IOWA DEPARTMENT OF PUBLIC HEALTH
LOVE OUR KIDS INJURY PREVENTION GRANT

APPLICATION INSTRUCTIONS AND APPLICATION FORMS FOR CONTRACT YEAR OF:

January 1, 2014 TO JUNE 30, 2014

Application Due Date:
By 4:00 PM (local Iowa time) on December 3, 2013

Applications that are not RECEIVED by 4:00 PM on December 3, 2013, will not be eligible for funding for the period of January 1, 2014, through June 30, 2014.

INTRODUCTION

The Iowa Department of Public Health (Department) is making funds available through Love Our Kids Injury Prevention Grants for the development, promotion, and implementation of injury prevention and education initiatives for children (age birth to 21). Services or activities that may be considered for funding include but are not limited to:

- Education and materials;
- Training materials and equipment;
- Safety equipment;
- Public information and education campaigns;
- Conference/seminars/workshops;
- Systems development;
- Contractual services;
- Personnel costs.

ELIGIBLE APPLICANTS

Iowa based:

- statewide, regional and local agencies, or
- service programs (medical care ambulance service or nontransport service that has been authorized by the Department)

that provide services in Iowa's federally appointed rural areas (listing of eligible rural counties can be found at http://ruralhealth.hrsa.gov) and have as their responsibility the development, promotion, and implementation of injury prevention and education initiatives for children.

Funding Sources

For the program period January 1, 2014 to June 30, 2014 the Love Our Kids Injury Prevention grants will be funded by the revenue from the sales of the Iowa Love Our Kids license plates.

The issuance of this application in no way constitutes a commitment by the Department to award a service agreement. Actual total awards and individual agreement funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

Projected Funding

Eligible applicants may apply for up to $1,500 for the total 6 month contract period. Based on available funding, the Department may fund up to a maximum of 24 service agreements with a goal of funding at least three service agreements per EMS region (Appendix 1). Unobligated funds will be redistributed in the Love Our Kids Injury Prevention grant program's next contract period.

APPLICATION PROCESS

Technical Requirements: These instructions prescribe the format, content, and submission criteria for this application.

A. Application documents **must be submitted** in a single zipped file (preferred) or single PDF file format, no larger than 20 MB, and emailed **to** applications@idph.iowa.gov per the instructions

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outlined below. Shortcuts or links to application documents will not be accepted and shall result in document rejection, which may result in rejection of the application.

B. Applications must be typewritten and follow the format delineated herein.

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted.
Length	Not applicable.
Font size	Application must be in a minimum of 12 point font. A smaller font may be used only for tables, figures or maps.
Margins	Required forms contain preset margins which may not be changed.
Spacing	May be single or double-spaced.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name and page number. All pages are to be sequentially numbered (1, 2, 3…) inclusive of all documents at the bottom or top of each page.
Signatures on Cover Page	The cover page (Attachment A) must be complete and contain at a minimum; electronic signature by an individual authorized to obligate the applicant agency, and key personnel of applicant agency along with their contact information.
Minority Impact Statement	The minority impact statement (Attachment B) must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Proposal content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

C. Do not submit promotional materials. Promotional materials or items other than required by this application will not be considered during the review process.

D. Any information or materials submitted separately from the application will not be considered in the review process.

APPLICATION CONTENT

Cover Page: Complete the required form (Attachment A) following these instructions:

Agency Information

- Provide the legal name of the applicant agency. Insert the agency's Federal Tax Identification Number per the Internal Revenue Service (IRS).
- Provide the applicant's mailing address, city, state, and zip code.
- Provide the applicant's telephone number.
- Provide the applicant's FAX number.

Total Dollar Amount Requested

- Indicate the total amount of grant funds requested

Key Personnel Contact Information

- Program Administrator - Provide the name, telephone number, and email address for the person who will have overall responsibility for administering the program(s) in which the grant funds the agency is applying for will be utilized.
- Fiscal Director – Provide the name, telephone number, and email address for the person with overall responsibility and authority for financial management for this program.
- Other Key Personnel – Provide the name, title, telephone number, and email address for any other persons who will have a key role not listed above.

Conditions & Signature

- Type or print the name of the individual authorized to execute legal documents on behalf of the agency.
- Insert a signature of the individual authorized to execute legal documents on behalf of the agency to certify that the applicant is in agreement with the conditions listed and all information submitted within the application.

Minority Impact Statement: Identifies the agency's potential impact of the project's proposed programs or policies on minority groups. Complete the required form (Attachment B) following these instructions:

- Agencies must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Insert an electronic signature of a person authorized to execute legal documents on behalf of the agency and return with the application.

Workplan and Budget Form: The required workplan and budget form (Attachment C) should be completed. Applicants will also document estimated expenses associated with each listed service or activity in the budget column.

Completed Applications: Eligible applicants applying for funding from the Love Our Kids Injury Prevention Grant, for the period of January 1, 2014 to June 30, 2014, must complete and submit the following; Cover Page (Attachment A), Minority Impact Statement (Attachment B), Workplan and Budget Form (Attachment C). All materials submitted as part of the application are public record.

Completed applications must be received by 4:00 p.m. (local Iowa Time) on Tuesday, December 3, 2013 by the IDPH SharePoint Service Contract Application Center in compliance with the following requirements:

- Email application documents as a single zipped file OR a single PDF, no larger than 20MB, to applications@idph.iowa.gov. The preferred submission is a single zipped file.
- The subject line of the email must read **Love Our Kids**. Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named **"Love Our Kids (insert your agency name)"**.
- Do not include additional information or text in the body of the email as it will not be available

to DEPARTMENT staff.

- An electronic notification of the receipt of the applicant's email will be generated automatically by the IDPH SharePoint Service Contract Center.
    - This automated electronic notification will be sent only to the email address where the submission originated.
    - If the notification of receipt is not received within 10 minutes of submitting the application it may indicate that the submission was not received by the IDPH SharePoint Service Contract Center.
    - Ensure that your local firewall and security settings will accept messages from the IDPH SharePoint Service Contract Center.

Applications submitted to IDPH in any manner other than through the IDPH SharePoint Service Contract Application Center (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, and not reviewed by IDPH. Any information submitted separately from the application will not be considered in the review process.

IDPH will notify the applicant of the rejection.

The due date and time requirements (Tuesday, December 3, 2013 by 4:00 p.m.) for receipt of the application by the IDPH SharePoint Service Contract Center are mandatory requirements and will not be subject to waiver as a minor deficiency. The date and time of submission of an application is automatically documented upon receipt by the IDPH SharePoint Service Contract Center. Applicants have the sole responsibility to ensure their email application is received by the IDPH SharePoint Service Contract Center prior to the deadline.

The application that is attached to the applicant's email is automatically removed from the email upon receipt by the server and is filed in the IDPH SharePoint Service Contract Application Center. The application is date and time stamped upon filing in the IDPH SharePoint Service Contract Application Center. The time that is automatically documented on the submitted and filed application within the IDPH SharePoint Service Contract Application Center is slightly delayed from the time the email is received by the server, and is not the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or other uncontrollable internet traffic circumstances, encryption issues, firewall issues, or server issues, etc.

The date and time stamp by the IDPH SharePoint Service Contract Application Center shall serve as the official time of receipt of the application.

It is the applicant's sole responsibility to submit emailed applications in sufficient time so the application is received by the IDPH Service Contract Application Center prior to the stated due date and time. Applicants are strongly encouraged to submit emailed applications as early as possible to allow sufficient time for any unforeseen issues to be resolved prior to the deadline, if they occur. Applications received by the IDPH SharePoint Service Contract Application Center after the stated due date and time will be rejected, not reviewed by the DEPARTMENT and a notice sent to the applicant.

An electronic notification of receipt of the applicant's application within the IDPH SharePoint Service Contract Application Center will be generated automatically and emailed to the sender of the emailed application. If the electronic notification is not received within ten (10) minutes of the applicant's email,

please contact the SharePoint Helpdesk at 1-866-520-8987 to confirm delivery (available prior to 4 PM on Weekdays, excluding State Holidays).

If an applicant emails the application multiple times, only the last submission received by the IDPH SharePoint Service Contract Application Center prior to the stated due date and time will be accepted for review.

Written Questions and Responses: Written questions related to this application must be submitted via email to John McMullen at john.mcmullen@idph.iowa.gov no later than 4:00 p.m. local Iowa time on identified dates below. Questions must be submitted by electronic mail. If the question or comment pertains to a specific section of the application, the section and page must be referenced. Oral questions regarding the application will not be accepted.

The following dates are set forth for informational purposes. IDPH reserves the right to change them.

Written Questions and Responses	Dates
Application release date	Tuesday, November 12, 2013
Round 1 Questions Due Interim Responses Posted By:	Thursday, November 14, 2013 Monday, November 18, 2013
Round 2 Questions Due Interim Responses Posted By:	Thursday, November 21, 2013 Monday, November 25, 2013
Proposals Due	Tuesday, December 3, 2013
Post Notice of Intent to Award	Thursday, December 12, 2013

Review of Applications: Department staff will review each application for compliance with the mandatory requirements of application content, including technical requirements.

Applications will be rejected and not reviewed by the Department for the following reasons:

- If the application is received by the IDPH SharePoint Service Contract Application Center after the 4:00 p.m. Monday, December 3, 2013 due date and time.
- If the application is submitted in any manner other than by email to applications@idph.iowa.gov.
- If the application is not submitted as a single zipped file or a single PDF file.
- If the application does not include all required documents, information, and signatures.

Notice of Intent to Award – December 12, 2013: A Notice of Intent to Award the contract(s) will be posted on the Department Web page www.idph.state.ia.us under *Funding Opportunities* link by 4:30 pm on Monday, December 9, 2013. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

Service Agreement Negotiations and Execution of the Service Agreement: Following the posting of the Notice of Intent to Award, each successful applicant will receive a service agreement document based on their submitted application. The successful applicant has ten (10) working days from receipt in which to negotiate and sign a service agreement with the Department. If a service agreement has not been executed within 10 days the Department reserves the right to cancel the award. The Department may, at its sole discretion, extend the time period for negotiations of the service agreement. If an applicant chooses not to participate, or if a service agreement cannot be executed, the unobligated funds will be redistributed in the Love Our Kids Injury Prevention grant's next grant period. There is no

penalty if an eligible applicant applies and then decides after reviewing the proposed service agreement that it does not wish to participate in the program.

Appeal of Award Decision: The posting of the Notice of Intent to Award on the Department's Web page constitutes receipt of notification of the adverse decision per 641Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten business days of receipt of notification of the adverse decision. Appeals shall be submitted in writing, return receipt requested, to John McMullen, Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the proposal were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.

USE OF GRANT FUNDS

Grant recipients will be responsible for the administration of funds received in accordance with the most current version of 641 Iowa Administrative Code Chapter 141 (Appendix 2).

PERFORMANCE MEASURES

- Service Agreement Performance Measure:
  Recipients of the grant award must complete, at a minimum, 100% of the planned services and activities submitted as part of their work plan for the contract period of January 1, 2014 through June 30, 2014. Failure to fully complete all of the listed services and activities by the due date will not be reimbursed in part or in whole by the Department.

OTHER REQUIREMENTS

Required Reports

Required reports shall be filed on forms and/or in the format approved by the DEPARTMENT and uploaded to the awardee's IDPH SharePoint Completed Reports folder. The awardee shall file claims via SharePoint. The awardee shall provide the documentation specified by the DEPARTMENT before the claim can be paid.

Report	Number of copies	Date Due
Electronic Expenditure Workbook (EEW)	1 Electronic	Within 45 days of month of expenditure
Final Progress Report	1 Electronic	July 30, 2014

Claim vouchers and expenditure reports shall be filed via SharePoint.