

SUBJECT: COMMUNITY HEALTH FUND: ADMINISTRATION

POLICY: THE EDEN TOWNSHIP HOSPITAL DISTRICT WILL ADMINISTER THE COMMUNITY HEALTH FUND TO ASSURE RESPONSIBLE DISTRIBUTION OF MONIES AND TO MAXIMIZE THE BENEFIT TO COMMUNITY MEMBERS AND FAIRNESS TO GRANT RECIPIENTS.

PURPOSE: To improve the health of the Districts' communities.
To assure the competence of the grant recipients in delivering the services promised.
To assure the impact of programs funded.

Community Health Fund Policies

- Policies guiding the District's oversight and management of the Community Health Fund will be reviewed regularly and may be changed from time to time as determined by the Board.
- The timeframe for implementing changes will be determined by the Board.

Annual Determination of Funding

The District shall approve, as part of its annual operating budget, a specific amount for funding community benefit projects and programs. Community benefit grants or donations shall only be awarded if investment income achieves budgeted targets.

Grant Recipient Eligibility Requirements

Applicants must meet, at a minimum, the following requirements:

- be an incorporated non-profit organization under California Law and Internal Revenue Code Section 501(c)(3)
- have received a determination letter confirming non-profit status, or, provide evidence of its status as a governmental/public agency, program or institution

Interested parties will be provided with the minimum requirements, that may change from time to time by the District, be established from upon receipt of application and request for proposal materials.

Grant Recipient Restrictions

The following entities and programs are ineligible for funding:

- individuals
- political purposes
- sectarian purposes
- endowments
- expenses related to fund raising activities
- organizations intending to pass-through grants, or re-grant Community Health Funds
- deficit liquidation proposals
- replacement funds intended to permit the applicant to reallocate funds for other programs it provides
- health care services in competition with Eden Medical Center
- programs or services for which adequate resources are available from other identified sources

The list of ineligibles is not intended to be all-inclusive and may be changed from time to time at the discretion of the District.

Grant Number and Amount Limitations

- No agency or organization may receive more than one grant per District fiscal year from the Community Health Fund.
- Applicants may apply for funds up to a maximum of \$75,000 in a single request.
- The maximum amounts may be changed from time to time as determined by the District.
- The District reserves the right to offer partial funding of any request.
- Funding may be in a single amount or at increments as determined by the District.

Grant Application Process

- The criteria for eligibility, procedures for application, and the process for approval will be established in policy by the District.
- Application information will be made available to all interested persons through the ETHD website and from the ETHD offices.

- Requests for more than \$5,000 must follow the guidelines and complete the process described in the Application information/Request for Proposal.
- Requests for \$5,000 or less must be submitted on the Grant Application Short Form.

Grant Approval Process

- To provide an identified method and frequency for considering grant applications and requests, the District Board will meet semi-annually to approve grant applications.
- The reviewing body will meet as often as needed to review applications.
- Only complete and eligible requests will be considered.
- Applicant awards will be limited to the amount established by current District policy (see limitations above).
- The District reserves the right to offer partial funding of any request (see limitations above).
- The reviewing body will consider the following in its review:
 - ability to meet the District's mission and values
 - compatibility with the District's priorities
 - current availability of services
 - alternative resources to the applicant
 - potential for success of the project
 - total project funds needed
 - District's ability to fund
 - compliance with all District policies, requirements and guidelines
 - prior CHF funding history and compliance with previous grant agreements
 - any other factors pertinent to the District or reviewing body
- The applicant will receive a written response from the District within 30 days of the review with a funding determination or a request for clarification or more information.
- Final approval will be made by the District Board.

Term of Grant Award

- To permit the support of startup or under-funded programs while encouraging the identification of alternative and subsequent funding sources and self-sufficiency, Community Health Fund grants are generally restricted to no more than one year of funding.

- In some instances, at the discretion of the District Board, the Community Health Fund may provide multi-year grants that require more than one year of funding.

Grant Contract Timeline

- Successful applicants will be notified of a grant award within 30 days of action by the board.
- Upon acknowledgement of the award decision, and confirmation of a desire to enter into an agreement, the Grantee will be sent a Grant Agreement for review and signature.
- The Grantee must concur with the terms of the Grant Agreement, and/or any modifications agreed to, not later than 90 days from the original notice of award.
- The absence of a signed Grant Agreement by the Grantee within the above timeframe will result in the withdrawal of the award by the District.
- Funds that become available as a result of withdrawal of an award according to this policy will be added to funds available for the next scheduled grant review process.
- A Grantee who loses an award due to the inability to conclude a Grant Agreement in a timely manner will remain eligible to reapply in any future grant cycle.

Required Reporting By Grantees

- To enable the District to monitor use and effectiveness of funds granted, grant recipients will be required to report to the District on the use of funds granted.
- Grantees will be required to provide at least one report to the District describing the use of the funds and the impact of the funded program or service. The report will include outcomes based on the contract agreement.
- Grants for \$5,000 or less will require a single report.
- Grants in excess of \$5,000 may require more frequent reports, including quarterly, at the discretion of the District.
- In no case will any grant be awarded without a reporting requirement.
- Grantees will be informed of the reporting requirements, frequency and content at the time the grant is awarded.

- Grantees who fail to provide reports as requested may lose future eligibility for funding from the Community Health Fund.

APPROVED BY THE BOARD OF DIRECTORS

Lester Friedman (Date)
Chair, Board of Directors
Eden Township Healthcare District

Roxann Lewis (Date)
Secretary, Board of Directors
Eden Township Healthcare District

Approved: 7/28/99

Reviewed: 8/27/03
4/20/05
5/20/15

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