

**Oregon Health Authority – Public Health
Division (OHA-PHD)**

**Mini-Grants to Identify Health Priorities –
Request for Grant Proposal**

Grant Amount: Up to \$7000 per grantee

Posted Date: Monday, July 16, 2018

Closing Date: Friday, August 31, 2018 at 5:00pm (PST)



Introduction

The purpose of Oregon’s State Health Improvement Plan (SHIP) is to identify population-wide priorities and strategies for improving the health of people in Oregon. The SHIP serves as the basis for taking collective action on key health issues in Oregon. The vision of the SHIP is to create a state where optimal health, across the lifespan, is achieved for everyone regardless of race, ethnicity, ability, gender, sexual orientation, socioeconomic status, nationality and geography. The 2015-2019 SHIP is addressing seven health priorities: tobacco, obesity, alcohol and substance use, immunizations, suicide, oral health and communicable disease. OHA-PHD seeks input from communities most impacted by health disparities to inform the priorities to be addressed in the 2020-2024 SHIP.

Purpose

The purpose of this grant opportunity is to:

- Solicit feedback from communities most impacted by health disparities in order to prioritize health related issues and identify strategies for the 2020-2024 SHIP.
- Submit timely feedback to OHA-PHD.
- Raise public awareness about state and community health improvement assessment and planning.
- Disseminate communication regarding development of the 2020-2024 SHIP to communities most impacted by health disparities.

Process

The PartnerSHIP is a group of 20 partners who will steer the development of the [2020-2024 SHIP](#). The PartnerSHIP will identify approximately 20 strategic issues based on the [State Health Assessment](#) and [Community Health Improvement Plans](#). Grantees will be asked to solicit feedback from the communities they represent and/or serve to prioritize the identified strategic issues. The PartnerSHIP will then use this feedback to determine the priorities to be addressed in the 2020-2024 SHIP.

Grantees will identify the method for engagement and community feedback that will work best for their community. Grantees are invited to leverage community level efforts that may be occurring for a community health assessment or improvement planning process. Options include, but are not limited to:

- Community meeting, focus group or listening session
- Online or paper based survey
- Tabling at community event
- Door to door solicitation or walking surveys

Application Process & Timeline

- 1) Attend optional webinar on Tuesday, July 31st, 10:00 – 11:00am, for additional information about the 2020 SHIP and this grant opportunity. Register for webinar here: <https://attendee.gotowebinar.com/register/551746322062968065>
- 2) Submit questions to publichealth.policy@state.or.us by August 6, 2018,
- 3) OHA-PHD will post responses to all questions August 10, 2018.
- 4) Complete application and submit to OHA-PHD by August 31, 2018.
- 5) Grantees will be notified of intent to award by September 15, 2018.
- 6) Grant period begins October 1, 2018.
- 7) Contracts signed and funds awarded, backdated to October 1, 2018.
- 8) Feedback solicitation period begins November 1, 2018.
- 9) Feedback report due to OHA-PHD by January 31, 2019.
- 10) Disseminate updates and information to community about development of the SHIP through September 30, 2019

Eligibility

The following organizations are eligible to apply:

- Any non-profit agency that provides culturally responsive services to communities in Oregon that are disproportionately impacted by health disparities, including but not limited to: people of color, people with low income, people with disabilities, or people who identify as LGBTQ.
- Organizations with an interest in health equity
- Any federally-recognized tribe or tribal-related organization
- All Local Public Health Authorities
- Organizations serving areas outside of the Portland metro area are strongly encouraged to apply
- All grantees must abide by [OHA's nondiscrimination policy](#), and state and federal civil rights laws, unless otherwise exempted by federal or state law. Specifically, people participating in OHA-sponsored activities or programs may not be treated unfairly

because of age, color, disability, gender identity, marital status, national origin, race, religion, sex or sexual orientation.

Grant & Reporting Requirements

Awards will be granted to approximately six agencies based on available funds. Eligible applicants may receive up to \$7,000 per grant. Upon notice of intent to award, OHA may negotiate the project proposal and/or budget with the grantee. Payment schedule will be provided by OHA-PHD prior to grant being awarded. Allowable expenses include:

- Rental of meeting space/booth
- Advertisement and outreach materials
- Meeting refreshments
- Supplies and printing costs
- Transportation/parking reimbursement
- Child care
- Incentives for participation (e.g. gift card or stipend)
- Interpretation and translation services
- Staff time or contracted facilitation

The following reports will be submitted to OHA-PHD:

- Written report describing prioritized strategic issues with brief narrative describing process used. The reporting template will be provided by OHA-PHD (**Due date: January 31, 2019**). See Appendix B for more information.
- Fiscal report for project: Submit a line item expenditure report displaying how funds were spent. Submit report to OHA-PHD (**Due date: February 28 and October 31, 2019**). See Appendix C for more information.

If grant funds are used for any purpose other than what is agreed upon at the time that funds are granted, or grant is not fully expended, the recipient will be responsible for returning the unused/unapproved amount to the State of Oregon.

Technical Assistance

PHD will provide:

- Orientation training (in person or by webinar) first week of October
- Materials in English (E.g. data and background information on each strategic issue, draft meeting materials, demographic collection and evaluation tool, and online survey instrument) first week of November.
- If desired, a staff representative from the PHD can attend meetings or events to provide assistance or answer questions as needed.
- Reporting template

- Debrief meeting with grantees to solicit feedback on mini-grant process and share how meeting results were used by PartnerSHIP
- Public webinar to share identified priorities of the 2020 SHIP and how community meetings informed the process
- Templates and talking points for ongoing communication and updates regarding development of the SHIP

Application Scoring

Applicants will be scored and ranked as follows (See Appendix A for more information):

Demonstration of work with communities experiencing health disparities: 25%

Prior experience soliciting feedback from community members: 25%

Proposed method of feedback solicitation: 50%

Budget proposal: Pass/fail

For more information

For more information, please email publichealth.policy@state.or.us.

[2018 State Health Assessment](#)

[2015-2019 State Health Improvement Plan](#)

[2020-2024 State Health Improvement Plan and the PartnerSHIP](#)

[NACCHO's Guide to Prioritization Techniques](#)

[NACCHO's MAPP Guidance: Phase 4, Identifying and prioritizing strategic issues](#)

[Good & Healthy South Dakota Communities: Using data to determine health priorities & Community Health Needs Assessment Priority Setting](#)

Application

Please complete the following questions within 5 pages. Submit completed applications to publichealth.policy@state.or.us, by 5:00pm, Friday August 31st.

Contact/Organizational information

Organization Name:

Street address:

City/State:

Zip code:

Organization website:

Contact person:

Title:

Phone number:

Email:

Tax ID, EIN or FIN

How did you hear about this mini-grant opportunity?

Brief description of organization:

Brief description of community served and impact of health disparities:

Geographic area served:

Why is your organization interested in this mini-grant opportunity?

Project proposal

Describe prior experience soliciting feedback from community members.

Describe how you will inform community members about the opportunity to inform the priorities of the SHIP (e.g. method of outreach, advertising).

Describe how you will solicit feedback from community members (e.g. community meeting or listening session, surveys, community event, etc.). Include the number of people you estimate being able to reach with your effort.

Describe method you will use to prioritize the strategies (voting, consensus building, strategy grid, etc.)

Describe how you will remove barriers/provide incentive for participating (e.g. timing/location of meeting, provision of child care, refreshments, transportation/parking, incentives).

Describe how you will ensure voices/opinions of participants are heard and documented (e.g. interpretation/translation, recorder/note-taker, experience of facilitator, etc.).

Describe how you will maintain ongoing communication about development of the 2020-2024 SHIP with community members.

Budget proposal

Grants are not to exceed \$7,000. All applications must include a budget proposal. You may attach your own or use the template provided.

Expenditure	SHIP Mini-grant	Other/in-kind resources	Total
Agency staff			
Contracted staff			
Rental of meeting space/booth			
Travel			
Interpretation			
Translation			
Outreach/advertising materials			
Child care			
Refreshments			
Incentives			
Other #1 (please specify)			
Other #2 (please specify)			
Other #3 (please specify)			
Sub-total			
Administrative (not to exceed 10% of direct charges)			
Total			

Appendices

A. Mini-grant scoring criteria

In addition to the criteria listed below, consideration will also be paid to ensure geographic representation and representation of marginalized communities. Applicants will be scored and ranked as follows:

1. Demonstration of work with communities experiencing health disparities: 25 possible points
 - Did the Proposer demonstrate sufficient experience working with communities in Oregon that experience health disparities?
 - Did the Proposer demonstrate sufficient understanding of health disparities impacting their community?
 - Did the proposer describe the geographic region served?
 - Did the proposer adequately describe why the organization is interested in this grant opportunity?
2. Prior experience soliciting feedback from community members: 25 possible points
 - Did the Proposer demonstrate sufficient relevant experience soliciting feedback from communities?
3. Proposed method of feedback solicitation: 50 possible points
 - Did the Proposer provide a realistic plan to inform community members about the opportunity to inform the priorities of the SHIP?
 - Did the Proposer sufficiently describe how feedback from community members will be solicited?
 - Will the proposed method reach a substantial number of people?
 - Did the Proposer describe the method they will use to prioritize the strategies?
 - Did the Proposer sufficiently describe how barriers to participation will be addressed?
 - Did the Proposer sufficiently describe how they will ensure opinions of participants are heard and documented?
 - Did the Proposer sufficiently describe how they will maintain ongoing communication about development of the 2020-2024 SHIP with community members?
4. Budget proposal: Pass/fail
 - Was a budget provided that aligns with the engagement method proposed?

B. Feedback Solicitation Report (Due January 31, 2019)

1. Information about participants (not including staff of grantee)
 - a. Number of participants
 - b. Demographics of participants in aggregate (by race/ethnicity, gender, age, education, disability, sexual orientation status, and/or other disparity related social identity)
2. Summary of process to solicit feedback (date(s) & time(s)/location(s)/method(s) used)
3. Top 10 prioritized issues based on feedback with summary of justification and any identified strategies, resources or assets that could be leveraged

Prioritized Issues	Summary of Feedback/Justification	Strategies, Resources or Assets
Example: Housing	Community members voiced this is their greatest need. It's very difficult to be healthy when housing is a stressor. Safe, healthy housing is a foundational need.	New tiny home project in XX county has been very successful. City council will be voting on a possible tax incentive for housing developers Spring of 2019.
Example: Healthy foods	Concern about availability of healthy foods. Fresh produce is very expensive – even at the farmer's market. Concern about upcoming changes to SNAP program and some fear using WIC or other social services due to immigration status.	School district recently implemented a new farm to school program to increase use of fresh fruits and vegetables. Community is interested in opening a new farmer's market – but needs funding to subsidize cost to farmers
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

4. Issues that did not make the top 10 list, with brief explanation for each
5. Successes/accomplishments of process:
6. Barriers/limitations of process:

C. Expenditure Reporting Template (Due February 28 and October 31, 2019)
OREGON HEALTH AUTHORITY
PUBLIC HEALTH DIVISION EXPENDITURE REPORT

AGENCY: _____

CONTRACT NO: _____

CONTRACT PERIOD: 10/1/2018 to 9/30/2019

CONTRACT AMOUNT: _____

REPORTING PERIOD: _____ to _____

EXPENDITURES	Report Period Expenditures		Year to Date Expenditures
Staff time			
Contracted Facilitator			
Rental of meeting space/booth			
Outreach/advertising			
Child care			
Refreshments			
Interpretation			
Translation			
Incentives			
Other #1 (please specify)			
Other #2 (please specify)			
Other #3 (please specify)			
Total Direct Charges	\$ -		\$ -
Indirect (not to exceed 10% of direct charges)			
TOTAL EXPENDITURES	\$ -		\$ -

CERTIFICATE

I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award/agreement. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (45 CFR 75.415)

PREPARED BY: _____

CONTACT EMAIL / PHONE: _____

AUTHORIZED AGENT SIGNATURE: _____

DATE SIGNED: _____