

# HEALTH EQUITY FUND

A PROGRAM OF THE PACIFIC HOSPITAL PRESERVATION & DEVELOPMENT AUTHORITY

## MAJOR GRANT APPLICATION GUIDANCE

APPLICATION RELEASE DATE: DECEMBER 13, 2019

LETTER OF INTENT DUE DATE: JANUARY 17, 2020 (BEFORE 12:00 PM NOON)

APPLICATION DUE DATE: MARCH 19, 2020 (BEFORE 12:00 PM NOON)

### 1. BACKGROUND

The Health Equity Fund, a program of the Pacific Hospital Preservation & Development Authority (Pacific Hospital PDA”), is offering interested non-profit or public organizations an opportunity to apply for funds to support efforts to eliminate disparities in access to health resources and/or improve health outcomes for underserved communities/populations 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 focus of the funds is to maintain and/or expand current funded programs or develop new programs whose goals are to eliminate disparities in access to health resources and/or improve health outcomes for underserved communities/populations in King County. For more information on the Pacific Hospital Preservation & Development Authority’s grant history, visit [our website](#).

The Health Equity Fund accomplishes its grantmaking mission through these strategic goals:

- **Access to health resources:** The Health Equity Fund focuses its grantmaking on improving access to a broad range of health resources, not limited to medical care access alone.
- **Improvement in health outcomes:** The Health Equity Fund focuses on improving the capability of the healthcare system by supporting resources that link and coordinate health services for underserved communities/populations.

NOTE: Agencies funded during our 2019 Major Grant Program must submit a 2020 Renewal Grant application if seeking funds to support their current programs. Contact [grants@phpda.org](mailto:grants@phpda.org) if you did not receive the 2020 Renewal Grant guidance. Previous receipt of funds is not a guarantee of future funding.

### 2. FUNDING PRIORITIES

The Health Equity Fund Major Grant program funds programs focused on: (1) direct health-related service delivery; (2) advocacy efforts to implement institutional change related to health; or (3) a combination of service delivery and advocacy.

The Health Equity Fund has established the following funding priorities:

- Projects that address cultural, linguistic, economic, and other access barriers to successful utilization of medical and other services.
- Projects that focus on ensuring access for underserved populations and communities to health resources and services.

- Projects that provide services and/or increase access to services among populations and communities who are not eligible to receive services under the Affordable Care Act.
- Projects that provide services that are not paid for, in part or fully, under current available coverage programs.

Although applications are not limited to the following focus areas, strong consideration will be given to projects that address one or more of the following:

- Provide health-related services and improve health access for communities of color, particularly focused on programs for African American and American Indian/Alaska Native communities
- Provide health-related services and improve health access and outcomes for geographically-underserved areas of King County, such as South King County and rural King County
- Provide health-related services and improve health access and outcomes for Immigrants and Refugees
- Provide health-related services and improve access to women’s and reproductive health

The Health Equity Fund does not fund capital projects. However, smaller, necessary capital items (i.e. computer equipment) will be considered as part of a larger project budget on a case-by-case basis.

Health Equity Fund grants cannot be used for lobbying.

### 3. FUNDING PRINCIPLES

Health Equity Fund is responsible for ensuring that funding is allocated to organizations that adhere to Pacific Hospital Preservation & Development Authority mission and goals. To that end, projects funded under this application must adhere to the following fundamental Health Equity Fund principles:

- Address the needs of underserved populations;
- Actively address the issues of systemic, structural, and institutional racism, sexism, homophobia, transphobia, income inequality, and other forms of discrimination 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; and
- 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.

Funding is focused on access to services, service delivery, and advocacy to improve health-related access and outcomes. Infrastructure and capacity development related to provision of services will also be considered if consistent with the Health Equity Fund stated strategic goals.

This funding prioritizes (1) development of new projects or (2) maintenance or expansion of existing projects to meet Health Equity Fund’s goals. **Expansion projects** refers to existing programs that seek to significantly increase their client base or projects that are currently provided at one site and are being proposed at an additional site. **Continuation projects** will be considered if they are responsive to the funding priorities stated above and demonstrate prior success. Health Equity Fund will consider funding projects for which other funding sources have been

discontinued. Continuation projects include those proposed to continue at their current service levels that are seeking funds to offset the loss of existing funds or the end of another funding stream.

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 Health Equity Fund grants in the same year for the same project. If a program is currently funded under the Health Equity Fund's Nimble Grant process, these funds may not be used to augment that funding. However, the agency is allowed to request Major Grant funds for a different project or for a project that received a Nimble Grant award in the past as long as the period covered by that funding ends by the new contract period.

If an organization received a Health Equity Fund Major Grant in 2019 and would like to apply for renewal funding for that program, it must do so through the separate renewal funding process. Contact [grants@phpda.org](mailto:grants@phpda.org) for more information.

If an agency with which you propose to subcontract is applying for a separate program, Health Equity Fund will accept both proposals. If both agencies are applying for the same project, we suggest that you work together to submit one Letter of Intent and one application (if invited).

## 5. FUNDING AVAILABILITY

**This application is for one-year funding for the budget period of July 1, 2020 through June 30, 2021.**

The funding period for this award begins on July 1, 2020. If you plan to start your project later in the contract year, please inform us in your Letter of Intent and application. If you anticipate that your project will begin later in the year, your budget should reflect that project timeline (e.g., a September 2020 start date would represent a 10-month timeline). If your project extends beyond June 30, 2021 (the end of the grant contract period with Health Equity Fund) the application and budget you provide should only refer to the Health Equity Fund funding cycle.

Award amounts will range from a minimum of \$50,000 to a maximum of \$200,000. Organizations that are interested in applying for funds below \$30,000 should consider applying for the Health Equity Fund Nimble Grant Program. The Health Equity Fund anticipates funding \$1,000,000 total in this Major Grant process, but reserves the right to increase or decrease the funding pool based on the quality of applications received. As we will be inviting proposals in the range of \$50,000-\$200,000, the final number of projects funded in 2020 could vary widely depending on the average size of the funded projects.

Based on project and budgetary performance, Health Equity Fund may renew, fully or in part, project awards for the 2021 grant period (July 1, 2021 – June 30, 2022). Any contract extension shall be at the sole discretion of the Health Equity Fund based on a renewal grant process. Health Equity Fund will only fund a particular program for a maximum of three consecutive years through the Major Grant Program.

Should additional funding become available, Health Equity Fund may allocate these funds to a currently funded project, conduct a separate application process for all or part of these funds, or use the funds for other purposes consistent with Pacific Hospital PDA policies. The process for renewal funding applications and/or a separate application process for grant year 2021 will be announced in early 2021.

## 6. APPLICATION AND FUNDING PROCESS

## Setting Up Your Profile

[Click here](#) to set up a new username/password and an organization profile. Once you set up this initial profile, the email associated with the account will be used for all future applications to Health Equity Fund for that organization, all award notifications, and all grant correspondence if the grant is awarded. 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. The user email can be changed at any time.

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](mailto: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](mailto:grants@phpda.org). The organization is responsible for informing the Health Equity Fund of changes in contact information.

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

## Letters of Intent

Applicants for the 2020 Major Grant are required to submit mandatory Letters of Intent to the Health Equity Fund via the online application system. While the Letter of Intent only requires broad goals, the more specific you can be with proposed outputs and outcomes, the better. If you intend to work or subcontract with another agency but are not formally partnered, please describe the affiliation and the current status of the partnership in the Letter of Intent and the application (if invited).

All Letters of Intent will be reviewed by the Pacific Hospital PDA's Program Committee. Based on the information provided in the Letter of Intent, the Pacific Hospital PDA will determine which projects have been deemed appropriate for submission of full applications. The number of invited applications will depend on the quality and range of proposed programs.

To submit a Letter of Intent, [login here](#), click "Apply" in the upper left corner, and click the link for "2020 Major Grant." Applicants can save a draft Letter of Intent and complete the form at any time prior to the submission deadline. It is the responsibility of the agency to ensure that the Letter of Intent is complete. You must hit "Submit" on your Letter of Intent prior to the deadline of **12:00 pm noon on January 17, 2020**. You will receive an automated email when your submission has been received. Health Equity Fund will not consider an application for funding if a Letter of Intent has not been submitted by the deadline.

## Invitation to Apply

The Health Equity Fund will send agencies invitations to submit full applications by close of business on **February 7, 2020**, as well as notification to agencies whose Letters of Intent have not been approved for full application submission. Applications submitted by agencies who have not received an invitation to apply will not be considered for funding.

## Pre-Proposal Webinar

Health Equity Fund will host a comprehensive Pre-Proposal Webinar in which technical assistance will be offered to help applicants understand and complete the application. Only applicants who have submitted an LOI and been invited to submit full applications will be invited to attend. The webinar is scheduled for **February 12, 2020 from 2:00-4:00 pm**. Access the webinar by RSVP'ing to [grants@phpda.org](mailto:grants@phpda.org). This webinar will: 1) present the philosophy, purpose, and activities of the Health Equity Fund, 2) describe the application process, 3) review the online application forms, and 4) answer applicants' questions. **All applicants are strongly encouraged to participate.**

### **Application Guidance**

All applications must be submitted electronically through the online Health Equity Fund grant management system found [here](#). If you are having trouble using the online application system, read the [Applicant Tutorial](#) or contact [grants@phpda.org](mailto:grants@phpda.org) with your questions.

General application guidance may be requested until 4:00 pm on **March 13, 2020**. This guidance may include clarification of the Health Equity Fund's requirements and funding principles as they relate to the proposed program. Applicants should forward questions in writing to [grants@phpda.org](mailto:grants@phpda.org)

Technical assistance related to the online grants system will be available until the application deadline of 12:00pm, March 19, 2020 .

### **Application Submission**

Only applicants who submit a Letter of Intent and receive invitations to apply are permitted to submit full applications. If you are invited to submit an application, the next time you login to the online grant system, you will have access to the full application form. A description of the grant process and several downloadable documents will be available. Download the budget form and use it to complete your application.

Applications must be submitted **by 12:00 pm on March 19, 2020** 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 (**March 19, 2020 before 12:00 pm noon**). The Health Equity Fund reserves the right to reject incomplete applications. Failure to submit a complete application will be reflected in the application's scoring and review, and will impact the Health Equity Fund's funding decision.
- 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.

**Any applications submitted after the deadline will not be considered. There are no exceptions.**

### **Application Review**

Applications will initially be reviewed by Pacific Hospital PDA staff for technical compliance with funding requirements. The technical review will pay particular attention to issues of completeness, accuracy, and clarity. It will also provide an initial assessment of the application's responsiveness to Health Equity Fund goals.

All applications will subsequently be reviewed by an Ad Hoc Funding Panel, appointed by Pacific Hospital PDA's Governing Council. The Funding Panel may consist of current and former PHPDA staff, Governing Council Members, and Strategic Advisors. The Funding Panel is charged with making recommendations to the Pacific Hospital PDA Governing Council for final approval.

The Funding Panel will apply scoring values in several categories to rate the content of the applications (see table below). A maximum of 100 points will be assigned by each member of the Funding Panel based on the responses to questions posed on the application forms. In addition to the application’s average score in this rating system, the Funding Panel may consider several other factors in making funding recommendations. These additional factors may include adherence to Health Equity Fund’s funding priorities, proposed cost of service delivery, as well as demonstrated ability to improve health care access and/or provide services to underserved populations in the Puget Sound region.

RATING CATEGORIES	MAXIMUM POSSIBLE POINTS
Organization Information	10
Project Description	A: Disparity – 10, B: Program Description -15, C: Cultural Competency- 10, Total - 35
Project Outputs	20
Project Outcomes	20
Personnel, Project Budgets, and Budget Narrative	15

### Funding Recommendations

Applications will be ranked according to score. The Funding Panel will base funding recommendations on these rankings, as well as considerations of the agency’s capacity to manage funds and meet financial and project reporting requirements. The Funding Panel reserves the right to recommend funding to lower scoring applicants in order to meet a specific need not effectively addressed by the other applications submitted. Pacific Hospital PDA’s Governing Council will consider Funding Panel recommendations together with the Health Equity Fund’s desire to fund a broad range of services and projects and serve a wide spectrum of populations in need. Final approval of the Funding Panel recommendations will be made by the Governing Council.

### Award Notification

Following the Governing Council’s approval, agencies will be notified via email if their grant has been approved or denied on **May 15, 2020**. Approved proposals may be either fully or partially funded.

### Revised Contract Exhibits

Each agency awarded a grant will receive draft contract exhibits based on their submitted application responses and budget within a week after award notification. If funds awarded differ from the amount requested in the application, or if contingencies are placed on the award, revised exhibits must be provided to Health Equity Fund within twenty (20) days of receipt of award letter.

Costs related to any project funded through this application process must be allowable and 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.

### Contract Meetings with Pacific Hospital PDA Staff

Following approval of project and budget revisions, Pacific Hospital PDA staff will arrange meetings with fiscal and project representatives from funded agencies to review final programmatic and financial issues and contractual

reporting requirements. Efforts will be made to schedule these meetings in a timely fashion. The earlier an agency submits an approved revised budget and scope of work, the earlier such contract meetings can take place.

## Final Contracts

Following the contract meeting, a final draft of the contract will be sent to the agency for signature. 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 funding according to the contracted schedule.

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 strongly 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 contract meeting between the Pacific Hospital PDA and the selected applicant.

The Health Equity Fund aims to be a responsive and flexible grantmaker. Grantees may request amendments and changes to their contract exhibits (budget, scope of work, etc.) during the first nine months of the contract year. The Health Equity Fund 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 needs.
- 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. Health Equity Fund has a process in place for grievances related to the funding process or contract award decisions. The grievance process is appended to the 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, please notify Health Equity Fund.
- G. The applicant agency must demonstrate, in the Health Equity Fund's sole judgement, 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. 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 in writing, either in hard copy or via email, addressed to the Executive Director of the 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 Health Equity Fund's funding process, but not the final award decision. Grievances may be submitted in relation to the proposer's allegations that the Health Equity Fund failed to adhere to the 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 Health Equity Fund's funding process.

### **Deadline for Submission of Grievance**

Grievances must be received by the Health Equity Fund no later than ten (10) calendar days after the proposer has received notification of award decisions.

### **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 shall respond in writing to the grievance 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 set forth herein may render a grievance untimely or inadequate and may result in rejection by the Pacific Hospital PDA.