



**POLICY TITLE:** GRANT & MINI GRANT POLICY

**POLICY NUMBER:** OP-05

**COMMITTEE APPROVAL:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

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**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District (“District” or “DHCD”) to establish 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 fiscal year the Board of Directors will allocate a budget for both grants and mini grants awards.

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 transparent and 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 & Foundation’s (“DHCD/F”) 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 covering the period of July 1-June 30.
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future



years. However, this does not preclude a grant recipient from submitting additional grant applications.

1.d. Grant recipients must accept and adhere to the District's standard grant/contract terms and conditions as a stipulation of any grant award. This includes timely submission of required reports to allow District to monitor the fiscal and programmatic requirements of the grant. A 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 \$10,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

**3. Grant Application Process** – The grant application is available on the District’s website at [www.dhcd.org](http://www.dhcd.org). The online application details the information necessary to submit an application such as required documents, detail of strategic plan focus areas, and other information based on specific grant application needs. The visual representation of the process of a submitted application is noted in the attached application process flowchart.

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 would 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 at least one priority area 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 to underserved individuals and communities. 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.

## 5. Application Process

**Please refer to attached Application Process flowchart**

### 5.1 Grant Declination Appeals Process

Any applicant who wishes to appeal their grant declination must follow the guidelines below:

1. Submit in writing the request for appeal and the specific focus point/criteria the DHCD/F is being asked to consider.
2. The written request must be submitted to the Chief Program Officer within 30 calendar days of receipt of the declination notification.
3. The DHCD/F will review said request and will respond in writing within 60 calendar days of receipt of the grant declination appeal request (process for review and final determination).



## 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/F 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



## 7. External Grant Process

7.1 The External Grant Process Flow Chart was created in response to the many outside funding opportunities that the Desert Healthcare District and Foundation has pursued and received to further the goals of its Board-approved 2021- 2026 Strategic Plan.

Strategic Plan Goal 1 (Proactively increase the financial resources DHCD/F can apply to support community health needs.) with its six (6) strategies was developed to make up for the gap in money that was not received in property tax dollars when the District expanded its boundaries in 2018.

The External Grant Process Flow Chart and Narrative meets Strategy 1.3: Expand capabilities and activities for obtaining new grant funding AND Strategy 1.5: Identify opportunities and implement selected joint venture/partnerships with community organizations to jointly support funding of selected community health needs.

### 7.2 Process:

1. PROSPECTIVE RFP (or External Funding Opportunity) IDENTIFIED: California Consulting, District staff, and other organizations/partners (i.e. Regional Access Project Foundation) identifies a funding opportunity through avenues such as The Foundation Center; Grants.gov (federal grant opportunities) listings at ACHD (Association of CA Healthcare Districts) and CSDA (CA Special Districts); California State; Riverside County, and others. These funding opportunities could be through an RFP (Request for Proposals).
2. PROSPECTIVE RFP BROUGHT TO CEO: If there is an RFP that seems promising, the prospective RFP is brought to the District's CEO for review of all documentation.
3. STRATEGIC PLAN AND STAFF CAPACITY: Under the CEO's review, the CEO will then determine if there is an alignment with the District's Strategic Plan and relevant goals and strategies and discuss with lead staff (Chief Program Officer, Chief Administration Officer and Chief of Community Engagement) as to the capacity of staff and the organization to take on this project.



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- If it is determined that there is no alignment to the strategic plan or staff does not have the capacity, the RFP (or funding opportunity) will not be pursued.
  - If it is determined that there is an alignment to the strategic plan and staff does have the capacity, then the RFP (or funding opportunity) will be pursued and goes to Step 4.
4. PURSUE: Having now made the determination to pursue the funding opportunity, staff will summarize the RFP for the Board of Directors and make recommendations.
  5. BOARD COMMUNICATION: The RFP submission timeline will depend on what appropriate committee and board the CEO would present the RFP. If the submission timeline is tight, the CEO may have to just present the RFP to the Board President in which the President /Board of Directors then gives permission to proceed.
  6. INTERNAL STAFF COMMUNICATION: If approved to proceed by the Board, the RFP will be discussed internally with staff. The CEO will identify a lead staff member and Program and Fiscal staff members are brought into the discussion to review and assist with the application and budget. Individual tasks are assigned and understood.
  7. SUBCONTRACTORS: At this point staff will determine if the utilization of subcontractors is allowed. If no subcontractors are allowed, proceed with the application submission (Step 8).  
If subcontractors are allowed, a Request for Qualifications (RFQ) will be released and the opportunity to collaborate will be posted on the District's website. The opportunity to collaborate will also be shared via Constant Contact, an email and digital marketing program used frequently by District staff). The Grants Team will review the RFQ submissions and approve the qualified subcontractor(s). Once subcontractor(s) are identified, staff will develop a collaborative scope of work (SOW) and budget.
  8. APPLICATION SUBMISSION: The application is submitted, and the Board is updated periodically of the status of the application.  
Once submitted, the application will either be declined\* and the District was not selected as an awardee or:
  9. NOTICE OF AWARD: The District was selected as an awardee by Notice of Award. The lead staff member will convene with the





program and fiscal staff on internal processes, tasks, and deadlines\*. The external contract is reviewed by District's Legal Counsel.

10. **INTERNAL PROCESSES:** If utilizing subcontractors, the organization will be required to submit a formal application in the District's grant management program, Foundant. The application will allow for the reporting of the RFP deliverables and budget management. The program and fiscal staff will review and assist the subcontractor/organization with alignment to internal processes (budgeting, Results Based Accountability (RBA) performance measures, reporting, deliverables, etc.)
11. **BOARD COMMUNICATION:** The board will be notified of the award and will be asked to provide contract approval. Staff will also provide the award requirements such as scope of work, budget, timelines, deliverables, etc.
12. **GRANT MANAGEMENT:** Program and fiscal staff will ensure consistent grant processing, reporting, tracking, and compliance. Program and fiscal staff will also be providing ongoing communication with the funding agent and any subcontractors.
13. **BOARD UPDATES:** Updates will be provided to the board of directors as needed.
14. **EXTERNAL GRANT ENDS;** Staff will share the results of the external grant impact and goals with the Board and community. The results will also be posted on social media and the District's website.

\*If District's application is declined, or if application is awarded but determined to not be feasible in consideration of resources available and/or provided, this information will be relayed to the Board via the CEO's monthly report.



**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
California Health and Safety Code section 32132

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