# **IOWA DEPARTMENT OF PUBLIC HEALTH**

# DIVISION OF HEALTH PROMOTION & CHRONIC DISEASE PREVENTION

**Community Transformation Grant (CTG)** 

**FY14 INSTRUCTIONS FOR APPLICATION** 

Contract Period: September 30, 2013 - September 29, 2014

#### **SECTION 1- GENERAL AND ADMINISTRATIVE ISSUES**

**Contract period:** September 30, 2013 – September 29, 2014 is the contract period.

**Eligibility:** Local Boards of Health that are current Community Transformation Grant contractors listed below are the only entities eligible to receive funds for this Community Transformation Grant project.

**Funding:** The source of funding is federal funds through the Affordable Care Act Prevention and Public Health Fund and is subject to availability of funds.

Applicants may apply for the anticipated allocated amounts below for the FY14 contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding and completion of work plan requirements.

Black Hawk Co. Board of Health	\$65,500
Cass Co. Board of Health	\$88,000
Cerro Gordo Co. Board of Health	\$88,000
Dallas Co. Board of Health	\$65,500
Decatur Co. Board of Health	\$88,000
Dubuque Co. Board of Health	\$65,500
Grundy Co. Board of Health	\$65,500
Hancock Co. Board of Health	\$88,000
Henry Co. Board of Health	\$88,000
Jefferson Co. Board of Health	\$88,000
Johnson Co. Board of Health	\$65,500
Lee Co. Board of Health	\$88,000
Linn Co. Board of Health	\$65,500
Marion Co. Board of Health	\$88,000
Mills Co. Board of Health	\$65,500
Page Co. Board of Health	\$88,000
Polk Co. Board of Health	\$65,500
Poweshiek Co. Board of Health	\$88,000
Ringgold Co. Board of Health	\$88,000
Scott Co. Board of Health	\$65,500
Van Buren Co Board of Health	\$88,000
Wapello Co. Board of Health	\$88,000
Washington Co. Board of Health	\$65,500
Wayne Co. Board of Health	\$88,000
Webster Co. Board of Health	\$88,000
Siouxland District Board of Health	\$65,500

SCHEDULE OF EVENTS	DATE
FY14 Application Forms and	May 3, 2013 on the IDPH Web page under the Funding
Application Instructions Issued	Opportunities quick link at: www.idph.state.ia.us
Technical Assistance (see	May 3, 2013 – June 10, 2013 Consult with RCHC or CTG staff for
below)	help with application.
FY14 Application Forms Due Date (see	Monday June 10, 2013: Final Forms must be received on or
below for instructions)	before <b>June 10, 2013</b> in the IDPH SharePoint Service Contract
	Application Center following the requirements listed below in
	the section subtitled Application Submission.

**Technical assistance:** Technical assistance is available for developing the application. Technical assistance is available from May 3, 2013 - June 10, 2013 and is <u>strongly encouraged</u> for completion of the Application Materials. Contractors are encouraged to contact their assigned Regional Community Health Consultant (RCHC) or CTG staff with questions about the Application <u>prior to</u> submitting application by the required deadline. The goal is to have fully complete and accurate applications with the first submission. Applications should only be submitted (in accordance with the instructions below) once they are complete and final.

**Application Submission:** Final Application documents must be received on or before **June 10, 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 <a href="mailto:applications@idph.iowa.gov">applications@idph.iowa.gov</a>. The preferred submission is a single zipped file.
- The subject line of the email must read "FY14 CTG Application". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "FY14 CTG (insert your County name)".
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

Application Forms 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 not be accepted.

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.

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. 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.

An electronic notification of receipt of the applicant's FY14 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 FY14 Application is emailed multiple times, only the last submission received by IDPH SharePoint Service Contract Application Center prior to the stated due date deadline will be accepted for review.

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#### **SECTION 2- APPLICATION FORMAT AND CONTENT**

Submitted applications must contain the following items and be prepared by the applicant in compliance with these instructions:

Forms provided:

- A. Cover Page/Key Personnel
- B. Work Plan
- C. Budget

## A. Cover Page

Complete **Attachment A** with the following information:

**Contractor information:** Complete this section by identifying the contractor's legal name, federal identification number (FIN), DUNS number and Federal Congressional District. Note: the contractor is the County **Board of Health**. And the provided FIN must be that associated with the County.

**Project Director Information:** Identify who will act as the Project Director for the CTG project. Include this person's employment agency, address, phone, and email information. The Project Director is the person who has direct day-to-day responsibility for this program and the person that the department can contact concerning the CTG project.

**Fiscal Contact Information:** Identify who will act as the fiscal contact for the CTG project. Include this person's phone number and email address. This is the person with overall responsibility and authority for financial management of this program.

**Other CTG Staff:** Identify all other staff that are actively engaged in working with the Community Transformation Grant project and should be included in information sent from the department. Include a phone number and email address for each individual identified.

#### B. Work Plan

This document will be used for both the work plan for the FY14 contract, and as a reporting tool. Reporting will be done at about mid-year and at year end. Use the Work Plan document provided as **Attachment B**.

**Action Plan 1**: Coalition(s). Provide all the information that is available to you and the Reportable Action Steps and Timeline in the gray highlighted area. Additional information may be added when doing reports later in the project year.

**Action Plans 2 through 5**: Complete only the gray highlighted fields for submission by June 10. Other tables and the narrative description of results will be used to report in February and October.

#### C. Budget

Using the Budget form provided as **Attachment C**, submit a line item budget of anticipated costs for the period of September 30, 2013 – September 29, 2014. Complete the budget form that is provided. The budget shall include only the line item categories listed below:

- Salary/Fringe Benefits
- Contractual/subcontracts
- Other
- Administrative or Indirect Costs

# Salary/Fringe Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), and position title must be listed. Justification must include the **total** annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

#### Contractual/subcontracts:

County Boards of Health may subcontract for the performance of certain services. Refer to Section 5 of the IDPH General Conditions for subcontract provisions and requirements. If services performed for any activities are to be subcontracted, include subcontractor name and estimated dollar amount of each subcontract. Any subcontracts over \$2000.00 must be sent to the assigned RCHC to begin the approval process.

#### Other:

This category includes: office supplies, printing, project supplies, communication/media, training, information technology-related expense, travel, etc.

Expenses for equipment, construction, direct services and food (unless with per diem travel) are not allowed. "Equipment" is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more.

No more than 50% of the budget can be used for environmental strategies to facilitate walking and biking. This includes bike racks, timed crossing signals, curb cuts and signage for trails.

Travel: IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:

Food - \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner Lodging - Maximum \$83.00 plus taxes per night Mileage - Maximum of \$0.39 per mile.

# <u>Administrative Costs or Federally Approved Indirect Rate:</u>

If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted. Applicant may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement, the applicant may charge an Administrative Cost not to exceed a maximum rate of 15% of the total amount applied for. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs. The applicant shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

# **APPENDICES**

Appendices are posted in a separate file on the IDPH Web page under *Funding Opportunities link:* www.idph.state.ia.us.

Appendix I – Draft Contract
Appendix II – Application Review Tool

#### **ATTACHMENTS**

Attachments are posted in a separate file on the IDPH web page under *Funding Opportunities link:* www.idph.state.ia.us. Download these forms and submit as directed above.

Attachment A-Cover Page Attachment B-Work plan Attachment C-Budget

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#### **SECTION 3- APPLICATION REVIEW AND APPROVAL PROCESS**

#### **IDPH Review of Applications:**

Once Applications are submitted to the IDPH SharePoint Service Contract Application Center according to the instructions in Section 1, they are considered final and will be ready for official IDPH review. All Applications will be reviewed by IDPH staff for completeness using the Review Tool (Appendix II). IDPH staff may begin conducting the review of the final Application upon receipt in the IDPH SharePoint Service Contract Application Center. If submitted applications contain errors, are incomplete or insufficient, IDPH staff will contact the applicant to begin the resubmission process, described below.

### **Resubmission process:**

If the Application is not approved as submitted, the IDPH staff will email the applicant's identified project director the completed Application Review Tool indicating where corrections are required. The project director is then required to revise the application per guidance from IDPH staff and resubmit a REVISED version. Applicant will be required to resubmit the entire application, regardless of the revision. Applicant will resubmit following these instructions:

- Email REVISED application as a single zipped file OR a single PDF, no larger than 20MB, to <a href="mailto:applications@idph.iowa.gov">applications@idph.iowa.gov</a>. The preferred submission is a single zipped file.
- The subject line of the email must read "FY14 CTG Application". Do not include anything else in the subject line of the email.
- The single zipped file or single PDF must be named "FY14 CTG (insert your County name)
   REVISION 1". For example, "FY14 CTG Polk County REVISION 1". If further revisions are
   needed, insert new REVISON number and date. DO NOT submit the revised application with
   the same name as the previous submission.
- Do not include additional information or text in the body of the email as it will not be available to IDPH staff.

#### Contracts:

Upon official IDPH approval of the FY14 Application the Contract will be posted in the County Board of Health's IDPH SharePoint Service Contract Management site for Community Transformation Grants FY 14 in the Contract Documents folder.