

**CHNA Implementation Plan
Funding Program
Application – Due 3/18/2021 5:00 pm CST**

Funding Notification Date: 3/22/21
Award Completion Deadline: 6/22/21

The Center for Rural Health, University of North Dakota (UND) School of Medicine and Health Sciences is pleased to announce that the State Office of Rural Health (SORH) program has made funding available for North Dakota public health units to utilize in executing activities associated with areas of concern found as a result of their area's community health needs assessment. The CHNA Implementation Plan Funding Program anticipates funding four (or more) awards up to \$2,500 each.

Program Funds

- A. The CHNA Implementation Plan Funding Program anticipates funding four (or more) awards up to \$2,500 each. The individual awards will be made on a competitive basis to successful applicants. The committee will consider grants of greater amount if an applicant is applying on behalf of a network of two or more facilities outside of their health system.
- B. A similar funding opportunity will be made available to Critical Access Hospitals (maximum amount of award being \$5,000) and Rural Health Clinics (maximum amount of award being \$2,500). *Applications from a CAH, RHC, or PHU can be submitted for different projects/items supporting the same CHNA implementation plan; however, they cannot duplicate funding for the same items.*
- C. Funds will be awarded to grantees on a cost reimbursement basis. The time frame for implementing the individual grants will be 3 months, with a funding period of *(March 22, 2021 – June 22, 2022)*.
- D. A direct financial match on the part of the applicant is not required. However, cost participation (e.g. in-kind, physical space, etc.) is strongly encouraged. Please provide details.
- E. The following items may not be purchased with these funds, so if they are included in your budget, be sure to show that the cost of these items are being paid by a source other than this Program. These funds may not be used to purchase:
 - food/beverages (including alcohol)
 - prizes/give-aways
 - promotional items
 - legal fees
 - personnel costs (salary/fringe)
 - subawards
 - equipment items over \$5,000
 - construction
 - stipends/honorariums
 - indirect costs

Examples of allowable include (but are not limited to):

- supplies (i.e. paper, printer ink, etc.)
- consultant services
- registration fees
- communications/advertising
- travel
- equipment under \$5,000

Please prepare your response to all questions and enter them electronically through this link: <https://tinyurl.com/CHNA21PHproposal>. The CRH website includes a link to the online form that you will need to complete so that you may prepare your responses prior to submitting. The proposal must be submitted in one sitting – you cannot exit and go back in to complete later.

- 1) **Need:** Explanation why there is a need for this project. What CHNA-related area of concern is being addressed? How does this fit in your implementation plan?
- 2) **Project Description:**
 - a. Describe, in appropriate detail, the project, initiative, event, or program.
 - b. Describe what you anticipate the outcome to be as a result of this activity.
 - c. Using the provided Work Plan Template, fill out the document to include the goals, key objectives, activities, anticipated outcome, measures, timeline, and person(s) responsible. A sample work plan has been provided on the website.
 - d. If you are submitting on behalf of a network, please describe the relationship of those partners. Have you partnered previously on projects?
 - e. Describe the target population and target service area of the proposal.
 - f. Describe the measures of success, i.e., what factors/measurements are the triggers of a successful event, initiative, or program.
- 3) **Line Item Budget Worksheet and Budget Narrative**
 - a. The budget is divided into two parts:
 - 1) line-item budget worksheet, and
 - 2) budget narrative.

The line item budget worksheet lists costs associated with the proposed budget. The required Budget Template is provided on the website. The worksheet lists costs, from the grant and in-kind associated with the budget. A sample Budget Worksheet is available on the website.

The budget narrative describes, in detail, how the funds requested for each line item will be spent and how the amount was determined. Use your best judgement when projecting expenses.

Reporting Requirements: A final online program report will be required from all grantees. The link to complete this report will be emailed to the project contact and need to be completed by July 15, 2021.

Key Components of Proposal to Prepare to Submit Through the Online System

You will not be able to reenter and edit the information you enter via the online portal once you exit, so have all of your information prepared in advance.

IMPORTANT DATES

Thursday, March 18, 2021	Proposals must be <u>submitted via the online submission</u> by 5:00 pm Central
Monday, March 22, 2021	Notification of awards/funding period begins
Tuesday, June 22, 2021	Project must be <u>completed</u> and funds expended
Monday, June 28, 2021	Invoice (with receipts) must be submitted to CRH
Thursday, July 15, 2021	Project final report must be completed

For questions, please contact:

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