05.5 SIERRA KINGS HEALTH CARE DISTRICT
GRANTS MANAGEMENT
POLICIES AND PROCEDURES

REVIEW AND SELECTION – the Sierra Kings Health Care District (referred to as the District) shall participate in grantmaking pursuant to Health and Safety Code section 32126.5.

Purpose:
The purpose of this policy is to establish the District's adherence to Health and Safety Code section 32139(c)(4) and the District's process for providing, accepting, and reviewing grant applications.

Policy:
It is the policy of the District to adhere to the following process for providing, accepting, reviewing, and selecting viable funding requests:

Process for Providing Grant Applications
Upon the assessment of need and establishment of a three (3) year strategic plan that details the District's mission, vision, values, guiding principles, focus areas, goals, and suggested best practices, the District shall elect to use one (1) or more of the Funding Approaches prescribed in Grants Management Policy No. 5.1 – Grant Making and No. 5.4 – Grants Distribution Plan to solicit strategies towards community health and wellness.

1. The Executive Director shall prepare a proposed procurement document (i.e., RFP, RFA, etc.)

2. The District's Community Investment Committee shall consider the terms and conditions prescribed in the proposed procurement document and offer editing suggestions to further refine the document.

3. The District's Community Investment Committee shall prepare a recommendation for consideration of the proposed procurement document by the full Board.

4. During a public meeting, the District shall consider the proposed procurement document as recommended by the Community Investment Committee.

5. Upon District approval of the proposed procurement document, the Executive Director shall post a Public Notice at approved posting locations (as per the District's Bylaws) stating the intention to release the procurement documents. The Public Notice shall include such details as follows:
   - A brief description of the type and intention of the procurement document;

- The total amount of money available for grantmaking via the procurement document;
- How to get a copy of the procurement document; and
- The Release Date and Due Date of the procurement document.

Process for Accepting Grant Applications

Grant applications will be accepted in a user-friendly method that is fair to all grant seekers as follows:

- Completed grant applications shall be submitted to and received by the District corporate office (1011 G. Street, Reedley, CA 93654) on or before the prescribed due date.
  Packets shall be time/date stamped. Receipts will be provided upon request.

- No late proposals will be accepted.

Process for Reviewing Grant Applications

- A paper screening will be conducted on each application to affirm that all formatting and content requirements as per the RFP/RFA are reflected. Applications that are non-compliant with formatting and content requirements will be disqualified.

- A group of three (3) to five (5) Independent Evaluators will use a standardized Scoring Rubric to assess the consistency of the application as it relates to the District's strategic plan. Independent Evaluators will provide a number score to each application along with a funding recommendation.

- Staff will roll up the data and recommendations provided by the Independent Evaluators.

- The Executive Director shall convene the Independent Evaluators (in-person and/or via distance technology) for discussion and consensus building to form funding recommendations.

- The Executive Director shall convene the District's Community Investments Committee to consider the scoring and funding recommendations of the Independent Evaluators. Through the vetting process, the Committee may also weigh criteria that is in the best interest of the District (disbursement of funding throughout the entire District, etc.). The Committee will formulate funding recommendations to be considered by the full Board.

- During a public meeting, the District shall consider the proposed funding recommendations of the Community Investment Committee.

Annual Policy Review

Pursuant to Health and Safety Code section 32139(c), the District shall consider this policy annually.

Written: July 28, 2020