

# Iowa Department of Public Health

## **Love Our Kids Grant Child Injury Prevention Project Fiscal Year 2012**

### **A. Purpose:**

The purpose of the “Love Our Kids” Grant- Child Injury Prevention Project is to provide funding to federally appointed rural areas to develop and implement injury prevention and education initiatives for Iowa children. The Iowa Department of Public Health (IDPH) is soliciting applications to select qualified applicants to provide child injury prevention activities at the community level.

**Definitions:** For the purpose of this grant application, the following definitions apply:

“*Service program*” means any medical care ambulance service or non-transport service that has received authorization by the Iowa Department of Public Health.

### **B. Services:**

Funds may be used for injury prevention initiatives specified within the guidelines for children aged birth to 21 including but not limited to:

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

### **C. Funding Source and Available Funds:**

The anticipated funding available for all grants is \$36,000. A maximum amount of \$1,500 may be requested by each applicant. The source of funding is state general funds (derived only from sales of the “Love Our Kids” license plate). IDPH anticipates up to 24 awards, with a goal of funding at least four (4) per EMS region. Actual total award and individual contract funding may vary from that listed or funding may be withdrawn completely, depending on availability of funds.

**D. Period of Performance and Payment:**

The project period and contract period shall be a nine (9) month time frame from November 1, 2012- June 30, 2013. All services must be provided, and funds obligated during this contract period. Expenditures occurring prior to the project period are not eligible for reimbursement.

**E. Eligibility Requirements:**

Eligible applicants are statewide, regional and local agencies or service programs that are located within federally appointed rural areas and have as their responsibility the development, promotion, and implementation of injury prevention and education initiatives for children. The listing of federally eligible rural counties can be found at [www.ruralhealth.hrsa.gov/funding/eligibilitytestv2.asp](http://www.ruralhealth.hrsa.gov/funding/eligibilitytestv2.asp) .

**F. Schedule of Important Dates:**

This table is a listing of critical timelines for the application and award process. The dates set forth below are for informational planning purposes only. The Department reserves the right to change any of these dates:

October 1, 2012	Release of Application to potential Applicants
October 11, 2012	Written questions regarding terms and conditions of the application
October 18, 2012	Responses to written questions posted on IDPH Web site at <a href="http://www.idph.state.ia.us">www.idph.state.ia.us</a> (click on <i>Funding Opportunities</i> link)
October 25, 2012	Applications due
November 1, 2012	Notice of Intent to Award

Written questions and comments related to the terms and conditions of this grant shall be submitted to John McMullen at IDPH no later than 4:00 p.m. on October 25, 2012. Written responses to properly submitted questions will be posted on the IDPH Web site on October 18, 2012.

Written questions and comments related to the terms and conditions of this grant should be sent to John McMullen via US Postal Service, facsimile or e-mail at:

John McMullen, Contract Administrator  
Iowa Department of Public Health  
Lucas Office Building – 6<sup>th</sup> Floor  
321 East Twelfth Street  
Des Moines, Iowa 50319 – 0075  
Fax: (515) 281-3789  
E-mail: [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov)

## **G. Application Process:**

Applications must be emailed as a single zipped file or PDF to the IDPH SharePoint Service Contract Center at [applications@idph.iowa.gov](mailto:applications@idph.iowa.gov) by 4:00 p.m. (local Iowa time) on October 25, 2012 in compliance with the title guidelines as follows:

- The single zipped file or PDF must be named "RFA 588FY13LoveOurKidsgrant (insert your agency name)"
- The subject line of the email must read RFA 588FY13LoveOurKidsgrant. Do not include anything else in the subject line of the email.

These requirements are mandatory requirements and will not be subject to waiver as a minor deficiency. The date and time of submission of a proposal is automatically documented by the IDPH SharePoint Service Contract Center.

Applications submitted to the IDPH SharePoint Service Contract Center after the stated due date and time will be rejected and not reviewed by IDPH. IDPH will notify the applicant of the rejection.

Applications submitted to IDPH in any format other than through the IDPH SharePoint Service Contract 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.

An electronic notification of receipt of the applicant's email will be generated automatically. 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 (prior to 4:00 PM on weekdays).

Notice of Intent to Award – November 1, 2012 - Will be posted on the IDPH website [www.idph.state.ia.us](http://www.idph.state.ia.us) under "Funding Opportunities".

## **H. Rejection of Applications:**

Applications will be rejected outright and not evaluated for the following reasons:

1. Failure to deliver the application by the deadline as outlined above in section G.
2. Failure to include the required information requested in the application.
3. Failure to follow the application format instructions.
4. Failure to meet federal guidelines as an eligible rural county and/or city.

In addition, the Department reserves the right to reject any or all applications, in whole or in part, to advertise for new applications, to abandon the need for such services, and to cancel this application at any time prior to the execution of the written contract.

## **I. Application Instructions:**

Applicants shall complete the Love Our Kids Grant- Child Injury Prevention Project forms contained as attachments to this application. Applications must be typewritten in 12 point font and shall not exceed five pages. Application pages should be numbered in sequential order. Letters of support and the cover page do not count towards five page maximum. Applicants must submit to SharePoint Application Center at [applications@idph.iowa.gov](mailto:applications@idph.iowa.gov) . Applications shall not contain promotional or display materials unless otherwise requested.

### **A. Cover Page- (Attachment A)**

Complete all sections of the application cover page. The cover page is the first page of the application and contains applicant identification information and certification signatures. Applicants must verify that the total program funding request matches the program budget pages.

1. Applicant - Provide the name, IRS number, address, telephone number and fax number of the agency submitting the application.
2. Contact Persons - Provide the name, phone, and e-mail address of the Program Director of the agency submitting the application.
3. EMS Region – Indicate the EMS region in which services will be provided.
4. Amount of Funding Requested – Provide the total costs of the project and the total amount of funding requested from IDPH.
5. Certification - Sign and date, by an individual duly authorized to commit the agency, to certify that the information included in the proposal is correct. Signature and date must be in non-black ink.

### **B. Application – Project Description (Attachment B)**

On the form provided identify in narrative format the following items.

**Statement of the problem:** In the region you are applying, briefly describe the problem for which you would like the project to address.

**Project Goals and Activities:** Describe the child injury prevention project-goal(s) and activities you plan to accomplish related to child injury prevention during the six month project period.

**Project evaluation:** Describe how you plan to evaluate the success of the goals and activities described.

### C. Budget (**Attachment C**)

Budget line items must identify specific items or services to be purchased, not an activity or program. The budget shall reflect costs to implement the activities described for the project for the seven (7) month project period of December 1, 2012- June 30, 2013. Budget line items must support the child injury prevention activities described in the "Project Description" section.

List the items for which funds are requested and the projected cost of each item on the attached form (Attachment C). List only funds requested from this grant (maximum \$1,500), not total project costs.

Funds may NOT be used for:

- Land, buildings
- Construction, renovation or remodeling

Products produced with IDPH funds can not be sold for profit and will be subject to IDPH Peer Review.

### D. Letters of Support

Submit a minimum of 3 letters of support for the identified project. Letters of support must be from community organizations in the areas in which you plan to implement the project.

### **J. Required Reports:**

A final report shall be submitted to IDPH by July 31, 2013. The Year End Report shall be completed on **Attachment D**. The Year End Report will identify project successes and account for the grant funds provided. Year End Reports shall be sent to: Iowa Department of Public Health, Attn: Love Our Kids Grant-Child Injury Prevention Project Program Administrator, Division of Acute Disease Prevention and Emergency Response, Bureau of Emergency Medical Services (EMS), 321 E. 12<sup>th</sup> St. Lucas Bldg., Des Moines, IA 50319-0075.

Grant funds not expended or obligated by June 30, 2013, as detailed in the End of the Year Report, must be refunded to the Iowa Department of Public Health.

Expenditure documentation, including complete and accurate records associated with this grant, shall be maintained and available for review by the Iowa Department of Public Health for five (5) years following the grant period according to IDPH General Conditions.

### **K. Evaluation Process and Criteria:**

This application does not commit the department to award funds. A review committee will evaluate the applications in accordance with the established components. The division director shall determine the review committee members.

An application must achieve a **minimum score of 30 points** to be considered for funding. Geographical distribution, budget information, and other information received may also be considered. The applications will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- a. All parts of each section are included and addressed;
- b. Description and details are clear, organized, and understandable;

Points will be assigned for each item listed as follows:

- 5 Applicant's application or capability is exceptional and exceeds expectations for this criterion.
- 4 Applicant's application or capability is superior and slightly exceeds expectations for this criterion.
- 3 Applicant's application or capability is satisfactory and marginally meets expectations for this criterion.
- 2 Applicant's application or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1 Applicant's application or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each application section are as follows:

<b>APPLICATION COMPONENT</b>	<b>WEIGHT</b>	<b>POTENTIAL SCORE</b>
Cover Page	Required	----
Statement of Problem	1	5
Goals and Activities	3	15
Project Evaluation	2	10
Budget	3	15
Letters of Support	1	<u>5</u>
	<b>Total:</b>	<b>50</b>

#### **L. Appeal of Denial Decision**

An Applicant may file a written appeal of the award decision to the Iowa Department of Public Health within ten (10) working days of receipt of the award decision in accordance with 641 Iowa Administrative Code 641-176.8. 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, 321 East 12<sup>th</sup> Street, Des Moines, IA 50319-0075.

The appeal must clearly and fully identify all issues being contested, and demonstrate what procedures in the RFA were not followed. In the event of an appeal, the Department will continue working with the successful applicant pending the outcome of the appeal.