



**FALL/WINTER
2020**

Office Correspondence:
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Office of Health Equity
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About The Virginia State Office of Rural Health (VA-SORH)

Since 1991, the Virginia State Office of Rural Health (VA-SORH) has served the Commonwealth of Virginia for over 25 years as an office in the Virginia Department of Health. VA-SORH is a designated federally funded office by the Health Resources and Services Administration (HRSA). VA-SORH collaborates and supports rural communities to develop long-term solutions to rural health problems by identifying the source of health inequities in the Commonwealth of Virginia. Our focus areas are Rural Workforce Development Programming, Substance Abuse, Behavioral Health, Telehealth and Mobile Integrated Health/Community Paramedicine. We provide technical assistance to rural communities, telemedicine support and coordinate rural health activities. Housed within the Office of Health Equity (OHE), VA-SORH is able to collect and disseminate information and perform data analysis for grants, and community programs. As a state agency, VA-SORH supports initiatives that will benefit rural Virginia.

VA-SORH Sub-Recipient Awards

Award Title	Award Amount	Award Category
Rural Substance Abuse Programming	Up to \$50,000	Community Projects
Mobile Integrated Health/ Community Paramedicine Programming	Up to \$20,000	Community Projects
Workforce Development Programming	Up to \$35,000	Workforce Development Programming
Behavioral Health Programming	Up to \$35,000	Community Projects
Telehealth Programming	Up to \$20,000	Community Projects
AHEC Collaboration Programming	Up to \$10,000	Community Projects
Innovative Rural Programming	Up to \$15,000	Community Projects
Technical Assistance Programming	Up to \$5,000	Technical Assistance Software
Conference Sponsorship	Up to \$10,000	Conference Sponsorship

VA-SORH 2016-2021 Sub-Recipients

This standing policy and procedure document stands **effective** for all contracts established or renewed after January 01, 2021. **Any and all** funding awarded must abide by the terms and conditions listed in the VA-SORH Policy and Procedure Manual.

VA-SORH Policy Review Panel Role

The VA-SORH Policy Review Panel is convened to examine and make recommendations on the implementation of sub-recipient award funding and to provide feedback as to policy reform. The Panel is responsible for reviewing and proposing applications for funding, and draft policies for consideration by the acting Office of Health Equity Office Director.

VA-SORH Policy Review Panel Responsibilities

The Review Panel is composed of the Division Director of Primary Care and Rural Health, the Rural Health Manager, the SORH Coordinator, and two office division directors within the Virginia Department of Health that are experts on the proposed projects. The Review Panel will:

- Review incoming applications
- Score applications based on the scale given for further consideration of funding
- Maintain an equitable view during the scoring process.
- Convene during the months of February/March for a panel meeting for the reading and reviewing of current applicants.
- Establish working groups where appropriate
- Submit scoring sheets within one week of receiving.
- Conduct a decision panel discussion for the selection of proposed projects.
- Meet and review policies as needed for suggested amendments.

Decision Making

The Panel adopts a consensus approach to decision making. For the purposes of the Panel, consensus means a majority of members agree, with the remainder content to give way, and if necessary, a mention of any objections recorded in the minutes. Where the Panel is equally divided, the Office Director has the casting vote. When the Office Director seeks feedback from Panel members, silence on the matter is taken as approval of the proposed decision.

VA-SORH Funding Purpose

VA-SORH funding serves to creatively address the unmet needs of rural communities to improve social determinants of health (poverty, transportation, nutrition, economic development, workforce etc.)

Definitions

Annual- Occurring once every year.

Sub-recipient- A non-Federal entity that receives a sub award from a pass-through entity to carry out part of a Federal program.

Financially Stable- Being able to maintain the proposed project without continued funding from VA-SORH.

Sub-Recipient Awarding: Community Projects

Awards consist of **annual grants** that range in value from **\$1,000 to \$35,000**. Recipients **must reapply** each year and will receive subsequent grants based on their progress and performance. **Priority** will be given to grantees that demonstrate a need for the funding, have a clear plan in place for using the funding, and can articulate the anticipated impact of the funding if received.

Eligibility Criteria:

A public agency, tribal organization or private non-profit holding a 501(c)(3) tax-exemption in the Commonwealth of Virginia that is a designated rural service provider, Rural Health Clinic, Health Professional Shortage Area or a Medically Underserved Area/Population.

Applications will open in September and the following January of each year. Submissions must be received by November 30th for fall consideration and by February 15th for spring consideration. Funding will be dispersed during the fiscal year to start July 1st-June 30th. Applications must be received by 5 p.m. on the day of the deadline. If the deadline falls on a weekend or holiday, the deadline will be extended to the next regular business day.

- **Project must be completed within 12 months** from the date the grant money is awarded. If your organization is asking for partial funding of a larger project, you must include a total budget plan that clearly shows how the organization will complete the project within 12 months.
- The organization must be able to demonstrate it is **financially stable** through provided statement of other sources of funds.
- The organization must provide a **budget narrative** that supports the requested funding amount.
- **Salaries cannot** exceed more than **20%** of the budget requested from VA-SORH project beyond the intended grant year. **Per VDH policy, additional salary tracking information will be required if awarded.**
- **Must demonstrate** future plans without continued funding if the grant is not renewed. Please list all current funding sources.
- **The amount of funding requested must accurately reflect the budget narrative submitted** to fund the project; upon review by the panel.
- Submit a **Metric Tracking Plan that demonstrates proposed outcomes measure that focus** on the VA-SORH **five target areas**. Metrics must demonstrate a positive impact on the community involved through the target areas of the grant and show measurement tools used to track data collected.
- Innovative **Marketing Plan** that shows collaboration with local health department and/or other organizations focusing on rural needs.
- The organization must have a program currently operating or impacting any of the following focus areas (May combine more than one focus area):
 - Workforce Development Programs
 - Telehealth
 - Substance Misuse
 - Behavioral Health
 - Mobile Integrated Health/Community Paramedicine

Decision Making: Scoring Process

The Panel will review applications based on the scoring sheet provide and scoring categories described in the VA-SORH Sub-Recipient Application Document. For the purposes of the Panel, a majority of members vote will result in the approval of the application for funding. Where the Panel is equally divided, the Office Director has the casting vote. When the Office Director seeks feedback from Panel members, silence on the matter is taken as approval of the proposed decision

Other Funding Opportunities:

The VA-SORH provides funding opportunities for numerous projects. Those seeking awards for Trainings or Workforce Development programs must follow general guidelines below. Please see each section for specific documentation requested.

- **Project must be completed within 12 months** from the date the grant money is awarded. If your organization is asking for partial funding of a larger project, you must include a total budget plan that clearly shows how the organization will complete the project within 12 months.
- The organization must be able to demonstrate it is **financially stable** through provided statement of other sources of funds.
- The organization must provide a **budget narrative** that that supports the requested funding amount.
- **Salaries cannot** exceed more than **20%** of the budget requested from VA-SORH project beyond the intended grant year. **Additional salary tracking information will be required if awarded.**
- **Must demonstrate** future plans without continued funding if the grant is not renewed. Please list all current funding sources.
- **The amount of funding requested must accurately reflect the budget narrative submitted** to fund the project; upon review by the panel.
- Submit a **Metric Tracking Plan that demonstrates proposed outcomes measure that focus** on the VA-SORH **five target areas**. Metrics must demonstrate a positive impact on the community involved through the target areas of the grant and show measurement tools used to track data collected.
- Innovative **Marketing Plan** that shows collaboration with local health department and/or other organizations focusing on rural needs.
- The organization must have a program currently operating or impacting any of the following focus areas (May combine more than one focus area):
 - Workforce Development Programs
 - Telehealth
 - Substance Misuse
 - Behavioral Health
 - Mobile Integrated Health/Community Paramedicine

Request such as Technical Assistance Software and Conference Sponsorship require the following general documentation below:

Sub-Recipient Awarding: Technical Assistance Software

Awards consist of **one time awards** that range in value from **\$1,000 to \$5,000**. Recipients **must reapply** each year and will receive subsequent grants based on their progress and performance. **Priority** will be given to organizations that demonstrate a need for the funding, have a clear plan in place for using the funding, and can articulate the anticipated impact of the funding if received. VA-SORH will limit software purchasing to a **maximum of three** per fiscal year or until all budget funding is allocated. Applicants must submit a letter of request via email or by mail that includes 1) a description of the software being requested, 2) website URL that will give the details of the software (if applicable) and 3) the intended use by the requester. Applicants currently receiving grant funding from VA-SORH **cannot** apply.

Eligibility Criteria:

A public agency, tribal organization or private non-profit holding a 501(c)(3) tax-exemption in the Commonwealth of Virginia that is a designated rural service provider, Rural Health Clinic, Health Professional Shortage Area or a Medically Underserved Area/Population, Critical Access Hospitals and SHIPs.

Decision Making: Scoring Process

The Division Director of Primary Care and Rural Health will review applications based on the request received. Awards will be given on a **first come first serve basis**. The Panel will **only** be called to vote when deemed necessary by the Division Director of Primary Care and Rural Health.

Sub-Recipient Awarding: Conference Sponsorship

Applicants must submit a Conference Sponsorship Request Application. Awards consist of **annual grants** that range in value from **\$1,000 to \$10,000**. Recipients **must reapply** each year and will receive subsequent sponsorships based on funding availability. **Priority** will be given to communities that demonstrate a need for the funding, have a clear plan in place for using the funding, and can articulate the anticipated impact of the funding if received. VA-SORH will limit conference sponsoring to a **maximum of three** per fiscal year or until all budget funding is allocated. Applicants currently receiving grant funding from VA-SORH **cannot** apply. *See VA-SORH Sub-Recipient Grant Restrictions (Unallowable Cost) section for more information.*

Eligibility Criteria:

A public agency, tribal organization or private non-profit holding a 501(c)(3) tax-exemption in the Commonwealth of Virginia that is a designated rural service provider, Rural Health Clinic, Health Professional Shortage Area or a Medically Underserved Area/Population.

Decision Making: Scoring Process

The Division Director of Primary Care and Rural Health will review applications based on the sponsorship applications received. Awards will be given on a first come first serve basis. The Panel will only be called to vote when deemed necessary by the Division Director of Primary Care and Rural Health. VA-SORH: Policy and Procedure Manual 6

Sub-Recipient Awarding: Workforce Development Programs

Awards consist of **annual grants** that range in value from **\$1,000 to \$35,000**. Recipients **must reapply** each year and will receive subsequent grants based on their progress and performance. **Priority** will be given to communities that demonstrate a need for the funding, have a clear plan in place for using the funding, and can articulate the anticipated impact of the funding if received. Incomplete applications **will not** be reviewed.

Applications will open in **November/December** and the following **March (if applicable)** of each year. Submissions must be received by **February 7th** for fall/winter consideration and by **March 15th** for spring consideration. **Note:** *The Spring grant application release is contingent on the amount of funding availability after the Fall/Winter application cycle, so applicants are strongly encouraged to apply in the Fall/Winter if seriously interested.*

Funding will be dispersed during the fiscal year to **start July 1st-June 30th**. Applications must be received by 5 p.m. on the day of the deadline. If the deadline falls on a weekend or holiday, the deadline will be extended to the next regular business day.

Eligibility Criteria:

A public agency, tribal organization or private non-profit holding a 501(c)(3) tax-exemption in the Commonwealth of Virginia that is a designated rural service provider, Rural Health Clinic, Health Professional Shortage Area or a Medically Underserved Area/Population.

Decision Making: Scoring Process

The program managers will review applications based on the scoring sheet provide and scoring categories described in the VA-SORH Sub-Recipient Application Document. For the purposes of the Panel, a majority of members in agreeance will result in the approval of the application for funding. Where the program managers are equally divided, the Office Director has the casting vote. When the Office Director seeks feedback from Panel members, silence on the matter is taken as approval of the proposed decision.

Sub-Recipient Awarding: Trainings

Awards consist of **annual grants** that range in value from **\$1,000 to \$15,000**. Recipients **must reapply** each year and will receive subsequent grants based on their progress and performance. **Priority** will be given to communities that demonstrate a need for the funding, have a clear plan in place for using the funding, and can articulate the anticipated impact of the funding if received.

Eligibility Criteria:

A public agency, tribal organization or private non-profit holding a 501(c)(3) tax-exemption in the Commonwealth of Virginia that is a designated rural service provider, Rural Health Clinic, Health Professional Shortage Area or a Medically Underserved Area/Population.

Decision Making: Scoring Process

The Panel will review applications based on the scoring sheet provide and scoring categories described in the VA-SORH Sub-Recipient Application. Applicants accepted must score above 28 points out of 35 total or an average score of 80% or higher. For the purposes of the Panel, a majority of members in agreeance will result in the approval of the application for funding. Where the Panel is equally divided, the Office Director has the casting vote. When the Office Director seeks feedback from Panel members, silence on the matter is taken as approval of the proposed decision.

VA-SORH Sub-Recipient Grant Restrictions (Unallowable Cost)

- The organization may request no more than the amount listed in the summary of funding. Awards to support projects beyond the first budget year will be contingent upon satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of VA-SORH.
- Fund research projects that lack a direct linkage component addressing the following:
 - Workforce Development Programs
 - Telehealth
 - Substance Misuse
 - Behavioral Health
 - Mobile Integrated Health/Community Paramedicine
- Fund travel expenses to conferences, food, completed projects, debt reduction campaigns, building an endowment, land acquisition projects, religious or church-sponsored facilities limited to church membership or projects that exclusively serve religious purposes, general operating costs, fundraisers or raffles, alcohol, entertainment cost, promotional items, advisory boards, honoraria, invention, patent, or licensing costs, lobbying, meals, pre-award costs, promotional items (SWAG,) etc.
- The Virginia SORH grant has allowed 20% of the grant budget to be put towards salary to directly support SORH project management and implementation; the SORH grant is not allowed to fund: stipends for undergraduate/graduate/higher education internships, fellowships, and grant funds cannot be used to reimburse tuition due to the number of grants/scholarships who directly support the need.
- Underwrite sponsorships and tuition
- For equipment costing over \$5,000.00 (per unit), *which is allowable*, under the Virginia Department of Health(VDH) policy and regulations, the equipment is the property of VDH, and will be thoroughly tracked through the duration of the grant year. After the grant period has ended, the equipment must still be tracked and reported until the equipment's expiration date.
- An organization **may not receive funding for more than one project until the completion or termination of funded program.**

Examples of projects (Potential increase in funding for organizations with projects such as below):

- Integrated coordinated care within a healthcare system using patient navigators and Community Health Workers (CHW's). CHW's are trained on hypertension, diabetic management, etc. and providing teaching during EMS calls for non-emergent patients.
- Opioid-Case management with Law enforcement and/or drug courts. Collaborate with local law enforcement to provide case management and resources for substance abuse clients instead of processing client into system during booking process.
- Collaborative Telehealth Behavioral using local health department, local community service board, or local healthcare provider to facilitate telehealth referrals and care coordination.
- Engage/Partner with non-traditional organizations/agencies to address upstream root causes that effects population health (Ex: Local health district/healthcare system partnering with the housing authority, VDOT, CDFI's, economic development commission to address community housing, transportation, etc.)

What are the obligations of the recipients?

The recipients have to publicize the VA-SORH sponsorship via logo in all the official documents related to the funded program (announcements, program, website, presentations, flyers etc.). All presentations must include a designated VA-SORH slide that will provided upon request by the VA-SORH program manager. During public programming, a representative of VA-SORH must be allowed to attend if scheduling permits and VA-SORH must have the opportunity to advertise and have a vendor both if applicable. After the meeting, the organizers should submit a report to VA-SORH of the programs summary of events and an attendance list each quarter when implemented.



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