**S*FY2020 Small Rural Hospital Improvement Grant Program***

**NOTIFICATION OF GRANT FUNDING**

The Small Rural Hospital Improvement Grant Program (SHIP) is a federal grant program administered by the North Carolina Office of Rural Health (ORH) to support rural hospitals with 49 beds or fewer. Funding helps small, rural hospitals by assisting hospitals in participating in improvements in value and quality to health care such as:

* Value-Based Purchasing (VBP) Investment: Technical Assistance activities that facilitate quality reporting and improvement.
* Accountable Care Organization (ACO) or Shared Savings Investment: Technical Assistance activities that support becoming or joining ACO, development or the basic tenets of ACOs or shared savings programs.
* Payment Bundling (PB): Technical Assistance activities that improve hospital financial processes.

This grant will continue to assist the 32 SHIP eligible hospitals in improving both quality of care and operations by providing hospitals with focused quality and operational technical assistance. The grant funds will be awarded to an eligible organization (as defined in eligibility section) to conduct the scope of work. The grantee will utilize these SHIP funds to:

1. Ensure all SHIP hospitals implement and/or participate in approved activities.
2. Ensure SHIP hospitals report on required performance measures.
3. Ensure each SHIP hospital receives a maximum $10,465 (or $11,121 if grantee does not include indirect expenses in project budget) in technical assistance time or activities.
4. Conduct quarterly performance assessments tracking hospitals’ progress in achieving the agreed-upon deliverables.
5. Track and report each participating hospital’s status. Report successful completion of performance measures and achievements of target goals.
6. Submit Annual Report of North Carolina hospitals that meet SHIP eligibility requirements.
7. Facilitate group activities to provide technical assistance and project sharing between SHIP hospitals.
8. Convene small rural hospitals, at least once annually, to coincidence with annual Flex Critical Access Hospital Meeting.
9. Submit monthly expense reports that document technical assistance activities provided to each SHIP hospital.

***The maximum total grant award cannot exceed $355,884.*** All funding must be expended by May 31, 2021.

Only one grant application per organization will be accepted for review. **You must request a link to your application through the online survey tool by clicking on the following link**:
<https://ncruralhealth.az1.qualtrics.com/jfe/form/SV_en5nKrYpuZ2BwNL>

Questions regarding the application may be directed to [Renee.Clark@dhhs.nc.gov](file:///C%3A%5CUsers%5Cdnbritt%5CDownloads%5CRenee.Clark%40dhhs.nc.gov) **S*FY 2020 Small Rural Hospital Improvement Grant Program***

***RFA Instructions***

All required forms may be found on the ORH website [www.ncdhhs.gov/divisions/orh](http://www.ncdhhs.gov/divisions/orh)

Forms are not included in this document.

**Application Deadline**

Grant applications must be submitted electronically by 5:00 pm***, April 20, 2020***. Hard copies will not be accepted. Only electronic applications will be accepted. Access to the electronic application is a two-step process:

1 - You must submit your organization name and contact information through the following link: <https://ncruralhealth.az1.qualtrics.com/jfe/form/SV_en5nKrYpuZ2BwNL>

2 - Once you submit your contact information in the link above, you will receive an email with a personalized link specific to your organization. The link in the e-mail will give you access to the electronic application. The application closes 5:00 PM on April 20, 2020

**Eligible Applicants**

Any organization that is staffed to provide quality and operational technical assistance to small rural hospitals is eligible to apply. All eligible applicants must submit a complete grant application to be considered for funding.

**Funding Cycle**

It is anticipated that notification of grant awards will be made by April 29, 2020. Funding Period is June 1, 2020 through May 31, 2021. Regardless of application or approval date, grant funds must be expended by May 31, 2021.

**Organizational Information Sheet**

Grant application Page 1

Grant Request: The total request cannot exceed $355,884.

Summary of Proposal: Provide a very brief (1 paragraph) description of your project.

Contact Person: Enter the name and contact information for the person best able to answer questions about the grant application.

Grant Application Submitted By: This form should be signed by a person authorized to enter into contracts for your organization.

**Grant Narrative**

The grant narrative section should not exceed 12 pages. Sections may contain information in the following formats: paragraph, bullets, tables or charts.

PART I - Overview of Organization (1 page)

Describe your organization and its capacity and ability to meet the grant requirements. Organizations should include examples of technical assistance provided to small and rural hospitals.

PART II – Overview of Staffing (1-6 page)

Describe the experience of the individual or team members with providing technical assistance to small, rural hospitals. Credentials for each team member working on this project must be included.

PART III - Project Description (up to 4 pages)

Describe your proposed project. Include your strategy for hospital engagement and for facilitating group activities for sharing information and/or providing technical assistance among small, rural hospitals.

PART IV - Project Evaluation (1 page)

Describe how you will evaluate your project. The evaluation must include the required performance measures listed in the Project Performance Evaluation Template. Each criterion must include a baseline value and a target value to be reached by May 31, 2021. Describe potential factors that could negatively affect your organization’s ability to reach your evaluation targets and describe how these factors will be mitigated. Project Performance Evaluation Template is not included in the page limit.

PART V - Project Budget

Complete the Program Budget Template using the attachment file *SHIP RFA Budget 2020 Release.xls*.

**Budget Template**

Applicants must submit the budget template provided with this RFA (see the attachment file *SHIP RFA Budget 2020 Release.xls*); if the budget template is not used, zero points will be awarded for the budget feasibility section. The budget is June 1, 2020 through May 31, 2021. Budget information should be project specific, not the budget for your entire organization.

Provide a detailed cost breakdown for the project and identify all sources of funding for the project. Clearly identify which project costs will be covered with SHIP Grant funds and enter these in Column A; all other project costs should be entered in Column B.

The administrative/indirect rate for the project cannot exceed $21,000 per year. Indirect rate is optional. Applicants that do not include an indirect rate in their budget may increase the maximum funding for each SHIP eligible hospital from $10,465 to $11,121.

**Scoring Criteria**

Complete applications will be reviewed and scored on the following criteria:

Part I – Overview of Organization 10 points

Part II – Overview of Staffing 25 points

Part III – Project Description 20 points

Part IV – Project Evaluation (including Project Performance Evaluation Template) 25 points

Part V – Project Budget 20 points  **Total Available Points: 100 points**

**Application Packet Checklist**

* One original application -- All applications should be in 12-point font with 1-inch margins. Subheadings should be used to identify each section of the grant. Pages should be numbered sequentially and include the applicant’s name on each page and should not exceed 12 pages. The Organizational Information Sheet, Project Performance Evaluation Template and Budget Template do not count toward the page limit.
* Application Information should be organized in the following order:
	+ Organizational Information and Signature Sheet (not included in page limit)
	+ Overview of Organization
	+ Overview of Staffing
	+ Project Description
	+ Project Evaluation (Project Performance Evaluation Template not included in the page limit)
	+ Budget Template (not included in page limit)
* Provider Documents: If the following documents are not currently on file with the Office of Rural Health, all applicants must e-mail (as separate PDFs or include in the application package) the following signed information attachments. Please contact Renee Clark at [Renee.Clark@dhhs.nc.gov](file:///C%3A%5CUsers%5Cjohnresendes%5CDesktop%5CRenee.Clark%40dhhs.nc.gov) for copies of these documents.
* [Federal Certification Forms](https://ncruralhealth.az1.qualtrics.com/CP/File.php?F=F_cZMMk9XiQOxxl7n) for:
	+ Certification Regarding Environmental Tobacco Smoke
	+ Certification Regarding Lobbying
	+ Certification Regarding Debarment
	+ Certification Regarding Drug-Free Workplace
* North Carolina - Contractor Certifications Required by North Carolina Law

The following Provider Documents are required for nongovernmental entities only:

* + Copy of your [No Overdue Tax Debt Certification](https://ncruralhealth.az1.qualtrics.com/CP/File.php?F=F_6eSU3cvTNvst1lj)
	+ Copy of your [Conflict of Interest Acknowledgement and Current Policy](https://ncruralhealth.az1.qualtrics.com/CP/File.php?F=F_3PpSlegE5gYw1bT)
	+ Copy of your [Conflict of Interest Annual Verification](https://ncruralhealth.az1.qualtrics.com/CP/File.php?F=F_bE3jSrFgH5q0wQd)