
GOOD HEALTH AND WELLNESS IN INDIAN COUNTRY

Southern Plains Tribal Health Board
Oklahoma Area Tribal Epidemiology Center
Sub-Award Program



OCTOBER 29, 2018

SOUTHERN PLAINS TRIBAL HEALTH BOARD, OKLAHOMA AREA TRIBAL EPIDEMIOLOGY CENTER
9705 Broadway Ext., Suite 200 Oklahoma City, Oklahoma 73114



Southern Plains Tribal Health Board Request For Proposals

RFP Open Date: October 29th, 2018
RFP Close Date: December 7, 2018
Project Name: Good Health and Wellness (GH&W) Sub-Award Program
Period of Performance: January 07, 2019 – August 30, 2019
RFP Number: 2019 – TEC05 Sub-Award
Contact Person: Chris Tall Bear, GHWIC Grant Lead

Oklahoma Area Tribal Epidemiology Center GHW Sub-Award Program

GENERAL INFORMATION

The Southern Plains Tribal Health Board (SPTHB) and Oklahoma Area Tribal Epidemiology Center (OKTEC) is accepting proposals for a GHW Sub-Award program for tribes and non-profit tribal-serving organizations located within the Indian Health Service Oklahoma City Service Area (IHS-OCA).

The purpose of the OKTEC GHW Sub-Award program is to provide funding to tribes and non-profit tribal-serving organizations for efforts related to: reducing commercial tobacco use and exposure to secondhand smoke; improving nutrition and physical activity; or assessment of tribal community health.

The OKTEC will provide competitive funding to IHS-OCA tribes or non-profit tribal-serving organizations, as funding allows, with a maximum amount per award of \$15,000. Each IHS-OCA tribe or non-profit tribal organization is limited to one (1) award per funding year. Funding for the Sub-

OK TEC GHW Sub-Award Program

Period: Jan 7 – Aug 30, 2019

Award program is available through the OKTEC Good Health and Wellness in Indian Country award, which is funded by the Centers for Disease Control and Prevention (CDC).

OKTEC GHW Sub-Award funding is intended to augment current projects or implement new, short-term projects that address commercial tobacco use, secondhand smoke, nutrition, physical activity, or assess tribal community health.

ELIGIBILITY

Eligible tribal applicants are limited to the 43 federally recognized tribes residing within the IHS-OCA (Oklahoma and portions of Kansas and Texas). Non-profit tribal-serving organizations residing within the IHS-OCA are also eligible. Recipients of PITCH, REACH, and Component One awardees of *A Comprehensive Approach to Good Health and Wellness in Indian Country* are not eligible for Sub-Awards.

SUB-AWARD AMOUNTS

Maximum awards for the OKTEC GHW Sub-Award program are limited to \$15,000. Awards will range from minimum amount of \$2,500 to maximum amount of \$15,000. Each IHS-OCA tribe and non-profit tribal-serving organization is limited to one (1) award per funding cycle.

Funding is competitive and shall be awarded to tribes and non-profit tribal serving organizations for efforts that address parameters previously mentioned within this announcement. Sub-awards will be prioritized through a set of scoring criteria, including need, collaboration/partnerships, scope of the project, proposed population coverage and diversity, evaluation, sustainability, timeframe and writing.

GENERAL PURPOSE

The *Comprehensive Approach to Good Health and Wellness in Indian Country* program is part of a U.S. Department of Health and Human Services (HHS) initiative to support public health efforts to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending.

Sub-Awards of this program should enable tribes and non-profit tribal serving organizations to implement short term project(s), complete an existing project, and/or enhance an ongoing project relating to:

1. Completion of a tribal community health assessment,
2. Reducing commercial tobacco use and exposure to secondhand smoke,
3. Improving nutrition,
4. Increasing physical activity.

GRANT SUBMISSION AND TIMELINE

Application Deadline	5:00 p.m. CST, December 7th, 2018
Notification of Awards	Begins January 7th, 2019
Funding/Project Period	January 14th – August 30th, 2019
Final Reporting Due (Includes Programmatic AND Financial)	September 6, 2019

The OKTEC GHW Sub-Award application process begins October 29th,2018 and closes at 5:00 p.m. on December 7th, 2018. Applications received after 5:00 p.m. on December 7th, 2018 shall be considered ineligible. Applications are limited to five (5) pages, not including cover letter, letters of support, budget or other appendices.

OKTEC GHW Sub-Award recipients will be announced beginning January 7th, 2019. Awardees will be required to budget for and attend the SPTHB conference on April 9-11, 2019. (details included below). Prior to release of funds, awardees must provide written acknowledgement and agreement for required reporting elements. A final project report is due by 5:00 p.m. on September 6th, 2019. Required reporting elements include: (See bullet points below)

- Name, address and FEI number,
- Copies of all program receipts,
- Award number and period covered,
- Details of services provided,
- Detailed information relating to project outcomes,
- Summary of obstacles or barriers encountered.

Indirect cost, equipment, or food item purchases are not allowable expenses.

* Recommended that gift cards / incentives should not exceed \$25 per qualifying event.

* See appendix 1 on Guidance on Allowable and Non-Allowable Expenses

APPLICATION GUIDELINES

An electronic version (PDF file) of the proposal, organized as shown below, must be received by the SPTHB TEC by 5:00 p.m. CST on the stated deadline. The body of the application (minus appendices) should be submitted, as follow:

- Font: Arial, Calibri, or Times New Roman; a black font; font size of 12,
- Spacing: 1.5 lines,
- Paper Size: standard 8 ½ x 11,
- Margins: one-inch margins (top, bottom, left, and right) for all pages,
- Include a cover letter (does not count toward the five-page limit),
- Include a budget / justification (does not count toward the five-page limit),
- Include references (does not count toward the five-page limit),
- Letters of support/commitment are encouraged and do not count toward the five-page limit

OK TEC GHW Sub-Award Program
Period: Jan 7 – Aug 30, 2019

The page limit for the OKTEC GHW Sub-Award applications is five (5), excluding cover page, appendices, and letters of support. Applications exceeding the five-page limit shall be considered ineligible.

Packet Assembly:

1. Cover Letter
2. Project Narrative (including statement of need, objectives, activities, outcomes/impact, project personnel, timeline, and evaluation plan) five-page maximum
3. Budget/Justification
4. References
5. Appendices
6. Letters of Support/Commitment
7. Completed Request for Funds Template

Applications should be electronically submitted (PDF format).

Please direct questions to: Chris Tall Bear at (405) 652-9208 or ctallbear@spthb.org
Aaron Williams at (405)652-9213 or awilliams@spthb.org

We will be hosting a **FREE grant writing workshop** for potential applicants for the Good Health and Wellness in Indian Country sub-awardee funding

Thursday, November 8th, 2018 from 9:00AM to 2:00PM
Oklahoma City Muscogee Creek Association Building
4111 N. Lincoln Blvd, Oklahoma City, Oklahoma 73105.

The intent of this training is to assist with application preparation, and to provide education, tools and resources to improve grant writing skills. For further details please contact us.

Tribal Public Health Conference Information:

Tribal Public Health Conference 2019
"Strength in Community, Power and Connection"
River Spirit Casino Resort
Tulsa, Oklahoma
April 9 - 11, 2019

To register, please check our website for additional details and information
tphconference.org

Oklahoma Area Tribal Epidemiology Center Good Health and Wellness Sub-Awards Program Funding Requirements

Thank you for your interest in the TEC GHW Sub-Award program. Funding is made possible through the Centers for Disease Control and Prevention (CDC) award, *A Comprehensive Approach to Good Health and Wellness in Indian Country*. Award amounts per tribe or tribal organization can range from \$2,500 to \$15,000 for any single or multiple project(s) or event(s). Applications are limited to five pages, excluding cover letter, budget, references, letters of support/commitment, and/or other appendices.

The TEC GHW Sub-Award program is intended to provide funding to augment current projects or implement new, short-term projects that address commercial tobacco use, secondhand smoke, nutrition, physical activity, or tribal community health assessment. Eligible tribal applicants are limited to the 43 federally recognized tribes residing within the IHS-OCA (Oklahoma and portions of Kansas and Texas). Recipients of PITCH, REACH, and Component One of *A Comprehensive Approach to Good Health and Wellness in Indian Country* awards are ineligible. Tribal organizations of non-profit status with a large representation of tribes residing within the IHS-OCA are also eligible.

Indirect cost, equipment, or food item purchases are not allowable expenses.

***Please refer to appendix 1**

Applications will be reviewed by a steering committee and prioritized through a set of scoring criteria, which evaluates: need; collaboration/partnerships; scope of the project; proposed population coverage and diversity; evaluation plan; sustainability; timeframe; and writing. The steering committee may recommend full or partial funding of the project.

Prior to release of funds, awardees must provide written acknowledgement and agreement for required reporting elements. Awardees will be required to budget for and attend the SPTHB conference on April 9-11, 2019.

A final project report is due by 5:00 p.m. on September 6, 2019. Required reporting elements include:
(See bullet points below)

- Name, address and FEI number, including DUNS number
- Copies of all program receipts,
- Period covered,
- Award number,
- Mid-Year Report Due May 10, 2019 by 5:00PM, (obstacles/barriers, potential solutions)
- Monthly financial invoicing required, must include supporting documentation,
- Details of services provided, including number of participants,
- Detailed information relating to project outcomes,
- Summary of obstacles or barriers encountered
- *Yrs 1 – 4 previous recipients to provide success story and/or presentation (See Appendice 2).

Southern Plains Tribal Health Board
Tribal Epidemiology Center
Good Health and Wellness Sub-Award Program

Request for Funds
(\$2,500 to \$15,000)

1. Name of Tribe/Organization: _____
2. Name of Contact and title: _____
3. Contact address: _____

4. Telephone number: _____ Fax Number: _____
5. E-mail: _____
6. Federal Tax Identification Number (FEIN): _____
7. Project summary: _____

8. Project start date: _____ End_date: _____
9. Funding Category & Total amount requested: \$ _____
10. Has the tribal organization completed a Community Health Assessment in the
Past 5 years? _____ If so, what year was it completed? _____
11. Signature of person authorized to sign on behalf of organization:

Print name: _____

Title: _____

Date: _____

Southern Plains Tribal Health Board
Oklahoma Area Tribal Epidemiology Center
Good Health and Wellness Sub-Award Program

Project Name: _____

Project Period: _____

Budget Line Items	Description Detail	Amount
Personnel/Salary		
Fringe Benefits		
Travel to the SPTHB Public Health Conference		\$500
Travel		
Supplies		
Contractual		
Other		
Total Project Cost		\$

Contractor's Signature: _____

Printed Name: _____ Title: _____

Date: _____

FUNDING CATEGORIES

Applicants will fall into one of three categories based on their progress. Applicants must apply to work under one of the three following categories:

1. Community Health Assessment
2. Community Action Plan
3. Policy, Systems and Environmental (PSE) Implementation in one or more of the following areas:
 - a. Reducing Commercial Tobacco Use and Exposure to Secondhand Smoke
 - b. Improving Nutrition
 - c. Physical Activity

CATEGORY 1: COMMUNITY HEALTH ASSESSMENT

Tribes that have not completed a Community Health Assessment in the past five years will choose Category 1. With the assistance of a Tribal Advisory Committee, sub-awardees will conduct an assessment to measure their community's existing strengths and weaknesses in terms of implementing PSE strategies. The Tribal Advisory Committee may consist of an existing advisory group or coalition that has experience working with health issues within the community. The Community Health Assessment may include the Center for Disease Control and Prevention's CHANGE Model, Health Impact Assessment or another model which best fits the community's needs.

CATEGORY 2: COMMUNITY ACTION PLAN

Tribes that have completed a Community Health Assessment but have not yet completed a Community Action Plan will choose Category 2. In this phase, the Tribal Advisory Committee will use the information and data gained in Community Health Assessment to develop a Community Action Plan. The Community Action plan will consist of an outlined proposal to create and implement PSE strategies.

CATEGORY 3: POLICY, SYSTEM AND ENVIRONMENTAL IMPLEMENTATION

Tribes that have already completed a Community Health Assessment and a Community Action Plan will choose Category 3. Sub-awardees in this category will work with their Tribal Advisory Committee on the development and implementation of PSE changes within their respective communities. PSE strategies must aim to reduce commercial tobacco use, decrease exposure to secondhand smoke, improve nutrition and/or increase/improve physical activity, though the approaches themselves may vary according to the individual community's needs. Some approaches may include taxation of tobacco products or increased physical activity in schools.

Appendice 1:

Guidance on Allowable and Non-Allowable Expenses

The following are generally allowable expenses, but please consult with your Project

1. The following are generally allowable expenses, but please consult with your Project Officer to ensure items purchased comply with CDC guidance.

- Site Coordinator
 - The project has a line item for appointing and retaining an individual to oversee the project, a site coordinator. The tribe will invoice ITCA quarterly for this line item.
- Signage
 - 'No smoking' signs
 - 'Please take the stairs' signs
- Computers and Software
 - Laptop or desktop computer
 - LCD or other projector
 - Software or paid subscription e.g., SurveyMonkey, web-based infographic software
- Office Supplies e.g., pens, paper, pencils, easel, easel pads, sticky notes, printer
- Printing
 - Brochures, Flyers, Posters
 - Culturally appropriate materials related to the GHWIC Project
- Registration and travel fees (site coordinator and one coalition member)
 - Attending conference or training related to GHWIC Project
- Supplies for establishment or purchase and/or upkeep of a greenhouse/garden/hoop house
 - Seeds, soil, mulch
 - Materials to repair greenhouse/hoop house
 - Hoses/pipes to repair garden watering system
 - Raised garden beds
 - Garden tools e.g, shovels, rakes, trowel, wheel barrel

2. **The following items are accompanied by general Office of Grants Services (OGS) guidance and specific information provided by the Project Officer. Please always consult with your Project Officer regarding any of these expenditures.**

REGARDING PRE-FABRICATED STRUCTURES:

OGS Guidance:

- (a) Costs incurred for ordinary and normal rearrangement and alteration of facilities are allowable as indirect costs. Special arrangements and alterations costs incurred specifically for a Federal award are allowable as a direct cost with the prior approval of the Federal awarding agency or pass-through entity.
- (b) Costs incurred in the restoration or rehabilitation of the non-Federal entity's facilities to approximately the same condition existing immediately prior to commencement of Federal awards, less costs related to normal wear and tear, are allowable.

Specifically,

- Hoop house: All of the following criteria must be satisfied:
 1. Total cost must be less than \$5000.
 2. Must address a Community Health Assessment-driven need.
 3. Must be evaluable or connected with evaluable activities.
 4. Cannot involve new construction including poured concrete, permanent lighting plumbing, or heated/cooled space.
- Greenhouse
 1. Total cost must be less than \$5000.
 2. Must be part of an intervention connected to needs uncovered by the Community Health Assessment.
 3. Must be evaluable or connected with evaluable activities.
 4. Cannot involve new construction including poured concrete, permanent lighting or plumbing, or heated/cooled space.
- Raised garden beds
 1. Total cost must be less than \$5000.
 2. Must be part of an intervention connected to needs uncovered by the Community Health Assessment.
 3. Must be evaluable or connected with evaluable activities.
 4. Cannot involve new construction including poured concrete, permanent lighting or plumbing, or heated/cooled space.
- Shed/building
 1. Total cost must be less than \$5000.

2. Must be part of an intervention connected to needs uncovered by the Community Health Assessment.
 3. Must be evaluable or connected with evaluable activities.
 4. Cannot involve new construction including poured concrete, permanent lighting or plumbing, or heated/cooled space.
- Additionally, grantees should be encouraged to contact other partners on projects that involve real/Infrastructure improvements, for example Land Management Departments, USDA extension offices, private foundations (i.e. Lowes, Home Depot, Boy Scouts).

REGARDING EQUIPMENT AND SUPPLIES:

OGS Guidance:

Equipment:

- (1) Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- (2) Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- (3) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity. See 5200.436 Depreciation, for rules on the allowability of depreciation on buildings, capital improvements, and equipment. See also 5200.465 Rental costs of real property and equipment.
- (4) When approved as a direct charge pursuant to paragraphs (b)(1) through (3) of this section, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- (5) The unamortized portion of any equipment written off as a result of a change in capitalization levels may be recovered by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the Federal cognizant agency for indirect cost.

(6) Cost of equipment disposal. If the non-Federal entity is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment the costs of such disposal or transfer are allowable.

(7) Equipment and other capital expenditures are unallowable as indirect costs. See 5200.436 Depreciation

Supplies:

- (1) Costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award are allowable.
- (2) Purchased materials and supplies must be charged at their actual prices, net of applicable credits. Withdrawals from general stores or stockrooms must be charged at their actual net cost under any recognized method of pricing inventory withdrawals, consistently applied. Incoming transportation charges are a proper part of materials and supplies costs.
- (3) Materials and supplies used for the performance of a Federal award may be charged as direct costs. In the specific case of computing devices, charging as direct costs is allowable for devices that are essential and allocable, but not solely dedicated, to the performance of a Federal award.
- (4) Where federally-donated or furnished materials are used in performing the Federal award, such materials will be used without charge.

Specifically,

- Equipment: Equipment has a specific definition in the Federal Regulations, which appears in the Notice of Award and cited on pg. 2 of 8: "CDC defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit." Furthermore, the original NOA language states under Restrictions, "Generally, awardees may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget." As such, the following items are more likely to be defined as "Supplies" rather than "Equipment". Still, the four criteria listed above for prefabricated structures (Total cost must be less than \$5000; Must be part of an intervention connected to needs uncovered by the Community Health Assessment; Must be evaluable, or connected with evaluable activities; Cannot involve new construction including poured concrete, permanent lighting or plumbing, or heated/cooled space.) would apply to the following "Supply" list:

- Wood
- Concrete
- Tractor or add-on tools
- Livestock (including poultry farming)
 - Live, non-laboratory animals may not be purchased with CDC funds.

Unallowable

- Physical construction of:
 - Sidewalks —Though new sidewalks cannot be constructed, restoration/refurbishment and repair could be considered, if the proposed work is driven by the CHA findings.
 - Running/walking trails — please see comment above on "sidewalks".

REGARDING INCENTIVES:

OGS Guidance:

Incentive compensation to employees based on cost reduction, or efficient performance, suggestion awards, safety awards, etc., is allowable to the extent that the overall compensation is determined to be reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between the non-Federal entity and the employees before the services were rendered, or pursuant to an established plan followed by the non-Federal entity so consistently as to imply, in effect, an agreement to make such payment.

OGS Guidance:

- Purchasing food for coalition meetings or community-wide meetings related to project
 - A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals

and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award. The HHS awarding agency may authorize exceptions where appropriate for programs including Indian tribes, children, and the elderly.

OGS Guidance:

- Gift cards/raffle items for assessment participation
 - Refer to internal tribal policy guidelines for allowable costs; must be treated as "cash" and tracked according to internal tribal procedures; clear criteria for disbursement must be in place and consistent with the CHA-driven project objectives. Finally, distribution must be auditable.

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the HHS awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

REGARDING STIPENDS:

OGS Guidance:

Stipend: A payment made to an individual under a fellowship or training grant in accordance with established levels to provide for the individual's living expenses during the period of training. A stipend is not considered compensation for the services expected of an employee.

Specifically

- Stipend for coalition members — a "reasonable" stipend for coalition members who are engaging in specific GHWIC work is allowable. "Reasonable" would be a stipend that would cover fuel costs, food costs, parking, and any other expense incurred during the discharge of duties to help accomplish GHWIC-related objectives.
- Purchasing food for cooking demonstrations — "Reasonable" costs for these purposes are allowable.
- Promotional items for GHWIC activities, health fairs, focus groups, key informant interviews, etc. — Promotional items of nominal value are allowable, consistent with tribal policy and procedure, and provided an accounting of the items and their distribution is maintained.

REGARDING CONSULTANTS/ CONTRACTORS:

Hiring of outside experts for training and technical assistance - Allowable
(e.g., dietician for food demonstration, fitness instructor, nutritionist)

Consultant

1. Name of Consultant: Identify the name of the consultant and describe his or her qualifications.
2. Organizational Affiliation (if applicable): Identify the organization affiliation of the consultant.
3. Nature of Services to Be Rendered: Describe the consultation that will be provided, including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to CDC.
4. Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.
5. Number of Days of Consultation (basis for fee): Specify the total number of days of consultation.
6. Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs (e.g., travel, per diem, supplies, and other related expenses) and list a subtotal.

7. Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant agreement.

Contractual

1. Name of Contractor: Identify the name of the proposed contractor and indicate whether the contract is with an institution or organization.
2. Method of Selection: State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
3. Period of Performance: Specify the beginning and ending dates of the contract.
4. Scope of Work: Describe the specific services/tasks to be performed by the contractor and relate them to the accomplishment of program objectives. Deliverables should be clearly defined.
5. Method of Accountability: Describe how the progress and performance of the contractor will be monitored during and on close of the contract period. Identify who will be responsible for supervising the contract.
6. Itemized Budget and Justification: Provide an itemized budget with appropriate justification. If applicable, include any indirect cost paid under the contract and the indirect cost rate used.

REGARDING OTHER EQUIPMENT AND SUPPLIES: OGS REFERENCE FOR EQUIPMENT

ENSURE THIS TIES INTO THE ACTIVITIES OF THE FOA AND MOST CASES REQUIRES PRIOR APPROVAL

Health monitoring or assessment equipment

- E.g., glucometer, weight scale, air quality assessment equipment — **please see the discussion above on "equipment."** Assuming the question is focused on Supplies versus equipment, a test of reasonability should be applied. For example, a recent request was received to purchase "fit-bits". The decision was that the purchase was not reasonable (and thus deemed unallowable), because:
 1. The individual cost per unit was high, both in terms of cash value (approx. \$100) AND relative cost to funding amount.
 2. The evidence base in support of such a purchase was scant.
 3. Completion of project objectives were not clearly facilitated by the purchase of the item.

4. A clear evaluable strategy to employ the item was not evident.
5. A more suitable less expensive option was available (i.e. pedometer).

▣ Clinical Equipment: On page 41 of the FOA, the following funding limitation is stated:

1. "Awardees may not use funds for clinical care." As such, equipment or supplies whose sole purpose is to provide a clinical service (i.e. glucometer, point-of-care lab equipment, needles/syringes) are not allowable. Scales, when used as part of a lifestyle/behavior change programs, are allowable. Information gathered under such programs must be treated as patient confidential information.

Related to breastfeeding

- Funds may be used to pay salaries for lactation professionals/paraprofessionals and/or Community Health Representatives if the time is focused on health education/breastfeeding education and NOT clinical services.
- Breast pumps ** All breast pumps and related equipment must be used in accordance with current infection control practices guiding use of such equipment and supplies. ▣ The following items may be allowable, following discussion with your Project Officer: Privacy screens, Mini/Refrigerator, Private room
- If what is being proposed is a "loaner" breast pump program, which is part of a policy effort, including a comprehensive training and support network identified by the CHA as a priority, these seem like reasonable expenses. The caveat would be what is meant by the "Private Room". Construction of such a room would not be an allowable expense. Modifying an existing room with signage, installing locks on doors, and installing privacy curtains over windows would be reasonable measures and approvable.

Physical Activity Equipment/Aids

- Gym equipment — Gym equipment (supplies) apart from a comprehensive policy or environmental change is not consistent with the intent of the FOA. However, if the proposed purchases are part of an integrated community-wide system change to address obesity and has an evaluation component to the activity that measures outcomes and associated GHWIC Performance Measures, then such purchases MAY be allowable, and should be considered on a case-by-case basis.
- Gym membership — Please see comment on Gym Equipment.
- Fitness class membership — Please see comment on Gym Equipment.
- Instructional physical activity videos, DVDs: These could conceivably be used as incentives, provided the costs are reasonable, their distribution is done to accomplish some GHWIC-associated end, and their distribution has an accounting procedure consistent with Tribal policy addressing incentive use.

Appendice 2 :
SUCCESS STORY TEMPLATE

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SEE TEMPLATE BELOW

SUCCESS STORY TEMPLATE

“Michigan’s Bay Mills Indian Community Restoring Health with New Farmers’ Market” – HEADLINE EXAMPLE

By: Luke Warmwater

-SUMMARY:

Small summary of story and why it is important. Usually 5-6 lines about it. Keep it short and simple

(EXAMPLE)

At least 2,057 members of the Bay Mills Indian Community (BMIC) in northern Michigan can shop and eat healthier thanks to a new farmers’ market that opened in July 2015. Tribal communities have long struggled with obesity and other health issues because of limited access to healthy, local food options. The Inter-Tribal Council of Michigan used support from the Centers for Disease Control and Prevention (CDC) to help the BMIC offer fresh produce to residents. The market’s first season ran for 10 weeks and attracted more than 900 visitors.



YOUR INVOLVEMENT IS KEY

(What is your involvement to make this a success?)

(EXAMPLE)

Native Americans are more likely to die from diet-related diseases than other Americans. Improving access to healthy, affordable foods within tribal communities is an important step toward giving everyone an equal opportunity to be healthy. Farmers’ markets can be a strategic way to offer more nutritious options to residents while also helping the local economy and restoring respect for food traditions and the land. This project is supported by CDC’s Racial and Ethnic Approaches to Community Health (REACH) cooperative

-CHALLENGE:

What was / is the issue and how was it a problem for your community or your tribe?

(EXAMPLE)

Lack of access to healthy food options has significantly affected the health and well-being of Native Americans. A 2010 CDC survey of 3 tribal communities, including the BMIC, found that 68% of adults were overweight or obese and 2 in 3 adults did not eat the recommended number of servings of fruits or vegetables each day. In Chippewa

Some kind of quote from community:
(Example)
"The farmers’ market gives the community access to a variety of fresh produce at affordable prices. I also believe it influences members to explore gardening on their own."- Bay Mills, community member

County, where the majority of the BMIC is located, only 1% of residents live within half a mile of a park. This lack of access to opportunities for physical activity only worsens the health crisis facing the BMIC. According to the CDC, Native Americans have a higher chance of dying from diet- and inactivity-related diseases such as type 2 diabetes, stroke, and heart disease than other population groups in Michigan and across the nation. For BMIC members to be healthier, they must have access to quality, affordable food where they live.

-SOLUTION:

How did you resolve the issue? What solution did you present that helped alleviate the problem?

(EXAMPLE)

The Inter-Tribal Council of Michigan identified starting a farmers’ market as a strategic way to improve the health of residents in the BMIC and boost the local economy. The Council leveraged funding from CDC’s Racial and Ethnic Approaches to Community Health (REACH) program to convene 28 members from the BMIC for planning efforts. From there, a REACH tribal coordinator visited nearby markets to learn best practices. Community leaders also worked with a BMIC food sovereignty committee to ensure the farmers’ market reflected tribe values and food traditions. Potential vendors were recruited using local newspaper ads and the Michigan State University Extension’s market maker website.

-RESULTS:

By applying your solution, how were the results? Did things improve? Were there better outcomes? More awareness? Structure? How did the solution affect the outcome?

(EXAMPLE)

The BMIC farmers’ market began on July 30, 2015, and ran for 10 weeks in the parking lot of the Bay Mills Resort. By the end of the first season, the new resource had attracted more than 900 visitors because of its convenient location and schedule. An average of 10 vendors per week sold healthy, local produce as well as Native American art. Strategically, the market was held on Thursdays—a payday for many local businesses. Additionally, the farmers’ market hours were from 4 p.m. to 7 p.m., making it more accessible to residents who worked during the day. Another helpful factor included accepting multiple forms of payment, such as Senior Project Fresh coupons and Women, Infants, and Children (WIC) vouchers. The BMIC promoted the market through local newspapers, social media, and flyers in stores, banks, and other popular community locations.

-SUSTAINING SUCCESS:

This is how you discuss how this project or program will sustain its self. What kind of awareness did this create? Are others interesting in implementing this? How can you see this project sustaining itself? Will your tribe or organization help fund this to keep it operational?

(EXAMPLE)

Careful planning and implementation by community leaders ensure the market will support long-term access to healthy food and, ultimately, better health outcomes for residents of the BMIC. This market season, they plan to increase the number of vendors from 10 to 14. To better serve and benefit all members of the tribal community, the market plans to expand forms of payment to include Electronic Benefit Transfer cards and Michigan Bridge Cards for low-

income families and individuals. Excitement around the new market has even prompted community members to start their own gardens so they can share and sell vegetables next market season

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]