



SOUTH DAKOTA  
DEPARTMENT OF HEALTH

# **Health Improvement Innovation**

**Request for Applications**

## **Application Guidance**

**2022-2023**

## 2022-2023 HEALTH IMPROVEMENT INNOVATION RFA TIMELINE

|                |                            |
|----------------|----------------------------|
| March 14, 2022 | Application release        |
| May 31, 2023   | All funds must be expended |

**Note: Applications will be accepted and awarded on a rolling basis. Please anticipate 60 days between submission of application and an award notification via email.**

### 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 supportive 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.

Health Improvement Coordinator Julie Nelson 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 support existing or new projects. However, applicants must 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 be reviewed on a rolling basis.
6. Scope of work extension and additional funding available upon documented completion and success of proposed activities.

**An online application must be completed on [doh.sd.gov/healthequity](https://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**. Please reference [Colorado Health Equity Model Conceptual Framework](#) for more information.

Required application sections include:

- i. **Determinants of Health:** Choose at least one of the three areas: economic opportunity, physical environment, social factors.
- ii. **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.
- iii. **Population Served:** Please describe which population will be served by these activities and which barriers you plan to impact. Please include an anticipated total number served.
- iv. **Need (10 Points):** Describe the need to implement the strategy(s) in the selected sector and the health disparities experienced. Include supporting state or local data.
- v. **Partners/Organizations (5 Points):** List all partners/organizations that will be involved in the strategy(s).
- vi. **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.
- vii. **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 detailed justification for the amount of stipend requested.** 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>

- 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.**
- 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 and \$25,000.
- In-kind Contributions are not required for this funding, but applicants may include them if they clarify budget requests.
- Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
- 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 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):

- Organization Information (5 points)**
  - This information will be used for follow-up communications and to develop contracts for successful applicants. This attachment must include:
    1. Full organization name
    2. Lead application contact
    3. Preferred email
    4. Organization name
    5. Organization address, city, state, zip +4
    6. Phone number
    7. Organization DUNS/unique entity identifier number
    8. Organization's fiscal year
    9. Fiscal agent
- Proof of Organization (5 Points)**
  - Please attach a W9 and 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. Ability to bring together key partners to collectively support proposed strategies.
3. Services must be provided in South Dakota.
4. The use of evidence-based strategies is preferred, but innovative promising practices are eligible with justification.
5. Willingness to collaborate with the SD DOH.
6. 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. 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 progress reports by the 15th of the month to the Health Improvement Coordinator and a Final Report with results from the evaluation plan.
2. Submit one success story at the end of the funding cycle.
3. Participate in other evaluation activities requested by the SD DOH.
4. A reporting guidance document will be provided to awarded applicants.

## **FUNDING REQUIREMENTS AND LIMITATIONS**

### **General Requirements:**

- Sign a contract with SD DOH in order to receive funds.
- Submit 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 work plan 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, Julie Nelson for changes to the work plan and budget submitted if changes are requested during the funding cycle.
- Obtain written approval from the SD DOH staff 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 Health Improvement Coordinator, Julie Nelson 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.
- 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 **Julie Nelson, Health Improvement Coordinator** to answer questions you have during the application process related to the Health Improvement Innovation RFA Guidance document. You can contact Julie via email at [jnelson@bhssc.org](mailto:jnelson@bhssc.org) or phone at (605) 721-4472.

## 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 Think Cultural Health](#)
- [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](#)
- [Colorado Office of Health Equity](#)
- [Sweet Tools to Advance Health Equity](#)
- [Health Equity Guide—Metro Denver Partnership for Health](#)
- [Minnesota Department of Health \(MDH\) Health Equity](#)
- [Cultivating a Health Equity Ecosystem: Lessons Learned from the Eliminating Health Disparities Initiative](#)
- [Massachusetts Health Policy Commission - Health Equity](#)

## 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"> <li>• Organize health screening opportunities</li> <li>• Organize immunization opportunities</li> <li>• Provide hygiene products at community events</li> <li>• Provide tutoring for identified populations</li> <li>• Connect mobile screening units/teams to remote areas</li> <li>• Offer financial management courses</li> <li>• Provide transportation to job service agencies and/or job interviews</li> <li>• Provide education on affordable housing assistance</li> <li>• Provide transportation to meeting with local housing authorities</li> </ul> | <ul style="list-style-type: none"> <li>• Provide opportunities for wellness in the workplace</li> <li>• Expand access to outdoor physical activity opportunities</li> <li>• Establish transportation program/coordinator position to assist in access to specialty care</li> <li>• Establish community hours at school gym/multi-use facilities for physical/social activity opportunities</li> <li>• Create opportunities for increased physical activity in communities</li> <li>• Establish school-based health center</li> <li>• Expand access to afterschool programs and recreational programs</li> </ul> | <ul style="list-style-type: none"> <li>• Expand services at local libraries; lunch &amp; learn series, diabetes prevention classes, etc.</li> <li>• Establish community gardens in low income/food desert areas</li> <li>• Create a local food bank</li> <li>• Offer CPR/First Aid certification courses</li> <li>• Offer babysitting clinics</li> <li>• Offer parenting classes</li> <li>• Expand opportunities that encourage parents/guardians to read more frequently to children</li> <li>• Provide trainings for parents/guardians on coping and resiliency to help children with challenges and stress</li> <li>• Organize preventive mental health care in schools</li> <li>• Provide prevention services through community-based organizations</li> </ul> |