget are available in the first tab of the budget file and also viewable at the following link: http://helmsleytrust.org/sites/default/files/CT%20Scanner%20Budget%20%20Instructions.pdf.

CONTACT
For program- or grant-related questions about the funding opportunity, including questions of eligibility, please email rhc@helmsleytrust.org.

For technical assistance with the online application/portal, please email grants@helmsleytrust.org.