



Request for Proposal (RFP) No. 2021-05 Mini Grant Application

Release Date: September 1, 2021
Due Date: October 6, 2021

BOARD MEMBERS

Kathy Omachi, MSW, Chair, Zone 5
James Lundy, Vice Chair, Zone 2
Pete Perez, Secretary, Zone 4
Bruce Hunter, Member, Zone 1
Susie Johnson, Member, Zone 3

Chinayera Black Hardman, MPA
Chief Executive Officer

Overview

In 1945, the California Legislature passed the Local Hospital District Law authorizing the creation of special districts. This law was amended in 1965, and again in 1994, to better reflect that health care was increasingly being provided outside of the hospital setting. As with many other Districts, in recent years Sierra Kings Health Care District (referred to as “the District”) has evolved from a direct service hospital provider to a community-based grant maker.

After conducting a comprehensive needs assessment and a related strategic planning process, the District adopted its 2021-2024 Strategic Plan which commits to improving community health and wellness with special attention to three priorities: Obesity, Diabetes, and Behavioral Health. Grant seekers are encouraged to carefully review the District’s 2021-2024 Strategic Plan to ensure understanding of the District’s vision, mission, guiding principles and specific goals, objectives, and preferred best practices. A copy of the 2021-2024 Strategic Plan can be attained from the District’s corporate office or on the District’s webpage, www.skhcd.org.

As an emerging community partner, the District issues this Request for Proposals (RFP) No. 2021-05 to facilitate a process for awarding Mini Grants. There is \$25,000 available for one-time mini grants for up to \$5,000 each. The District seeks proposals from trusted community partners and is open to applications from non-profit organizations, public agencies, faith-based organizations, private for-profits, schools, members of the community, and others. Proposals will be accepted and evaluated based upon current and emerging community health needs related to District priorities. The District reserves the right to withdraw or adjust this RFP. Grant recipients will be required to demonstrate documentation (invoices, receipts, list of expenditures, and/or general ledgers) for all associated mini grant expenses.

General Criteria

- Mini-Grants are intended for one-time only support.
- The proposed project must aim to impact District priorities: Obesity, Diabetes, and/or Behavioral Health.
- Priority funding will be offered to innovative, prevention-focused pilot projects. Refer to suggested best practices in the District’s 2021-2024 Strategic Plan.
- **Grant requests cannot exceed \$5,000.**
- Grant awards will be limited to programs deployed within District boundaries. (See Attachment D for the District map.)
- Grant seekers may apply for (and be awarded) multiple mini grants. However, an agency or organization may only have one mini grant open at any given time.
- If the applicant is functioning under a governing body, a copy of a letter indicating approval by the governing body should be attached to the Cover Sheet (i.e. School Board, City Council, etc.)

- All awardees must participate in a *Mini Grant Orientation* prior to release of mini grant funding from the District.
- All expenditures must occur **after** the date of the mini grant contract.
- Projects submitted must conclude within **12-months** of the mini grant contract date.
- All awardees will ensure that the project clearly identifies District attribution by using the District's logo and name (Sierra Kings Health Care District) on printed materials, website, etc. whenever possible.
- A *Project Closeout Interview* is due at the conclusion of the project. The *Project Closeout Interview* will include a review of all expenditures. All awardees must provide receipts, invoices, etc. to support reported expenditures. **Any receipts reflecting a purchase date before the contract award date will not be approved. In the event the grantee is unable to demonstrate acceptable spending documentation, mini grant funding of that amount may be deemed ineligible and reimbursed back to the District.**

Uses of Mini-Grant Funds

Ineligible Uses

District funds awarded under RFP No. 2021-05 for the Mini Grant process **may not** be used for the following purposes:

- On-going programs and activities
- Supplanting existing funding for existing services, goods, and programming
- Capital improvements and/or real property (Any one item in the excess of \$1,000.00 and/or immobile. The District reserves the right to approve or deny requests on an individual basis)
- Fundraising
- Bonuses/Commission

Eligible Uses

District funds awarded under RFP No. 2021-05 for the Mini Grant process **may** be used for the following purposes:

- One-Time programs and activities
- Supplement existing funding for services, goods, and programming
- Professional development
- Trainings and classes
- Collateral materials
- Community Events
- Services, goods, and programming

Purpose of Mini Grant Funding

The purpose of mini grant funding to be released under RFP No. 21-05 is to impact the District's 2021-2024 Strategic Plan. Grant seekers are encouraged to refer to the Strategic Plan on the District's website at www.skhcd.org or pick up a copy from the District's corporate office. The following are brief highlights from the Strategic Plan.

PRIORITIES:

- Obesity
- Diabetes
- Behavioral Health

GOALS AND OBJECTIVES

GOAL 1: Expand access to preventative health services and supports.

- 1a. Increase the availability of obesity and diabetes education and awareness.
- 1b. Increase the availability of obesity and diabetes preventative services and supports.
- 1c. Increase access to adequate nutrition and fitness to mitigate onset of obesity/diabetes.

GOAL 2: Expand access to behavioral health services and supports.

- 2a. Increase the availability of behavioral health education and awareness.
- 2b. Increase the identification of undiagnosed behavioral health needs.
- 2c. Increase access to multi-disciplinary behavioral health interventions.

Preparing Your Proposal

To submit a proposal under RFP No. 2021-05 for one-time Mini Grant funding, please respond to the following prompts using standard margins and 12-point font. Your responses should be precise and concise as submissions are limited to the following:

- Completed Cover Sheet. (See Attachment A)
- Two-Page narrative in response to the prompts listed below:
 1. Specify the District goal and objective(s) this project intends to impact. (Refer to District goals and objectives as per the 2021-2024 Strategic Plan.)
 2. Demonstrate the unmet need this project will aim to address.
 3. Describe the primary strategy or intervention this project proposes to implement. Be specific about how this project is a prevention-focused pilot project. Consult Best Practices outlined in the 2021-2024 Strategic Plan.
 4. List your target population and quantify the number of service units anticipated. (i.e., no. of people to be served, no. of products to be purchased, no. of

convenings to be held, etc.) Please specify if your target population is underserved, i.e., geographically isolated, impoverished, etc.

5. Explain how your agency will know if the proposed project is successful. List your indicator(s) of success i.e., increased capacity, improved knowledge, etc. Be as specific as possible.
 6. Explain why and how your agency/organization is preferable to lead this proposed project.
 7. List collaborative partners and their respective roles in making this project a success.
 8. Describe why the project is an efficient use of public funds and resources.
- Itemized budget with narrative. (See Attachment B)
 - Executed Statement of Non Supplantation. (See Attachment C)
 - Proof of governing agency approval if your program runs under a governing body. (i.e., school board, City Council, Board, etc.)

Applications may be mailed or hand-delivered to the District Office, however, **applications must be received on or before Wednesday, October 6, 2021 no later than noon.** Applications will not be received via email. **Please submit one (1) original and five (5) complete copies of the application to:**

Merari Guitierrez
 Executive Assistant/Clerk of the Board
 Sierra Kings Health Care District
 1011 G. Street
 Reedley, CA 93654

Important Dates

RELEASE DATE:	WED., SEPTEMBER 1, 2021
SUBMISSION DEADLINE:	WED., OCTOBER 6, 2021
AWARD DATE:	NOVEMBER 23, 2021
PROJECT COMPLETION DATE:	NOVEMBER 23, 2022
<i>(All projects must be completed on, or before, 12-months of the date upon which the contract is executed.)</i>	

Appeals Process

In the event grant funding is unspent during this initial mini grant period, the District reserves the right to continue to receive proposals and make funding awards under RFP No. 2021-05 until the District's designated mini grant funding of \$25,000 is exhausted. Mini grant proposals submitted under this RFP will be reviewed and evaluated by the District Board, staff, and/or independent evaluators at the discretion of the District. During the review process, District staff may contact grant seekers for additional information or to clarify proposal content and may elect to interview applicants or do a site visit prior to making a funding recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming grant approval.

Funding recommendations will be presented to the District for consideration at a public board meeting. The District reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of proposals submitted, to accept or reject any or all proposals received, to grant full or partial funding of any request, and/or to cancel all or part of this mini grant solicitation at any time prior to awards. Each applicant understands that there is ***no appeals process***.



ATTACHMENT A - COVER SHEET

Organization Name:		
Name of Project:		
Contact Person Name and Title:		
Address:		
City:	State:	Zip Code:
Telephone #:	Cellular #:	Email:
Year Established:	Federal ID #:	
Type of Organization (check one):		
<input type="checkbox"/> Corporation <input type="checkbox"/> Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Non-profit <input type="checkbox"/> Government <input type="checkbox"/> Faith-based <input type="checkbox"/> Education <input type="checkbox"/> Other (please describe) _____		
Select the zone(s) you intend to target:		
_____ Zone 1	_____ Zone 4	
_____ Zone 2	_____ Zone 5	
_____ Zone 3	<i>(See Page 6 for a map of the District's zones)</i>	
Amount of Funding Requested:		
Number of People to be Served/Impacted:		
<p>I certify that the information contained in this proposal is true and accurate to the best of my knowledge and belief. I further certify that this grant proposal is submitted with the full knowledge and endorsement of the governing board of this organization, which will act as fiscal agent and is empowered to enforce compliance with all contract conditions.</p>		
Name:		Title:
Signature:		Date:
NOTE:		
<i>If the agency/organization has a governing board, please attach a letter of authorization from the board.</i>		

ATTACHMENT B – BUDGET AND JUSTIFICATION

INSTRUCTIONS

Use the categories listed below to develop your budget request. Itemize each budget category to include the cost per unit. Include a brief justification for the items listed. Take the time to reflect on the items being purchased before listing them as these items will be reconciled against invoices/receipts during your *Mini Grant Close Out*. Any diversion from the listed items may result in ineligible expenditure and reimbursement of funds to the District.

The following are ineligible use of funds (refer to page 3 for further details):

- **Bonuses**
- **Indirect/administrative Costs**
- **Purchase of Real Property**
- **Out of District Field Trips**
- **Capital Improvements**

SAMPLE BUDGET

1. Project Supplies/Materials

a. Example: Printing – \$500.00

Printing costs associated with flyers and informational cards.

b. Example: Brochures – “Fitness NOW” 200 @ .35 = \$70.00

Brochures will be distributed door-to-door by volunteers.

c. Example: Food Distribution Supplies – \$1,200.00

Take out trays, napkins, and forks will be used to distribute meals to seniors.

TOTAL: \$1,770.00

2. Programming Purchase

a. Example: Purchase of Fitness Kits to include balls, jump ropes, stretching mats – 100 @ \$50.00 each

TOTAL: \$500.00

3. Other costs

a. Example: Mileage reimbursement for 2 staff/volunteers at 56 cents/mile. Total miles traveled are estimated at 100 miles each.

TOTAL: \$112.00

TOTAL AMOUNT REQUESTED

\$2,382.00

PLEASE NOTE: Only items listed on your approved budget will be allowable purchases. These items will be reconciled against invoices, receipts, listing of expenditures, and/or general ledgers. Any diversion from the listed items may result in an audit exemption during program close-out and result in repayment of mini grant funding.



ATTACHMENT C – STATEMENT OF NON SUPPLANTATION

Project Name: _____

I, _____ of _____, hereby
Name Name of Agency

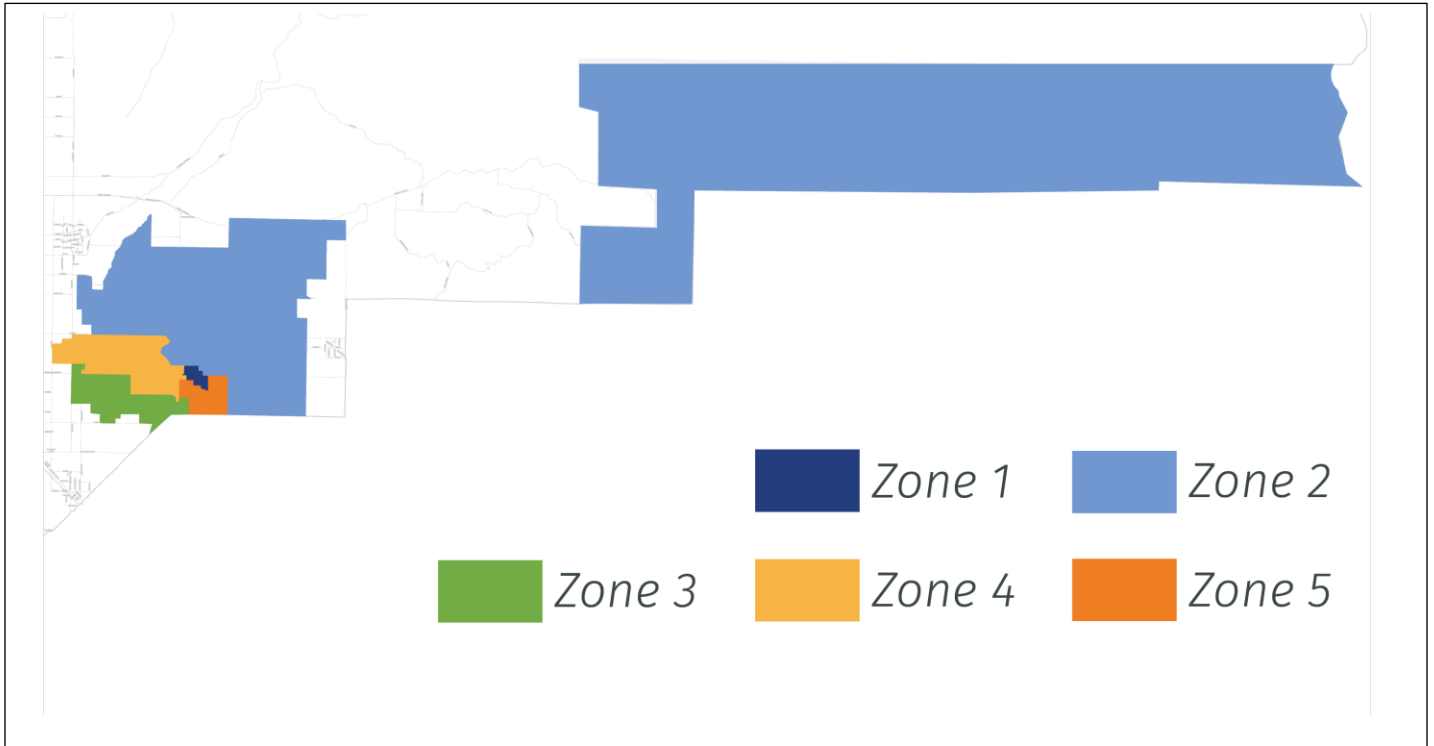
state that the funds requested in this application do not supplant any existing revenue sources.

Signature Date

Print Name

Title

ATTACHMENT D - DISTRICT MAP



NOTE: Individual zone maps with street level details can be found on the District's website at www.skhcd.org.