

PACIFIC HOSPITAL PRESERVATION & DEVELOPMENT AUTHORITY

NIMBLE GRANT APPLICATION GUIDANCE

1. BACKGROUND

Pacific Hospital Preservation & Development Authority (Pacific Hospital PDA) is offering interested non-profit or public organizations the opportunity to apply for grants of up to \$30,000 under its Nimble Grant process. Funds awarded under this process will support programs that help eliminate disparities in access to health resources and/or improve health outcomes for underserved communities in the Puget Sound region (King, Snohomish, Pierce, and Kitsap counties). Services provided under this grant must be delivered in King County; advocacy grants may have statewide reach with evidence of significant impact in King County.

The mission of the Pacific Hospital PDA is to champion effective health care for the vulnerable and disadvantaged in the greater Puget Sound area. For more information on the Pacific Hospital PDA's grant history, visit [our website](#).

Pacific Hospital PDA accomplishes our grantmaking mission through these strategic goals:

- **Access to health resources:** Pacific Hospital PDA focuses its grantmaking on improving access to a broad range of health resources, including primary and specialty care, preventive health care, behavioral health (such as mental health and substance use treatment) and oral health care.
- **Improvement in health outcomes:** Pacific Hospital PDA focuses on improving the capability of the healthcare system by supporting resources that link and coordinate health services for underserved communities.

2. FUNDING PRIORITIES

Nimble Grants are focused on infrastructure improvements or small projects that help agencies carry out the Pacific Hospital PDA's mission of improving health care access and outcomes for underserved populations. Funds awarded under this process may be used for the following purposes:

- Short term, time-limited projects
- Infrastructure and capacity development
- Planning
- Technology improvement
- Training, including internal staff training and external community trainings/educational events
- Policy and advocacy work

Funding may be used as a bridge to support staff salaries during the project year only if there is a clear plan for ongoing future funding.

3. FUNDING PRINCIPLES

Projects funded under this process must adhere to the following fundamental Pacific Hospital PDA principles:

- Address the needs of underserved populations
- Actively address the issues of systemic structural and institutional racism that negatively impact healthcare delivery and outcomes

- Ensure access to existing and emerging health care resources for persons who might otherwise not be served by the health care system
- Partner and collaborate with other organizations seeking to address similar health disparities

Document outcomes to assess the effect of project resources in a manner that is measurable and feasible within the context of the grant

4. FUNDING ELIGIBILITY

- Non-profit, governmental and public organizations may apply. Agencies that do not currently have non-profit status may apply for funds through a fiscal sponsor. Should the grant be funded, the sponsor organization will be the contracted grantee and the contract will specify the project to be performed by the sponsored organization.
- The funding may be used to support both new and existing projects.
- Funding under this application is reserved for services located in King County. There is no geographic restriction on the residence of clients served or advocacy efforts provided under these funds, as long as the program can demonstrate that the use of the funds will address disparities in health care access and outcomes among residents of the Puget Sound region (King, Snohomish, Pierce, and Kitsap counties).
- Organizations may not receive two Pacific Hospital PDA grants in the same year for the same project. If a program is currently funded under the Pacific Hospital PDA's Major grant process, these funds may not be used to augment that funding. However, the agency would be allowed to request Nimble Funds for a different project.

5. FUNDING AVAILABILITY

The Nimble Grant application for 2019 funding will be available on Pacific Hospital PDA's website on September 12, 2018. The Pacific Hospital PDA has reserved a total of \$225,000 to be awarded through this Nimble Grant process per the schedule below. Pacific Hospital PDA reserves the right to increase or decrease the funding pool based on the quality of applications received.

Individual awards will not exceed \$30,000. All award funds must be expended within one year of the earliest program start date listed below for each funding round. Organizations that are interested in applying for funds in excess of \$30,000 are asked to consider contacting the Pacific Hospital PDA about Major Grant funding.

The Pacific Hospital PDA will announce grant awards per the schedule below until such time as the available pool of funding has been expended. Applicants whose applications are not funded during the current quarter may revise and resubmit their requests at a later date. Applications can be submitted at any time. Please see below for deadline for consideration in each round of funding decisions.

Round	Application Deadline	Agencies Notified of Awards	Earliest Project Start Date	Latest Project End Date
1	November 16, 2018 at 12:00pm (noon)	December 14, 2018	January 1, 2019	December 31, 2019
2	February 15, 2019 at 12:00pm (noon)	March 15, 2019	April 1, 2019	March 31, 2020
3	August 16, 2019	September 13, 2019	October 1, 2019	September 30, 2020

	at 12:00pm (noon)			
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6. APPLICATION PROCESS

Application Guidance

Application guidance may be requested at any time. Applicants may forward questions via email to grants@phpda.org.

Setting Up Your Application Profile

[Click here](#) to set up a new username/password and an organization profile. Once you set up this initial profile, it will be used for all future applications to Pacific Hospital PDA. If you have applied for a Pacific Hospital PDA grant using the online system in the past, please log in with your existing username and password.

Only one person from an applicant organization can start, edit, and submit an application. **Other users from an organization can only view that application and grant history.** You may share the primary login information so that others within your organization may edit and submit the application, but multiple logins cannot edit the same application. After a grant is approved, the person who submitted the grant application is automatically the contact for all report due date reminders and report submissions through our system. If you would like this person to be different than the applicant profile, email grants@phpda.org and request that the reports be assigned to another person. **The name of the organization's ED/CEO will be used for contracts and official correspondence.** If you would like this name changed, please email grants@phpda.org

If you are having trouble using the online application system, read the [Applicant Tutorial](#) or contact grants@phpda.org with your questions.

Application Submission

Please see the application calendar on page two of this guidance for submission deadlines.

Applications must be submitted in accordance with the following guidelines:

- A. **Complete one application per project.** If your agency is requesting funding for more than one project, you must submit a separate application (including narrative and budget forms) for each proposal. Be sure to submit a complete application by the due date. If you miss a deadline, you may submit it during the next Nimble Grant funding cycle.
- B. Your application is not complete until you have filled out all required questions and have uploaded all required attachments, including all pages of the project budget form spreadsheet.
- C. Previous receipt of funds is not a guarantee of future funding.

Application Review

All applications will be reviewed by an Ad Hoc Funding Panel, appointed by Pacific Hospital PDA's Governing Council. The Funding Panel will forward their recommendations to the Pacific Hospital PDA's Governing Council for final funding decision.

The Funding Panel will apply scoring values in several categories to rate the content of the applications (see table below). A maximum of 50 points will be assigned by the Funding Panel based on the responses to questions posed on the application forms. In addition to the application’s score in this rating system, the Funding Panel may consider several other factors in making funding recommendations. These additional factors may include adherence to Pacific Hospital PDA’s mission and goals, proposed cost of the project, appropriateness for Nimble Grant funding, and demonstrated ability to improve health care access and/or provide services to vulnerable and underserved populations in the Puget Sound region.

RATING CATEGORIES	MAXIMUM POSSIBLE POINTS
Organization Information	5
Health Access/Outcome Disparities	15
Project Description	Question 3A: 20 Question 3B: 5:
Personnel, Project Budgets, and Budget Narrative	5

Funding Recommendations

Pacific Hospital PDA’s Governing Council will consider the Funding Panel recommendations together with the Pacific Hospital PDA’s desire to fund a broad range of projects and serve a wide spectrum of populations in need.

Award Notification

Following the Governing Council’s approval, agencies will be notified via email if their grant has been approved or denied. Approved proposals may be either fully or partially funded. Award notification to agencies is slated for the month prior to the beginning of each Nimble Grant cycle: December 2018; March 2019; and September 2019, with contracts to begin at the start of the following month (January, April and October). Nimble Grants s will not be awarded during the 3rd quarter of 2019.

Revised Contract Exhibits

Each agency must submit proposed budgets and project descriptions as part of their application. After award decisions, agencies may be required to submit revised budgets and scopes of work based on internal Pacific Hospital PDA review. If required, revised budgets should be provided within ten (10) days of receipt of award letter. Pacific Hospital PDA staff will review revised budget and scope of work submissions for mathematical accuracy, consistency with original proposed goals/objectives, and appropriate program revisions.

Expenses related to any project funded through this application process must be allowable costs, consistent with the Pacific Hospital PDA’s mission and status as a public entity. For guidance on allowable costs, please see [OMB Circular A-122](#). All questionable costs included in application submissions will be discussed with potential grantees during the contract process.

Final Contracts

Following any necessary revisions, a final draft of the contract will be sent to the agency for signature. The contract will include a payment schedule to be agreed upon by the applicant and Pacific Hospital PDA. The agency will submit a signed final copy of the contract to Pacific Hospital PDA. When the completed contract is received by Pacific Hospital PDA, the agency will receive a onetime payment at the beginning of the contract term unless otherwise negotiated.

All agencies that receive funding through this application process must comply with all requirements, regulations and guidelines of the Pacific Hospital PDA contract. A copy of the contract is available on the Pacific Hospital PDA [website](#). All applicants are advised to review the contract prior to submitting an application. The Pacific Hospital PDA reserves the right to cancel an award if a selected applicant fails to execute the contract, in substantially the form as it appears on the Pacific Hospital PDA website, within thirty (30) days following the Pacific Hospital PDA's transmission of the final contract for signature.

The Pacific Hospital PDA aims to be a responsive and flexible grantmaker. Grantees may request amendments and changes to their contract exhibits (budget, scope of work, etc.) for the first nine months of the contract year. The Pacific Hospital PDA will review such requests on a case-by-case basis, considering reasonableness of the proposed changes and consistency with overall project purpose.

7. GENERAL INFORMATION

- A. Pacific Hospital PDA is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their sex, race, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, veteran status, or age except by minimum age and retirement provisions, unless based upon a bonafide occupational qualification. Applicants for these funds must adhere to these EOE regulations and will attest to such adherence within the grant contract if funds are awarded. During performance of this contract, the contractor agrees that it will not discriminate against any employee, applicant for employment, or client seeking services because of any of the attributes listed in this paragraph. The contractor will make equal employment opportunity efforts to ensure that applicants, employees, and clients are treated equally.
- B. Pacific Hospital PDA reserves the right to reject any or all applications that are deemed not responsive to its requirements and priorities.
- C. Pacific Hospital PDA is not liable for any cost incurred by applicants prior to issuing the contract.
- D. The contents of the application of the selected applicants shall become contractual obligations if a contract ensues. Failure of the applicant to accept these obligations may result in cancellation of their award.
- E. Pacific Hospital PDA has a process in place for grievances related to the funding process or contract award decisions. The grievance process is included as Section 8 of this guidance. Grievances must be filed within ten (10) business days of receipt of the award notice.
- F. Unless otherwise requested, letters and other transmittals pertaining to this process will be issued to the e-mail address noted in our files. After the application is submitted, all correspondence will be sent to the email address associated with the account used to submit the application. If an agency wishes to change the designated contact person at any time during the application, review or funding process or at any time during the contract period, notify Pacific Hospital PDA.
- G. The applicant agency must demonstrate, in the Pacific Hospital PDA's sole discretion, that it is currently fiscally stable. An applicant having unresolved outstanding federal or state tax obligations is not eligible to apply for funding.
- H. Pacific Hospital PDA, as the funder and awarding authority, may cancel the grant process or reject all applications at any time prior to or during the application review process if Pacific Hospital PDA determines it to be in its best interest.
- I. Although every reasonable effort will be made to do so, Pacific Hospital PDA assumes no responsibility for failure to notify all interested parties of this grant process.

- J. All submitted application and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so after the review, award, and contract negotiation process. This process is concluded when a signed contract is executed between Pacific Hospital PDA and the selected applicant.

8. APPLICATION GRIEVANCE PROCEDURE

Form of Grievance

In order to be considered, a grievance must be submitted via email, addressed to the Executive Director of the Pacific Hospital Preservation & Development Authority (Pacific Hospital PDA), and include:

- A. The name, address, email and phone number of the proposer grieving, or the authorized representative of the proposer;
- B. A detailed description of the specific grounds for the grievance and any supporting documentation; and
- C. The specific ruling or relief requested.

Nature of the Grievance

Proposers may grieve the Nimble Grant funding process, but not the final award decision. Grievances may be submitted in relation to the proposer's allegations that the Pacific Hospital PDA failed to adhere to the Nimble Grant funding process as outlined in published guidance, or because the proposer believes its application was not accorded equitable treatment during the application and review process.

Who May Grieve

Any proposer submitting an application in response to the Pacific Hospital PDA's Nimble Grant funding process may submit a grievance.

Deadline for Submission of Grievance

Grievances must be received by the Pacific Hospital PDA no later than ten (10) calendar days after the proposer has received notification of award.

Determination of Grievance

Upon receipt of a timely written grievance, the Executive Director and the Executive Committee of the Pacific Hospital PDA's Governing Council shall investigate the grievance and respond in writing within ten (10) calendar days. The decision of the Executive Director and Pacific Hospital PDA Executive Committee shall be final.

Failure to Comply

Failure to comply with the procedures noted above may result in rejection by the Pacific Hospital PDA.