**S*FY2021-2023 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 31 SHIP eligible hospitals in improving both quality of care and operations by providing hospitals with focused quality and operational technical assistance. The two-year grant funding 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 $11,470 if grantee does not include indirect expenses in project budget in technical assistance time or activities. (amount dependent on federal funding allocation)
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 per grant year not to exceed* $355,650*. For the two-year grant programming, the maximum total grant award cannot exceed $*711,300*.*** All funding must be expended by May 31, 2023. *(funding amount is dependent on federal allocation)*

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 2021-2023 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***,*** March 26th, 2021. 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 March 26th, 2021.**

**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 15th, 2021. Funding Period is June 1, 2021 through May 31, 2023. Regardless of application or approval date, grant funds must be expended by May 31, 2023.

**Organizational Information Sheet**

Grant application Page 1

Grant Request: This grant is reflective of a two-year cycle, each year maximum amount total is $355,650, with the total request cannot exceed $711,300.

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**

PART I - Overview of Organization (1 page – 5,000 character limit)

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 (1-2 pages - 6,000 character limit)

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 – 12,000 character limit)

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 – 3,000 character limit)

Describe how you will evaluate your project. Describe potential factors that could negatively affect your organization’s ability to reach your evaluation targets and describe how these factors will be mitigated.

PART V - Project Budget

Complete the Program Budget Template using the attachment file *SHIP RFA Budget 2021-2023 Release.xls*.

**Budget Template**

Applicants must submit the budget template provided with this RFA (see the attachment file *SHIP RFA Budget 2021-2023 Release.xls*); if the budget template is not used, zero points will be awarded for the budget feasibility section. The budget is June 1, 2021 through May 31, 2023. 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.

Ensure each SHIP hospital receives a maximum $11,470.

**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**

* Application Information should be organized in the following order:
	+ Organizational Information and Signature Sheet
	+ Overview of Organization
	+ Overview of Staffing
	+ Project Description
	+ Project Evaluation
	+ Budget Template
* 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)