



EL CAMINO HEALTHCARE DISTRICT COMMUNITY BENEFIT GRANTS POLICY

Revised October 20, 2020

2.00 EL CAMINO HEALTHCARE DISTRICT COMMUNITY BENEFIT GRANTS POLICY

A. Coverage:

Community Benefit Program

B. Adopted:

March 5, 2014; Revised May 15, 2018; December 5, 2018; December 11, 2019; October 20, 2020

C. Policy:

The El Camino Healthcare District (“ECHD” or “District”) recognizes that the health of the community is improved by the efforts of many different organizations, and the District has a history of supporting those organizations by making grants to them. The grant making process includes soliciting applications, evaluating the proposed use of the funds, and including the advice of a Community Benefit Advisory Council (“CBAC”). The District annually approves a plan, which includes a provisional list of organizations and the amount of the expected grants to each.

To ensure that the ECHD can be responsive to the changing health needs in the District during a fiscal year, the Community Benefit staff will follow the guidelines below:

1. The total annual Community Benefit expenditures, as authorized by the ECHD Board of Directors’ approval of the District’s annual Community Benefit Plan, cannot exceed the total aggregate amount approved by the ECHD Board.
2. Approved individual grant amounts, as stated in the Community Benefit Plan, may be increased after need is demonstrated. Grant metrics must be revised to reflect the additional resources. Any grant increases must be within the total aggregate amount of the annual Community Benefit Plan approved by the ECHD Board. Increases to these previously awarded grants up to \$50,000 must be approved by the VP of Corporate and Community Health Services and increases in excess of \$50,000 up to \$150,000 require the approval by the CEO. Increases to these previously awarded grants in excess of \$150,000 must be presented to the CBAC, receive their recommendation for support, and be approved by the ECHD Board.
3. New grants may be added during the fiscal year if need is demonstrated. Proposals with detailed budgets and metrics must be presented to the CBAC and receive their recommendation for support. Any new grants must be within the total aggregate amount of the annual Community Benefit Plan approved by the ECHD Board. New grants up to

\$50,000 must be approved by the CEO, and new grants in excess of \$50,000 require the approval of the ECHD Board.

4. There are times when an individual grant award is not needed to the extent it was in the original plan. In these cases, the funds not needed may be used to fund the grant increases detailed in paragraphs 2 and 3 above.
5. The CBAC and the ECHD Board will receive a report identifying all grant funding changes at the end of the fiscal year.
6. Three year grant funding may be awarded to selected grantees. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of annual Community Benefit Plan approved by the ECHD Board. Grantees will be required to submit mid-term and annual reports and must demonstrate success meeting outcome metrics and budgetary goals.
7. ECHD-funded community benefit grants shall be allocated in support of ECHD's mission and purpose which is "to establish, maintain and operate, or provide assistance in the operation of, one or more health facilities or health services at any location within or without the territorial limits of the District, for the benefit of the District and the people served by the District and to do any and all other acts and things necessary to carry out the provisions of ECHD's Bylaws and the Local Health District Law." Applications that do not establish a nexus to ECHD's mission, purpose and healthcare will not be awarded funding.
8. To ensure that El Camino Healthcare District allocated grant funding is spent consistently with the grant application and ECHD's mission and purpose, all ECHD grantees must adhere to the following:
 - a. Grantees must submit a signed grant agreement and, if the actual requested amount differs from the awarded amount, grantees must submit a revised budget.
 - b. Community Benefit staff shall ensure that Grantees submit mid-year and annual reports which include actual and line item expenses against the budgeted expenses in the approved application.
 - c. Grantees may not adjust approved itemized spending without the approval of ECHD's Director of Community Benefit.
 - d. All unused funds must be returned to the District.
9. Grant Application Process
 - a. In December of the preceding fiscal year, the District will announce the open application period and post a timeline and a grant guidebook on its website and via direct communication to current grantees.
 - b. In January of the preceding fiscal year, the District will post applications on its website. The timeline will include a specified due date in February.

- c. Applications must include an itemized budget and will be evaluated by staff and then reviewed for recommendation to the ECHD Board by CBAC.
 - d. To evaluate the financial need of applicants, agencies are required to provide the most recent audited financials and a line item budget for requested funding which includes other sources of support.
 - e. Grant proposals should focus on the underserved consistent with the definition from the Department of Health and Human Services, which characterizes the underserved, vulnerable, and special needs populations as communities that include members of minority populations or individuals who have experienced health disparities.
 - f. Grants must provide direct healthcare service, preventive care or wellness/health information oriented programs.
 - g. Grants will be awarded to multiple recipients. Individual grant recipients may apply for and be awarded more than one grant.
 - h. Prior or existing recipients may apply for funding. Significant attention will be given to prior program performance.
 - i. Other government agencies may be eligible for funding and are evaluated under the same process as all other applicants.
 - j. Awarding of grants to foundations that are sponsored by, or associated with, a separate grant recipient shall be considered on a case by case basis
 - k. CBAC's recommendations will be brought forward to the ECHD Board for review at a Study Session in May and then to the ECHD Board for approval in June. CB staff will notify applicants following ECHD Board approval.
 - l. Individual meetings regarding grant applications between a grant applicant and a district board member, officer, or staff are prohibited outside of this established process. Notwithstanding the above, individual meetings regarding grant applications between a staff member and a grant applicant are permissible, but only for the purpose of clarifying information submitted on the application documents.
10. The District will distribute grant funds as follows:
- a. Grants greater than or equal to \$100,000 will be disbursed in two installments. The first installment will be disbursed upon receipt of the signed grant agreement. The second installment will be disbursed upon receipt of mid-year reporting.
 - b. Grants less than \$100,000 will be disbursed in one lump sum upon receipt of the signed grant agreement.
11. District funds may also provide sponsorships of charitable events. Requests must meet the following criteria:
- a. Recipients must be a non-profit organization or government agency improving the health and well-being of individuals who live, work or go to school in the District.

- b. The District will place emphasis on organizations that address the needs of the underserved or reduce or prevent adverse health related conditions or address health disparities.
- c. Exclusions include but are not limited to:
 - i. Political campaigns
 - ii. Contributions for individual entry fees to charitable races, conferences, etc.
 - iii. Requests that benefit an individual family or group
 - iv. Religious activities
 - v. Travel expenses
 - vi. Athletic programs such as sports teams or leagues
 - vii. Research