



**Fallbrook Regional**  
HEALTH DISTRICT

## Community Health Contract Grant Training

January 2024

## ABOUT THE DISTRICT

Created in 1950 to develop and operate the Fallbrook Hospital.

1998 - Fallbrook Hospital leased to Community Health Systems.

1999 - Fallbrook Healthcare District begins making grants to community health providers. To date we have granted.  
\$14,148,532.80

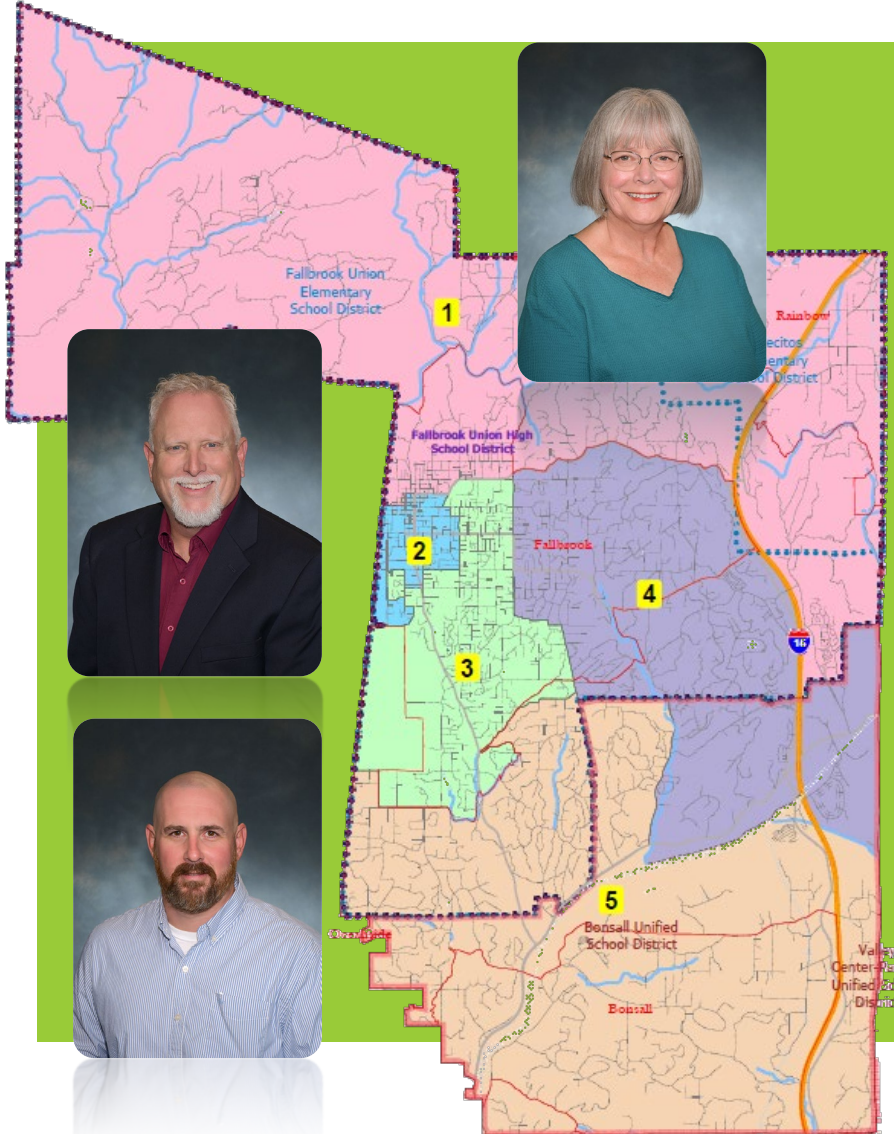
2014 - lease terminated after CHS reported a net loss of \$8,072,323 in revenue.\*<sup>1</sup>

2015 - Fallbrook Hospital closed.

2017 - Hospital building was sold.

2018 - Community Health & Wellness Center property purchased

# ABOUT THE DISTRICT – BOARD & ROLES



**Zone 1 – pink**  
**Jennifer Jeffries, Secretary**

**Zone 2\* – blue**  
**Mike Stanicek**

**Zone 3 – green**  
**Bill Leach, Chair**

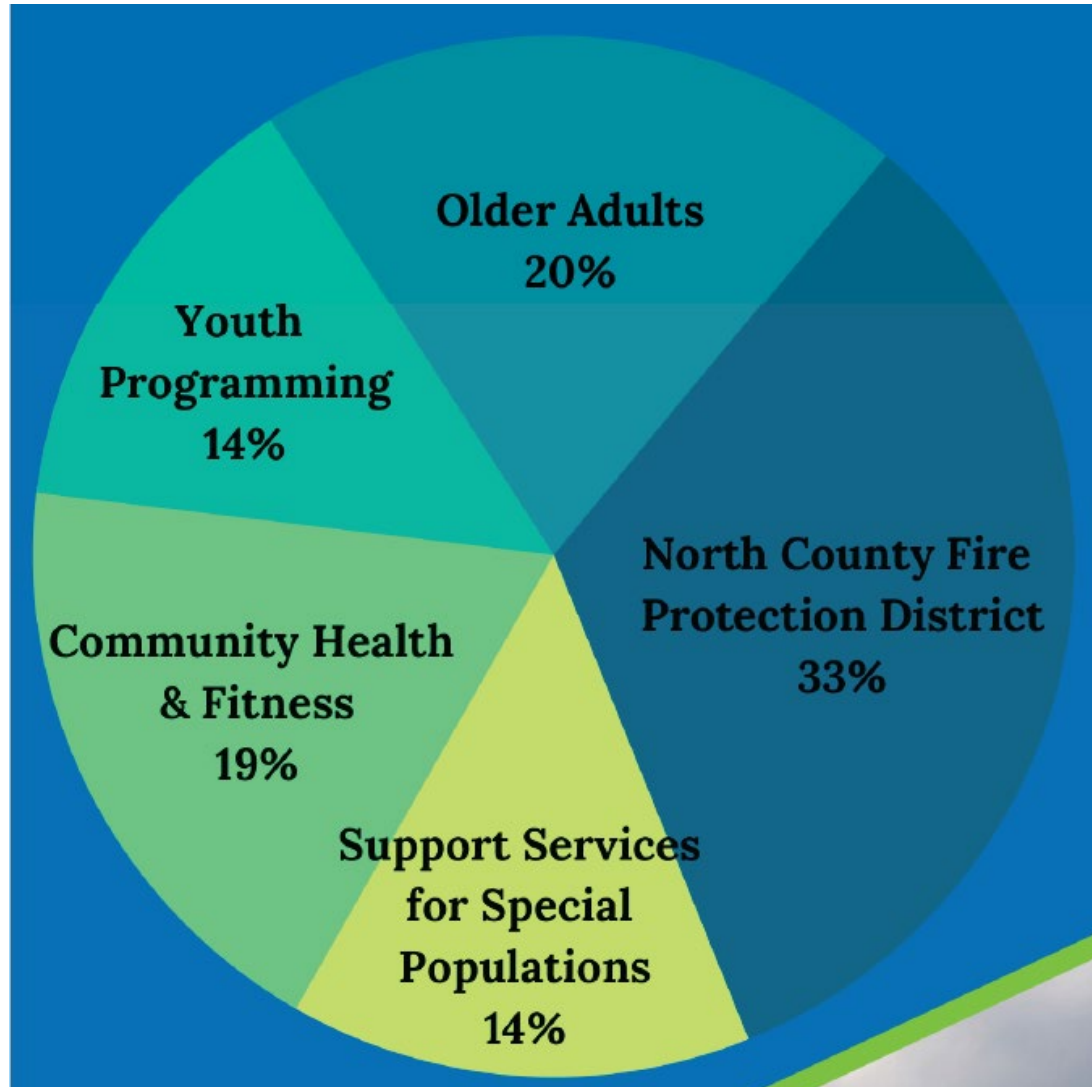
**Zone 4\* – purple**  
**Barbara Mroz, Vice Chair**

**Zone 5 – orange**  
**Terry Brown, Treasurer**

FRHD went through a redistricting process in March of 2022 to realign our Board member election zones according to new census data. An interactive review map of these zones and boundaries can be found on our website (*select tan rebuild*).

Zone 2 & 4 will be up for election in 2024

# COMMUNITY HEALTH CONTRACT GRANTS: 2022-2023



- Youth Programming: \$115,624
- Community Health & Fitness: \$150,400
- NCFPD: \$265,022
- Special Populations: \$112,398
- Senior Citizens: \$162,683

2019-2020 \$1,151,388.86  
2020-2021 \$1,332,612.46 (COVID \$90,419)  
2021-2022 \$975,486.43  
2022-2023 \$806,129.03

## 2024-2025 CHC GRANTS - PROCESS

### February

- CHC-Grant Application Open

### March

- CHC Grant reviews

### April

- CHC Grant Award Announcements

### July

- CHC Grant Funding Awarded (1<sup>st</sup> Quarter)



# 2024-2025 CHC GRANTS - PROCESS

## Online submission Jotform

- Log-in/user access
  - We can not save you if you lose your log-in
- Write in Word and then cut & paste
  - DO NOT USE BULLETS OR SPECIAL FORMATTING

## Application:

- Link will be live on our website on February 1 – closes on February 29



*You get an extra day due to leap year.*

## Review:

- April – Special Board Meeting: Board will review & score.
- Funding decisions will be made there.
- Applications will be scored by ALL Board members

# 2024-2025 CHC GRANTS – JOTFORM PROCESS

## Online submission Jotform

- It does not save your progress.
- The little “Save” icon is a liar.
- Please save your writing to a word processing tool.



The screenshot shows a Jotform notification window. At the top, the Jotform logo is displayed. Below the logo, the text reads: "You have saved a draft for DRAFT-FY 2023.2024 Fallbrook Regional Health District Community Health Contract Grant Application". Underneath, a smaller font explains: "You've saved a draft for the 'DRAFT-FY 2023.2024 Fallbrook Regional Health District Community Health Contract Grant Application'. Please click on the button below to continue your form." A prominent orange button labeled "Continue Form" is centered below the text. At the bottom of the notification, a progress indicator shows a series of dots, with the current step highlighted. Below the progress indicator, a grey box displays "2 of 47" and a document icon.

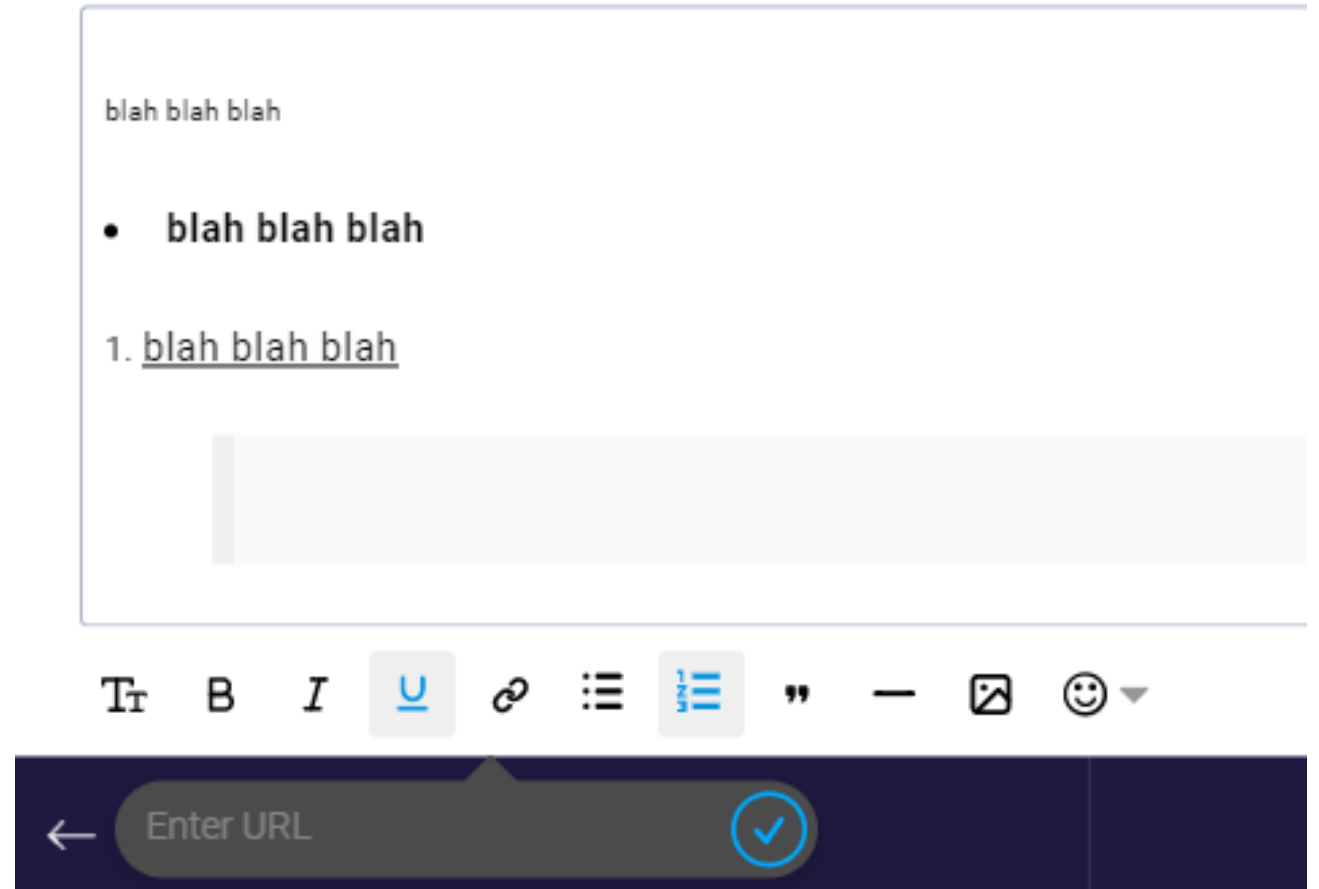
# 2024-2025 CHC GRANTS – JOTFORM PROCESS

## Jotform

- Copy & Paste
- Keep your copy
- Use the embedded tools

- But, only if you really need to

Otherwise, keep it normal size, plain, and the link will not be live to the reader.





# 2024-2025 CHC GRANTS - PRIORITIES

## ✓ Social Determinants of Health

- Economic Stability (Employment, Food Insecurity, Housing Instability, Poverty)
- Education Access & Quality (Early Childhood Education & Development, Enrollment in Higher Education, High School Graduation, Language & Literacy)
- Social & Community Context (Civic Participation, Discrimination, Incarceration, Social Cohesion)
- Healthcare Access & Quality (Access to Health Care, Access to Primary Care, Health Literacy)
- Neighborhood & Built Environment (Access to Foods that Support Healthy Eating Patterns, Crime and Violence, Environmental Conditions, Quality of Housing)

**You will be asked to explain how your program addresses this concern.**

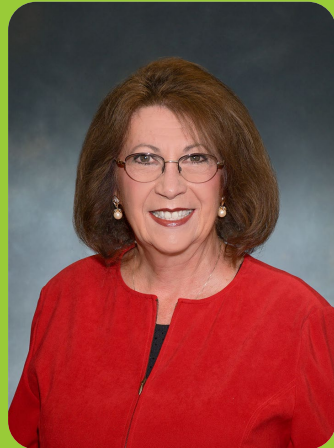
# 2024-2025 CHC GRANTS - PRIORITIES

- ✓ **Mix of New & On-going programs**
  - ❖ Note – the previous 3 consecutive years funding hiatus was eliminated.
- ✓ **New programs must demonstrate community need & efficacy.**
- ✓ **Demonstrated collaborations will be viewed favorably in the reviewing process.**

**Goal is for org's to achieve sustainable funding sources, options, & be less dependent on FRHD funding.**

- **Diversified funding options**
- **Collaborations**

**FRHD will have fewer CHC Grant funds available as the Community Health & Wellness Center continues to offer new programs and services.**



**If you don't know them, then don't expect that they know you.**

**Don't presume they understand the issues your are seeking to address, see value in your intervention, or "get" the program you are writing about.**

Your Statement of Need is your opportunity to express why the service you are offering meets the needs of the community. Your Statement of Need should define and express why there is a problem, concern, or issue to be addressed.

## UNDERSTANDING YOUR PROGRAM

Describe how the program provides the service.  
Concisely outline how recipients enter the program, describe what interventions or services they receive, & what follow up, if any, they have post-intervention.



Be clear on the “HOW” your program works, & “WHAT” happens, & explain “THEN”

- Passive
- Active

what resulted

# 2024-2025 CHC GRANTS – GOALS & OBJECTIVES

## GOAL

Should express how your services/intervention will work to address the Statement of Need

Larger context of your efforts

Not a task, but what it will effect

## OBJECTIVES

S.M.A.R.T.

- Specific
- Measurable
- Achievable
- Realistic
- Time Bound

## MEASUREMENT & EVALUATION

Explain how you measure the success of the program's interventions/services for each objective.

- changes in behaviors, achievement level, satisfaction

Define the measurable activities & outcomes the program generates for each objective.

- # of classes, interactions, services provided

**You will be required to report quarterly on each of these objectives, so be clear on what you can/can not measure.**



## 2024-2025 CHC GRANTS – GOALS & OBJECTIVES

### HINT

Your outcomes will be evaluated with more depth. Please be sure that your goals, objectives & outcomes are consistent & align.

### IMPACT REPORTS

Starting in May, we will be including Impact Reports as part of the Board report and will ask grantees to be present.

*Outcomes & the Story*

## 2024-2025 CHC GRANTS - BUDGET

- ✓ Agency supported funding
  - Fundraising dollars
  - Other grants
  - Fees/dues
- ✓ Agency vs. Program Budget
- ✓ Follow the instructions, keep a copy for reporting
- ✓ You'll find our template on the website where you'll apply.

- ⊗ Realistic as it relates to the program goals and objectives
- ⊗ ≤ 20% other funding or in-kind support

# BUDGET FORM – READ THE INSTRUCTIONS!

INSTRUCTIONS

PROGRAM BUDGET FORM

FUNDING HISTORY

BUDGET NARRATIVE

BUDGET REPORTING FORM

The first tab should be read BEFORE YOU START.

Changes from 23.24:

- We removed one of the sections
- Funding history includes all sources of funds for this program
- Use the narrative to explain crucial and/or unusual items

*(we all understand what utilities are, but if the ask is crucial – say a freezer for food then explain)*

***-KEEP THIS DOCUMENT FOR REPORTING***

***-DO NOT CHANGE THE FORMATTING***

## **BUDGET TO GOAL**

### **Direct Expenses:**

A cost can be traced to a specific item or service that is required for the program to run.

### **Indirect Expenses:**

Costs related to the overall operation of the agency.

### **Reporting Requirements:**

The reporting tool has been condensed, but try to stay within your categories.

# REPORTING

## FRHD CHC GRANT BUDGET REPORTING FORM

Agency Name:	0	PROGRAM NAME:	0
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The main categories align with the budget submitted with your application. Aggregate totals are all that should be reported under each heading.

1)	A	INDIRECT EXPENSES:	PROGRAM COST	REQUESTED FROM FRHD	AMOUNT USED Q1	AMOUNT USED Q2	AMOUNT USED Q3	AMOUNT USED Q4
		TOTAL INDIRECT EXPENSE	\$0.00	\$0.00				
B	PERSONNEL EXPENSES - PROGRAM SPECIFIC	PROGRAM COST	REQUESTED FROM FRHD	AMOUNT USED Q1	AMOUNT USED Q2	AMOUNT USED Q3	AMOUNT USED Q4	
	TOTAL PERSONNEL EXPENSE	\$0.00	\$0.00					
C	DIRECT PROGRAM EXPENSES	PROGRAM COST	REQUESTED FROM FRHD	AMOUNT USED Q1	AMOUNT USED Q2	AMOUNT USED Q3	AMOUNT USED Q4	
	TOTAL OTHER EXPENSES	\$0.00	\$0.00					
D	TOTALS	PROGRAM COST	FRHD Funds Awarded	Total Amount Q1	Total Amount Q2	Total Amount Q3	Total Amount Q4	
		\$0.00	#DIV/0!	\$0.00	\$0.00	\$0.00	\$0.00	
	Total funds expended to date:		\$0.00					

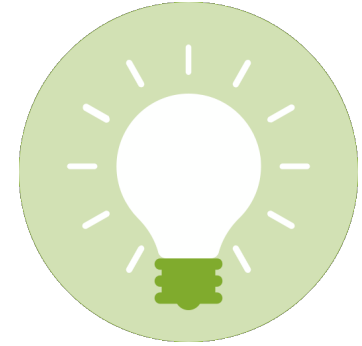
# 2024-2025 CHC GRANTS - BUDGET

There is no one perfect way to do a budget.

Consider how it aligns with your 990

- Admin, Fundraising, Programs

There must be a clear show of support from your agency and funding from outside sources



**Work on your budget first**  
**Be able to clearly define the goals & objectives**

**Start early**

**Edit, edit & edit**

**Word is your friend**



## PEEVES – THIS WILL HELP

Answer the question that was asked.

Don't blather...

### Organization Collaborations

Active collaboration is demonstrated by specific ongoing actions that benefit two or more organizations. Explain how this collaboration provides support for this program or service. These collaborations may be already established or initiated within the grant cycle. Applications with established or planned collaborations will receive greater consideration. **Please do not list funders or other financial supporters who are not directly involved in the provision of the service/program. to the overall operation of the agency.**

### Organization History & Accomplishments

Briefly describe your organization's history and notable accomplishments from **within the last 5 years as it relates to the provision of this program.**

## CONTRACT REQUIREMENTS – IF FUNDED

**Acknowledgement of FRHD funding support.**

*Not great* – our logo in your annual report with many others or simply a repost of our posts.

There are 4 quarterly reports – there should be 4 Impact Stories.

**Be Visible**

If not you, who  
If not today, when

**Our Board meetings (all of them) are open to the public.**

# WE ARE WITH THE DISTRICT & WE'RE HERE TO HELP

**Rachel Mason**  
**Chief Executive Officer**  
rmason@fallbrookhealth.org

**Raquel Williams**  
**Executive Assistant**  
rwilliams@fallbrookhealth.org



**fallbrookhealth.org**  
for specifics, dates &  
access to the  
application link

**760.731.9187**

## BUDGET TO GOAL: INDIRECT EXPENSES

**Indirect Expenses:**  
Costs related to the overall operation of the agency.

Admin. Support  
General Insurance  
Accounting & Audit  
Consultant  
/Contractor Fees  
Communications &  
Marketing

**Physical Assets**  
>(Rent, Facility Costs)  
Utilities  
IT & Internet  
Office Supplies  
Training &  
Education  
Other: specify

## BUDGET TO GOAL: DIRECT EXPENSES

### Direct Expenses:

A cost can be traced to a specific item or service that is required for the program to run.

### #1 - People

Salary (list position)

Payroll Expenses

(WC, taxes)

Benefits

### #2 - Stuff

Equipment

Program/Project

Supplies

Printing/Duplicating

Travel/Mileage

Program Specific

Insurance