



**POLICY TITLE:** Grant & Mini-Grant Policy

**POLICY NUMBER:** OP-5

**DRAFT DATE:** 02/27/2020

**BOARD APPROVAL DATE:** 03/24/2020  
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02/20/2012 Original

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**POLICY: GRANT & MINI-GRANT POLICY**

**Policy #OP-5:**

In accordance with Desert Healthcare District's mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini-Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District's strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July - June)
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.



1.d. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.



### **3. Grant Application Process**

#### **a. Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

#### **b. Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals



- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

#### **4. Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any 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
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.

4.2 Only one open grant per grant recipient is allowed.

4.3 Multiyear grant funding may be considered for approval. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of the annual approved Grant budget by the District Board.

#### **5. Online Application Process**



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- **STEP 1:** Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- **STEP 2:** Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visit. Grantees, via email, receive authorization to move to Stage 2 - the grant application.
- **STEP 3:** Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee for consideration.
- **STEP 4:** Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- **Note:** Grant requests may be declined at any stage of the application process.

Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

## **6 No-Cost Grant Extension**

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

- 6.1.1 No term of award specifically prohibits the extension
- 6.1.2 Project's originally approved scope will not change
- 6.1.3 The end of the project/grant period is approaching
- 6.1.4 There is a programmatic need to continue
- 6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

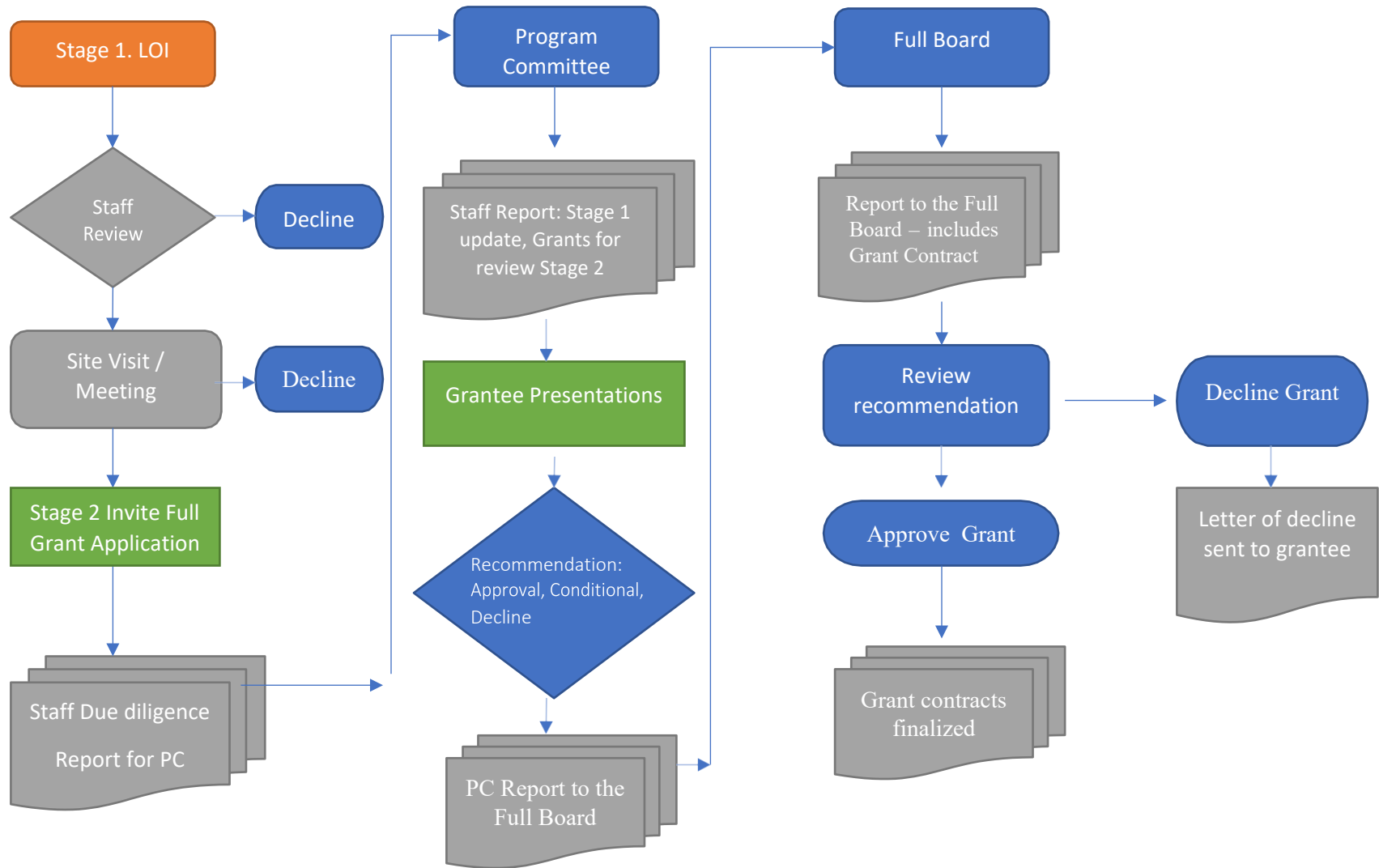
6.3 Process:



Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date

# Current Grant Process



Note: Staff is available to grantees for technical support both before, during and after the grant process.

Step 1. Letter of Interest (LOI) – Stage 1 - accessed via the District website - documents are attached and letter is submitted via the web.

A. LOI is uploaded from the system

Step 2. Staff verify the LOI is complete and the attached required documents have been received. I.e. Audited financials.

- A. Grant staff review the LOI and if the program and budget look reasonable, then audited financials are submitted to the CFO for review.
- B. Upon grant staff acceptance and CFO approval to move forward – email sent via the grant software to grantee to invite for a full application – Stage 2
  - a. At this point if grantee does not meet baseline requirements Staff may decline or request clarity from the grantee if staff believe there is a misunderstanding of the grantee. This will be performed via the email system built into the grant software for tracking.

Step 3. Grantee submits application and all supporting documents via the grant software.

Step 4. Grant application is uploaded from the system

- A. Staff verify all attachments are included as required. I.e. completed budget form – Completed Application etc.
  - a. If documents are missing or there are perceived concerns – staff will request further information from the grantee. This will be performed via the email system in the grant software – may also include the application being returned to the grantee for further completion. If there are minor changes, these can be made via the staff (with written consent from the grantee) or the application can be returned to the grantee for revisions.
  - b. Staff reviews and scores the application.
- B. Grant packet prepared for review. – currently this is an internal process – it is recommended to bring on Readers in the future.
- C. Staff sends the grant packet for review to each of the current staff readers (Donna and Alejandro) - CFO should be sent the full packet so he may review the financials, 990's, and budget narrative for comments/concerns/approval. (Audited financials already reviewed from Step 2 above)
- D. Staff reviews independently the grant applications and supporting documents using the scoring structure.
- E. Reviews are submitted into the system upon completion – note there is a deadline for this process and if the date is missed the application will no longer be available for review
- F. Grant staff compiles the review information and establishes comments for the Program Committee (PC) Write-up. This is a template within the grant software. Once completed this will be used to bring together the PC packet materials, to include the full



grant application packet and scoring review sheets. Staff will not recommend grants, but will point out key areas of focus - both positive or concerning.

Step 5. PC Packet created for each grant and saved in PC meeting U drive file in PDF format to be included in the PC Packet. This is performed via the Grant software.

Step 6. Staff present each grant request to the committee for review. Staff will invite each grantee to be present to give the committee an opportunity to ask further clarifying questions regarding the grant.

A. Staff will document the recommendations from the PC to be included in Board Packet Write up - (same as above for PC, but includes PC recommendations.)

Step 7. Staff to update Board Packet write up and create the grant contract based on PC recommendations to the Board.

A. Exhibit B to be auto-populated by payment schedule set in the grant system.

a. Grants under \$250,000 will report out semiannually and final report

- i. 1<sup>st</sup> Payment            45% of grant - fully executed contract received from grantee
- ii. 2<sup>nd</sup> Payment            45% of grant - first Progress and Budget Progress reports are received and reviewed
- iii. Last Payment            10% (retention) of grant - last 6-month Progress and Budget Progress reports and final grant report received and reviewed

b. Grants over \$250,000 will report out quarterly and final report

- i. 1<sup>st</sup> Payment            22.5% of grant - fully executed contract received from grantee
- ii. 2<sup>nd</sup> Payment            22.5% of grant - first Progress and Budget Progress reports are received and reviewed
- iii. 3<sup>rd</sup> Payment            22.5% of grant - second Progress and Budget Progress reports are received and reviewed
- iv. 4<sup>th</sup> Payment            22.5% of grant - third Progress and Budget Progress reports are received and reviewed
- v. Last Payment            10% (retention) of grant - Last quarter Progress and Budget Progress reports and final grant report are received and reviewed.

Step 8. Staff to create packet of each grant to be included the Board Packet:

1. Staff write-up with PC Recommendations
2. Application
3. Exhibits B - Payment schedule, Requirements and Deliverables
4. Exhibit C - Line Item Budget



## 5. Grant History Summary

A. Packet saved into Board U drive file in pdf format to be included in Board packet.

Step 9. Staff to invite grantees to participate in Board meeting and to be present to answer further questions from the Board

- A. Decision of the Board entered into the grant system - Contract generated
- B. Grant contract signatures obtained and

request for first payment submitted to Finance Step 10.

Staff sets up progress reports with email reminders

Step 11. Staff receives progress report, current budget progress report outlining expended funds with receipts - reviews - obtains clarity, if needed, from the grantee

- A. Staff submits request for next payment from Finance
- B. Staff updates Resources and Philanthropy for upcoming PC and Board meeting.

Step 12. Staff receives final report (narrative only) reviews / confirms grant dollars expended / determines final payout/possible no-cost grant extension (of which staff is to be notified, by request from grantee, 30 days before the end of the current project period).

- A. Staff submits request for final payment of grant or/
- B. Staff creates request for no-cost

extension - presented to Board for approval.

Step 13. Staff closes out the grant on system with

final narrative for internal use only.

Options: performance/compliance comments, rating or alert