THE RAPIDES FOUNDATION

Healthcare Access Initiative

Future of HealthC.A.R.E. Program

(Career, Academic Readiness and Exploration for Students)

Letter of Intent Deadline: Monday, April 25, 2022; 1:00 p.m. CT
Full Proposal Deadline: Monday, August 8, 2022; 1:00 p.m. CT

I.   Introduction

The mission of The Rapides Foundation is to improve the health status of Central Louisiana. The Rapides Foundation focuses its work in three strategic areas:

- Healthy People - to improve access to healthcare and promote healthy behaviors;
- Education - to increase the level of educational attainment and achievement as the primary path to improved economic, social and health status; and
- Healthy Communities - to improve economic opportunity and family income, and enhance civic and community opportunities for more effective leaders and organizations.

Through the Future of HealthC.A.R.E. (Career, Academic Readiness and Exploration for Students) Program, The Rapides Foundation will address the shortages in the healthcare workforce by supporting the development of an ongoing pool of students with an interest in pursuing healthcare careers and who are academically prepared to meet admission requirements and succeed in the rigorous postsecondary training programs.

This is a two-stage application process consisting of a Letter of Intent (LOI) and a Full Proposal. Applicants asked to continue to the second stage will be provided with specific information to guide the development of their Full Proposal. The target population for this funding opportunity is students in grades K-12 within the Foundation's nine-parish service area. The grant term can be up to 68 months, ending no later than June 30, 2028.

II.   Background

Access to quality healthcare services is important to reduce health disparities and improve health status. Availability of qualified healthcare professionals is often cited as one of the main barriers limiting the ability of providers and communities to provide access to high-quality healthcare services. Through its Healthcare Access Initiative, the Foundation seeks to reduce the supply and demand gap in the healthcare workforce by providing funding opportunities for strategies that address the local factors contributing to the shortage.

The Rapides Foundation began an initial analysis of the healthcare workforce landscape in 2016. Based upon the collective quantitative and qualitative data, it was clear that there was an overwhelming need for quality healthcare professionals. The study also highlighted that the current level of graduates from healthcare programs was not meeting the employer demand. To address the supply and demand gap, in 2016 the Foundation developed the Healthcare Occupations Program Grant to increase the number of graduates from healthcare programs of Qualifying Educational Entities. Six grants, totaling more than $2.1 million, were awarded to four local Qualifying Educational Entities. The programs resulted in over 130 additional healthcare

professionals prepared to enter the workforce and the establishment of the only Master of Social Work program in the service area.

The Foundation updated its healthcare workforce analysis in 2021. Local graduate data and discussions with local postsecondary partners were paired with workforce data, current job listings, and employer surveys. The update showed that gaps between supply and demand were present for nursing professionals and behavioral health professionals, as well as allied health professionals. It also highlights an ongoing shortage in physicians in the service area. The Health Resources & Services Administration (HRSA) reports all parishes in the Foundation's service area are designated as a primary care health professional shortage area and as a mental health professional shortage area. Very rural parishes such as Catahoula and Winn have less than five mental health providers serving the entire parish. Current healthcare workforce projections anticipate that there will be a 10% increase in total healthcare employment over the next 10 years. This growth, combined with the existing shortage, high-turnover nature of healthcare fields and the looming retirement of baby boomers, highlighted the need to address current and future gaps in the healthcare workforce. During the fourth quarter of 2021, the Foundation reopened the Healthcare Occupations Program Grant opportunity to build the capacity of regional postsecondary institutions to increase the number of graduates in three high-demand occupational fields: nursing, allied health and behavioral health.

The Future of HealthC.A.R.E. Program builds on past efforts by providing resources to support strategies to create an ongoing pool of qualified applicants from Central Louisiana who are interested in enrolling in healthcare training programs. This is a grow-your-own model designed to provide health career awareness and exploration opportunities, relevant academic preparation programs and technical skill building opportunities to local students in grades K-12. There is strong evidence to support the theory that health professionals are more likely to consider serving in the community in which they were raised. The Future of HealthC.A.R.E. Program will help our students and community be aware of the healthcare careers available locally and ensure students have access to opportunities that will prepare them to be successful in obtaining the education and experience needed to start their careers.

III. Purpose for Request for Proposals

The goal of the funding opportunity is to increase the number of qualified students from the Foundation's nine-parish service area enrolling in healthcare training programs or entering into the healthcare workforce. The funding opportunity will support the efforts of nonprofit organizations, public and private school districts, and accredited colleges and universities to develop and implement K-12 strategies to accomplish one or more of the following objectives:

1) Increase awareness and exposure to healthcare occupations;
2) Prepare students for the academic rigor of healthcare training programs; and
3) Increase or build technical skills needed to work in healthcare occupations.

All projects must be offered within the Foundation's nine-parish service area and target students in grades K-12. Partnerships are strongly encouraged.

This grant offering does not accept proposals to supplant or maintain current program activities. However, it encourages the following types of projects:

- Projects to create or expand access to healthcare career exploration and awareness activities.
- Projects to academically prepare students for healthcare training programs and admission requirements (e.g. dual enrollment, advanced placement classes, tutoring, remediation, study skills, experiential learning, STEM opportunities).
- Projects to create or expand access to Jump Start Health Science Pathways.

- In-school, after school or summer programs to address any or all of the objectives.
- Efforts to ensure teachers and school counselors are aware of requirements for entering healthcare training programs and professions schools.

Note: Funding request should be appropriate for the number of students impacted and all projects must clearly align to one or more of the three objectives.

IV. Eligibility Requirements

The grant applicant must meet all of the following requirements:
- Classified as a Section 501(c)(3) tax-exempt organization under the Internal Revenue Code or a governmental entity.
- Cannot be a private foundation under Section 509(a).
- If a postsecondary institution, must be accredited by either The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or Accrediting Commission of the Council on Occupational Education (COE).

Note: Grantees may partner with other nonprofits, school districts, municipalities or educational institutions. All funded projects must be offered in The Rapides Foundation's nine-parish service area.

V. Funding Guidelines and Grant Term

The grant term will be up to 68 months, beginning November 1, 2022, and ending June 30, 2028. All funded projects can include a planning and start-up period starting November 1, 2022 and ending no later than May 31, 2023. The Foundation will consider multiple applications per organization for this opportunity. Grant funding must align with project needs and must be used to implement strategies that will lead to one of the three objectives. Funds may be used for faculty, staff, contract employee costs; operating costs directly associated with a new or expanded program; stipends for existing faculty taking on additional responsibilities (e.g. irregular instruction hours); training equipment, supplies and materials; fees, registration, tuition; convening and facilitating expenses. *Any renovation, construction and equipment cost must be explicitly linked to enhanced programmatic implementation and development, and, combined, are limited to 15% of the total request.* Applicants are encouraged, but not required, to secure matching funds and/or in-kind support. Proposals with matching funds will enhance competitiveness.

Grant funds may **not** be used for:
- Supplanting existing resources.
- Lobbying or political programs or events.
- Activities, projects, or programs exclusively benefitting members of sectarian or religious organizations.
- Biomedical, clinical or educational research.
- Direct support to individuals or endowments.
- Funding that supplants existing sources of support.
- Individuals, including patient assistance funds.
- Social events or similar fundraising efforts or telethons.
- Projects outside of the Foundation's service area.
- Direct funding for medical or social services already funded through existing third-party reimbursement sources.
- Operating expenses not used for significantly expanding the services of ongoing organizations.
- Vans or other vehicles.

- Building purchase, renovation or construction not explicitly linked to enhanced programmatic implementation or development.
- Equipment purchase not explicitly linked to enhanced programmatic implementation or development.

The Foundation reserves the right to grant less than the total amount requested.

VI. Timeline for Submission

This is a two-stage process consisting of a Letter of Intent and Full Proposal. All applications should be submitted using The Rapides Foundation's online application process. The online application is located on the Foundation's website at www.rapidesfoundation.org under the "Grants" tab.

A **Letter of Intent (LOI)** is submitted to The Rapides Foundation describing the applicant's proposed project. The LOI will be used as a screening device to determine whether the applicant is proposing a project or program that has a reasonable chance to be implemented in an effective manner and whether the project meets the general program interests of The Rapides Foundation. Upon approval of the LOI, applicants will be invited to submit a **Full Proposal**.

LOIs are due April 25, 2022, and will be considered at the May 2022 Budget & Grants Committee meeting. Notification to submit a Full Proposal will be released May 20, 2022. Full Proposals are due August 8, 2022 and grants will be awarded at the September 2022 Board meeting.

Online deadline submission is no later than 1:00 p.m. CT on the dates listed above. In fairness to all applicants, late or incomplete submissions are not considered. Please note, the Letter of Intent and/or Full Proposal must be fully submitted by the deadline; therefore, you must begin uploading documents prior to 1:00 p.m. on the day of the deadline. We suggest you allow a minimum of three hours for the upload process.

Grant Cycle

Letter of Intent Due	April 25, 2022
LOI Notification of Selection	May 20, 2022
Full Proposal Due	August 8, 2022
Notification of Selection	October 3, 2022
Planning/Start-Up Period (Optional)	November 1, 2022 - May 31, 2023
Full Grant Implementation (No later than)	June 1, 2023

Pre-submission Consultation
Prospective applicants are encouraged to schedule a call or a meeting with Foundation Staff to discuss alignment and feasibility of their Letter of Intent or Full Proposal before submission. Please contact Kiydra Harris, Program Officer, at kiydra@rapidesfoundation.org or 318.443.3394 to request a meeting. Please schedule the meeting at least three weeks before the submission deadline.

VII. Letter of Intent Requirements
All applicants are required to submit a Letter of Intent in 11-point Calibri font with 1.5 line spacing and page numbers at the bottom right corner. Submissions should be limited to **two to four pages**.

1. **Grant Application Cover Page – Completed within the Foundation's online grant portal. Applicants will be asked to provide answers for 1. a-f within a form on the Foundation's online grant portal. A separate sheet is not required and this is not included in your page count.**
   a. Applicant organization information (name, address, phone number, email, etc.).
   b. Name, title, phone number and email address of the proposed project coordinator or key contact person from the applicant organization.
   c. Project title.
   d. Requested funding amount. Total project amount including other funding sources.
   e. Intended project period starting no sooner than the dates listed above.
   f. Brief program summary.
2. **Project Description** – provide an overview of the proposed project.
   a. Explain how the project is consistent with the mission of your organization and that of any project partners.
   b. Describe the problem to be addressed by your proposed project or program. Be specific as to how the issues impact your proposed target student population(s) (see Section III).
   c. Describe the strategy that will be utilized by this project or program to support the development of K-12 student interest in, awareness of, and/or preparation for the healthcare workforce. How have these strategies helped students like yours in other communities achieve the kind of results your project seeks?
   d. Describe any barriers or challenges that you have experienced in implementing similar projects or programs in the past. Be specific as to what prevents your organization from having more K-12 student focused programming or what is preventing your organization from adding programming that promotes healthcare careers and/or provides academic courses or programs to prepare students for postsecondary healthcare programs.
   e. Describe the project through a summary of the timeline, activities, location, partners and other factors necessary to consider in assessing the potential for effectively accomplishing one or more of the objectives.
   f. Describe the proposed results of your project in the short-term and long-term in measurable terms. How will you collect and measure the impact?
   g. Describe how the project can be sustained both financially and organizationally, after the proposed Foundation funding concludes.
   h. How will students, educators, and training professionals engagement with healthcare career exposure and programming contribute to the future healthcare workforce?

3. **Other Supporting Information** (not counted in page count)
   a. A preliminary budget using the worksheet form provided and a budget narrative. Ensure your budget is appropriate to the size of the impact of the project (not included in page count).
   b. A copy of applicant organization's **501(c)(3) designation letter** from the IRS (not included in page count).
   c. A copy of applicant organization's most recent **IRS 990** (nonprofit tax return) or most recent **audit** if governmental agency (not included in page count).

Announcements of Letters of Intent accepted by the Foundation's Board of Trustees will be **May 20, 2022.** Those applicants will be invited to submit a Full Proposal according to the submission deadlines in the table above. Full Proposals are accepted through our online application process only.

VIII. Full Proposal Requirements
<u>**Only applicants invited to submit a Full Proposal must complete the following information**</u> in 11-point Calibri font with 1.5 line spacing and page numbers at the bottom right corner.

1. **Cover Page – completed within the Foundation's online grant portal. Applicants will be asked to provide answers for 1. a-f within a form on the Foundation's online grant portal. A separate sheet is not required and this is not included in your page count.**
   a. Applicant organization information (name, address, phone number, email, etc.).
   b. Name, title, phone number and email address of the proposed project coordinator or key contact person from the applicant organization.
   c. Project title.
   d. Requested funding amount. Total project amount including other funding sources.
   e. Intended project period starting no sooner than the dates listed above.
   f. Brief program summary.

2. **Project Development and Support: (up to 4 pages)**
   a. Describe when and how the project was developed; the parties involved in its development and data considered.
      i. Why, who, or what prompted your interest in applying for this funding opportunity? Be specific about <u>current</u> program capacity.
      ii. Were any partners involved in developing the program? If so, what was their involvement?
      iii. Describe any other programs in the region that offer the same or similar activities.
   b. Describe the problem to be addressed by your proposed project or program (see Section III). Be specific as to how the issues impact your proposed target student population(s).
      i. Include current local, state or national statistics and data to support the need for the project (e.g. Science/math EOC scores, ACT scores, availability and pass rates of AP, dual enrollment and Jump Start Pathways, career interest surveys, types of degree programs selected by high school graduates, enrollment data in health-related postsecondary programs, percent of freshmen needing remediation courses, etc…).
   c. Summarize the strategies selected to address the problem and how it will accomplish the program objectives.

3. **Project Description: (up to 5 pages)**
   a. Provide a detailed narrative description of the proposed strategies and implementation plan.
      i. What program(s) or activities are being created, added or expanded? Include description of any curriculum, tool kits, standards and key components.
      ii. What is the purpose of the program/activities?
      iii. Where will the proposed program/activities be implemented?
      iv. Describe the target population.
      v. When will the program/activities start, how long will it take students to complete and how often will students engage/participate in activities?
      vi. What are the admissions or eligibility requirements? If applicable, how do they differ from existing program requirements?
      vii. How many students can the program accommodate each year (e.g. # additional students, # of students receiving services, # of students accepted into new program)?
      viii. What health career-oriented learning activities will the new program or expanded program offer? Does it differ from existing program?
      ix. What skills, competencies, and/or knowledge will students gain?
      x. Is there a program completion certificate, credential or education credit offered for program completers?
      xi. What is the program cost to students?

xii. How will the new activities directly promote awareness of, interest in, and/or preparation for healthcare career pathways?

xiii. How will the new activities directly relate to an increased number of qualified students enrolling in healthcare training programs or entering the healthcare workforce?

b. Describe evidence or research which indicates the proposed approach has been effective in comparable settings.

    i. Provide an overview of the evidence to support the proposed strategies.

    ii. Describe why you believe these strategies are applicable to your project.

    iii. Cite reports, publications, past experience or evaluation findings supporting the proposed strategies.

4. **Work Plan: <u>Please use charts, spreadsheets or other depictions</u>.**

a. Describe the activities and/or tasks to be performed, from implementation to project completion and person responsible for each task.

b. List resources required to implement the project (staff, materials, equipment, financial, etc.).

c. Provide a timeline for the project activities, deployment of resources and expected deliverables, milestones and outcomes (detailed for Year 1, high level for subsequent year(s)).

5. **Resource Adequacy: (up to 2 pages)**

a. Describe current resources for program.

    i. Describe the funding currently available, include source, amount and duration of commitments.

    ii. What staff supports are currently in place for the proposed project (i.e. full-time staff, support staff, faculty, adjunct faculty, and program oversight)?

    iii. What space, equipment and curriculum supports are currently in place?

b. What additional resources are needed to achieve the project outcome and why are they a necessity?

c. List other funders who have or will be solicited to fund this project, the amounts and current status of the requests.

d. Describe your organization's plan to sustain the project upon conclusion of Foundation support. Can the program be self-sustaining? If so, what is the anticipated breakeven point?

6. **Applicant Qualifications: (up to 3 pages)**

a. Describe the commitment of the applicant organization and any project partners.

b. Describe the skills, expertise and experience your organization and each project partner will contribute.

    i. What are the qualifications and experience of key personnel who will direct and oversee the project (Provide job descriptions and resumes. Not included in page count.)?

    ii. If applicable, describe previous experience with similar projects.

        1. Describe the existing activities or program and explain the purpose and how it aligns with the objectives of this funding opportunity.

        2. Provide a chart detailing key program metrics over the last five years or since inception (e.g. completers, program enrollment/participation, program applicant counts, count of credits and/or industry-based credentials earned, increase in healthcare interest, decrease in need for developmental courses).

        3. Provide a chart detailing number of FTE, part-time, contract employees and volunteers currently used to implement the existing program or activities.

        4. How much does the current program cost and how is it funded?

          5. Are any additional educational or healthcare entities involved with the current program?

    c. Identify and describe the role of partner organization(s) who will serve key roles for the project. (Include letters of support, MOUs or MOA. Not included in the page count.)
        i. Describe how the partnerships strengthen existing collaborations or develop new connections between organizations, educational institutions, employers, and the community.
        ii. Describe how the partnerships capitalize on formal and informal learning contexts to support academic and technical learning as a preparation for higher education.

7. **Evaluation Plan: (up to 2 pages)**
    a. Describe the evaluation methods to be used to indicate project is on track.
    b. Describe the evaluation methods to be used to measure the proposal objectives and long-term impact on the number of qualified students applying to healthcare training programs.
    c. Name the evaluation resources and persons responsible for implementation.

8. **Budget Spreadsheet and Narrative: Uploaded as separate documents in the grants portal.**
    a. A line item budget for up to 68 months (November 1, 2022 up to June 30, 2028) using the downloadable template. Ensure your budget is appropriate to the size of the impact of the project.
    b. A budget narrative describing what you intend to purchase and how you propose to use the funds in each line item.
    c. A list of in-kind resources and/or support (if any) to be contributed by the applicant and/or partner organizations.
9. **Applicant organization's 501(c)(3) or governmental entity exemption determination letter.**
10. **Applicant organization's most current 990, annual audit or financial report.**

IX. Additional Considerations

The Foundation reserves the right to:
- Request additional information from any or all applicants.
- Meet with applicants to ensure full understanding of, and responsiveness to, the application requirements.
- Request modifications to a respondent's application prior to final award to ensure alignment of project elements with the core values, mission, and operating standards of the Foundation.
- Reject any or all applications submitted.

> **For questions please contact:**
> Kiydra Harris, Program Officer
> Kiydra@rapidesfoundation.org
> Main line: 318.443.3394
> Direct line: 318.767.3007