



## Oklahoma City Area Inter-Tribal Health Board Request for Proposal

**RFP Open Date:** January 23, 2012

**RFP Close Date:** February 24, 2012

**Project:** Mini-Grant Program

**RFP Number & Title:** 2012-DSC02 Oral HP/DP Mini Grant

**Period of Performance:** February 29, 2012 through August 15, 2012

**Contact Person:** Melissa Reese, Dental Support Manager

### **Oral HP/DP Mini-Grant Solicitation: Re-Announcement #1**

#### **Mini-Grant General Purpose**

To encourage health promotion/disease prevention (HP/DP) activities for oral health within the Oklahoma City Service Area.

#### **General Information**

The Oklahoma City Area Inter-Tribal Health Board's (OCAITHB) Dental Support Center (DSC) is accepting proposals for the 2012 Oral HP/DP Mini-Grant Program. To encourage health promotion/disease prevention (HP/DP) activities for oral health, the DSC will provide eight (8) \$2,000 mini-grant awards for oral HP/DP projects within Oklahoma City Area Indian Health Service, Tribal and Urban oral health programs. Tribal Head Start and child care programs are eligible and encouraged to apply. Each tribe or tribal urban health program is limited to one (1) award per DSC fiscal year (September 30, 2011 – September 29, 2012). Funding for mini-grant projects is through the Oklahoma City Area Inter-Tribal Health Board's Dental Support Center grant. The DSC granted six of the eight awards on January 10, 2012, and is re-posting the announcement to solicit additional bids for the remaining two awards.

The DSC Mini-Grant Program is intended to provide funding for augmentation of current projects or implementation of a new, short-term project addressing one of the following activities/objectives:

1. Department of Health and Human Services Healthy People 2020 objectives.
2. IHS Government Performance Results Act (GPRA) health objectives, as related to oral health.

3. Increase access to care for oral health prevention services for a tribal daycare or a tribal head start program.
4. Increase oral health awareness and education to pregnant women and mothers of young children, ages 0-6 years old.
5. Innovative, short-term projects that address oral health needs of AI/AN children, youth or adults.

### **Eligibility**

Eligible Tribal applicants are limited to the 43 federally recognized tribes of the Oklahoma City Indian Health Service Area. The Oklahoma City Indian Health Service encompasses the states of Oklahoma, Kansas and portions of Texas. Urban Health programs, Tribal Head Start and day care facilities are also eligible to apply. I/T/U applicants who previously applied to the FY 2012 Oral HP/DP Mini-Grant Program are not eligible to apply until the FY 2013 funding cycle.

### **Grant Proposal Requirements**

Non-competitive grant proposals may be submitted from January 23, 2012 to February 24, 2012. All completed proposals must be received in the offices of the OCAITHB DSC by 5:00 p.m. on February 24, 2012. The OCAITHB DSC Advisory Council will review proposals and determine grant awardees. The DSC will notify all applicants of review results. All DSC Mini-Grant projects must be completed no later than August 15, 2012 and a final end of project report and copies of invoices are due on or before September 1, 2012. Awards will be announced beginning February 28, 2012.

Applications for a DSC Mini-Grant must not exceed ten (10) pages in length to include narrative, budget, and work plan. Letters of support will be accepted, but are not required. Any application in excess of ten pages shall be considered ineligible. All proposals shall be in a size 12 font, 1 inch margins and double-spaced pages. Proposal shall not be bound.

Title Page must include:

1. Name of Tribe/Organization
2. Federal Tax Identification Number (FEIN)
3. Name of Contact and title
4. Contact address, fax number, telephone number, e-mail and
5. Project summary
6. Project start date and end date
7. Total amount requested
8. Signature of person authorized to sign on behalf of organization, print name and title and signature date

A written narrative must include: Problem, Objective, Activities and Evaluation.

1. Problem – Include background information and a statement of need.
2. Objective – Describe how your project will address oral health needs and objectives within the Oklahoma City Service Area. Your objectives should be specific, measurable, realistic and timely.
3. Activities – Describe your project activities and timeframe each activity will be completed.
4. Evaluation – A description on how you plan to evaluate project success. Evaluation may be quantitative or qualitative and may measure progress toward program completion (process evaluation) or changes in health status, knowledge, behaviors or attitudes (outcome evaluation). An end-of-project report and evaluation are REQUIRED to be submitted no later than 5:00 p.m. on September 1, 2012. Any recipient who does not submit an end-of-project report will be ineligible for future DSC mini-grant awards.

A budget shall be submitted with the proposal. A sample budget form is attached. Budgets shall not include expenses for salaries, fringe, indirect costs, administrative or processing fees, dental equipment, or food. If a speaker or trainer is to be included, you will need to attach resume to narrative section to include costs associated with travel.

### **Grant Submission**

Grant applications may be submitted until 5:00 p.m. on February 24, 2012, as follows:

1. U.S. Mail –mail to:  
Oklahoma City Area Inter-Tribal Health Board  
Attn: Dental Support Center  
P.O. Box 5826  
Edmond, OK 73083
2. E-mail – All proposals must be sent in a PDF format to [dentalsupportcenter@ocaithb.org](mailto:dentalsupportcenter@ocaithb.org).
3. Fax – Proposals may be faxed to the OCAITHB, Attn: Dental Support Center at (405) 951-3902.

### **Final Report and Invoice**

A final report and invoice must be submitted to the DSC no later than September 1, 2012 and include the following items:

**Invoice:**

1. Name, address and FEI number of the contractor.
2. Invoice date.
3. Period covered by invoice.
4. Mini-Grant Award Number
5. All costs billed will be supported by documentation that will include, but not limited to, copies of paid invoices and receipts.

**Final Report:**

1. Any other data, reports, information or documentation required by other conditions of the grant.
2. Details of the services provided and be in accordance with the terms and conditions of the Mini-Grant.

Final report and invoice shall be submitted to:

Oklahoma City Area Inter-Tribal Health Board  
Dental Support Center  
Attn: Ms. Melissa Reese, DSC Manager  
P.O. Box 5826  
Edmond, OK 73083

The OCAITHB may withhold or delay payment to any Contractor failing to provide required documentation and/or requested financial documentation.

**Contact Information**

Melissa Reese, DSC Manager  
P.O. Box 5826  
Edmond, OK 73083  
Telephone: (405) 951-6031  
Email: melissa.reese@ihs.gov



**Oklahoma City Area Inter-Tribal Health Board**  
**Dental Support Center Mini-Grant Proposal**

Title Page

1. Name of Tribe/Organization: \_\_\_\_\_

2. Name of Contact and title: \_\_\_\_\_

3. Contact address: \_\_\_\_\_

\_\_\_\_\_

4. Telephone number: \_\_\_\_\_

5. Fax number: \_\_\_\_\_

6. E-mail: \_\_\_\_\_

7. Federal Tax Identification Number (FEIN): \_\_\_\_\_

8. Project summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Project start date: \_\_\_\_\_ End date: \_\_\_\_\_

10. Total amount requested: \$ \_\_\_\_\_

11. Signature of person authorized to sign on behalf of organization:

\_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Oklahoma City Area Inter-Tribal Health Board Dental Support Center Mini-Grant Budget Format

Project Name: \_\_\_\_\_

Project Period: \_\_\_\_\_

Budget Line Items	Description Detail	Amount
<b>Personnel/Salary</b>		N/A
<b>Fringe Benefits</b>		N/A
<b>Travel</b>		
<b>Supplies</b>		
<b>Contractual</b>		
<b>Other</b>		
<b>Total Project Cost</b>		<b>\$</b>

Contractor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **OCAITHB Dental Support Center Mini-Grant Program Funding Requirements**

Thank you for your interest in the Dental Support Center (DSC) Mini-Grant program. Funding for this program has been made possible by the Oklahoma City Area Inter-Tribal Health Board's Dental Support Center. Funding allocated for the mini-grant program is to promote health promotion/disease prevention activities in Native American communities within the Oklahoma Indian Health Service Area. The maximum award amount is \$2,000 for any single or multiple project(s) or event(s). Applications shall be no longer than ten (10) pages in length.

The DSC mini-grant program's intent is to provide added funding to promote current projects or to implement new short-term projects that may address the Department of Health and Human Services Healthy People 2020 objectives, and IHS Government Performance and Results Act (GPRA) health objectives. The grant project focus should be directly related to oral public health and disease prevention.

Eligible applicants include the 43 federally recognized tribes, health clinics, Tribal Head Start and day care programs in Oklahoma, Kansas and Texas. Applications will be reviewed by the DSC Advisory Council. Any tribe or tribal organization submitting a completed application will be notified of award outcome by February 29, 2012.

A final report, along with all required documentation (receipts, written reports, invoice and tracking measures), is due no later than 5:00 p.m. on September 1, 2012.

Mini-Grant program awards will be offered each fiscal year, pending the availability of funds. The DSC will provide technical assistance to any program in developing the application and/or planning and evaluating projects.

For more information contact:

Melissa Reese, CDA, RDH, BS  
Manager, Dental Support Center  
P.O. Box 5826 Edmond, OK 73083  
405-951-6031 Fax: 405-951-3902  
melissa.reese@ihs.gov