

**SUBJECT: COMMUNITY HEALTH FUND: ADMINISTRATION**

**POLICY: THE EDEN TOWNSHIP HEALTHCARE 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.

Under special circumstances the District may suspend the Community Health Fund grants or donations.

**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, which may change from time to time, through the District website and from the District offices. Government

agencies with programs that serve the health needs of District residents are eligible to apply.

**Grant Recipient Restrictions**

The following entities and programs are ineligible for funding:

- individuals
- political purposes
- sectarian purposes
- endowments
- expenses related to fundraising 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

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. Requests for District sponsorship of charitable events shall be directed Barbara Adranly at (510) 538-2031 ext. 201 or <https://ethd.org/contact/> and will be reviewed by the Board outside of the grant process.

**Grant Number and Amount Limitations**

- No agency or organization may receive more than one grant per District fiscal year from the Community Health Fund.
- Foundations that are sponsored or controlled by, or associated with, a separate grant recipient will be considered on a case-by-case basis.
- Grants to prior grant recipients and/or annual renewals will be considered on a case-by-case basis.
- 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 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.
- Individual meetings regarding grant applications between a grant applicant and a District board member, officer or staff outside of the District's established grant awards process will be prohibited. Notwithstanding the foregoing, the District's grant program staff may provide technical assistance to grant applicants upon request.

**Grant Approval Process**

- To provide an identified method and frequency for considering grant applications and requests, the District Board will meet 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 following are among criteria that the reviewing body will consider:
  - ability to meet the District's mission and values
  - compatibility with the District's priorities
  - current availability of services
  - the financial need of the applicant
  - 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 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 may only require a single report, at the discretion of the District.
- 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**

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Mariellen Faria (Date)  
Chair, Board of Directors  
Eden Township Healthcare District

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

Revised: 07/20/22

Reviewed: 8/27/03  
4/20/05  
5/20/15  
1/25/18  
02/20/19  
05/15/19  
07/20/22