

FALLBROOK REGIONAL HEALTH DISTRICT
POLICY MANUAL

TITLE: **COMMUNITY HEALTH CONTRACTS &
YOUTH FITNESS GRANT POLICY & PROCEDURES**

APPROVED: 7/12/2023

DISTRICT BACKGROUND INFORMATION

Fallbrook Regional Health District (“District”) is a government entity under the Local Health Care District Law (Statutes 1945, Chapter 932; Health and Safety Code, Division 23, Sections 32000 et seq., of the State of California). The District serves residents of the Fallbrook, Bonsall, Rainbow and De Luz areas of northern San Diego County.

Created by residents for residents, Healthcare Districts throughout California provide vital services for the community members who create and oversee them. As the most responsive form of local government, Healthcare Districts are established, operated, and controlled by local voters who understand each community’s concerns and ensure that each District is effectively meeting their local health care needs.

The Fallbrook Regional Health District Mission:

The Fallbrook Regional Health District assists residents to lead healthy lives, supporting a greater life span and independence.

The Fallbrook Regional Health District Vision:

Fallbrook Regional Health District will offer and support services and programs that measurably improve physical and mental health, social engagement and increased life span and independence.

GUIDELINES – COMMUNITY HEALTH CONTRACTS AND YOUTH FITNESS GRANTS

PROGRAMS FUNDED

The Fallbrook Regional Health District (District) provides grant funding through our Community Health Contract and/or Youth Fitness Grant process to organizations that meet the health and wellness needs of our community and are consistent with the District's mission.

The Health Care District Act (Health & Safety Code section 32121) has evolved over the years to provide very broad authority to Health Care Districts. Currently, Health Care Districts have numerous powers, which include the establishment, maintenance, and operation, or the providing of assistance in the operation of, one or more health facilities or health services, including but not limited to, outpatient programs, services and facilities; retirement programs, services, and facilities; chemical dependency programs, services, and facilities; or other health care programs, services, and facilities for the benefit of the people served by the district.

Moreover, among other powers, the Health District may establish, maintain, and operate, or provide assistance in the operation of, free clinics, diagnostic and testing centers; health education, wellness and prevention programs; rehabilitation, aftercare and any other healthcare services; provider groups; and organizations that are necessary for the maintenance of good physical and mental health in the communities served by the District.

POPULATION SERVED

The District provides grant funding through the Community Health Contracts and Youth Fitness grants program. Grant funds must benefit the residents of the communities served by the Fallbrook Regional Health District. The District's service area and sphere of influence area covers 110.57 square miles. This includes Bonsall, De Luz, Fallbrook, and Rainbow. Estimated population of the District is 50,985 (US Census, 2020).

APPLICANT ELIGIBILITY

To be eligible for consideration, the applying entity must meet the following requirements:

1. The entity must be an incorporated nonprofit organization with a tax-exempt status under California state law and Section 501(c)(3) of the Internal Revenue Code, or, be a public/governmental agency, program or institution.

Newly established agencies must:

- a. Demonstrate, through written agreement with a 501(c)(3) qualified agency that, for the one-year period of the grant, they will fall under the auspices of that qualified agency. The agency providing the umbrella status must meet the District requirement of being an established provider of youth fitness activities or healthcare related preventive or intervention services to the public in the District community.
 - b. Secure 501(c)(3) status within the grant funded year. If they fail to secure 501(c)(3) status, they will be ineligible for subsequent application for Fallbrook Regional Health District funding until such time as proof of 501(c)(3) status has been attained and presented.
2. The entity must demonstrate the ability to provide services and/or programs that will benefit the residents of the District.
 3. The funded services must be provided within the District and demonstrate the ability to make services and/or programs easily accessible to District residents.
 - a. The funded entity will not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry),

disability, marital status, sexual orientation, or military status, in any of its activities or operations.

4. Awarding contracts to underserved individuals will be taken under consideration; however, support for this application would likely be referred to a nonprofit partner to coordinate services.

MULTIPLE APPLICATION SUBMISSIONS

An agency may submit multiple grant applications per fiscal year for multiple programs. For example: If an agency operates two distinct programs, one dental clinic and one mental health clinic, the agency would be eligible to receive two district CHCs.

PRIOR GRANT RECIPIENTS

The District strongly supports entities being sustainable; however, the District has chosen to repeal its policy that a one-year hiatus would be required after three consecutive years of funding. Noncompliant or inefficient use of funds may render organizations ineligible for future funding. The District reserves the right to consider extenuating circumstances under which grants may be provided to prior grant recipients, and exceptions to these circumstances.

INELIGIBLE FOR FUNDING

The District will not fund:

- Endowments
- Awarding grants to, and limiting funds for, foundations that are sponsored or controlled by, or associated with, a separate grant recipient.
- Expenses related to fundraising or lobbying of public officials or other political purposes
- Organizations intending to "pass-through" or re-grant District funds to other organizations; unless serving as the fiscal agent or umbrella for a designated local nonprofit. Funds must be clearly used to support District residents.
- Basic research, defined herein as the pursuit of knowledge without immediate practical program or human applications
- Sectarian purposes
- Programs related solely to the provision of housing, or for employment opportunity and/or educational pursuits for the purpose of employment.
- All other restricted uses contained herein.

REVIEW PROCESS

All funding requests are reviewed by the District Chief Executive Officer and Board Directors. During the review process, the District may require additional information from applicants. This information may include oral or written clarification of CHC request detail. The District may include a panel of community stakeholders to review the completeness and merit of the applicants and provide feedback to the Chief Executive Officer. Final funding decisions will be made by the District Board of Directors at a public meeting. See application and review schedule for specific dates. Certain rights are reserved to Board discretion and action.

RIGHTS RESERVED BY THE BOARD OF DIRECTORS

The Fallbrook Regional Health District Board of Directors reserves the right to decline or accept application(s) upon fair consideration in accord with guidelines established and provided to all applicants. On applications accepted and approved, the Board reserves the right to determine the

amount of funding to be awarded.

The Board reserves the right to adjust category designation in accord with its established criteria. In addition, the Board reserves the right to seek additional information as necessary to make their funding determinations. This shall be by request for clarification in written form. Requests shall be presented to the applicant by the appropriate District Staff Member and must be returned to the District office in a timely manner. Site visits and/or interviews may also be scheduled in the application review process.

SPONSORSHIP OF CHARITABLE EVENTS

FRHD does not currently provide sponsorships of charitable events. However, support for these events may be considered at a future time, which would be publicly announced and would follow the below guidelines:

1. Organizations requesting the District to sponsor a charitable event shall solicit in the form of a letter or in combination with a grant request application, as well as any appropriate back-up materials, including a list of sponsorship levels, if applicable.
2. The request shall clearly indicate the amount requested, the sponsorship opportunity levels, and how the event will benefit a community health care program that provides services in the District.
3. The request shall include the price per individual ticket/pass to attend, as well as the portion of the amount attributed to the purchase of goods and services.
4. The request shall include a final accounting of the prior year's event, if applicable, as well as a budget for the event being requested, so the District can clearly determine the cost of holding the event in comparison to the funds benefitting community health care programs. No less than 80 percent of the revenue shall be applied to the organization's programs and not to event expenses.

Events advertised in brochures and/or fliers that give the appearance of being sent by the District as part of a mass mailing shall not be considered.

APPLICATION CRITERIA
COMMUNITY HEALTH CONTRACT GRANT APPLICATIONS:

Applications must be able to demonstrate that health and /or wellness activities will meet the following criteria:

1. Proposed program addresses the Social Determinant of Health paradigm, and must demonstrate how it positively addresses better health and/or wellness outcomes:
 - Economic Stability (Employment, Food Insecurity, Housing Instability, Poverty)
 - Education Access & Quality (Early Childhood Education and Development, Enrollment in Higher Education, High School Graduation, Language and Literacy)
 - Social & Community Context (Civic Participation, Discrimination, Incarceration, Social Cohesion)
 - Healthcare Access & Quality (Access to Health Care, Access to Primary Care, Health Literacy)
 - Neighborhood & Built Environment (Access to Foods that Support Healthy Eating Patterns, Crime and Violence, Environmental Conditions, Quality of Housing)
2. At least 80% of FRHD funded program participants are District residents.
3. At least 20% of proposed program's budget is funded by another funding source/in-kind support.
4. Program has fully developed program goal(s) with corresponding SMART (Specific, Measurable, Achievable/Attainable, Realistic, Time-Bound) Objectives to demonstrate how those goals will be achieved.
 - a. Quarterly reports demonstrating progress of goal(s) and objective(s) will be required. If the program is a one-time event, only one report will be required by the next quarterly report due date.
5. Programs or services should be able to demonstrate that they are developed from evidence-based program(s)/best practices.
 - a. New or pilot programs, services or initiatives, should be able to demonstrate the need for this service, that there is no existing organization working toward the same goal, and/or that collaboration with an existing organization is anticipated.
6. The application will list how and where acknowledgement of Fallbrook Regional Health District funding support will be included. This includes all print and electronic materials, press releases, website references, and any other form of written and verbal publicity that relates to the funded program. Acknowledgment should include an official sponsor line, as well as the FRHD logo. Examples of these acknowledgments are to be included in the quarterly report.
7. While not a required element of proposals, programs that demonstrate collaborations with other agencies in the provision of the services will be viewed favorably in the reviewing process.

APPLICATION & EVALUATION SCHEDULE FOR THE COMMUNITY HEALTH CONTRACTS

COMMUNITY HEALTH CONTRACT WORKSHOPS: Informational session, Q&A, and collaborative brainstorming will occur in January where applicants will meet with District staff to understand

how the application portal operates, clarify eligibility criteria and other technical aspects of the application.

APPLICATION WINDOW: Open, first business day in February at 10:00am, and closes on the last business day of the month at 4:00pm. Applications are accepted via an online portal accessible through the District's website; <https://www.fallbrookhealth.org/community-health-contracts>.

Technical assistance from District staff is available upon request during the application window.

APPLICATION EVALUATION PERIOD:

The Chief Executive Officer and staff will review each application for completeness before submitting copies to the Board of Directors. All applications are evaluated by each Board Director. Site visits may be scheduled.

ANNOUNCEMENT OF AWARDS: The Board of Directors may call a special meeting or announce the awards sometime within the month of April. The date and location for this meeting will be announced publicly and all applicants will be notified.

DISTRIBUTION OF CHC GRANT AGREEMENT: Signed agreements must be returned to the District by the 1st Wednesday of July to complete execution prior to scheduling Quarter 1 payments and/or site visits.

QUARTER 1 PAYMENT AND SITE VISITS: Board of Directors and staff will begin making disbursements and or may conduct site visits during the month of July. Exact dates will be updated and posted on <https://www.fallbrookhealth.org/calendar> annually.

REPORTING & PAYMENT DISTRIBUTION GUIDELINES FOR THE COMMUNITY HEALTH CONTRACTS

By accepting the contract, the recipient agrees to periodic monitoring of their contracted program by District staff members. Recipient agrees to submit timely periodic written and/or oral reports to the Board as defined in the executed agreement and to participate in District Community Health Program events and attend, representatively, District Board meetings when requested.

Reports must be submitted by the following due dates:

1 st Quarter: 2 nd Wednesday of October	2 nd Quarter: 2 nd Wednesday of January
3 rd Quarter: 2 nd Wednesday of April	4 th Quarter: 2 nd Wednesday of July

Contract holders must contact the District if these deadlines cannot be met before the due date. Reports that are more than one month late may cause the contract to be cancelled.

Payment Distribution will be on or after the following payment dates:

1 st Quarter Check: 1 st Wednesday of July – may vary depending on the July 4 th holiday
2 nd Quarter Check: 1 st Wednesday of November
3 rd Quarter Check: 1 st Wednesday of February
4 th Quarter Check: 1 st Wednesday of May

A District staff member will contact recipients to schedule a site visit when payment distributions will be made. Payment is contingent upon receipt of quarterly reports. Board Member(s), the Chief Executive Officer and/or other District staff may be present at site visit.

APPLICATION CRITERIA YOUTH FITNESS GRANT APPLICATIONS:

Applications must be able to demonstrate that their program provides fitness activities that meet the following criteria:

1. Proposed funding must be used to provide access to fitness activities for youth 18 and younger. Funds may be used to cover registration fees, participation costs and participant related equipment expenses only.
2. All FRHD funded program participants must be District residents (zip code 92028 or 92003).
3. A final report demonstrating the use of the funds and the number of youths participating will be required. An Impact Survey will be provided to the organization to have their participants' complete. Organizations will be expected to assist in the collection of the data on these surveys.

APPLICATION & EVALUATION SCHEDULE FOR THE YOUTH FITNESS GRANTS

YOUTH FITNESS GRANT WORKSHOPS: Informational session, Q&A, and collaborative brainstorming will occur in June where applicants will meet with District staff to understand how the application portal operates, clarify eligibility criteria and other technical aspects of the application.

APPLICATION WINDOW: Open, first Monday after the July Board meeting at 10:00am, and closes on the last business day of the month at 4:00pm. Applications are accepted via an online portal accessible through the District's website; <https://www.fallbrookhealth.org/community-health-contracts>.

Technical assistance from District staff is available upon request during the application window.

APPLICATION EVALUATION PERIOD:

The Chief Executive Officer and staff will review each application for completeness before submitting copies to the Board of Directors. All applications are evaluated by each Board Director. Site visits may be scheduled.

ANNOUNCEMENT OF AWARDS: The Board of Directors may call a special meeting or announce the awards sometime within the month of August. The date and location for this meeting will be announced publicly and all applicants will be notified.

DISTRIBUTION OF YOUTH FITNESS GRANT AGREEMENT: Signed agreements must be returned to the District by the 1st Wednesday of the month following the award announcements to complete execution prior to scheduling payment and/or site visits.

Exact dates will be updated and posted on <https://www.fallbrookhealth.org/calendar> annually.

REPORTING & PAYMENT DISTRIBUTION GUIDELINES FOR THE YOUTH FITNESS GRANTS

By accepting the contract, the recipient agrees to periodic monitoring of their contracted program by District staff members. Recipient agrees to submit timely periodic written and/or oral reports to the Board as defined in the executed agreement and to participate in District Community Health Program events and attend, representatively, District Board meetings when requested.

Reports must be submitted within one month of the end of the Fitness Program's seasonal end date.

Contract holders must contact the District if this deadline cannot be met before the due date. Reports that are more than one month late may cause the contract to be cancelled.

Payment Distribution will occur within two weeks after the announcement of the awards.