Board of Directors
COMMUNITY HEALTH INVESTMENT COMMITTEE MEETING
Monday, August 24, 2020
5-6:30 PM
Zoom Meeting
https://us02web.zoom.us/j/88020782110
Meeting ID: 880 2078 2110
Dial by your location
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+1 267 831 0333

AGENDA

1. Call to Order

2. Business:
   A. Approve Minutes: July 21, 2020 Attachment A
   B. Proposal for FY’21 Health Priorities and Extension of COVID Relief Fund Attachment B
   C. Review FY’20 Community Health Investment Fund Expenditures
      a. Community Grants Program
      b. Community Support Fund
      c. Healthcare Workforce Tuition Assistance Program
   D. FY’21 Grant Cycle:
      1. Review LOI and FP Applications Attachment C
      2. Review and refresh Grants Program Policy and Procedure Attachment D
      3. Review meeting schedule and calendar Attachment E

3. Adjournment
1. **Call to Order:** Meeting was called to order at 3 PM. Present were Chair Galligan, Committee members John Delaney, Linda Wolin, Karen Bettucchi, Nancy Bush, and Henry Sanchez. Also present was District team member Ashley McDevitt. Unable to attend: Vice Chair Navarro and Mary Lund.

2. **Business:**
   A. **Approve Minutes:** Minutes from May 21, 2020 and June 18, 2020 were approved as written.
   B. **Presentation of July COVID-19 Relief Fund Proposals:** 15 proposals were distributed to committee members for scoring prior to the meeting. Each member reported on their assessments and recommendation. Determination for approval and recommendation for funding were based on urgency of need, alignment with priorities, number of PHCD residents served, and measurable outcomes and impact on the community. After a robust discussion, the Committee approved funding the following organizations in amounts <$25,000:
      1. Ability Path (formerly Gatepath)
      2. ALAS
      3. Coastside Adult Day Health Center
      4. Peninsula Family Service
      5. Peninsula Volunteers- Rosener House
      6. San Bruno Park School District

      Additionally, the Committee is recommending the Board approve the following grants >$25,000
      1. Second Harvest of Silicon Valley- Funds will be used for food and distribution costs to address food insecurity for vulnerable PHCD residents. Grant amount: $37,500.
      2. St. Vincent dePaul- Funds will be used to support the increased need for rental assistance for families and individuals in PHCD. Grant amount: $37,500.

      These approvals and recommendations will be presented to the Board at its July 23rd Board meeting.

   C. **FY ’21 Health Priorities and Community Grants Program COVID-19 Impact:** Ms. McDevitt shared recent data on the unemployment rates in SMCo., results from a COVID Impact survey administered to PHCD 2020 grantees, and gaps in services identified from a THRIVE survey with 130 non-profit organizations. The Committee members then has a robust discussion on how the FY’21 grants program health priorities and fund distribution could be modified to address both COVID related needs and ongoing PHCD health priorities. After a robust discussion,
Committee would like to ask the Board to consider two buckets of funding for the Community Grants Program:

a. Bucket #1- COVID Relief: extend COVID Relief Fund to be disbursed on a quarterly basis using the same procedure that was established in May. Rationale: priorities evolve as needs evolve, increased accountability of grantees, flexibility for grantees, immediate impact.

b. Bucket #2- Traditional grants program: administer program over 12-month period with two-payment disbursements and refined FY'20 Health Priorities to be less specific and more clearly aligned with District’s Vision statement of Access, Education, and Prevention, and with a focus on health disparities. Rationale: chronic disease and system challenges are being made worse by COVID but may not be a gap in basic needs and many health needs are being compounded by COVID, balanced approach to crisis response and ongoing health needs in the community, not wanting to exclude valued service providers that may not as active in addressing basic needs due to COVID but are nonetheless doing valuable work in the community.

Ms. McDevitt noted this will be presented to the Board on July 23rd.

3. Adjournment: The meeting was adjourned at 5:00pm.

Respectfully written and submitted by: __________________________
Ashley McDevitt, Community Engagement Director

Approved by: __________________________
Helen Galligan, Committee Chair
FY ’21 COMMUNITY HEALTH INVESTMENTS PROPOSAL
DISCUSSION DRAFT

Background: This proposal is in response to the robust Board discussion at the June 23rd Board meeting relative to FY 2021 Community Health Investment activities including the Community Grants Program health priorities, extending the COVID Relief Fund, and potential predictable gaps as a result of COVID.

We believe the outlined proposal incorporates Board and Committee input and aligns with the Board’s strategic vision and goals as outlined in the District’s 2019-2022 Strategic Plan.

Proposal #1: Community Grants Program

We propose no change to the application procedure or Committee review process. The application timeline and meeting schedule will next be adjusted to allow for any recommended Board input at its August 27th Board meeting.

Proposal #2: Community Grant Health Priorities:

We propose the following health priorities for the FY 2021 grant cycle:

1. Access to basic health services: physical, mental, and dental with a focus on health disparities and health equity.
2. Targeted prevention (by population, geography, or other risk factor) to reduce adverse health outcomes.

These priorities were informed and developed based on recently released reports and active participation with the following sources:

- PHCD Community Partners COVID Impact Survey
- PHCD COVID Relief Fund Grant Requests
- Thrive’s Town Hall on Nonprofit Resilience in San Mateo County
- Burlingame Collaborative
- Children’s Health Initiative Oversight Committee
- SF Hep B Free Planning Group
- Northern California Grant Makers Quarterly meeting
- Healthy Community Collaborative
- San Mateo County Health Department data
- Presentations by Elected leaders, Public Health Officials and Hospital Leadership
The proposed broad priorities are aligned with the Board’s vision for PHCD and are anticipated to attract grantees who have the capacity to deliver a range of services that address basic health needs that existed prior to and are exacerbated by the COVID pandemic.

**Proposal #3: Extend COVID Relief Fund through FY 2021**

We propose to extend the COVID Relief Fund, established by the Board in May 2020, using the same application procedure and Committee review process; and, expanding the program from 3 months with 3 separate grant cycles to 12 months with quarterly fund disbursements as outlined below:

- Q1 cycle: application due by September 15th, Funds disbursed by September 30
- Q2 cycle: application due by December 15th, Funds disbursed by December 31
- Q3 cycle: application due by March 15th, Funds disbursed by March 31
- Q4 cycle: application due by June 15th, Funds disbursed by June 30

Using the same data sources as above, we propose reassessing the COVID-driven priority needs quarterly to allow the program to be flexible in addressing the anticipated evolving priorities. We propose the following priorities for the Q1 cycle:

1. Food insecurity
2. Reducing COVID infection for vulnerable populations and populations disproportionately infected with COVID (i.e. low-income individuals, congregate living communities, etc.).
3. Mental health support for families and individuals impacted by COVID

**Proposal #4: Special Initiative Funding**

Management will continue to engage with the Board, Committee members, and stakeholders to identify gaps in programs and services related to COVID that could be addressed through large scale, special initiative funding and bring those ideas through the PHCD committees to vet and then to the Board of Directors for discussion and approval.

**Other Strategic Initiatives for FY 2021:**

The District has made significant strides in the first year of our latest strategic plan to make a difference in the health of our residents. In addition to the Community Grants and COVID Relief Fund proposals above, the following Community Health Investment initiatives will continue into FY 2021:

- allcove- youth drop-in center program development
- Sonrisas- funding for uncompensated care
- Hepatitis B Targeted Prevention program
- Peninsula Wellness Community planning
- PHCD Health and Fitness Center
- Community education and wellness classes
Community Grants Program
Letter of Intent Form
2020-2021

Letter of Intent Submission Guidelines

• Please read the District’s revised Community Grants Program Policy and Procedure prior to completing this Letter of Intent Form.

• The purpose of this Form is to guide each grant submission and to standardize content submitted by applicants.

• Submit completed Letter of Intent Form to ashley.mcdevitt@peninsulahealthcaredistrict.org

• Form must be submitted by **Friday, September 25th, 2020 by 4 PM**

• Should be no longer than 4 pages in length (this page does not count towards the page limit)

• All submissions will be reviewed by the Board’s Community Health Investment Committee.

• You will be notified within 2 days of the Committee’s deliberations in early October as to whether you will be invited to submit a Full Proposal.

For more information about this Form or the PHCD Community Grants Program, please call (650)-697-6900.
Community Grants Program
Letter of Intent Form
2020-2021

Community Grants Health Priorities:

- Access to basic health services: physical, mental, and dental with a focus on health disparities and health equity.
- Targeted prevention (by population, geography, or other risk factor) to reduce adverse health outcomes.

Organization Overview

1. Name of organization:
2. When was your organization incorporated?
3. Is your organization a 501c (3) _____ or a Government agency_______?
4. What are the vision, mission, and values of your organization?

Request and Program Overview

5. Name of program this request will fund:
6. Have you received a grant from PHCD in the past 5 years? ____Yes  _____No
7. If yes, briefly describe your history with PHCD?
8. Is the program this request will fund new or existing? _____New  _____Existing
9. Will the requested funds be used to launch, maintain, or expand services?
10. Grant amount requested:
11. Total budget for program this request will fund:
12. Total agency operating budget:
13. What is the projected total number of clients to be served by the program in 2020?
14. What percent of those clients to be served are PHCD residents?
15. Describe how you track client residence to ensure zip code is within PHCD boundaries:
16. Briefly describe program to be funded:
17. Specifically, how will requested funds will be used?
18. How will the requested funds address one or more of PHCD’s Community Grants health priorities listed above?

19. List metrics (at a minimum-numbers served and units of service) and specific outcomes that will be tracked and provided to PHCD as documentation that funds were used as committed to in this request:

20. Describe how your program/services operate within the County’s broader system of addressing the specific health need(s) your program addresses.

21. Describe how your program is addressing health disparities and/or promotes health equity.

22. Explain how the program addresses the District’s grant program priorities, policies, and guidelines.

23. Who should we contact for follow up or with questions related to this application? Include name, title, phone number, email address.
Organization Overview

1. Name of Organization:
2. Name of Program:
3. Organization Tax ID number:
4. Name of CEO and years of service.
5. Name of Board President and years of service.
6. Name of Board members.
7. Organization website.

Program Overview

8. Is this program or service new or existing? _____New   _____Existing
9. Will the funds be used to launch, maintain, or expand services? Please explain.
10. Grant amount requested: $
11. Total operating budget for the program/services to be funded? $
12. Number of PHCD residents expected to be served by this program in 2021?
13. Describe the demographic information of clients who will be served with this funding, including zip codes, and, if possible, include pertinent socioeconomic information and specific numbers of clients for each description.
14. Specifically, how will grant funds be used?
15. How is eligibility determined to be able to participate in program/receive services?
16. Describe the referral process for this program.
17. Describe the program’s timeline.
18. Provide an analysis of the program’s risk and limitations.

Metrics and Outcomes

19. List metrics (at a minimum-numbers served and units of service) and specific outcomes that will be tracked and provided to PHCD as documentation that funds were used as committed to in this request.

Updated 8/14/2020
20. Describe tools/surveys/etc. used to collect metrics. (include attachment of tool/survey if available)

21. Describe the program’s objectives, how they will be measured, and evaluated.

22. Explain how program success will be determined.

23. How do you assure the program is addressing the current health needs of the community (include relevant data points and sources used to collect such data)?

**Outreach and Collaboration**

24. Describe your communication/outreach plan to ensure residents are aware of program offering, eligibility requirements, etc.

25. Explain how your organizations collaborates with other providers in the community to ensure services are not duplicated.

26. Explain how the organization leverages funds through community collaborations and other grant opportunities.

**Financial Information**

27. Provide a list of the organization’s other major donors

28. **Program** - Use Program Budget Worksheet to demonstrate how PHCD funds (if awarded) will be spent.

29. **Organization** – Provide a copy of your organization’s budget.

30. Copy of the organization’s IRS 501(c)(3) tax designation letter.

31. Copy of the organizations most recent audited financial statement or most recent IRS form 990.

**Contact Information**

32. Who should we contact to notify of funding decision (list up to two)?
   
   Name:
   
   Title:
   
   Address:
   
   Email:
   
   Phone:
Community Grants Program
Policy and Procedure

**Draft: 2021 Updates**

**Policy:** Peninsula Health Care District budgets and invests a designated portion of the annual tax revenues into the community for the purpose of addressing the health status of its residents through its Community Grants Program (CGP). The Community Grants Program guides investments in non-profit and other government agencies, health-focused programs, services, and interventions that serve to improve the health and well-being of district residents. The CGP supports the District’s vision that all residents enjoy optimal health through education, prevention, and access to needed health care. The District uses a comprehensive definition of health to include those behaviors, programs, activities, and supports that promote and protect the physical, psychological, and social well-being of an individual, a family, and a community.

**District Vision:** All residents achieve their optimal health through health education & health literacy, prevention, and access to needed services.

**2021 Priority Health Needs:**

1. Access to basic health services: physical, mental, and dental with a focus on health disparities and health equity.
2. Targeted prevention (by population, geography, or other risk factor) to reduce adverse health outcomes.

The District Board supports organizations with demonstrated competencies in achieving measurable improvements in the health status of District residents.

**Community Health Investment Committee**

The Board’s **Community Health Investment Committee** is the working group that carries out the activities involved in evaluating grant requests. Each year, at the start of the grant cycle, the Committee reviews the health needs and priorities of the community within the District’s boundaries and makes recommendations to the Board.

Committee members are appointed by the Board Chair and serve 3-year terms. Membership includes:

- Two (2) directors from the District Board; one serving as committee chair
- Three (3) community healthcare providers and leaders
- Two (2)- Three (3) District community members-at-large
- District Chief Executive Officer (Ex Officio, non-voting) or her designee

Members advise on health priorities, review all Letters of Intent, and determine which agencies will be asked to submit Full Proposals, review all submissions, participate in site visits and interviews, and make recommendations for funding to the Board at its December meeting.
Eligibility
CGP will support programs and services which directly serve residents of the District and address one or more of the District’s established health priorities through direct care/service, preventative care, wellness programs and education and outreach. Non-profit organizations with tax exempt status 501(c)(3) of the Internal Revenue Code and other government agencies are eligible to apply for District grants.

Non-profit foundations are eligible to apply for CGP funds. Foundations that are sponsored, controlled by, or associated with a recipient shall be considered the same entity as the recipient itself.

Grant Making Policies and Guidelines
Grants will generally be made in the range of $10,000 – $50,000 annually. Agencies that demonstrate large numbers served and have a track record of improved access and/or health status may apply for larger grants.

Grants will be awarded on a single-year basis. Previous grant recipients are eligible to apply for new grant funds and are required to follow the process outlined below.

Proposals, which expand capacity, and are specific with respect to outcomes, programmatic milestones, interventions, timeframes, funding sources, sustainability, evaluation methods, and accountability, are of highest interest to the District.

The District is supportive of programs which will use CGP funds to leverage additional funds or other support to amplify the impact of the District’s resources.

The District encourages results-based community collaborations among agencies, local government, and the private sector to improve the health of District residents. In addition, the District is interested in working collaboratively in effective, program-focused efforts with other local funders and with local, regional, and national healthcare initiatives.

CGP will support the services, programs, and agencies with strong, successful track records and the highest probability of meeting their defined goals and objectives.

Agencies that provide services to a geographic area beyond the District boundaries must be able to demonstrate grant funds were used to serve District residents.

CGP funding will be distributed throughout the geographic boundaries of the District to the extent the population and need dictate. Accordingly, in evaluating proposals and allocating funds, consideration will be given to organizations that meet the needs of underserved individuals and communities.

The District will generally not consider requests for basic operating support, requests to cover budget deficits, or requests to support research projects. Regarding indirect costs, we require most grant funds be used for direct support of the program and/or services to be funded and indirect costs be kept at 12% or less of the grant. Recipients are required to
provide regular financial and operational reports and periodically may be requested to make presentations to the Community Health Investment Committee and/or the Board of Directors at a public meeting.

**Application Process**

- Letters of Intent (LOI) are submitted for review by the Board’s Community Health Investment Committee. The Committee will determine if the grant request addresses:
  - an identified health priority
  - conforms to the Board’s principles and guidelines
  - serves District resident
  - is achievable based on the organization’s history and track record
- Each organization submitting a LOI will be notified within 2 days following the Committee’s deliberations in early October and will be asked to submit a full proposal or be informed that it will not be considered for funding this grant cycle.
- Full Proposals are due by the date noted below. Each organization will be notified within two weeks following the submission deadline if further information is needed.
- During October and November, grant requestors may be asked to present to the Committee and/or allow for a site visit.
- In the first week of December, the Committee finalizes its recommendations and submits them to the Board for action at its December meeting.
- Each organization will be notified within two business days about the Board’s action relative to the status of their grant request.

**Guidelines for Letter of Intent:** Non-profit and government agencies interested in applying for funding should submit a Letter of Intent (LOI) by the deadline noted below. A District LOI Form and submittal guidelines are provided on the website. The Form can be submitted by email to Ashley.mcdevitt@peninsulahealthcaredistrict.org. You will receive a confirmation email that your submission has been received.

**Guidelines for Full Proposal**

Organizations invited to submit a Full Proposal should submit a Full Proposal Form by the deadline noted below. The District Full Proposal Form and submittal guidelines are provided on the website. Full Proposal forms and all accompanying documentation should be submitted by email to Ashley.mcdevitt@peninsulahealthcaredistrict.org AND sent to the District office: 1819 Trousdale Drive, Burlingame, 94010.

**2020-2021 Community Grants Program Timetable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 25, 2020</td>
<td>Letter of Intent are due in District Office by 2pm</td>
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<tr>
<td>November 02, 2020</td>
<td>Full Proposals are due in District Office by 2pm</td>
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<tr>
<td>December 10, 2020</td>
<td>Board takes action on grant recommendations</td>
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Board Approved Revisions on 8/23/2018
Board Approved Revisions on 7/25/2019
Community Grants Program FY ’21
Meeting Schedule and Work Plan

Monday, August 24, 2020- Meeting #1:

- Review each program under the oversight of Committee
- Review health priorities
- Review LOI Evaluation tool
- Review recent grant history and use of community support fund
- Review meeting schedule and budget

September 25, 2020- Letters of Intent are due in the District Office by 2pm
September 28, 2020- Committee members will receive LOI to evaluate

Monday, October 12, 2020 (Proposed date change)-Meeting #2:

- Review evaluations and discuss Letters of Intent
- Determine which organizations are asked to submit Full Proposals
- Establish which organizations will be asked for an interview or a site visit

November 4, 2020- Full Proposals are due in the District Office by 2 pm
November 5, 2020- Committee will receive FP for Interviews

Monday, November 9, 2020 (Proposed date change)-Meeting #3:

- Conduct interviews

Monday, November 30, 2020-Meeting #4:

- Review evaluations and discuss full proposals and other gathered information
- Review the total dollar amount requested and compare against budgeted funds; adjust proposed grant amounts to ensure budget compliance
- Evaluate overall dollar allocation by each PHCD health priority as a percentage of total community investment for the year to ensure a reasonable distribution of funds between identified needs
- Finalize recommendations to the Board at the December meeting for discussion and approval

December 10, 2020- Board takes action on grant recommendations

Community Partners Event- Meeting #5 (date and format are TBD)

- Community Partners Event-grants checks are distributed.