



South Dakota Department of Health
Office of Chronic Disease Prevention and Health Promotion

Good & Healthy Community Grant

Grant Guidance 2019-2021

APPLICATION DEADLINE: April 10, 2019 at 5:00 p.m. CT

www.goodandhealthysd.org
www.catalyst120.com

2019-2021 GOOD & HEALTHY COMMUNITY GRANT TIMELINE

March 6, 2019	Grant Application Release
April 10, 2019	<u>Submission Deadline for Application</u> Grant applications must be submitted and finalized within Catalyst by 5:00 p.m. Central Time.
May 1, 2019	<u>Tentative Award Notification</u> Applicants will be notified of funding decisions by email.
May 15, 2019	Grant awards must be accepted by the grantee within Catalyst by 5:00 p.m. Central Time.
June 1, 2019 - May 31, 2020 June 1, 2020 - May 31, 2021	<u>Grant Funding Cycle</u> All grant funds must be expended during this time.
May 31, 2020 May 31, 2021	<u>Final Reports Due</u>

BACKGROUND & PURPOSE

The South Dakota Department of Health (SD DOH) is the lead agency for the statewide management of chronic disease prevention and health promotion. The Office of Chronic Disease Prevention and Health Promotion (OCDPHP) provides funding, technical assistance, support, and a variety of other resources for heart disease and stroke, diabetes, tobacco, physical activity and nutrition, and cancer prevention and control programming.

Serving as a voice for chronic disease prevention and health promotion for the state, the OCDPHP promotes a coordinated effort to prevent and reduce the death and disease caused by various chronic diseases.

The OCDPHP is committed to helping communities in South Dakota implement evidence-based chronic disease prevention and health promotion strategies to improve where they live, work, learn and play. The purpose of the Good & Healthy Community Grant is to support local community and organization-based efforts, foster collaboration among organizations, and support the mission of the SD DOH, which is to promote, protect and improve the health of every South Dakotan.

Possible applicants for this grant 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 OCDPHP promotes evidence-based public health and uses data to drive program decisions, which is why applicants are required to utilize and submit a community health needs assessment report completed by or in partnership with their local healthcare system within the past three years.

A community health needs assessment is a structured process conducted in collaboration with community groups, organizations, and stakeholders focused on determining the health status and needs of a community through the systematic collection and analysis of qualitative and quantitative data using primary and secondary data sources. Data collection methods often include surveys, focus groups, and collection of health indicator data from existing data sources.

Based on the community health needs assessment and any other data sources the applicant should develop a work plan that aligns with Goal 2, Strategy C of the [SD DOH 2015-2020 Strategic Plan](#).

The Chronic Disease Director within the OCDPHP will provide support for the Good & Healthy Community Grant recipients throughout the grant period.

The OCDPHP also provides funding through the individual chronic disease prevention and health promotion programs, which can be found on the [Good & Healthy SD website](#).

APPLICATION GUIDELINES

The South Dakota Department of Health will approve or deny applications. All decisions will be final.

1. A **community health needs assessment (CHNA) is required** for the community being served. It **must have been completed within the past 3 years** by a local healthcare system or in partnership with the local healthcare system. The applicant will utilize that data to complete the Catalyst work plan and upload a copy of the report within the application as indicated in the Required Supporting Information section on page 9.
2. The maximum grant award is \$120,000 per applicant, the minimum is \$5,000. SD DOH reserves the right to grant less than the total amount requested.
3. Funding will be based on **points outlined within this guidance and total number of individuals served.**
4. Funds may be applied to support existing or new projects. However, applicants must demonstrate that the requested funds do not supplant/replace existing funding.
5. Grants are approved for two funding cycles (June 1, 2019-May 31, 2020 and June 1, 2020-May 31, 2021). The second year is contingent on a revised work plan and budget submission, review of Year 1 grant progress and budget management and available funds.
6. Prior performance of organizations who have previously received SD DOH funds will be considered when reviewing applications.
7. Late or incomplete applications will not be reviewed.

The following components are required elements of a completed application and must be included to be eligible for funding consideration.

I. **Catalyst Online Application Form (50 Points Total)**

An application must be completed within Catalyst (www.catalyst120.com), which is an online application process. Please visit www.goodandhealthysd.org/fundingopportunities to view the Catalyst Walkthrough document.

Please Note: Applicants new to Catalyst will be required to obtain log-in information for Catalyst prior to accessing the online application. If you are an applicant new to Catalyst and do not have a username and password, email DOH.info@state.sd.us with the subject line “Community Grant Log-In” and include the following information in the body of your email:

- First and last name
- Position/Title
- Email Address
- Organization Name
- Organization Address
- Phone number

Contact DOH.info@state.sd.us if you do not receive your Catalyst log-in within one business day. **Please do NOT request a log-in or access the Good & Healthy Community Grant Catalyst Online Application unless you know your local healthcare system has completed a CHNA report within the past 3 years.**

The Good & Healthy Community Grant 2019-2021 application contains three Goal Areas; **Eat Well, Move More and Feel Better**. Within each Goal Area, applicants are required but not limited to select one sector and implement at least one strategy. Applicants need to select at least two different sectors throughout the three goal areas. For example, you cannot choose to work with only worksites under each of the three goal areas.

Under each Goal Area, applicant will need to OPT OUT of the sectors that they do not plan to work with. For every sector the applicant does plan to work with, they should be able to describe a comprehensive plan for how each strategy(s) will be implemented, the need for the sector and strategy(s), partners/organizations that will be involved, a timeline for implementing the strategy(s) and how the strategy(s) will be evaluated. The breakdown of how these different areas will be scored is as follows:

- i. **Sector:** Choose at least one of the five sectors: worksite, school, community, healthcare or childcare under each Goal Area.
- ii. **Strategy(s) Narrative (20 Points):** Describe in detail the proposed strategy(s), how you plan to accomplish the strategy(s), as well as the Lead Personnel responsible for achieving each strategy(s).

- iii. **Need (10 Points):** Describe the need for the implementation of the strategy(s) in the selected sector. Include supporting data from CHNA or other data sources. Include the total population served.
- iv. **Partners/Organizations (5 Points):** List all of the partners/organizations that will be involved in the strategy(s).
- v. **Timeline (5 Points):** Provide a detailed timeline for the strategy(s) within the grant period. If overall goals are anticipated to take longer than the grant period, provide an additional long-term timeline with broad goals and objectives.
- vi. **Evaluation (10 Points):** Provide a workable evaluation plan that is able to describe the strategy(s) and how their community will be impacted. Include evaluation questions to measure impact. (Results from the evaluation plan will be reported back to the OCDPHP in the final report.)

Grant strategies may include, but are not limited to:

Evidence-Based Strategy Examples			
Sectors	Eat Well	Move More	Feel Better
Worksite	*Healthier vending and snack bar policy *Wellness committee *Breastfeeding-friendly *Pick It, Try It, Like It	*Physical activity policy *Bike racks *Walking meetings	*Blood pressure screening *Free self-monitoring blood pressure cuffs *FluFit event *Offer volunteer opportunities
School	*Healthier vending policy *Smarter Lunch room movement *MunchCode (Healthy concessions) *Harvest of the Month	*Walking school bus *Physical activity policy	*Tobacco-free policy *School Wellness Policy
Community	*Community garden *Harvest of the Month *MunchCode (Healthy concessions)	*Complete streets policy	*Tobacco-free parks *Tobacco-free multi-unit housing *FluFit event *Better Choices Better Health *Diabetes Prevention Program
Healthcare	*Healthier vending and snack bar policy *Wellness committee *Baby-friendly hospital	*Walking routes *Prescribe physical activity	*Tobacco-free policy *Patient reminders *Provider reminders *Referrals *Provider Assessment and Feedback *Blood pressure screening
Child Care	*Harvest of the Month	*Physical activity policy	*SD QuitLine promotion

Example of a work plan within Catalyst:

Goal A.1: Eat Well

- Category A.1.3: Community
 - Examples of Strategies:
 - *Implement a community garden*
- Category A.1.4: Healthcare
 - Examples of Strategies:
 - *Implement a healthy vending policy*
 - *Provide a space for breastfeeding employees and visitors*

Goal B.1: Move More

- Category B.1.1: Worksite
 - Examples of Strategies:
 - *Start a wellness committee*
 - *Implement walking routes for employees to be physically active*
 - *Provide paid physical activity breaks*
- Category B.1.2: School
 - Examples of Strategies:
 - *Implement a walking school bus program*
 - *Implement a physical activity policy*
- Category B.1.5: Child Care
 - Examples of Strategies:
 - *Implement a physical activity policy*
 - *Put on family events centered around being physically active*

Goal C.1: Feel Better

- Category C.1.1: Worksite
 - Examples of Strategies:
 - *Promote the SD QuitLine*
 - *Offer volunteer opportunities for employees*
 - *Implement a Diabetes Prevention Program*
- Category C.1.3: Community
 - Examples of Strategies:
 - *Establish tribal smoke or tobacco-free policies*
 - *Offer free blood pressure screenings*
 - *Offer a Better Choices Better Health workshop*
- Category C.1.4: Healthcare
 - Examples of Strategies:
 - *Do patient reminders on cancer screening*
 - *Implement referral system to the SD QuitLine*
 - *Utilize Community Health Workers for chronic disease prevention and control*

REMINDER: Applicants are **ONLY REQUIRED** to select one sector and implement at least one strategy in each Goal Area and need to select at least two different sectors throughout the three goal areas to implement those strategies.

II. Budget (25 Points Total)

Using the excel template provided in the “Attachment” section of the Catalyst Online Application, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve selected strategies for Year 1 (June 1, 2017-May 31, 2018). Funding requests should not include benefits or capital equipment. **The completed Budget Worksheet must be uploaded to the “Attachment” section of the Catalyst Online Application** (see Catalyst Walkthrough document). **Please do NOT add budget lines within the “Budget” section of Catalyst.**

- 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.** If the 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 related to attending the annual Chronic Disease Partners meeting should be included under the Travel category.
- b. Category Number: This number should relate directly to the Strategy Narrative, and detail the goal and category where expenses are taking place.
- c. 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.**
- d. 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-\$120,000.
- e. In-kind Contributions are not required for this grant, but applicants may include them if they clarify budget requests.
- f. Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
- g. Administrative Cost may be included for executive oversight, accounting, and grants management. The allowable cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 3% of the total grant funding request.

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

III. **Required Supporting Information (25 Points Total):** This information must be uploaded to the “Attachment” section of the Catalyst Online Application (see Catalyst Walkthrough document).

a. **Community Health Needs Assessment report (5 points)**

- i. Provide a copy of the final report developed from the community health needs assessment completed by or in partnership with the local healthcare system within the past 3 years for the community being served.

b. **Organization Information (5 points)**

- i. This information will be used for follow-up communications and to develop grant contracts for successful applicants. This attachment must include:
 1. Full organization name
 2. Lead grant contact
 3. Preferred email
 4. Organization address, city, state, zip +4
 5. Phone number
 6. Organization DUNS/unique entity identifier number
 7. Organization’s fiscal year
 8. Grant fiscal agent

c. **Capacity/Sustainability (5 Points)**

- i. Describe your organization’s ability to carry out strategies. Include a list of your local group’s active membership and/or current community partners. Applicants must demonstrate the ability to bring together stakeholders to support proposed strategies. (Limit 1 page)

d. **Letters of Support (5 Points)**

- i. Applicants should include letters of support from 2 partner organizations and 1 from the fiscal agent if different than the applicant organization. Letters should be written by individuals who are authorized to speak on behalf of the organization.

e. **Proof of Organization (5 Points)**

- i. Please attach a W9 and proof of insurance.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as succinct as possible. **Weight will only be given to required materials.** Additional materials may be attached for clarification, but will not be part of your grant’s final score.

To be successful, applicants must demonstrate the following:

- a. Ability to bring together key stakeholders (local agencies, partners, individuals) to collectively support proposed strategies.
- b. Capacity, competence, and experience to accomplish proposed strategies.
- c. Services must be provided in South Dakota.
- d. Use of evidence-based strategies.
- e. Willingness to collaborate with the OCDPHP.
- f. Measurable results and responsibilities of partners are outlined in the evaluation plan.
- g. A detailed budget appropriate for the number of proposed strategies and the size of the community being affected.

Applications must be submitted and finalized online no later than **5:00 p.m. Central Time on Friday, April 10, 2019**. Please refer to the Catalyst Walkthrough document for detailed instructions on how to submit and finalize your application.

Late applications will not be considered. Once submitted and finalized, applications will be considered final and will be approved or declined for funding. OCDPHP reserves the right to grant less than the total amount requested.

The OCDPHP reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this grant opportunity if it is in the best interest of the OCDPHP.

EVALUATION & PROGRESS REPORTING

Grantees will be required to report on strategies outlined in their work plan to monitor compliance with grant objectives. The minimum reporting requirements are listed below for Year 1:

1. Complete Quarterly Progress and Fiscal Reports in Catalyst, as well as a Final Report with annual results from the evaluation plan.
 - a. Quarter 1 Report due **September 1, 2019**
 - b. Quarter 2 Report due **December 1, 2019**
 - c. Quarter 3 Report due **March 1, 2020**
 - d. Quarter 4 Report due **May 1, 2020**
 - e. Final Report due **May 31, 2020**
2. Submit one success story at the end of the grant cycle.
3. Arrange phone calls with the Chronic Disease Director within 4 weeks of submitting quarterly reports to discuss progress and any support needed.
4. Participate in any other evaluation activities requested by the OCDPHP.
5. A reporting guidance document will be provided to awarded grantees.

AWARD PROCEDURE

Applicants will tentatively be notified of funding decisions via email by May 1, 2019. Successful applicants will then be required to work with the Chronic Disease Director to finalize their Year 1 (June 1, 2019-May 31, 2020) work plan and budget. The grant funding cycle begins on June 1, 2019 and ends May 31, 2020. The OCDPHP reserves the right to grant less than the total amount requested. All funding decisions by the OCDPHP are final. Year 2 funding is contingent upon available funds and grantee progress and budget spending.

Successful applicants will receive half of their grant award at the beginning of the grant cycle, pending receipt of the signed contract agreement. They will receive the second half of their grant award upon receipt of the Quarter 2 Progress and Fiscal Reports.

Alternative funding schedules can be discussed with the Chronic Disease Director after notification of a successful application and prior to the finalization of work plans and budgets.

Funded grantees must agree to the following requirements:

General Requirements:

- Sign a grant agreement in order to receive grant funds.
- Submit four Quarterly Progress and Fiscal Reports and one Final Report through the Catalyst System.
- Arrange phone calls with the Chronic Disease Director within 4 weeks of submitting quarterly reports to discuss progress and any support needed.
- Ensure the grant deliverables outlined in the grant application and grant agreement are met.
- Complete all strategies funded by the OCDPHP and outlined in the work plan as part of the grant agreement.
- Acknowledge OCDPHP as the funding source for any OCDPHP funded material. The use of the Good & Healthy SD and other chronic disease program logos are protected and cannot be utilized without the written permission of the OCDPHP.
- At least one grant representative must attend the 2019 and 2020 Chronic Disease Partners Meeting (date and location will be determined at a later date).
- Obtain prior written approval for changes to the work plan and budget submitted, if changes are requested during the grant year.
- Obtain written approval from the Chronic Disease Director prior to changing grant facilitators or fiscal agents.
- The fiscal agent must carry commercial general liability insurance coverage which cannot be paid for with grant award funds.
- Maintain phone and email capability. Notify Chronic Disease Director of any changes in contact information.

Funding Limitations:

- Funds may not be used for trainings or speakers unless approved by the OCDPHP.
- Funds may not be used for the purchase of permanent equipment (laptops, printers, TVs, furniture, etc.).
- OCDPHP 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.

APPLICATION TECHNICAL ASSISTANCE

The OCDPHP is committed to providing quality technical assistance whenever requested. **The South Dakota Chronic Disease Director, Kiley Hump** is willing to answer any questions you have during the application process related to the Good & Healthy Community Grant Guidance document. You can contact Kiley via email at Kiley.Hump@state.sd.us or phone (605)773-5610.

For assistance with Catalyst, please contact Spectrum Health Policy Research, by calling (770)935-0958 or emailing support@catalyst120.com.

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 Department of Health

- [Department of Health Website](#)
- [2015-2020 Department of Health Strategic Plan](#)
- [DOH Educational Materials Catalog](#)

Good & Healthy SD

- [Good & Healthy SD Website](#)
- [2017-2020 Chronic Disease State Plan](#)
- [Evidence-Based Public Health](#)
- [Key Data](#)
- [Community Health Needs Assessment](#)
- [Funding Opportunities](#)

Office of Chronic Disease Prevention and Health Promotion

- [Cancer Programs](#)
- [Diabetes Program](#)
- [Heart Disease and Stroke Program](#)
- [Nutrition and Physical Activity Program](#)
- [Tobacco Control Program](#)
- [South Dakota PROF Training Module](#)

National Resources

- [County Health Rankings](#)
- [CDC Chronic Disease Website](#)
- [CDC Chronic Disease CORIDOR-Online tool of resources](#)
- [The Guide to Community Preventive Services \(The Community Guide\)](#)

Good & Healthy Community Grant Checklist

Catalyst Online Application Form (information should be completed under each selected category):

- Selected sector(s) under each Goal Area
- Detailed strategy narrative **(20 points)**
- Described the need in the sector selected **(10 points)**
- List of all partners/organizations involved **(5 points)**
- Detailed timeline for each strategy **(5 points)**
- Evaluation plan for each strategy **(10 points)**

Attachments to the Catalyst Online Application:

- Budget Worksheet with funds requested and detailed justification **(25 points)**
- Community Health Needs Assessment report **(5 points)**
- Organization Information **(5 points)**
 - Full organization name
 - Lead grant contact
 - Preferred email
 - Organization address, city, state, zip+4
 - Phone number
 - Organization DUNS/unique identifier number
 - Organization's fiscal year
 - Grant fiscal agent
- Capacity statement not exceeding 1 page **(5 points)**
- 2 Letters of support from partner organizations and 1 from fiscal agent if necessary **(5 points)**
- Proof of Organization **(5 points)**
 - W9
 - Proof of Insurance