

2024 Major Grant Application Guidance

Application Release Date	December 13, 2023
Letter of Intent Due	January 12, 2024 (before 12:00 PM noon)
Full Application Due Date	March 20, 2024 (before 12:00 PM noon)

1. BACKGROUND

The Health Equity Fund, a program of the Pacific Hospital Preservation & Development Authority (“PHPDA”), is offering interested **non-profit or public organizations** an opportunity to apply for funds to support efforts to eliminate disparities in access to health resources and/or improve health outcomes for underserved communities/populations in the Puget Sound region (King, Snohomish, Pierce, and Kitsap counties). **Services provided under this grant must be delivered in King County; advocacy grants may have statewide reach with evidence of significant impact in King County.**

Purpose of Funds: maintain and/or expand currently funded programs or develop new programs whose goals are to eliminate disparities in access to health resources and/or improve health outcomes for underserved communities/populations in King County. For more information, visit phpda.org.

The Health Equity Fund accomplishes its grantmaking mission through these strategic goals:

- **Access to health resources:** The Health Equity Fund focuses its grantmaking on improving access to a broad range of health resources, not limited to medical care access alone, and including primary and specialty care, preventive health care, behavioral health (such as mental health and substance use treatment) and oral health care.
- **Improvement in health outcomes:** The Health Equity Fund focuses on improving the capability of the healthcare system by supporting resources that link and coordinate health services for underserved communities/populations.

NOTE: Agencies funded during our 2023 Major Grant Program must submit a 2024 Renewal Grant application if seeking funds to support their current programs. Contact grants@phpda.org if you did not receive the 2024 Renewal Grant guidance. A previous grant award does not guarantee future funding.

2. FUNDING PRIORITIES

The Health Equity Fund Major Grant program funds programs focused on: (1) direct health-related service delivery; or (2) advocacy efforts to implement institutional change related to health.

The Health Equity Fund has established the following **funding priorities**, for projects that focus on:

- Improving health outcomes and access for communities of color, particularly focused on programs for African American, Latinx, American Indian/Alaska Native, and Pacific Islander communities.
- Improving health outcomes and access for geographically-underserved areas of King County, such as South King County and rural King County.

- Addressing cultural, linguistic, economic, technological, and other access barriers to successful utilization of medical and other health services, including barriers faced by refugee and new immigrant communities.
- Actively addressing the issues of systemic, structural, and institutional racism, sexism, homophobia, transphobia, income inequality, and other forms of oppression or discrimination that negatively impact healthcare delivery and health outcomes.
- Enhancing the impact of addressing health disparities by partnering or collaborating with other organizations.
- Building capacity and empowerment for communities addressing health disparities.

The PHPDA reviews **focus areas** every year. Although applications are not limited to the following focus areas, strong consideration will be given to projects that address one or more of the following, providing health-related services and improve health access and outcomes for:

- Immigrant and Refugees
- Women's and Reproductive Health
- Substance Use Disorder and Harm Reduction Services

The Health Equity Fund does not fund capital projects. However, smaller, necessary capital items (i.e. computer equipment) will be considered as part of a larger project budget on a case-by-case basis.

Health Equity Fund grants cannot be used for lobbying.

3. FUNDING ELIGIBILITY

Non-profit, governmental, and public organizations may apply. Agencies that do not currently have non-profit status may apply for funds through a fiscal sponsor. The fiscal sponsor must be the applying entity and the relationship should be made clear in the application. Should the grant be funded, the sponsor organization will be the contracted grantee and the contract will specify the project to be performed by the sponsored organization.

Funding is focused on access to services, service delivery, and advocacy to improve health-related access and outcomes. Infrastructure and capacity development related to provision of services will also be considered if consistent with the Health Equity Fund stated strategic goals.

This funding prioritizes development of new projects or maintenance or expansion of existing projects to meet Health Equity Fund's goals. **Expansion projects** refers to existing programs that seek to significantly increase their client base or projects that are currently provided at one site and are being proposed at an additional site. **Continuation projects** will be considered if they are responsive to the funding priorities stated above and demonstrate prior success. Health Equity Fund will consider funding projects for which other funding sources have been discontinued. Continuation projects include those proposed to continue at their current service levels that are seeking funds to offset the loss of existing funds or the end of another funding stream.

Funding under this application is reserved for services located in King County. There is no geographic restriction on the residence of clients served or advocacy efforts provided under these funds, as long as the program can demonstrate that the use of the funds will address disparities in health-related access and outcomes among residents of the Puget Sound region (King, Snohomish, Pierce, and Kitsap counties).

Organizations may not receive two Health Equity Fund grants in the same year for the same project. If a program is currently funded under the Health Equity Fund's Nimble Grant process, these funds may not be used to augment that funding. However, the agency is allowed to request Major Grant funds for a different project or for a project

that received a Nimble Grant award in the past as long as the period covered by that funding ends by the new contract period.

If an organization received a Health Equity Fund Major Grant in 2023 and would like to apply for renewal funding for that program, it must do so through the separate renewal funding process. Contact grants@phpda.org for more information.

If an agency with which you propose to subcontract is applying for a separate program, Health Equity Fund will accept both proposals. If both agencies are applying for the same project, we suggest that you work together to submit one Letter of Intent and one application (if invited).

4. FUNDING AVAILABILITY

This application is for one-year funding for the budget period of July 1, 2024 through June 30, 2025.

The funding period for this award begins on July 1, 2024. If you plan to start your project later in the contract year, please inform us in your Letter of Intent and application. If you anticipate that your project will begin later in the year, your budget should reflect that project timeline (e.g., a September 2024 start date would represent a 10-month timeline). If your project extends beyond June 30, 2025 (the end of the grant contract period with Health Equity Fund), the application and budget you provide should only refer to the Health Equity Fund funding cycle.

Award amounts will range from a minimum of \$50,000 to a maximum of \$200,000. Organizations that are interested in applying for funds below \$30,000 should consider applying for the Health Equity Fund Nimble Grant Program. The Health Equity Fund anticipates funding \$1,700,000 total in this Major Grant process, but reserves the right to increase or decrease the funding pool based on the quality of applications received. As we will be inviting proposals in the range of \$50,000-\$200,000, the final number of projects funded in 2024 could vary widely depending on the average size of the funded projects.

Based on project and budgetary performance, Health Equity Fund may renew, fully or in part, project awards for the 2025 grant period (July 1, 2025 – June 30, 2026). Any contract renewal shall be at the sole discretion of the Health Equity Fund based on a renewal grant process. Health Equity Fund will only fund a particular program for a maximum of three consecutive years through the Major Grant Program.

5. APPLICATION AND FUNDING PROCESS

Setting Up Your Profile

[Click here](#) to set up a new username/password and an organization profile. Once you set up this initial profile, the email associated with the account will be used for all future applications to Health Equity Fund for that organization, all award notifications, and all grant correspondence if the grant is awarded. If you have applied for a PHPDA grant using the online system in the past, please log in with your existing username and password. The user email can be changed at any time.

Only one person from an applicant organization can start, edit, and submit an application. Other users from an organization can only view that application and grant history. You may share the primary login information so that others within your organization may edit and submit the application, but multiple logins cannot edit the same application. After a grant is approved, the person who submitted the grant application is automatically the contact for all report due date reminders and report submissions through our system. If you would like this person to be

different from the applicant profile, email grants@phpda.org and request that the reports be assigned to another person.

The name of the organization's ED/CEO will be used for contracts and official correspondence. If you would like this name changed, please email grants@phpda.org. The organization is responsible for informing the Health Equity Fund of changes in contact information.

If you are having trouble using the online application system, read the [Applicant Tutorial](#) or contact grants@phpda.org with your questions.

Letters of Intent

Applicants for the 2024 Major Grant are required to submit mandatory Letters of Intent to the Health Equity Fund via the online application system. While the Letter of Intent only requires broad goals, the more specific you can be with proposed outputs and outcomes, the better. If you intend to work or subcontract with another agency, please describe the affiliation and the current status of the partnership in the Letter of Intent and the application (if invited).

All Letters of Intent will be reviewed by an Ad Hoc LOI Review Panel, appointed by PHPDA's Governing Council. The LOI Panel may consist of current and former PHPDA staff, Governing Council Members, and Strategic Advisors. Based on the information provided in the Letter of Intent, the LOI Panel will recommend projects to be invited to submit full applications. The Panel's recommendations will be reviewed by the PHPDA Governing Council for final approval of the list of invited applicants. The number of invited applications will depend on the quality and range of proposed programs.

To submit a Letter of Intent, [login here](#), click "Apply" in the upper left corner, and click the link for "2024 Major Grant." Applicants can save a draft Letter of Intent and complete the form at any time prior to the submission deadline. It is the responsibility of the agency to ensure that the Letter of Intent is complete. You must hit "Submit" on your Letter of Intent prior to the deadline of **12:00 pm noon on January 12, 2024**. You will receive an automated email when your submission has been received. Health Equity Fund will not consider an application for funding if a Letter of Intent has not been submitted by the deadline.

Invitation to Apply

The Health Equity Fund will send agencies invitations to submit full applications by close of business on **February 14, 2024**, as well as notification to agencies whose Letters of Intent have not been approved for full application submission.

Pre-Proposal Webinar

Health Equity Fund will host a comprehensive Pre-Proposal Webinar during which technical assistance will be offered to help applicants understand and complete the application. Only applicants who have submitted an LOI and been invited to submit full applications will be invited to attend. The webinar is scheduled for **February 21, 2024 from 2:00-4:00 pm**. Access the webinar by RSVP'ing to grants@phpda.org. This webinar will: 1) present the philosophy, purpose, and activities of the Health Equity Fund, 2) describe the application process, 3) review the online application forms, and 4) answer applicants' questions. **All applicants are strongly encouraged to participate.**

Application Guidance

All applications must be submitted electronically through the online Health Equity Fund grant management system found [here](#). If you are having trouble using the online application system, read the [Applicant Tutorial](#) or contact grants@phpda.org with your questions.

General application guidance may be requested until **5:00 pm on March 14, 2024**. This guidance may include clarification of the Health Equity Fund's requirements and funding principles as they relate to the proposed program. Applicants should forward questions in writing to grants@phpda.org.

Technical assistance specifically related to the online grants system will be available until the application deadline of **12:00pm noon March 20, 2024**.

Application Submission

Only applicants who submit a Letter of Intent and receive invitations to apply are permitted to submit full applications. If you are invited to submit an application, the next time you login to the online grant system, you will have access to the full application form. A description of the grant process and several downloadable documents will be available. Download the budget form and use it to complete your application.

Applications must be submitted **before 12:00 pm noon on March 20, 2024** in accordance with the following guidelines:

- A. **Complete one application per project.** If your agency is requesting funding for more than one project, you must submit a separate application, including narrative and budget forms, for each proposal. Be sure to submit a complete application by the due date (**March 20, 2024 before 12:00 pm noon**). The Health Equity Fund reserves the right to reject incomplete applications. Failure to submit a complete application will be reflected in the application's scoring and review, and will impact the Health Equity Fund's funding decision.
- B. Your application is not complete until you have filled out all required questions and have uploaded all required attachments, including all pages of the project budget form spreadsheet.

Any applications submitted after the deadline will not be considered. There are no exceptions.

Application Review

Applications will initially be reviewed by PHPDA staff for technical compliance with funding requirements. The technical review will pay particular attention to issues of completeness, accuracy, and clarity. It will also provide an initial assessment of the application's responsiveness to Health Equity Fund goals.

All applications will subsequently be reviewed by an Ad Hoc Funding Panel, appointed by PHPDA's Governing Council. The Funding Panel may consist of current and former PHPDA staff, Governing Council Members, and Strategic Advisors. The Funding Panel is charged with making recommendations to the PHPDA Governing Council for final approval.

The Funding Panel will apply scoring values in several categories to rate the content of the applications (see table below). A maximum of 100 points will be assigned by each member of the Funding Panel based on the responses to questions posed on the application forms. In addition to the application's average score in this rating system, the Funding Panel may consider several other factors in making funding recommendations. These additional factors may include adherence to Health Equity Fund's funding priorities, proposed cost of service delivery, as well as demonstrated ability to improve health care access and/or provide services to underserved populations in the Puget Sound region.

RATING CATEGORIES	MAXIMUM POSSIBLE POINTS
Organization Information	15
Project Description	30
Project Outputs	20
Project Outcomes	20
Personnel, Project Budgets, and Budget Narrative	15

Funding Recommendations

Applications will be ranked according to score. The Funding Panel will base funding recommendations on these rankings, as well as considerations of the applicant's capacity to manage funds and meet financial and project reporting requirements. The Funding Panel may recommend funding lower scoring applications in order to meet specific needs not effectively addressed by other applications. PHPDA's Governing Council will consider Funding Panel recommendations together with the Health Equity Fund's desire to fund a broad range of services and projects and serve a wide spectrum of populations in need. Final approval of the Funding Panel recommendations will be made by the Governing Council.

Award Notification

Following the Governing Council's approval, agencies will be notified via email if their grant has been approved or denied on **May 17, 2024**. Approved proposals may be either fully or partially funded.

Revised Contract Exhibits

Each agency awarded a grant will receive draft contract exhibits based on their submitted application responses and budget within a week after award notification. If funds awarded differ from the amount requested in the application, or if contingencies are placed on the award, revised exhibits must be provided to the Health Equity Fund within twenty (20) days of receipt of award letter.

Costs related to any project funded through this application process must be allowable and consistent with the PHPDA's mission and status as a public entity. For guidance on allowable costs, please see [OMB Circular A-122](#). All questionable costs included in application submissions will be discussed with potential grantees during the contract process.

Contract Meetings with PHPDA Staff

Following approval of project and budget revisions, PHPDA staff will arrange meetings with fiscal and project representatives from funded agencies to review final programmatic and financial issues and contractual reporting requirements. Efforts will be made to schedule these meetings in a timely fashion. The earlier an agency submits an approved revised budget and scope of work, the earlier such contract meetings can take place.

Final Contracts

Following the contract meeting, a final draft of the contract will be sent to the agency for signature. The agency will submit a signed final copy of the contract to PHPDA. When the completed contract is received by PHPDA, the agency will receive funding according to the contracted schedule.

All agencies that receive funding through this application process must comply with all requirements, regulations, and guidelines of the PHPDA contract. A copy of the contract is available on PHPDA's [Major Grant webpage](#). All applicants are strongly advised to review the contract prior to submitting an application. The PHPDA reserves the right to cancel an award if a selected applicant fails to execute the contract, in substantially the form as it appears on the PHPDA website, within thirty (30) days following the contract meeting between the PHPDA and the selected applicant.

The Health Equity Fund aims to be a responsive and flexible grantmaker. Grantees may request amendments and changes to their contract exhibits (budget, scope of work, etc.) during the first nine months of the contract year. The Health Equity Fund will review such requests on a case-by-case basis, considering reasonableness of the proposed changes and consistency with overall project purpose.

6. GENERAL INFORMATION

- A. PHPDA is an Equal Opportunity Employer (EOE) and does not discriminate against individuals or firms because of their sex, race, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, veteran status, or age except by minimum age and retirement provisions, unless based upon a bonafide occupational qualification. Applicants for these funds must adhere to these EOE regulations and will attest to such adherence within the grant contract if funds are awarded. During performance of this contract, the contractor agrees that it will not discriminate against any employee, applicant for employment, or client seeking services because of any of the attributes listed in this paragraph. The contractor will make equal employment opportunity efforts to ensure that applicants, employees, and clients are treated equally.
- B. PHPDA reserves the right to reject any or all applications that are deemed not responsive to its needs.
- C. PHPDA is not liable for any cost incurred by applicants prior to issuing the contract.
- D. The contents of the application of the selected applicants shall become contractual obligations if a contract ensues. Failure of the applicant to accept these obligations may result in cancellation of their award.
- E. Health Equity Fund has a process in place for grievances related to the funding process or contract award decisions. The grievance process is appended to the guidance. Grievances must be filed within ten (10) business days of receipt of the award notice.
- F. Unless otherwise requested, letters and other transmittals pertaining to this process will be issued to the e-mail address noted in our files. After the application is submitted, all correspondence will be sent to the email address associated with the account used to submit the application. If an agency wishes to change the designated contact person at any time during the application, review or funding process or at any time during the contract period, please notify Health Equity Fund at grants@phpda.org.
- G. The applicant agency must demonstrate, in the Health Equity Fund's sole judgement, that it is currently fiscally stable. An applicant having unresolved outstanding federal or state tax obligations is not eligible to apply for funding.
- H. PHPDA, as the funder and awarding authority, may cancel the grant process or reject all applications at any time prior to or during the application review process if PHPDA determines it to be in its best interest.
- I. PHPDA assumes no responsibility for failure to notify all interested parties of this grant process.
- J. All submitted application and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so after the review, award, and contract negotiation process. This process is concluded when a signed contract is executed between PHPDA and the selected applicant.

7. APPLICATION GRIEVANCE PROCEDURE

Form of Grievance

In order to be considered, a grievance must be submitted in writing, either in hard copy or via email, addressed to the Executive Director of the PHPDA, and include:

- A. The name, address, email, and phone number of the proposer grieving, or the authorized representative of the proposer;
- B. A detailed description of the specific grounds for the grievance and any supporting documentation; and
- C. The specific ruling or relief requested.

Nature of the Grievance

Proposers may grieve the Health Equity Fund's funding process, but not the final award decision. Grievances may be submitted in relation to the proposer's allegations that the Health Equity Fund failed to adhere to the funding process as outlined in published guidance, or because the proposer believes its application was not accorded equitable treatment during the application and review process.

Who May Grieve

Any proposer submitting an application in response to the Health Equity Fund's funding process.

Deadline for Submission of Grievance

Grievances must be received by the Health Equity Fund no later than ten (10) calendar days after the proposer has received notification of award decisions.

Determination of Grievance

Upon receipt of a timely written grievance, the Executive Director and the Executive Committee of the PHPDA's Governing Council shall investigate the grievance and shall respond in writing to the grievance within ten (10) calendar days. The decision of the Executive Director and PHPDA Executive Committee shall be final.

Failure to Comply

Failure to comply with the procedures set forth herein may render a grievance untimely or inadequate and may result in rejection by the PHPDA.