



*"Advancing Solutions to Health Disparities"*

## **Fall 2017 Health and Wellness Grant Program Guidelines**

### **Part I**

#### **Announcement of Opportunity**

The Los Medanos Community Healthcare District ("District" or "LMCHD") invites proposals for its funding for the LMCHD Year-Round Health and Wellness Grant Program. In accordance with the District's mission and strategic plan, this funding program supports qualified nonprofit and governmental agencies making positive impacts on community health.

**The application must be submitted to the District in both electronic AND hard copy forms by November 22, 2017 at 2:00 p.m., as follows:**

- The electronic version of the application must be submitted by email to [godfreywilson@lmchd.org](mailto:godfreywilson@lmchd.org) AND [bkee@lmchd.org](mailto:bkee@lmchd.org).
- In addition, eight (8) paper copies of the application must be time-stamped received by the 2:00 p.m. deadline at LMCHD's office at 2311 Loveridge Road Pittsburg, CA 94565.

A community's health care needs are served by a broad array of health-related programs and initiatives such as direct health services and wellness programs, community-based clinics, health provider education, and programs and organizations that promote preventative and public health activity for special needs among people, particularly those suffering from health disparities.

Funding opportunities will be available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan.

- **Goal One:** LMCHD will improve availability of and **access to direct health and mental health services** for all residents of the District, with a focus on **reducing the District's health disparities**.
- **Goal Two:** LMCHD will **support preventative and public health efforts** that promote and protect the personal, community, and environmental well-being and health of District residents.
- **Goal Three:** LMCHD will engage in **population-specific efforts** to address those District residents that are historically **underserved or particularly impacted by health disparities**.
- **Goal Four:** LMCHD will support **research and educational programming** that moves the Los Medanos community towards improved and innovative practices, ensures that healthcare professionals receive the best training, and further enhances service delivery to District residents.
- **Goal Five:** LMCHD will work through the Board of Directors and Staff to establish **solid, sustainable agency infrastructure components** guided by fair and ethical governing principles

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and fiscally sound policies to ensure sufficient resources to achieve LMCHD's vision, mission, and strategic plan.

Projects may focus on prevention, education, direct services, supportive services, and any other activities that affect the health and well-being of District residents and communities. A map of the district is attached as Appendix A. The LMCHD will provide assistance only for health care programs, services, facilities and activities that benefit district residents.

### **Amount and Duration of Funding Awards**

- The District reserves the right to discontinue or reduce an award if the recipient does not demonstrate compliance with contract or program requirements (including progress towards approved outcomes) in a timely mid-term progress report.
- **Recipients may only have one outstanding award at a time.**

The amount of funds available for a particular award will vary depending upon many factors, including the District's overall budget, the amount requested for the proposed program, the applicant's organizational budget and the project's conformance with strategic goals.

### **SUMMER FUNDING FOR HEALTH AND WELLNESS GRANT PROGRAM**

**Please note** that in spring of each year, the District will fund a "*Summer Health and Wellness Grant Program*" for programs that will operate during the summer months. If a proposed project will not start until the following year summer, it is recommended that the project applicant utilize the Year-long Health and Wellness Grant Program instead.

**The *Summer Funding* opportunity will be announced in spring of each year.**

If a project applicant applies for funding under the Year-long Health and Wellness Grant Program and does not begin until the following summer, this application will be deferred to the Summer Health and Wellness Grant Program application cycle.

# Fall 2016 Health and Wellness Grant Program Guidelines

## Part II

### Use of Funding for Health and Wellness Grant Program

The funding for a Health and Wellness Grant Program can finance the launch of a new project or the expansion of an existing project. The District is particularly interested in projects that can successfully leverage District funds to attract other sources of funding. The funding for the Health and Wellness Program will consider requests for support as follows:

<b>Type of Project</b>	<b>Examples of Support</b>
<b>Direct Health and Mental Health Services</b>  <b>Anti-Bullying Programs</b>	<ul style="list-style-type: none"> <li>• Direct health</li> <li>• Mental health Counseling</li> <li>• Dental</li> <li>• Substance Abuse Treatment</li> <li>• Anti-bullying Programs</li> </ul>
<b>Preventative &amp; Public Health Services;</b> <b>Health and Social Behavior;</b> <b>Environmental Health</b>	<ul style="list-style-type: none"> <li>• Domestic Violence Education</li> <li>• Violence Prevention</li> <li>• Nutrition Services                             <ul style="list-style-type: none"> <li>○ Diabetes Prevention</li> <li>○ Heart Health Education</li> </ul> </li> <li>• Physical Wellness, Fitness, and Education Programs</li> <li>• Obesity Prevention</li> <li>• Alcohol and Drug Use Education</li> <li>• Screenings, for example:                             <ul style="list-style-type: none"> <li>○ Blood pressure, STD, Physical Evaluation</li> </ul> </li> <li>• Smoking Cessation Education</li> <li>• Protection/Education Against</li> <li>• Environmental Health Hazards                             <ul style="list-style-type: none"> <li>○ Air quality, water quality</li> </ul> </li> <li>• Literacy Programs</li> </ul>
<b>Population-Specific Efforts</b>	<ul style="list-style-type: none"> <li>• Senior Citizens                             <ul style="list-style-type: none"> <li>○ Caregiver support (resource library, consultation, counseling)</li> <li>○ Activities/socialization</li> <li>○ Fall prevention</li> <li>○ Transportation (to medical appointments)</li> </ul> </li> <li>• Developmentally Disabled</li> <li>• Mothers &amp; Mothers-to-be</li> <li>• Underserved Youth                             <ul style="list-style-type: none"> <li>○ Fitness, peer mentoring, nutritional counseling</li> <li>○ After School Sports Programs</li> </ul> </li> <li>• Homeless                             <ul style="list-style-type: none"> <li>○ Shelter and supportive Services</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Medical case management, consultation, and liaison; access to use of primary care services</li> <li>● Immigrants, low-income, or uninsured residents <ul style="list-style-type: none"> <li>○ Access to primary health care and dental services</li> </ul> </li> </ul>
<b>Research and Educational Programming</b>	<ul style="list-style-type: none"> <li>● CPR/AED/First Aid</li> <li>● Nursing programs</li> <li>● Public Health and Health Disparities Education and Research</li> <li>● Trainings for healthcare providers that assist vulnerable or underserved populations within the district</li> <li>● Special healthcare district-related training/conferences</li> </ul>

## **Funding Restrictions**

The District will generally **NOT** support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Medical, scientific or non-applied research
- Capital campaigns or building improvements
- Overhead or administrative costs not directly related to a proposed project
- Annual campaigns, fundraising events or expenses related to fundraising
- Programs that proselytize or promote any particular religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities

Projects that fall outside the District's guidelines will be reviewed on a case-by-case basis.

# **Fall 2017 Health and Wellness Program Guidelines**

## **Part III**

### **Information to Applicants**

#### **How to Apply**

The Los Medanos Community Healthcare District (“LMCHD”) is inviting proposals for its funding of the year-long Health and Wellness Grants Program. The Board of Directors will consider funding grants to local projects that are within the mission and priorities described in these guidelines as well as within the District’s geographic boundaries (see Appendix A). A public announcement will be made and application materials will be available at the LMCHD office and the website at [lmchd.org](http://lmchd.org).

#### **Submission of Application**

**The application must be submitted to the District in both electronic AND hard copy forms by November 22, 2017 at 2:00 p.m., as follows:**

- The electronic version of the application must be submitted by email to [godfreywilson@lmchd.org](mailto:godfreywilson@lmchd.org) AND [bkee@lmchd.org](mailto:bkee@lmchd.org).
- In addition, eight (8) paper, hole punched, copies of the application must be time-stamped received by the 2:00 p.m. deadline at LMCHD’s office at 2311 Loveridge Road Pittsburg, CA 94565.

#### **Application Review Process**

Applicants will receive an e-mail confirming receipt of submitted applications. Applications will be sent to each District board member for consideration. Following this review, board members may ask applicants additional questions. If an applicant receives additional questions, the applicant will receive an email with questions and will be asked to respond to the questions in writing. Board members will then review applications for final consideration and meet to approve funding applications.

Applications will be scored encompassing such key factors as:

1. Applicant capacity
2. Consistency with District strategic goals
3. Consistency with community need
4. Measurable and achievable outcomes
5. Demonstrated fiscal accountability

At any point during the process, please do not hesitate to contact District staff with questions or concerns.

## **Funding Administration**

When an award is made, performance requirements related to the District's strategic objectives, reporting obligations, and payment schedules are specified as a condition of the

award and written into the contract agreement. Generally, awardees will be required to submit a mid-term progress report and a final report at the end of the award. Through these reports, the District monitors its investment in programs and projects, requiring awardees to substantiate how residents are being served and how measurable outcomes are meeting the District's mission and strategic objectives (see Appendix C). Additional reports or site visits will be requested as the District deems necessary.

Record keeping guidelines that awardees must follow are included at Appendix B of the application packet.

## **Suggested Format for Fall Health Grant Program Project Proposal**

### ***Introductory Summary***

Applicants are requested to outline the following: 1) the purpose of the project; 2) population affected; health-related outcomes; 4) organizations involved; 5) total cost of the project; 6) amount requested from LMCHD; and a paragraph summarizing how the project relates to the District's funding priorities, as described in the Guidelines. Also, please state the applicant's current total annual budget, specifying the actual amount of administrative expenses for this project.

### ***The Statement of Need and the Population Affected***

Please describe the problem or issue to be addressed by the project and which communities and populations are affected by it. Describe how people are affected by the problem and how pervasive it is. Indicate how the applicant organization has an existing relationship with the population affected. Use statistics if they are current and relevant to make your case. Quotes from recognized and appropriate authorities may be used as well. The purpose of this section is to justify the proposed project and to lay the foundation for the approach or methods you will use to address the problem.

### ***The Description of the Project to be Conducted***

This is the core of the proposal and should include how this project will be conducted in relation to the problem identified. Details are important in this section including the kind of staff that will be needed, activities that are to be conducted, and a direct correlation between these activities and the desired outcomes from the project. The design of the project should be well-crafted, feasible and appropriate in scope to the problem.

This section should also include information that indicates the organization is qualified and capable to conduct this project. Describe how the organization's current work exposed it to the problem, and how current staff are experienced enough to take on this new activity. Describe how the organization has had successful experience in implementing other projects similar in size and scope to the proposed project.

If this is going to be collaboration among two or more organizations, please describe all the players and what each will contribute to the process. Indicate who the lead organization will be and what the roles

and responsibilities of each organization will be. Describe how you will divide up the funding for the project based on tasks performed.

### ***The Financial Plan for the Project***

Please describe the current and future plans for funding this project. Indicate all known funding sources as well as those that you plan to solicit over time. Describe in detail how you will sustain this project after the District's funding has ended. Describe what public or private resources you anticipate will support the continuation of this work. Describe the current financial situation of the applying organization and how funding this project will affect its stability. Please state when you plan to need the District's funding in relation to when you will start the project.

**Please note that in early spring, the District will fund a Summer Health and Wellness Grant Program for programs that will operate during summer months. If your project will not start until the following summer, please consider utilizing the Summer Funding for Health and Wellness Grant Program instead.**

### ***Evaluation of the Project***

Please describe the **desired outcomes** of the project and how the design and implementation of the project as well as the outcomes will be evaluated according to LMCHD Goals. Indicate how people in the community, who are affected by the problem and participated in the program, will be involved in the evaluation process. In evaluating, the District seeks to understand not only what was successful about the project but also what did not work and why. The District will seek to review measures by which the success of the project can be evaluated.

### ***The following attachments must be submitted with all applications:***

- The Application Cover Sheet
- A copy of the organization's final 501(c)(3) determination letter from IRS.
- A list of the organization's current board members with their professional, business and community affiliations.
- Letters of commitment from all other organizations collaborating on the project or providing technical assistance, including statements of their financial, organizational and staff commitments.
- The budget for the proposed project, which includes all known and projected sources of revenue and anticipated expenses. Please include footnotes to each line item with the budget. If possible, please present a project budget in a twelve-month cash flow format.
- The organization's current total annual budget approved by the board of directors.
- The organization's most recent year-end audited financial statements. If the organization does not have audited statements, then please provide the last year-end unaudited statements, including a balance sheet and statement of income and expenses which were reviewed and accepted at a board meeting where a quorum was present.
- A list of grants that the applicant agency has received in the past in resume format (if applicable).

- Any other printed materials; e.g., an annual report, brochure, etc., which would describe your organization and its programs in relation to the community.

The LMCHD is a local public agency and local nonprofit organizations are our partners in carrying out our mission of improving the health and wellbeing of the people and communities we serve. We are interested in meeting representatives of local nonprofit organizations, so please invite us to visit your organization.



## Appendix B

### Los Medanos Community Healthcare District Recordkeeping & Reporting Requirements

**Purpose:** The Los Medanos Community Health Care District (“LMCHD” or “District”) has policies and procedures in place to ensure that all District funds are properly accounted for and spent appropriately within LMCHD guidelines. In addition, LMCHD has clearly established mechanisms to provide effective oversight of programs funded with District monies. These policies, procedures, and practices include:

- 1) Clearly published recordkeeping requirements to ensure that grant funds are spent appropriately on approved project activities;
- 2) A mandate that each recipient of LMCHD funds have internal financial controls in place; and
- 3) Standardized reporting requirements to ensure that LMCHD funds are achieving the purposes for which each project or program was funded.

#### 1) Recordkeeping Requirements:

Each LMCHD-funded project must account for all grant expenditures by keeping the following documentation in a separate file for each grant year. Files may be subject to periodic audits as necessary by District staff based upon either scheduled reviews or risk monitoring guidelines that will be established.

- 3<sup>rd</sup> party receipts or invoices for expenditures using grant funds
- Time and activity reports for staff funded by grant funds

Each project must also have documentation demonstrating that they have minimal levels of financial and organizational capacity to avoid misuse of grant funds, including:

- Most recent financial audit (if performed)
- Copy of 501(c)(3) documentation (if applicable)
- Any existing documentation demonstrating that grant funds are kept separately from personal accounts and/or are tracked separately from other business expenses. E.g., separate business banking account, financial records
- Description of internal system of financial controls/checks and balances, or any policies or supporting documentation that describe this

#### 2) Financial Controls Mandate:

All LMCHD-funded projects should use District funds for activities described in grant agreements or other contracts with the LMCHD. Funds may not be used for activities other than those authorized in writing by the District. To control that grant funds are being used appropriately, and to control against waste, theft, inefficiency, for accuracy and reliability of financial information and to encourage compliance with policies, each grant recipient must have internal controls.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel and records that allow an organization to maintain adequate oversight and control of its finances. As such, internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, accounting controls, procurement, property controls and audits are sub-parts of the overall financial system.

### **3) Reporting Requirements:**

Each project must submit an annual report to show that grant funds were used for: (1) the project as described in the grant application, LMCHD contract, or agreement; and (2) to demonstrate the project's success. Each project will report on the following in a standardized annual report:

- *Project description:* as described in the project application, contract, or agreement and any changes that occurred after the application was approved
- *Number of people served by the grant funds*
- *Outcomes achieved:* a brief description of specific accomplishments achieved using District funds, District goals and any supporting data the project may have collected
- *Demographic breakdown:* Please provide a breakdown addressing participants' age range, primary residence, gender, race, and ethnicity.
- *Program effectiveness:* Please provide a written narrative outlining your program's efficiency.
- *Challenges and Successes:* Please specify any challenges or successes faced by your program.

## Appendix C

**List measurable outcomes as detailed in the project evaluation section of your funding application and the progress achieved:**

<u>Outcomes</u>	<u>Progress</u>
<p>a. 20 Juniors who are credit eligible to graduate in 2018.</p> <p>b. 4 Seniors who will be graduating in 2017</p> <p>c. All our participants from last season were academically eligible to participate in their respective school's basketball programs this past season.</p>	<p>We are proud to report that our program is growing and with all the help we have received from LMCHD we will be able to reduce our fee from \$500.00 per participant to \$125.00 per participant. Therefore, making our program that more accessible to everyone in our Community. The City of Pittsburg has long stopped providing programs for the youth of this Community, so it is up to individual organizations to pick up their slack and with this new price decrease [REDACTED] [REDACTED] will be able to fill a much larger void.</p>

**List the population(s) and demographics served by the project and the number of people served:**

<u>Population(s) served</u>	<u>Number</u>			
<p>Population varied, main participants were Afro-Americans from Bay Point/ Pittsburg. We, however, drew in multiple races during our Community Engagement, Health Fair, Fellowship in the park and other outdoor community events. [REDACTED] as well as many other community agencies from Bay Point and Pittsburg brought family and friends to many events.</p>	<b>Age</b>	<b>Race</b>	<b>Gender</b>	<b>#</b>
	4-12	Afro	F-28/M-30	58
	13-19	Afro	F-45/M-30	75
	20-29	Afro	F-30/M-43	73
	30-40	Afro	F-68/M-63	131
	41-60	Afro	F-60/M-55	115
	4-12	Latino	F-15/M-15	30
	13-19	Latino	F-20/M-15	35
	20-29	Latino	F-20/M-18	38
	30-40	Latino	F-15/M-21	36
	41-60	Latino	F-25/M-19	44
	4-12	Asian	F-12/M-10	22
	13-19	Asian	F-15/M-18	33
	20-29	Asian	F- 25/M-20	45
	30-60	Asian	F-20/M-15	35
	4-12	Cauc/mix	F-10/M-15	25
	13-19	Cauc/mix	F- 8/M-13	21
	20-40	Cauc/mix	F-28/M-22	50
			<b>Total:</b>	<b>866</b>

**List unexpected developments, if any, that affected program operation:**

<u>Development</u>	<u>Resolution/Status</u>
Several of our best participants who registered for the ten-week program, have now left the program and went away to college on basketball scholarships, these participants will not be returning to the program. The location at [REDACTED] was unavailable to us on 9/1/2017 because the basket was broken earlier in the week. It was not fixed until the following day making it	We expect more participants will leave the program for various reasons but each week new players show up that want to join the league... [REDACTED]. This is about more than basketball. Local law enforcement, community, and political and business leaders support the [REDACTED] and most importantly, the young people and families it serves support it.

**Were there unanticipated results, either positive or negative, not already described? If yes, discuss implications, lessons learned and/or program changes planned as a result:**

<u>Objective</u>	<u>Progress</u>
The programs allowed for positive interaction between youth in the community and [REDACTED] in a non-traditional interaction. [REDACTED] mentored youth and built relationships and rapport with the participants. We will continue to encourage similar interactions and programs.	The interaction with the youth that participated in these programs allowed us to provide life/social skills and mentoring in a positive environment as well as identifying youth and families who may be in need of additional services/resources.