



CONCORD/PLEASANT HILL
HEALTH CARE DISTRICT
a subsidiary district of the City of Concord

FY 2018/19

GRANT APPLICATION PACKET

**Deadline for Submission:
December 18, 2017
5:00 p.m.**

Concord/Pleasant Hill Health Care District
A subsidiary of City of Concord
1950 Parkside Drive, MS/10
Concord, California 94519-2578

Website www.cityofconcord.org
Office (925) 671-3088
Fax (925) 671-3449

INTRODUCTION

Thank you for your interest in grant funding from the Concord/Pleasant Hill Health Care District. We appreciate your interest in promoting the health and well-being of the community.

This packet contains information and guidelines for grant applications to the Concord/Pleasant Hill Health Care District Grant Committee.

It is important for you to read the packet carefully before completing the application to ensure that your request is congruent with the mission and funding parameters. This will avoid doing unnecessary work and creating disappointment. Contact the Community Services Program Manager to discuss your proposed project/program if you are unsure if it meets the funding parameters.

For additional information regarding this packet, please contact:

Brenda Kain
Community Services Program Manager

Telephone: (925) 671-3088

Email: brenda.kain@cityofconcord.org

Fax: (925) 671-3449

Website: www.cityofconcord.org/community/grants

BACKGROUND

The Concord/Pleasant Hill Health Care District (CPHHCD) is a government entity under the Local Health Care District Law, State of California. The District service area extends to the geographic boundaries of Concord and Pleasant Hill.

In September 2012, the Concord/Pleasant Hill Health Care District, formerly called Mt. Diablo Health Care District, became a subsidiary district of the City of Concord. The Concord City Council became the *de facto* Board of Directors. The Community Services Program Manager oversees the grant and is the staff liaison to the Concord/Pleasant Hill Health Care District Grant Committee. The Grant Committee is comprised of five Concord residents and two Pleasant Hill residents.

MISSION

The Concord/Pleasant Hill Health Care District is dedicated to improving the health of people and communities within the Health Care District by funding needed health programs, engaging in health collaborations, and promoting and advocating for needed changes in health policies.

GRANT PROCESS

The CPHHCD Grant Committee will review all grant applications. Based on the congruency of the grant application with the funding parameters (see below), this committee will make funding recommendations to the CPHHCD Board of Directors.

GRANT APPLICATION TIMELINE FOR FUNDING IN FISCAL YEAR 2018/19

November 2, 2017	Kickoff Meeting – Announcement of Grant Application Cycle and Distribution of Grant Application Packet.
December 18, 2017	Deadline for grant application and all required documents online in City Data Services no later than 5 PM.
January/February, 2018	Agency Presentations to CPHHCD Grant Committee
January/March, 2018	CPHHCD Grant Committee reviews applications.
April, 2018	Grant Committee funding recommendations to CPHHCD Board (City Council). Applicants notified of funding recommendations. 30 day public notice posted.
May, 2018	Public Hearing. Funding recommendations presented to CPHHCD Board of Directors (Concord City Council) for review/approval.
June, 2018	Process Contracts
July 1, 2018	Funding cycle begins. 50% of FY 2018/19 grant allocation is distributed to funded agencies following execution of contract.

FUNDING PARAMETERS

Health is more than just the absence of major disease or injury. It is a broader concept that involves physical, social, personal and economic well-being. The CPHHCD is most interested in promoting and supporting community well-being by funding programs that support its funding priorities:

Funding Priorities
Health Access
Access to medical services
Access to dental services
Access to mental health services
Access to prescription drugs
Access to optometry services
Access to related transportation services
Assistance in accessing health services
Increasing provider competencies (training people and/or technology)
Making services geographically more accessible

Healthy Lifestyle
Promote access to health information
Promote access to nutritional choices
Promote access to exercise, fitness programs
Promote access to prevention programs
Access to social services that compliment health care services & enhance well-being

We seek applications with priorities that emphasize the following:

- Services for high-risk or special need populations.
- Accessible, affordable, and acceptable services for the underserved and hard-to-reach.
- Services or programs that address unmet needs.
- Efforts to enhance coordination of services.
- Efforts that promote collaboration between community groups and organizations.
- Realistic potential to meet established goals in the projected time frame.
- Projects that leverage resources to build community capacity to solve problems.

Application Eligibility Criteria

These are the minimum qualifications required of all organizations seeking funding:

- Must be aligned to one or more of the funding priorities.
- Must be a nonprofit corporation and have **501(c)(3)** federal tax-exempt status, or be a public agency, and must serve Concord and/or Pleasant Hill residents.
- Must present a program that in some tangible way addresses the health of people living within the Health Care District, especially populations most at-risk for poor health.
- Must operate, serve people, recruit employees and govern by policies that are free of any form of discrimination based on sex, color, religion, national origin, ancestry, age, marital status, medical condition including HIV/AIDS, physical disability, sexual orientation, handicap, or any other protected characteristic of the organization’s clientele.
- Insurance Requirements: Please see attachment.

Requests Ineligible for Consideration

- Grants to individuals for any purpose
- Grants for research
- Grants for strictly religious purposes, which does not exempt consideration of legitimate health care programs conducted by a religious institution
- Grants for political lobbying or influencing elections
- Grants for fundraising

Population Served

Programs, projects or services funded must serve those community members who live in the CPHHCD service area (Concord and/or Pleasant Hill)

Available Amount of Funds

The total amount of dollars allocated for grant funding will vary on an annual basis depending on property tax revenue. The total anticipated funds for all programs for the FY 2018/19 grant cycle is approximately \$250,000. The minimum grant amount is \$10,000.

CONDITIONS AND RESERVATIONS

Application Conditions

1. All application preparation costs shall be the responsibility of the applicant, including any pre-contractual expenses incurred by the applicant in the preparation and/or submission of the application. The applicant shall not include any such expenses as part of the budget application.
2. The application shall set forth full, accurate, and complete information as required by the application.
3. All applications are public documents and shall be available to the public, if requested.

Grantor Reservations

1. Applications must comply fully with the requirements detailed in the application. Incomplete applications, applications containing errors or inconsistencies in the budget, or other process errors or deficiencies may constitute cause for rejection. When it is in the best interest of the Concord/Pleasant Hill Health Care District, it reserves the right to reject any or all grant applications received or to negotiate separately with any proposed applicant.
2. The CPHHCD reserves the right to negotiate all portions of the grant or contract agreement, including but not limited to, the program budget and program services.
3. The CPHHCD reserves the right to extend the grant submission deadline or to withdraw the funding process at any time without prior notice, as it deems necessary.
4. There is no guarantee that a grant will be awarded to any applicant submitting a request for funding. New applicants and returning applicants should note that previous funding does not guarantee continued funding.
5. Clarification or additional information may be requested from the applicant at any point during the application process. Successful applicants will be required to enter into a written agreement with the Concord/Pleasant Hill Health Care District, provide general liability, automobile liability, worker's compensation, and employer's liability insurance in order to receive funds.

The attachments below are required of all applicants unless a valid reason is provided in advance. Documents must be electronically uploaded to the application. Missing attachments will preclude the submission of your application. Contact the Community Services Program Manager in advance if you do not have the required attachments.

1. Resumes of Executive Director (or Department Head for public agency), Project/Program Manager, and Fiscal Officer
2. Most recent audit including any management letters or certified financial statements
3. Commitment Letters for approved funding sources
4. List of Board of Directors

5. Authorization to submit application (letter from Board President, a resolution, or Board minutes indicating approval)
6. Articles of Incorporation
7. Bylaws
8. Nonprofit status determination
9. Most current IRS Form 990
10. California Business Portal Printout (<http://Kepler.sos.ca.gov>)

Refer to “Instructions for Completing Concord/Pleasant Hill Health Care District Grant Application in City Data Services” for detailed instructions on how to apply online. All applications must be submitted via the City Data Services (CDS) online system by **5:00 p.m. on December 18, 2017. THE ONLINE SYSTEM WILL NOT ALLOW YOU TO SUBMIT ANY APPLICATION AFTER THIS TIME AND DATE. It is strongly recommended that applications be submitted prior to the deadline date, as questions and technical issues may arise at the last minute.**

If you need assistance or special accommodations regarding the grant application, please contact the Community Services Program Manager, Brenda Kain, at (925) 671-3088, or Community Services Support Staff, Cathy Gaughan, at (925) 671-3111.

City of Concord Insurance Requirements

Contractor shall, at its own expense, procure and maintain in full force at all times during the term of this Agreement the following insurance:

A. Commercial General Liability Coverage. Contractor shall maintain commercial general liability insurance with limits of no less than one million dollars (\$1,000,000) combined single limit per occurrence or two million dollars (\$2,000,000) aggregate limit for bodily injury, personal injury, and property damage.

B. Automobile Liability Coverage. Contractor shall maintain automobile liability insurance covering all vehicles used in the performance of this Agreement providing a one million dollar (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury, and property damage.

C. Professional Liability Coverage (Errors and Omissions). Where required, Contractor shall maintain professional liability insurance with coverage for all negligent errors, acts or omissions committed by Contractor, its agents and employees in the performance of this Agreement. The amount of this insurance shall be not less than one million dollars (\$1,000,000) on a claims made annual aggregate basis or a combined single limit per occurrence basis.

D. All Risk Coverage. Where required, the Contractor shall provide a policy or policies of All Risk Property Damage Insurance including Flooding Plain Insurance whenever applicable, particularly where CDBG funds are used in the acquisition of real property.

E. Compliance with State Workers' Compensation Requirements. Contractor covenants that it will insure itself against liability for Workers' Compensation pursuant to the provisions of California Labor Code §3700, et seq. Contractor shall, at all times, upon demand of the District, furnish proof that Workers' Compensation Insurance is being maintained by it in force and effect in accordance with the California Labor Code. The insurer shall also agree to waive all rights of subrogation against the District, its officers, officials, employees and volunteers for losses arising from work performed by Contractor for the District. This provision shall not apply upon written verification by Contractor that Contractor has no employees.

F. Other Insurance Provisions. The policies are to contain, or be endorsed to contain the following provisions:

1. **Additional Insured.** The District, its officers, agents, employees, and volunteers are to be covered as an additional insured as respects: Liability arising out of activities performed by or on behalf of Contractor and operations of Contractor, premises owned, occupied, or used by Contractor. The coverage shall contain no special limitations on the scope or protection afforded to the District, its officers, officials, employees, or volunteers.

Except for worker's compensation and professional liability insurance, the policies mentioned in this subsection shall name the District as an additional insured and provide for notice of cancellation to the District. Contractor shall also provide timely and prompt notice to the District if Contractor receives any notice of cancellation or nonrenewal from its insurer.

2. **Primary Coverage.** Contractor's insurance coverage shall be primary insurance with respect to the District, its officers, officials, employees, and volunteers. Any insurance, risk pooling arrangement, or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.

3. **Reporting Provisions.** Any failure to comply with the reporting provisions of the policy shall not affect the coverage provided to the District, its officers, officials, employees, or volunteers.

4. **Verification of Coverage.** Contractor shall furnish the District with certificates of insurance and the original endorsements effecting coverage required by this Agreement. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The aforementioned policies shall be issued by an insurance carrier having a rating of Best A-7 or better which is satisfactory to the City Attorney and shall be delivered to the District at the time of the execution of this Agreement or before work commences. Such policies and certificates shall be in a form approved by the City Attorney. The District reserves the right to require complete certified copies of all required insurance policies at any time.

VIII. INDEMNIFICATION

The Contractor shall defend, indemnify, save, and hold harmless the District and its officers, officials, employees, agents and volunteers from any and all lawsuits, claims, costs and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from, or connected with the operations or services of the Contractor or its agents, servants, employees or subcontractors hereunder, save and except claims or litigation arising through the sole negligence or sole willful misconduct of the District or its officers, employees, agents and volunteers. The Contractor will reimburse the District for any expenditures, including reasonable attorneys' fees, the District may incur by reason of the matters that are the subject of this indemnification, and if requested by the District, will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of the Contractor. The obligations described in this Section shall not cease with the expiration of this Agreement, and are independent of Contractor's insuring obligations identified in Section VII of this Agreement.