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# Community Health Improvement Project Request for Proposals 2019-2020

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*Vision: A unified healthy community that celebrates physical, mental, emotional, spiritual, and social well-being.*

*Mission: Working together to improve the quality of life and health of YCCO members by coordinating effective care.*

*Community Health Improvement Plan vision: Our healthy community is accessible and inclusive, has diverse resources, and focuses on social determinants of health and trauma-informed care. Our healthy community provides and promotes regular preventative care, in partnership with medical providers, to support healthy families and individuals.*

## **BACKGROUND**

Yamhill Community Care’s Community Advisory Council, or CAC, is made up of people who have experience with Oregon Health Plan and are familiar with navigating the benefits and frustrations of accessing health services. They are also people who live in this community and care about the factors that contribute to health, like transportation, affordable and safe housing, and access to healthy foods. This group led a Community Health Assessment (CHA) process, which went out and surveyed more than 500 people, held 15 focus groups in every community in the county, and collected information about the well-being of people who live here. The results of this assessment were compiled and consulted to create a plan to address the needs, gaps, and opportunities identified, the Community Health Improvement Plan, or CHIP.

Many of the strategies in the plan are based on work that will be carried out by YCCO or its partner agencies. Some of these strategies, however, need additional support to implement. This Request for Proposals seeks agencies to partner with YCCO to improve the wellness of this community through targeted health-related projects and programs.

## **PROPOSAL TOPICS**

Project proposals must align with CCO vision and mission, Community Health Improvement Plan (CHIP), and Community Advisory Council (CAC) vision. Find the visions and mission above, and read the CHIP on the website here: <https://yamhillcco.org/wp-content/uploads/YCCO-CHIP-2019-2024.pdf>.

Proposals also must address populations experiencing some sort of disparity. Project must have measurable impact on YCCO members (people on OHP), but preference will be given to projects that address additional marginalized populations, including those in geographically rural or isolated areas,

people of color, members of the LGBTQ community, people experiencing homelessness, and those with disabilities.

- Projects should address one of the below CHIP strategies or affect these goals in some way:

1.1.1 Coordinate and deliver school-based oral health education

1.2.2 Ensure access to healthy foods for key populations

4.3.2 Expand telemedicine programs

6.2.2 Implement and integrate data systems or tools to support tracking and evaluating outcomes within non-clinical service programs and social services, like peer support, traditional health work, doula services, and school-based programs.

6.4.1 Provide travel vouchers to community members in need of transport to health-promoting activities, like gyms, grocery stores, and community social activities

6.3.2 Develop a physical activity intervention for older adults

## **ELIGIBILITY AND FUNDING REQUIREMENTS**

Applicants must be 501(c)3 or public agencies. Multiple agencies may collaborate on a project or application, but only one agency may apply as the fiscal sponsor. YCCO will not read or provide feedback on applications in advance of submission but will answer questions and provide technical support in completing the application.

Funding will not be awarded:

- i. To individuals or in the form of scholarships
- ii. For political purposes
- iii. To disburse subgrants
- iv. For any non-charitable purposes outside of the meaning of OAR 501(c)3

Programs addressing populations that are historically or systemically underserved and populations that exhibit ethnic, linguistic, economic, academic, or other disparities will be given preference.

Applicants must submit a current W9 for the applying agency in order to receive payment. If personal health information (PHI) or other confidential information will be exchanged, awardees will sign a Business Associate's Agreement with YCCO. Awardees may be required to submit other financial or organization-specific paperwork upon receipt of grant.

Potential applicants will be invited to an RFP presentation event in which the group reviews presentations and discusses projects with the CAC. Technical assistance sessions are available to all applicants before submission.

## **FUNDING**

Approximately \$100,000 is available for disbursing, and the number of projects awarded will be determined based on applications. Typical applications request no more than \$25,000. Funding will

be reimbursable only and will require documentation of expenses and submission of one midyear report and one final report.

## TIMELINE

Funding will be administered for the program as follows:

September 12 <sup>th</sup> , 2019	Request for Proposals released
October 1 <sup>st</sup> and 8 <sup>th</sup> 2019	Technical assistance sessions
November 1 <sup>st</sup> , 2019	Applications due
November 19 <sup>th</sup> , 2019	Presentations ( <i>more info sent once applications are received; additional presentation date depending on application volume</i> )
November 26 <sup>th</sup> , 2019	Community Advisory Council reviews applications
December 2 <sup>nd</sup> , 2019	Awards announced
December 15 <sup>th</sup> , 2019	Funding agreements sent
January 1 <sup>st</sup> , 2020	Grant contracts and projects begin

After contracts are executed, funds will be reimbursed biannually after receipt of narrative and expenditure report.

## REPORTING

Reporting will occur biannually. Midyear reports are due July 31<sup>st</sup>, 2020. Final reports are due 30 days after the end of the grant cycle, February 1<sup>st</sup> 2021, unless otherwise agreed-upon. YCCO will provide templates and technical support for completing reports, including one pre-implementation in-person or phone reporting meeting.

YCCO requires funding recipients to report, at minimum, the race/ethnicity and primary language of individuals served by the project. Reports will include a section detailing the demographics of populations served, narrative summary of activities held during the reporting period, and an expense report. If project-related funds were expended during the reporting period, report will include an invoice for expenses. Grantees should be prepared to submit documentation of expenses (receipts, pay stubs, etc.).

## SUBMISSION

Submit completed applications to Emily Johnson at [ejohnson@yamhillcco.org](mailto:ejohnson@yamhillcco.org) or at 819 NE Third St., McMinnville, OR 97128. Applications must be received by midnight on November 1<sup>st</sup>, 2019 to be considered for funding. Please direct questions to Emily Johnson at the email above or at (503)376-7428.

## APPLICATION

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**The Application should be 3-5 pages, single-spaced, 12-point font.**

### **I. COVER PAGE**

Complete Attachment 1.

### **II. PROJECT INFORMATION**

Describe your project. What is the demonstrated need in your community to fund this program? Is this a new project, expansion, or an existing project? What are the demographics of your population? (Note that YCCO reserves the final decision regarding distribution of funding sources.)

### **III. ORGANIZATIONAL CAPACITY**

Complete the table below to indicate main points of contact and roles for members of the project team. Additionally, indicate any other community partners, agencies, or volunteers that will collaborate, and how duplication with other agencies' work will be avoided.

	Name and title	Email address	Phone number
Project sponsor/oversight			
Project lead			
Reporting			
Budget and finance			
Other			

### **IV. SUSTAINABILITY PLAN**

Describe how you intend to continue the work of your project after the funding has been spent.

### **V. IMPLEMENTATION PLAN AND TIMELINE**

Include a timeline of events and milestones required to complete your project

### **VI. BUDGET**

See attached budgeting template (Attachment 2). Include in budget fees to background check any employees who will have unsupervised contact with children (See Exhibit C).

## **VII. DATA COLLECTION AND REPORTING CAPACITY**

What is your agency's ability to collect and evaluate data? Is your organization able to share data with YCCO and sign a Business Associate Agreement if personal health information will be shared?

## **VIII. OUTCOME MEASURES**

How will your program measure success? List at least three outcomes you intend to track through your program and what goal or milestone you intend to achieve by the end of the project. How will you measure these outcomes?

## **IX. TECHNICAL ASSISTANCE**

List any technical assistance needs you anticipate in implementing the proposed project. This may include assistance in completing this application. These projects will be collaborative with YCCO and guided by its Community Advisory Council.

## **X. DISCLOSURES**

List any conflicts of interest you may have if you receive funds from YCCO. This may include, but is not limited to, members of your organization sitting on any of YCCO's committees or governance boards, your organization already receiving funds from YCCO, or if any family members of applicant organization representatives are on YCCO's staff.

## **XI. ATTACHMENTS**

Include letters of support as appropriate.