



Health Improvement Innovation

Request for Applications

Application Guidance 2023-2024

2023-2024 HEALTH IMPROVEMENT INNOVATION RFA TIMELINE

May 1, 2023	Application release
June 30, 2023	Application deadline
August 1, 2023	Anticipated project start date
May 31, 2024	All funds must be expended

Note: Applications must be submitted by 5pm CT on June 30, 2023 to be considered for funding.

BACKGROUND & PURPOSE

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide management of disease prevention and health promotion. The purpose of the Health Improvement Innovation Request for Applications (RFA) is to support strategies that have a deliberate focus on health improvement and include activities to address barriers or unintended outcomes underserved populations may face. This supports one of the guiding principles of the SD DOH *to achieve health equity in all communities, while working towards the mission of working together to promote, protect, and improve health.*

Potential applicants for this RFA include but are not limited to local governmental and non-profit community-based organizations, coalitions, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith-based organizations, parent groups, neighborhood associations, and worksites.

The Health Improvement Coordinator, Kayla Townsend, will provide support and technical assistance for the Health Improvement Innovation RFA recipients throughout the funding period.

APPLICATION GUIDELINES

The SD DOH will approve or deny applications. All decisions will be final.

1. The maximum funding award is \$25,000 per applicant, and the minimum award is \$5,000. The SD DOH reserves the right to grant less than the requested amount.
2. Funding will be based on **points outlined within this guidance.**
3. Funds may be applied to expand existing projects or support new projects. However, applicants must clearly demonstrate that the requested funds do not supplant or replace existing funding.
4. Past performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
5. Applications will only be accepted until June 30, 2023.

An online application must be completed on doh.sd.gov/healthequity/. The following components are required elements of a completed application and must be included to be eligible for funding consideration.

I. Workplan (50 Points Total)

Activities must fall within at least one of the three broad categories of Determinants of Health: **Economic Opportunity, Physical Environment, Social Factors.**

Required application sections include:

- a. **Determinant(s) of Health:** Select at least one of the three areas: economic opportunity, physical environment, social factors.
- b. **Strategy(s) Narrative (20 Points):** Describe in detail the proposed strategy(s), how you plan to accomplish the strategy(s), and identify a lead person responsible for each strategy(s). Evidence-based practices are preferred, but innovative promising practices are also eligible with justification.
- c. **Population Served:** Describe which population(s) will be served by these activities and which barriers you plan to impact. Please include an anticipated total number of people served.
- d. **Need (10 Points):** Describe the need to implement the strategy(s) and provide a detailed explanation about how this effort will impact the population(s) experiencing health disparities. Include supporting state or local data to justify the need.
- e. **Partners/Organizations (5 Points):** List all partners/organizations that will be involved in the strategy(s).
- f. **Timeline (5 Points):** Provide a detailed timeline for the strategy(s) within the funding period. If overall goals are anticipated to take longer than the funding period, provide an additional long-term timeline with broad goals and objectives.
- g. **Evaluation (10 Points):** Provide a workable evaluation plan that can describe the strategy(s) and its impact. Include evaluation questions to measure impact.

II. Budget (40 Points Total)

Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve selected strategies:

- a. **Funding Type:** Please organize your budget line items by salary, supplies, travel, or other. **Each category may be used multiple times.**
 - Include stipend under the Salary category. **Provide a detailed justification for the amount of stipend requested, including the hourly rate and approximate hours to be worked.** If salary exceeds 50% of the requested funds, please provide additional detailed justification.

- All costs related to proposed strategies, such as supplies, promotion, media, etc. should be requested using the Supplies category.
 - Travel expenses cannot exceed State of South Dakota reimbursement rates: <https://bhr.sd.gov/files/travelrates.pdf>
- b. Strategy Name/Description of Cost: Applicants must provide sufficient budget narrative to justify costs to achieve proposed strategies. **This is your funding justification, so please provide detail.**
 - c. Funds Requested need to match the proposed strategies and take into account the number of individuals that will be affected. Applicants can request between \$5,000 to \$25,000.
 - d. In-kind Contributions are not required for this funding, but applicants may include them if they clarify budget requests.
 - e. Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
 - f. Administrative Costs may be included for executive oversight, accounting, and funding management. The allowable cost rate may not exceed the federally approved indirect cost rate for the SD DOH, which is 5.9% of the total funding request.

NOTE: Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed strategy.

III. Required Supporting Information (10 Points Total):

- a. Organization Information (5 points)
 - i. This information will be used for follow-up communications and to develop contracts for successful applicants. Must include:
 1. Full Organization Name
 2. Application Contact Name
 3. Preferred E-mail
 4. Organization Name
 5. Organization Address, City, State, Zip Code+4
 6. Phone Number
 7. Unique Entity Identifier Number/Tax Identification Number
 8. Organization's Fiscal Year
 9. Fiscal Agent Name
 10. Name of Authorized Signatory
 11. E-mail Address of Authorized Signatory
- b. Proof of Organization (5 Points)
 - i. Please upload:
 1. Form W-9

2. Proof of Insurance

To be successful, applicants must demonstrate the following:

1. Show a clear connection to at least one population experiencing barriers to achieving positive health outcomes.
2. Demonstrate ability to bring together key partners to collectively support proposed strategies.
3. Provide services within South Dakota only.
4. Utilize evidence-based strategies when possible, but innovative promising practices will also be considered with detailed explanation.
5. Collaborate willingly with the SD DOH.
6. Provide a detailed budget appropriate for the number of proposed strategies and the size of the community being affected.

The SD DOH reserves the right to reject, in whole or in part, any or all applications, to abandon the need for such services, and to cancel this funding opportunity if it is in the best interest of the SD DOH. The SD DOH reserves the right to grant less than the total amount requested.

EVALUATION & PROGRESS REPORTING

Awardees will be required to report on activities outlined in their workplan to monitor compliance with funding objectives. A reporting schedule and template will be provided to all awardees. All reports will be submitted to the Health Improvement Coordinator. The minimum reporting requirements are listed below:

1. Submit monthly invoices and monthly progress reports by the 10th of the month to the Grant Support Team at grantsupport@bhssc.org.
2. Submit a Final Report with results from the evaluation plan.
3. Submit at least one success story at the end of the funding cycle.
4. Participate in other evaluation activities requested by the SD DOH.

FUNDING REQUIREMENTS AND LIMITATIONS

General Requirements:

- Sign a contract with SD DOH in order to receive funds.
- Submit monthly invoices and monthly progress reports.
- Ensure the deliverables outlined in their application and agreement are met.
- Complete all strategies funded by the SD DOH and outlined in the workplan as part of the agreement.
- Acknowledge SD DOH as the funding source for any funded material. The use of the SD DOH and other program logos are protected and cannot be utilized without the written permission of the SD DOH.
- Obtain prior written approval from Health Improvement Coordinator for changes to the workplan and/or budget submitted if changes are requested during the funding cycle.

- Provide written notice to the Health Improvement Coordinator prior to changing application facilitators or fiscal agents.
- The fiscal agent must carry commercial general liability insurance coverage, which cannot be paid for with award funds.
- Maintain phone and email capability. Notify the Health Improvement Coordinator of any information changes.

Funding Limitations:

- Funds may not be used for trainings or speakers unless approved by the SD DOH.
- Funds may not be used to purchase permanent electronic equipment, such as laptops, printers, TVs, furniture, etc. However, funding for other types of equipment may be approved on a case-by-case basis if ample justification is provided to describe the need and benefit for purchasing such equipment.
- Funds may not be used for suicide prevention interventions, such as trainings, programs, or curriculums. (Note: Suicide prevention training opportunities are available at: <https://sdsuicideprevention.org/get-help/request-training/>)
- Funds may not be used for curriculums.
- The SD DOH will not fund political parties, candidates, partisan political organizations, individuals, or “for-profit” businesses.
- Funds may not be used for research, construction, or renovation.
- Funds cannot be used to lobby for State of South Dakota laws or ordinances.
- Funds may not be used for direct clinical care.
- Funds may not be used for out-of-state travel.
- Funds may not be used for the purchase of food or drink.

APPLICATION TECHNICAL ASSISTANCE

The SD DOH is committed to providing quality technical assistance whenever requested. Please contact the **Health Improvement Coordinator, Kayla Townsend**, via email at ktownsend@bhssc.org or phone at (605) 721-4584 with questions related to the Health Improvement Innovation RFA.

RESOURCES

Background information and resources to assist applicants in developing their applications can be found below. This is not meant to be a complete list of all available resources.

South Dakota Resources

- [SD DOH Website](#)
- [SD DOH Health Equity & Cultural Competency](#)
- [2020-2025 SD DOH Strategic Plan](#)
- [SD DOH Educational Materials Catalog](#)
- [South Dakota Office of Health Data and Statistics](#)

National Resources

- [CDC Office of Minority Health and Health Equity](#)
- [CDC National Center for Chronic Disease Prevention and Health Promotion](#)
- [County Health Rankings](#)
- [The Guide to Community Preventive Services \(The Community Guide\)](#)
- [A Practitioner's Guide for Advancing Health Equity](#)
- [HHS Office of Minority Health \(OMH\)](#)
- [HHS Health Social Vulnerability Index](#)
- [NACCHO Roots of Health Inequity](#)
- [ASTHO Health in All Policies Toolkit](#)
- [Robert Wood Johnson Foundation - Building a Culture of Health](#)
- [Robert Wood Johnson Foundation – Social Determinants of Health](#)

APPENDIX A: ACTIVITY EXAMPLES

Examples of activities may include, but are **not** limited to, the list provided below:

Economic Opportunity	Physical Environment	Social Factors
<ul style="list-style-type: none"> • Organize health screening opportunities • Provide hygiene products at community events and in schools for students • Provided mentoring opportunities • Offer financial management courses • Provide transportation to job services, job interviews, and/or to meet with housing authorities • Provide education on affordable housing assistance • Provide assistance with scholarship writing and post-secondary applications 	<ul style="list-style-type: none"> • Provide opportunities for wellness in the workplace • Establish community hours at school gym/multi-use facilities for physical/social activity opportunities • Create opportunities for increased physical activity • Increase opportunities for afterschool programs and recreational programs • Offer specialized training to professionals who provide care for vulnerable populations • Provide first aid and injury care kits in areas with limited access to medical care • Partner with juvenile detention centers to offer training for staff and juveniles 	<ul style="list-style-type: none"> • Expand services at local libraries; lunch & learn series, diabetes prevention classes, etc. • Expand opportunities for education on nutrition • Offer CPR/First Aid certification courses • Offer babysitting clinics • Offer parenting classes • Expand opportunities that encourage parents/guardians to read more frequently to children • Provide education on prevention and treatment of injuries