

Community Partner Outreach Program 2023-25 Grant Process

The 2023-25 grant selection was made by issuing new grant agreements to most Healthier Oregon Program grantees funded during the 2021 – 23 grant cycle. Considering the circumstances at the time (ending phase of the pandemic and grantee requests to provide ongoing support to avoid laying off assisters), OHA decided to take this approach instead of issuing a new Request For Grant Proposal (RFGP.)

Although for the 2023-25 grant cycle, OHA did not issue an RFGP, the rest of the process for awarding funds remained the same. The OHA Community Partner Outreach Program (CPOP) internally works through potential lists of community partners (CPs), prioritizing partners that have a history of building trusted relationships within their community, as well as work focused on addressing health equity and reducing disparities across the state. The program also aims to ensure at least one CP is serving per county.

Historically, community partner organizations receive higher funding to provide application assistance than other partners such as healthcare providers, clinics, or local public health departments.

Pre-submission Process.

- Whether the grant process is through an RFGP or Direct Solicitation, the CPOP business team (Biz team) will send an application packet, inviting potential grantees to apply/submit their proposals for a grant. The packet includes:
 - Expectations of the program, timelines, and deliverables
 - Work plan and budget templates
 - Directions on how to complete forms.
- An established timeline for submission is shared with potential grantees.
- The Biz team works with potential grantees throughout the process to address questions about work plans and budgets before they are submitted.
- Potential grantees submit work plans and budgets within the established timeline.

Grant Award Process

1. The Biz, ROC, and Healthier Oregon Strategists review the documents submitted and work with potential grantees one-on-one to go over questions or challenges.
2. Once outstanding questions are resolved, work plans and budgets are finalized and approved by CPOP.
3. Biz Team contacts potential grantees to inform them they are moving forward in the funding process.
4. CPOP conducts one-on-one meetings with grantees to update them on application status and next steps.
5. Biz team reviews/formats finalized templates, completes 0118 forms, and collects appropriate signatures.
6. Forms get e-mailed to OHA Offices of Contracts and Procurement (OCP).
7. OCP reviews all work plans and budgets.
 - a. The OCP and Biz team respond to additional questions.

8. OCP sends materials to the Department of Justice (DOJ) for legal sufficiency review. If DOJ has questions and edits, they submit those to the OCP and Biz team.
9. Upon DOJ's completion, OCP creates the final grant document and sends it to the grantee for signature. After signed, CPOP signs, and the grant becomes executed.

Executed agreements

- Biz team pulls the final executed grant from the OregonBuys system and e-mails a copy of the executed agreement to grantees and a customized spend-down report with directions.
- Biz team initiates lump-sum payments to the grantees.
- Throughout the 2-year grant, the following occurs:
 - Biz team, ROCs, or Healthier Oregon Strategists meet with the grantee once a month. They review deliverables within that month's work plan, ensuring the grantee is on track.
- CPOP staff reviews spend-down report monthly.
- CPOP staff works with the grantee to adjust the work plan and or budget, if need be, to reflect the community's current needs.
- Grantees attend mandatory CPOP training throughout the grant cycle.