

HOMELESS HEALTH AND WELLNESS COORDINATOR

I. PROPOSAL COVER SHEET

Instructions: Please use the provided space and PDF form fill format for responses.

ORGANIZATION	
Applicant Organization <u>Association for Utah Community Health</u>	
Federal Tax ID #: <u>87-0430946</u>	DUNS #: <u>606057990</u>
This entity is a: <input type="checkbox"/> Government Agency <input checked="" type="checkbox"/> Non-Profit Organization (attach 501(c)(3) letter) <input type="checkbox"/> Other _____	
Organizations Signature Authority:	
Name: <u>Alan Pruhs</u>	Title: <u>Executive Director</u>
Address: <u>860 East 4500 South, Suite 206, Salt Lake City, UT</u>	
Phone: <u>801-716-4601</u>	Email: <u>alan@auch.org</u>
Electronic Signature: <u>Alan Pruhs</u>	Date: _____

Digitally signed by Alan Pruhs
DN: cn=Alan Pruhs, o=Association for Utah Community Health, ou=
Association for Utah Community Health, email=alan@auch.org, c=US
Date: 2018.07.18 16:12:48 -0600

ORGANIZATION CONTRACT ADMINISTRATOR (if different from Organization's Signature Authority)	
Name: _____	Position: _____
Address: _____	
Phone: _____	Email: _____

ORGANIZATION FINANCE CONTACT	
Name: <u>Alex Eaton</u>	Position: <u>Executive Director, Community Foundation of Utah</u>
Address: <u>2257 1100 East #205, Salt Lake City, UT 84106</u>	
Phone: _____	Email: _____

ORGANIZATION PROGRAM COORDINATOR (if Identified)	
Name: <u>TBD</u>	Position: <u>Program Manager</u>
Address: <u>860 East 4500 South, Suite 206, Salt Lake City, UT</u>	
Phone: <u>TBD</u>	Email: <u>TBD</u>

II. PROPOSAL NARRATIVE

1. BACKGROUND AND CAPACITY (20 points possible)

- A. Provide a brief overview of the organization. Include information about the organization's role in the community and the relationship the organization has to homeless health and wellness.
- B. Describe the organization's ability and capacity to coordinate with local communities to provide homeless health and wellness programming throughout the state.

The following proposal constitutes a partnership between the Association for Utah Community Health (AUCH) and the Community Foundation of Utah (CFU) for the purpose of jointly coordinating the Homeless Health and Wellness programming.

AUCH has served as the federally recognized Primary Care Association (PCA) in Utah since 1985. AUCH is a private, nonprofit 501(c)(3) corporation with 14 organizational members, including the 13 Health Resources and Services Administration (HRSA), the Bureau of Primary Health Care (BPHC) Section 330 Health Center grantees (HCs). AUCH and its member organizations are part of a statewide and national movement to improve access to quality healthcare to underserved individuals and families. To assist Utah's HCs in meeting the needs of Utah's homeless patients, AUCH provides trainings and technical assistance to improve the quality of and access to comprehensive healthcare services. Additionally, AUCH represents HCs on committees addressing homelessness in Utah.

Utah is home to three grantees who receive 'Health Care for the Homeless' funding through HRSA's Health Center Program. These HCs operate Healthcare for the Homeless clinics in Ogden, Salt Lake City, and Provo, Utah. Utah's Health Care for the Homeless HCs strive to provide comprehensive medical, dental, pharmacy, laboratory, substance use, mental health, and supportive services to over 6,657 individuals experiencing homelessness. In addition to the three Health Care for the Homeless grantees, Utah is home to 10 additional HCs operating 55 clinic locations across the state of Utah, plus one clinic location in Southeast Idaho, and two clinic locations in Southwest Wyoming. Utah's 13 HCs are physically located in 16 counties but serve patients from each of Utah's 29 counties—serving one out of every 21 individuals in the state, one out of every three low-income individuals in the state, one out of every four uninsured individuals in the state, and one out of every 11 Medicaid beneficiaries in the state.

In 2013, AUCH identified homeless health needs in Ogden and Provo through service area needs assessments. When HRSA released a service area expansion grant, AUCH provided technical assistance to the Ogden and Provo HCs to expand access to persons experiencing homelessness. In 2014, HRSA awarded the HC's funding to add two additional Healthcare for the Homeless access locations. AUCH continues to offer technical assistance to Utah's Health Care for the Homeless grantees with partnerships, data, workflow, performance improvement, and promising practices.

AUCH's network of stakeholders and partners includes HCs, government entities, and community-based organizations (CBO) across Utah committed to improving access to healthcare services for Utah's medically underserved. This network provides a foundation for strengthening communities and delivering healthcare in an effective, affordable, and accessible manner. AUCH helps facilitate partnerships between stakeholders and AUCH's organizational membership to further promote access to affordable, high quality healthcare services to individuals experiencing homelessness.

CFU is a 501(c)(3) nonprofit organization committed to enriching our community by giving well, teaching others to give well, and uniting philanthropy to improve the quality of life in Utah. CFU serves as Utah's catalyst for philanthropy through innovative, sustainable, and impactful grantmaking and works with nonprofit organizations, businesses, and individuals to target the most pressing needs in our community. Since establishment in 2008, CFU has facilitated over \$46 million in grants to Utah's nonprofit sector, including over \$14 million to housing and homelessness in 2017.

One of CFU's core focus areas is helping the most vulnerable in our community: those without the basic human need of shelter. Over the last three years, CFU developed, administered, and funded critical homeless programs in Utah and built collaboration across the sector. In 2017, CFU focused on grant funding for healthcare-related services for housed homeless populations.

After a rigorous application process that encouraged collaboration and shared outcomes, CFU awarded a \$545,182 two-year grant to the Fourth Street Clinic (FSC), a Utah HC, to support the launch of FSC's Nurse Care Management (NCM) pilot program. NCM was the first program in Salt Lake City designed to connect homeless individuals with comprehensive medical services. FSC partnered with YWCA Utah, the Housing Authority of the County of Salt Lake, First Step House, Volunteers of America Utah, and The Road Home to provide Nurse Care Managers on rotation between locations depending on the needs of patients. Because of CFU's collaborative grant funding, the focus on shared outcomes and the integral work of these service providers, lives are being saved within the targeted homeless populations.

2. HOMELESS HEALTH AND WELLNESS PROGRAMMING (25 points possible)

- A. Describe how the organization will create an inventory of current homeless health and wellness programs or projects throughout the state.
- B. Explain how the organization will identify innovative programs or projects that serve homeless individuals or families.
- C. Describe how the organization will ensure funded programs or projects are connecting to the homeless service system in their local area and ensure participation in coordinated entry if appropriate.

To identify key stakeholders and establish a qualified applicant pool to provide innovative homeless health and wellness programming, a Program Manager will be hired by AUCH, in partnership with CFU, to conduct two to three months of outreach in order to establish the inventory.

CFU and AUCH will define and clearly communicate the intent of this funding within the scope of the Homeless Health and Wellness program to homeless service providers. We will work with nonprofits, government entities, philanthropists, individuals, and community members throughout Utah to identify and create an inventory of current homeless health and wellness programs. Additionally, the Program Manager will connect with Utah's Continuum of Care Coalitions (CoCs), survey CoC members, and conduct community outreach to identify additional homeless health and wellness programs and projects across Utah.

This partnership is built on a foundation of innovation, sustainability, and impact. We understand that it is not enough to drive outputs, but rather to seek outcomes and utilize data effectively to address the ever-changing needs of our community. Additionally, integral to our grantmaking strategy is the requirement for grantees to meet specific criteria and metrics established within a formal grant agreement.

A Request for Proposal (RFP) process will be established, emphasizing our strategic funding priorities and details about the application process. Grant applications will be completed through Formstack, and will be reviewed and prioritized by an Advisory Committee comprised of key community leaders. Awards will be based on innovation, outcomes, sustainability, collaboration, and a strong alignment with our strategic priorities.

We embrace a comprehensive view of health and our strategic focus areas include achieving seamless integrated care, meaningful patient and consumer engagement in achieving health goals, and the strategic consideration of social determinants of health in services. Funded grantees will have a clear view of how they will improve the health and wellness among people experiencing homelessness, across urban and rural areas in Utah.

CFU engages with community leaders to identify innovative programs and projects that serve homeless individuals and families. For the Homeless Health and Wellness grant, funded organizations will be required to connect to the homeless service system in their area.

AUCH will oversee the Program Manager position, which will participate in the CoCs in each of the funded communities. Additionally, Homeless Health and Wellness grantees will be encouraged and expected to participate in the CoCs located within their geographic scope. The Program Manager will actively participate in the Collective Impact on Homeless Committee and other relevant committees across the state to monitor changes in strategic initiatives and policies that would impact grantees and funding. Further, they will develop and convene a consortium of grantees to share challenges and best practices.

3. FUNDING ALLOCATION (10 points possible)

Describe the method for distributing funds to programs or projects and how the organization will:

- A. Publicly announce and solicit programs or projects for applications; and
- B. Review and prioritize programs or projects for funding.

CFU has significant experience promoting and soliciting RFP applications, and RFPs will be disseminated through CFU and AUCH newsletters, public channels, and directly to the inventory of homeless health and wellness programs and service providers. RFPs will be reviewed and prioritized based on the following grant guidelines and requirements:

Guidelines

- Target homeless health and wellness providers throughout the state
- Focus on health and wellness facilitation and intermediary services related to healthy living, interpersonal growth, and engagement
- Include measurable outcomes and demonstrate success utilizing research and evidence-based approaches
- Collaborate and coordinate with community partners, homeless service partners, healthcare service providers, and other key stakeholders
- Provide innovative and sustainable responses to homeless health and wellness needs
- Submit regular impact reports on measurable outcomes

Ineligible Expenses

Funding will not support:

- Direct healthcare services (i.e., medical, dental, mental health expenses)
- Capital construction
- Award dinners, athletic events, competitions, special events, or tournaments
- Political causes, candidates, organizations, or campaigns

Requirements

- Abstract
- Project narrative
- Project budget
- Proof of current 501(c)(3) tax designation
- Proof of current charitable solicitation permit
- Geographic service area

The following would be proposed dates and funding for the grant application within the RFP:

Application Due Date: October 31, 2018

Award Date: December 7, 2018

Award Amount: Up to \$50,000 per year

Available Funding: \$498,279, approximately five awards

Project Period: Two years, with the option for an additional grantee period with any remaining funds

To review and prioritize programs for funding, we will leverage the talent and expertise of a Homeless Advisory Committee comprised of community leaders including: Pamela Atkinson (Homelessness Advocate), Shaleane Gee (Salt Lake County), Jean Hill (Catholic Diocese of Salt Lake City), David Litvack (Salt Lake City), Senator Ann Milner (Utah State Senate), Mikelle Moore (Intermountain Healthcare), Tiffanie Provost (Axiom Properties, LLC), Alex Eaton (CFU), and Alan Pruhs (Association for Utah Community Health). We would like to extend the committee to include a Member from the Utah House of Representatives.

4. **DATA COLLECTION (20 points possible)**

The Homeless Health and Wellness coordinator will be expected to collect data to analyze grant outcomes. Funded programs or projects will be required to participate in the Utah Homeless Management Information System (HMIS) or HMIS comparable database.

- A. Describe how the organization will set expectations for performance with the funded programs or projects.
- B. Explain how the organization plans on negotiating outcomes and collecting related data.

Each grant recipient will be required to sign a Grant Agreement that will outline the grant requirements and disbursements. Such Grant Agreement, at a minimum, will stipulate the following:

- All award funds will be used to support the project as described in the organization's application. Any modifications to the project as outlined in the application shall be approved by CFU and AUCH, in advance.
- Organizations will provide progress reports on the impact of the grants quarterly on the dates set forth in the Grant Agreement. Organizations will notify CFU and AUCH of any delay that may alter the delivery date of any report and the parties shall mutually agree on a new delivery date.
 - Reports will include a one-page narrative account and a financial account of grant expenditures comparing actual expenditures with approved budgets. The final report will provide a detailed summary of the completion of the project and the use of the award funds.
 - Reports shall include collected outcome data relating to the project goals and health and wellness indicators as described in the Application and as agreed upon by CFU and AUCH.
- Organizations will participate with CoCs and grantee consortium.

5. **STAFFING MODEL (10 points possible)**

Describe how the organization plans to provide staffing support for the Homeless Health and Wellness programs or projects funded. Include information to support the organization's ability for immediate implementation.

Staffing support for the Homeless Health and Wellness program under the oversight of CFU and AUCH will require the addition of a full-time Program Manager. The Program Manager will be housed at AUCH and have dual reporting lines to CFU and AUCH.

CFU's Homelessness Community Pillar Field of Interest Fund will provide fund administration and financial oversight for the Homeless Health and Wellness Coordinator program. The administrative charge for a Field of Interest Fund is 5% fee annually on the principal of the initial grant amount over the two-year period of the funding cycle. There is also a 1% annual charge to invest the funds until they are drawn down.

The Homeless Health and Wellness Coordinator program will require management and oversight from CFU's CEO and Program Coordinator, in addition to the AUCH Program Manager. The scope of work within a CFU Field of Interest Fund is as follows:

- Researching and compiling grant intent
- Community convening
- Convening of Advisory Committee on strategy for the Homeless Health and Wellness grant
- Hosting of Advisory Committee meetings to set goals, timeframes, and deliverables
- Identifying potential applicants/community partners
- Drafting, reviewing, and editing of RFPs within Formstack
- Soliciting and comprehensively review RFPs with the Advisory Committee
- Hosting Advisory Committee meeting(s) to make award decisions
- Establishing outcome metrics and review with Advisory Committee
- Administering Grant Agreements and Award Letters, drafted and negotiated with service providers
- Collecting written reports from grantees within established due dates
- Holding service providers accountable for established impact metrics
- Hosting grantee consortium
- Reporting to DWS on outcomes/program results

6. **BUDGET (10 points possible)**

The \$750,000 allocated for a Homeless Health and Wellness Coordinator is available from August 15, 2018 – June 30, 2019. Describe in detail the anticipated cost for the organization to coordinate the Homeless Health and Wellness programs or projects.

CFU and AUCH are dedicated to the success of this program. Generally, AUCH would charge a 10% administrative fee to manage this program in addition to CFU's rates. However, CFU and AUCH are willing to provide their services at a discounted rate to ensure this project is seen to completion.

CFU will charge 10% in total for the program to cover administrative costs (See Section 5: 5% annually on the principal of the initial grant amount over the two-year period of the program). A 1% annual charge will also be incurred to invest the funds until they are drawn down.

Total Two-Year Grantee Funds Available: \$498,279

Total Two-Year Project Management Expenses: \$251,721 (approximately 34% of total grant funds)

CFU anticipates the following costs to be incurred to coordinate the project:

\$37,500 for Financial Management per year * two years = \$75,000

\$7,500 per year for annual charge to invest funds * two years = \$15,000

AUCH anticipates the following costs to be incurred on behalf of the Program Manager:

Program Manager: \$77,262 total per year for two years = \$154,254

Contracted Salary: \$55,000

Benefits per AUCH's Policies: \$14,795

Program Manager Overhead Expenses- \$7,467

Supplies (general office + computer): \$1,700

Telephone (office, long distance, conference call line): \$470

IT: \$340

Postage: \$32

Direct Overhead (occupancy, insurance, payroll, etc.): \$4,925

In-kind Contributions (not included in budget totals)

Travel

Grantee Consortium Engagement Platform- Higher Logic

AUCH Management and Administrative Support

CFU Management and Administrative Support

Advisory Committee Time

DWS Housing and Community Development - Homelessness Programs Office (HPO)

HPO Grant Budget Narrative and Itemization Form

July 1, 2018 - June 30, 2019

Organization: Association for Utah Community Health

**All planned expenses must be itemized, detailed and described for each line item.
Cells may be expanded as necessary in order to provide all required information.**

**The organization must choose between indirect OR direct administrative expenses.
Expenses may NOT be entered in both Categories I and II.**

Category I Indirect Administrative Expenses	Itemized Details of HPO Grant Funds Requested	HPO Grant Funds Requested
10. Indirect Costs <i>*Cannot exceed your federally approved indirect cost rate, your 10% de minimis rate certificate, the federal regulations of 7.5% if receiving federal funds, or 5% of program total.</i>	\$37,500 for Financial Management per year * 2 years \$7,500 per year for annual charge to invest funds * 2 years	\$ 90,000.00
Category II Direct Administrative Expenses	Itemized Details of HPO Grant Funds Requested	HPO Grant Funds Requested
1. Salaries		
2. Fringe Benefits		
3. Communications <i>(e.g. printing, copying, phone, postage)</i>		
4. Equipment		\$ -
5. Insurance		
6. Organization Space Costs		
7. Organization Utilities		\$ -
Professional Development & Training		\$ -

9. Professional Fees & Contract Services		
10. Supplies		
11. Travel & Transportation		\$ -
Total Category I <u>OR</u> Category II Administrative Expenses The organization must choose between indirect <u>OR</u> direct administrative expenses. Expenses may <u>NOT</u> be entered in both Categories I and II.		\$ 90,000.00
Category III Program Expenses	Itemized Details of HPO Grant Funds Requested	HPO Grant Funds Requested
1. Salaries	1 FTE Program Manager @ \$55,000 per year * 2 years	\$ 110,000.00
2. Fringe Benefits	Benefits Total 26.9% of Salary (FICA 7.65%, Workers Compensation 0.2%, Unemployment Tax .87%, Health/Dental/Vision 16.68%, Disability and Group Life 1.5%) * 2 years	\$ 29,590.00
3. Client Rent Payments		\$ -
4. Client Services (e.g. education services, employment & training, legal services, client transportation, utility shut-off prevention, etc.)		\$ -
5. Client Vouchers (e.g. motel, rent, etc.)	Grant Funding to Homeless Health and Wellness grantees over 2 years	\$ 505,476.00
6. Communications (e.g. printing, copying, phone, postage)	(Telephone (office, long distance, conference line) \$470 per FTE + Postage \$32 per FTE) * 2 years	\$ 1,004.00
7. Professional Development & Training		\$ -
8. Professional Fees & Contract Services (e.g. consultants, security, etc.)	(\$1205 per FTE Professional Fees + \$340 per FTE IT + \$397 per FTE Equipment Rental and Maintenance) * 2 years	\$ 3,881.00

Program Equipment		\$	-
10. Program Insurance	\$343 per FTE * 2 years	\$	686.00
11. Program Space Costs (e.g. rent, lease, etc.)	\$2980 per FTE* 2 years	\$	5,960.00
12. Program Supplies	Computer plus General Office Supplies \$1700 per FTE* 2 years	\$	3,400.00
13. Program Travel & Transportation		\$	-
14. Program Utilities		\$	-
Total Category III Program Expenses		\$	660,000.00
Total Expenses Category I OR II and Category III		\$	750,000.00

