

HEALTH CENTER WORKFORCE DEVELOPMENT GRANT APPLICATION

Funding Announcement: March 15, 2021
Application Due Date: April 23, 2021

Johnson & Johnson

**OUR RACE TO
HEALTH
EQUITY**



NATIONAL ASSOCIATION OF
Community Health Centers

Table of Contents

Purpose	2
Application Information	2
Dates & Deadlines.....	2
Grant Amount	2
Eligibility Requirements	2
Application Process	3
Use of Funds.....	3
Reporting Requirements.....	4
Point of Contact	4
Appendix 1: Final Grant Report Requirements	5
Appendix 2: Application Questions	6
Appendix 3: Grant Scoring Rubric	8
Appendix 4: Sample Award Scope of Work Notice from NACHC	9

NACHC'S HEALTH CENTER WORKFORCE DEVELOPMENT GRANTS

PURPOSE: NACHC's Workforce Development Grant Program is offered as part of a generous award to NACHC from Johnson & Johnson's "[Our Race to Health Equity](#)" initiative. This workforce development grant has a competitive application and selection process outlined below. We are seeking proposals designed to support the development and/or expansion of programs that enhance the skills of health center frontline workforce and mid-level managers; essential staff for the successful operation and sustainability of our nation's health centers and in service to health center patients and the local community.

Focus will be given to staff roles that support enabling services activities, and/or expanded roles of frontline staff (i.e., site managers, team leads, front desk staff, customer service representatives, community health workers, and/or staff providing direct patient care in medical and dental setting).

Our priority focus areas are as follows:

- Targeted training available to health center frontline personnel
- Leadership development opportunities for mid-level staff and/or emerging health center leaders
- Trainings for health center teams as a result of COVID-19's impacts (i.e., new skills or focus areas, combat mental strain, post-pandemic preparation, etc.).

1. DATES & DEADLINES

- Applications will be accepted March 15, 2021 - April 23, 2021 (Midnight ET).
- Funding notifications will be made by NACHC no later than May 10, 2021.

2. GRANT AMOUNT

NACHC anticipates granting awards to 10-15 health centers, with individual health center awards not exceeding \$10,000. Grants cannot be used for ongoing operating costs or to support staff salaries. Workforce development grant awards are contingent on submitted project plan (narrative, implementation timeline and budget) and a competitive review process, detailed in this document.

3. ELIGIBILITY REQUIREMENTS

- Applicants must be a § 330 funded health center or recognized look-alike organization.
- Johnson & Johnson's "[Our Race to Health Equity](#)" initiative is focused on addressing the health disparities experienced by the black/African American, indigenous and persons of color (BIPOC) communities. As such:
 - Applicants must be a health center reporting a patient base of 51% or higher minority population (black/African American, indigenous and persons of color (BIPOC)) based on 2019 UDS data.
 - Applicants must be a health center that meets the above criteria AND reports 30% or higher patient population with a chronic condition of hypertension or diabetes, and/or report a Limited English Proficiency (LEP) greater than 60% as documented in the health center 2019 UDS Data.
- Applicants must have an active NACHC Organization Health Center Membership.

- Health centers must designate a primary contact who is a full- or part-time staff member of the health center.
 - The primary contact will be the main contact person for all NACHC workforce development grant communications, notifications, and questions. The primary contact designated by the health center is responsible for receiving and responding to all correspondence.
- Proposals must respond to and align with the grant’s intent outlined in the "Purpose" paragraph of this document.
- A project narrative with associated project implementation timeline and budget must be included, clearly outlining the use of grant funds.
- NACHC has authority to validate eligibility for all submissions.

4. APPLICATION PROCESS

- **Submit an application through NACHC’s Qualtrics application portal**
 - Complete the online application here: https://nachc.co1.qualtrics.com/jfe/form/SV_56ZHTF8foOfPXeu
 - The full Workforce Development Grant Program, including application questions and application review criteria is included in this announcement so that applicants are fully informed of application requirements and scoring criteria.
- **Be available for follow-up on your application (if needed)**
 - Grant applications will be reviewed by a team of NACHC staff subject matter experts.
 - If there are clarifying questions about your application, you may be asked to respond over email, phone, or video conference. If you fail to respond, your application may be disqualified.
- **Receive an award notification and attend an orientation**
 - If selected to receive a NACHC Workforce Development Grant, the health center will receive an email with an Award Notification Letter attached. All others will receive a notification indicating that their application was not selected.
 - Recipients will need to attend a virtual grant program orientation (Date/Time TBD) to learn more detail about project evaluation, progress reporting, fund requirements and disbursement options. This will be scheduled by NACHC staff.
 - Recipients will have 10 business days from NACHC transmittal date of their notice of award to complete, sign, and submit their agreement to NACHC. Failure to do so may result in forfeiting the grant.

5. USE OF FUNDS

- Recipients agree to use funds for expenses that advance the implementation of the accepted and funded proposal. Some examples of eligible expenses include (but not limited to): materials/supplies, consultant expenses (training, facilitator, etc.).
- Awards may **not** be used for university tuition, personal computers, or salaries/wages for team leaders, or team members. While food and beverage may be included as part of training costs (for trainings lasting longer than 3 hours or activities which require staff to attend during a typical lunch hour), alcoholic beverages are prohibited.

- Funds must be expended and fully utilized during the grant period ending December 31, 2021.
- Awards may not be used as a direct donation to an organization, such as a nonprofit partner, a national chapter, sponsor site, or other entity.
- NACHC staff reserve the right to decide whether expenses are acceptable for the use of all awarded funds.

6. REPORTING REQUIREMENTS

The following activities are required of grant recipients to provide clear communication and expectations, and to help make sure the team's activities are getting the support they need to be successful.

- Recipients (via primary contact) are required to attend a virtual orientation (Date/time TBD) with the NACHC staff.
- Submit all payment information and other paperwork in a timely fashion.
 - Recipients must sign and submit their acceptance paperwork within 10 business days of NACHC's transmittal of award notification.
 - Recipients are required to acknowledge receipt of all grant funds upon transfer from NACHC. Grantees can expect to receive funds no later than June 10, 2021.
- Grantees are required to provide documentation detailing their program design and impact of the project on their workforce and health center no later than December 31, 2021. Final report requirements are attached as Appendix 1.
- Grantees must submit at least one progress report (no later than August 2021), to include budget expenditures and any significant milestones reached.
- Grantee must maintain and make all grant related records available to NACHC (if required for auditing purposes) and comply with all reporting and evaluation requirements while attesting to stewardship of funds.

Should the Grantee fail to meet any of the requirements outlined above, grantees may be restricted from applying for another grant for at least one (1) year after reconciling the outstanding requirements (by either successful completion of outstanding requirements or forfeiting/returning the grant funding).

7. NACHC Point of Contact

If you have any questions about this grant opportunity, please reach out to Cindy Thomas, Director of Leadership Training at NACHC at cthomas@nachc.com or trainings@nachc.org with the subject line: WORKFORCE DEVELOPMENT GRANTS.

Appendix 1: Final Grant Report Requirement

Recipients must submit a final written report to cthomas@nachc.com with a Cc to trainings@nachc.org not later than December 31, 2021. Final report overviews and total award amount will be published by NACHC as a project summary to Johnson & Johnson and may be shared as promising practices in the [National Health Center Resource Clearinghouse](#) as appropriate. This report must include:

1. **Overview:** A description of the project and who participated (number and role of staff participants, not names).
2. **Goals:** A description of the intended/anticipated impact: What was the desired “win” for your health center? How did you envision the project better preparing the organization to improve health outcomes? What measurable outcomes did your health center want to achieve?
3. **Final realized impact:** Explain how your project met the intended goals. If the final anticipated impact was not reached, please explain why, the contributing and restricting factors, and potential plans for health center follow-up, if any.
4. **Sustainment:** Provide plans for sustaining the project (if applicable), including specific funding sources.
5. **Opportunities for Replication:** Share how another health center could replicate the project for success.
6. **Other:** infographics, photos, or any other documentation you feel represents your project success.

Appendix 2: Application Questions to be Submitted through Qualtrics Portal:

https://nachc.co1.qualtrics.com/jfe/form/SV_56ZHTF8foOfPXeu

Q1. Health Center Organization Name ("Health Center Organization" = formal grantee organization, which serves as parent organization for multi-site health centers. This should be the organization's official corporate name.)

Q1a. Doing Business As (DBA), if applicable

Q2. HRSA BPHC UDS Number

Q3. Mailing Address (no P.O. Boxes, please)

- Street
- Suite
- City
- State
- Zip Code

Q4. Primary Contact for this Application (Note: NACHC may reach out to the Primary Contact for clarifications and/or additional information during both the application review process and the initial funding period, should funding be awarded.)

- First Name
- Last Name
- Title/Role
- Phone (xxx-xxx-xxxx)
- Email Address

Q5. Chief Executive Officer (CEO) or Executive Director

- First Name
- Last Name
- Title/Role
- Phone (xxx-xxx-xxxx)
- Email Address

Q6. Please list all health center staff anticipated to participate in the proposed project/training events, including title/role in health center.

Q7. Project Narrative: Select all grant focus areas addressed:

Dropdown – select all that apply:

- Targeted training available to health center frontline personnel
- Leadership development opportunities for mid-level staff and/or emerging health center leaders
- Trainings for health center teams as a result of COVID-19’s impacts (i.e., new skills or focus areas, combat mental strain, post-pandemic preparation, etc.).

Briefly describe your proposed project including how it will address at least one of the primary focus areas outlined in the grant guidelines. (no more than 1000 words)

Q8. Johnson & Johnson’s [“Our Race to Health Equity”](#) initiative is focused on addressing the health disparities experienced by the black/African American, indigenous and persons of color (BIPOC) communities. Utilizing and citing data from your 2019 UDS Table 7: Health Outcomes and Disparities, please describe the health disparities of your patient population and how your proposed project will better prepare the organization to improve health outcomes and/or improve access to care and services for your patient population. (no more than 500 words)

Q9. Intended/Anticipated Impact: Thinking about the proposed project, respond to the following: What would be a “win” for your health center? What measurable outcomes does your health center want to achieve? What are potential contributing and restricting factors? (no more than 1000 words)

Q10. Proposed Project Timeline (ensure you factor in enough time after implementation to complete a final grant report before December 31, 2021).

- Anticipated implementation start date: _____
- Anticipated implementation end date: _____

Q11. Project Budget: List specific proposed project related expenses (i.e., supplies, books, consultant/speaker, trainings, etc.). Refer to “Use of Funds” for allowable costs (maximum request is \$10,000)

Q12. Identify total cost of project and list any other source of income supporting your effort:

ATTESTATION

By typing my signature below, I hereby certify that this application and the information provided herein is accurate, complete, and current as of the date of my signature below.

I agree that my electronic signature is the legal equivalent of my manual signature on this application. By typing my name below, I certify that the information provided in the application is true and accurate.

Signatory must be a designated officer/employee within the organization who is authorized to process and approve official documents and third-party agreements on behalf of the organization.

Name:

Title:

Organization:

Date:

Appendix 3: Workforce Development Grant Scoring Rubric

Minimum Qualifiers: These four application qualifiers have been verified by NACHC prior to sending the invitation to prospective health center applicants.

1. Applicants must be a § 330 funded health center or recognized look-alike organization.
2. Applicants must be a health center reporting a patient base of 51% or higher minority population (black/African American, indigenous and persons of color (BIPOC)) based on 2019 UDS data.
3. Applicants must be a health center that meets the above criteria AND reports 30% or higher patient population with a chronic condition of hypertension or diabetes, and/or report a Limited English Proficiency (LEP) greater than 60% as documented in the health center 2019 UDS Data.
4. Must be NACHC Organization Health Center Member.

Workforce Development Grant Scoring Rubric – Maximum 50 pts: Applications will be reviewed by a NACHC committee of subject matter experts and will be scored on the following scale:

Project Narrative (up to 15 points)
How well does the proposal clearly describe proposed program or project?
Is the proposal aligned with the intent of the grant program (Purpose section of application)?
Does the proposal primarily impact frontline and/or mid-level manager staff development?
Patient Health Outcomes (up to 10 points)
Does the proposal adequately outline the health disparities of their patient population?
Does the proposal outline how the project will better prepare the organization to improve health outcomes and/or reduce barriers to access?
Program Objectives/Impact (up to 15 points)
Does the proposal outline a realistic objectives/ intended impact?
Are the objectives/ intended impact/outcomes measurable?
Does the proposal clearly describe a realistic timeline?
Budget (up to 10 points)
Is the project budget realistic and cost effective?
Are all budgeted items allowable costs?

Appendix 4: Sample Award Scope of Work Notice from NACHC

Health Center (Awardee):	
Reports To:	Cindy Thomas, Director Leadership Training, NACHC
Funding Source:	948-01 – Johnson & Johnson
Period of Performance:	May 31, 2021 – December 31, 2021
Project Description:	Workforce Development Grant
Point of Contact Email:	
Award:	

Scope of Work [lifted directly from application]

Task 1

Deliverable (service or material): _____

Cost: _____

Task 2

Deliverable (service or material): _____

Cost: _____

Task 3: Grant reporting

Midterm Progress Report Requirements

Grantees must submit a midterm progress report to cthomas@nachc.com with a Cc to trainings@nachc.org no later than August 31, 2021. This progress report should include current budget expenditures and any major milestones met.

Final Grant Report Requirement

Grantees must submit a final written report to cthomas@nachc.com with a Cc to trainings@nachc.org no later than December 31, 2021. Final report overviews and total budget amount will be published by NACHC as a project summary to Johnson & Johnson and will share best practices in the National Health Center Clearinghouse as appropriate. This report should include:

1. **Overview:** A description of the project and who participated (number and role of staff participants, not names).
2. **Goals:** Speak to the intended/anticipated Impact: What would be a “win” for your health center? How will the project better prepare the organization to improve health outcomes? What measurable outcomes does your health center want to achieve?
3. **Final realized impact:** Explain how your project met the intended goals. If the final anticipated impact was not reached, please explain why, and potential plans for follow-up.
4. **Sustainment:** Provide plans for sustaining the project (if applicable), including specific funding sources.
5. **Opportunities for Replication:** Share how another health center may replicate the project for success.
6. **Other:** infographics, photos, or any other documentation you feel best represents your projects success.