

**Illinois Department of Public Health  
Office of Health Promotion  
Division of Oral Health**

**Early Childhood Oral Health Planning  
Federal Fiscal Year 2011**

## Grant Application Checklist

- Check each form as it is completed and include it with the application packet.
- Illinois Department of Public Health, Public Health Grant Application (available on [www.idph.state.il.us](http://www.idph.state.il.us) under funding opportunities)
- Illinois Department of Public Health, Public Health Grant Budget Detail Template (available on [www.idph.state.il.us](http://www.idph.state.il.us) under funding opportunities)
- W-9 Form
- Workplan Plan (WP) worksheets (Appendix A)

Julie Ann Janssen  
Division of Oral Health  
Illinois Department of Public Health  
535 W. Jefferson St., 2nd Floor  
Springfield, IL 62761-0001  
[julie.janssen@illinois.gov](mailto:julie.janssen@illinois.gov)

## Section I

### Purpose

The Illinois Department of Public Health (Department), Office of Health Promotion, Division of Oral Health, will provide funding through the Department's grant program Targeted State Oral Health Service Systems Program HRSA 07-039: Integrating Oral Health in Maternal and Child Health FY08-FY11 to Illinois entities for the purpose of improving early childhood oral health.

The overall goal of this Request for Application is to plan and develop model community level interventions that demonstrate comprehensive early childhood caries (ECC) control priorities in action. **Local health departments that have completed an early childhood oral health needs assessment and planning process will be eligible to apply for these funds in order to continue the planning process with the Department's Division of Oral Health and the Illinois Department of Human Services Maternal and Child Health (MCH) programs to implement policy, systems and environmental changes to guide sustainable ECC prevention and control activities, emphasize primary prevention, coordinate early detection and treatment activities, promote health equity as it relates to early childhood oral health and demonstrate outcomes through evaluation.**

This project expands the Department's Early Childhood Oral Health and Dental Sealant Grant programs. This funding will assure integration of oral health into local health department maternal and child health programs in collaboration with safety net clinics, dentists, dental hygienists, physicians, nurses and other health care workers. The Early Childhood Oral Health Program consists of several facets all coordinated into a comprehensive effort to prevent early childhood caries. The Department's Giving Resources to Integrate Oral Health Into Non-Dental Settings (GRINS) program integrates oral health education, screening and referral into MCH programs. The Department's Dental Sealant Program assures preventive oral health care and oral health education and referral in Head Start and Early Head Start programs. The Department partners with the IFLOSS Coalition and the Illinois Primary Health Care Association's Oral Health Network to expand the capacity of dentists and dental hygienists to provide oral health care to very young children and those with special needs. The Illinois Chapter American Academy of Pediatrics' Bright Smiles from Birth program focuses on expanding physician's capacity to provide oral health care, including anticipatory guidance, referral and providing preventive oral health care (fluoride varnish applications) to children ages 0 to 3 years. These and other initiatives are aimed at improving the oral health status of high risk populations, especially very young children and children with special health care needs.

### Project Period

The project period for this grant funding is April 1, 2011 through August 31, 2011.

### Award Funding

Total funding available for this project is \$20,000. The maximum award an applicant can apply for is \$2,000.

## Required Program Activities

All grantees will be required to:

- The grantee will assign one person as the point of contact with the Department for project.
- Grantee will document MCH program participation. Which MCH programs have the capacity to integrate oral health and which do not and, if not, document the barriers.
- The grantee will implement the ICAAP Bright Smiles from Birth and the Division of Oral Health oral health education program in MCH programs and early childhood programs, such as Early Head Start/Head Start when possible.
- The grantee will assure ongoing communication to inform and engage community-based dental safety nets, community-based oral health and early childhood programs, pediatricians, pediatric dentists and other health professionals with an interest in the project and oral health.
- The grantee will utilize a multidisciplinary team that is representative of academics, specialty practices, general practice and public health practice to assure peer-to-peer education and mentoring that incorporates input from both experts in the field and practitioners.
- Grantee will document oral health care visits provided in MCH programs through Cornerstone.
- Grantee will assure preventive oral health care, including oral health education using the Department's flipchart "Improving Women's and Children's Oral Health," dental screening, anticipatory guidance, fluoride varnish application and referral to a dental home.
- Grantee will provide MCH program participants with oral health educational and daily oral health care tools, such as toothbrushes, toothpaste and dental floss.
- Grantee will show evidence of seeking support from and collaboration with other organizations; e.g. IFLOSS, Illinois Maternal and Child Health Coalitions (IMCHC), the Ounce of Prevention Fund, the Illinois Academy of Family Physicians, the Illinois Association of Pediatric Dentists, and local dental and dental hygiene organizations.
- Grantee will document the community-specific oral health system of care for MCH populations, including supports, gaps and barriers; and plans or recommendations to overcome barriers and fill gaps.
- Grantee will show evidence of a multi-faceted evaluation process to assess the success of the program, including Division of Oral Health questionnaires and child oral health outcomes through the Early Head Start/Head Start oral health data collection.
- Grantee will show evidence of working with the Illinois Department of Healthcare and Family Services, DentaQuest of Illinois (formerly Doral Dental Services of Illinois), Illinois Department of Human Services, and others to demonstrate the benefit of Medicaid coverage for relevant oral health care services by primary care providers in MCH programs.

## Program Staffing Requirements

Staff directly involved with program implementation must be listed as responsible staff in the Work Plan. The scope of work justification for these person(s) must be detailed and reflected in the program activities and reporting. Staffing costs also may be provided as in-kind. However, the grantee must provide detail on the personnel services sheet of the budget and note these expenses as in-kind.

## Program Activities - Evidence-based Interventions

### 1. Identification of a Lead Project Staff Person

Each grant application must identify one staff person designated as the lead coordinator responsible for program oversight and coordination. Grantees should identify other staff who should receive communications from the Department.

### 2. Work Plan (WP)

The Work Plan (WP) is a required part of the grant. It will assist the grantee in developing activities that utilize policy-driven, evidence-based interventions to address the goals of the program project logic model (**Attachment A**).

### 3. Budget and Budget Justification (Attachment B)

Applicants complete the Department budget detail template (available at [www.idph.state.il.us](http://www.idph.state.il.us) under funding opportunities). When completing the budget, the following points should be considered:

- All budget line items must relate to specific outcome objectives and related interventions/strategies.
- All budget categories must be detailed so that reimbursements can be approved and processed. Necessary detail should be provided in the budget justification section of the budget detail template.
- **Appendix B** includes a list of allowable and unallowable expenditures.
- Budgets must be realistic, cost-effective and appropriate to the grant goals and objectives.
- The budget is the controlling mechanism for expenditures and the basis for approval for all reimbursement certification reports.
- The grant budget detail template includes categories for commodities, equipment and patient/client care, that are not pertinent to this grant and should be disregarded.

### 4. Progress Report Requirements

Grantees are required to submit monthly progress reports on their work plan objectives. Failure to submit required reports in a timely manner will result in reimbursement delays and may affect future Department funding. For the FY11 grant year, monthly progress reports must be submitted electronically as follows:

Reporting Period	Report Due By
April, 2011	May 15, 2011
May, 2011	June 15, 2011
June, 2011	July 15, 2011
July, 2011	August 15, 2011
August, 2011	September 15, 2011

### Submission of Applications

Applications must be received no later than 5 p.m. (CDT), March 17, 2011. Three copies with original signatures may be mailed or hand delivered to:

Julie Ann Janssen  
Division of Oral Health  
Illinois Department of Public Health  
535 W. Jefferson St., 2nd Floor  
Springfield, IL 62761-0001  
[julie.janssen@illinois.gov](mailto:julie.janssen@illinois.gov)



## Appendix B

### Budget and Budget Justification Instructions: Use of Funds

All grant funds must be used for the sole purposes set forth in the grant proposal and application and must be used in compliance with all applicable laws. Grant funds may not be used as matching funds for any other grant program. Use of grant funds for prohibited purposes may result in loss of grant award and/or place the grantee at risk for recouping of those funds used for the prohibited purpose.

To be reimbursable under the Department/Office of Health Promotion Grant Agreement, expenditures must meet the following under general criteria:

1. Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the local health department.
2. Be authorized or not prohibited under federal, state or local laws, or regulations.
3. Conform to any limitations or exclusions set forth in the applicable rules, program description or grant agreement.
4. Be accorded consistent treatment through application of generally accepted accounting principles, appropriate to the circumstances.
5. Not be allocable to or included as a cost of any state or federally financed program in either the current or a prior period.
6. Be net of all applicable credits.
7. Be specifically identified with the provision of a direct service or program activity.
8. Be an actual expenditure of funds in support of program activities, documented by check number and/or internal ledger transfer of funds.
9. Budget adjustments must be pre-approved and submitted on or before July 15, 2011. No budget adjustment forms will be accepted after July 15, 2011 (exceptions will be considered on a case-by-case basis).
10. Expenditures must be submitted monthly.

#### NOTE:

Grantee should prepare a budget that reflects expenses for the cited grant term. Use whole numbers and round to the nearest dollar. Once approved, the budget will be incorporated into the grant. Using the forms provided in this packet, submit additional information or justification as required in the allowable costs list section. Specific line items listed in the detailed budget must be explained on the budget forms. If the organization intends on using several staff to meet the full-time equivalent requirement of the category, include their names and titles. If the grantee is anticipating using sub-contractors/sub-grantees, those should be listed under the "contractual" section of the budget and the grant application. For such sub-contractors and/or sub-grantees, justification should be of sufficient detail to document the items requested are essential to the achievement of the workplan activities.

The grantee acknowledges they must expend funds in accordance with the budget approved by the Department and in line with the line item categorical amounts approved in that budget. One quarter of the grant amount shall be paid upon execution. The grantee is required to submit monthly reconciliation documentation showing how this first distribution of funds was expended. Upon documentation of first quarter expenditure, the remaining portion will be distributed on a reimbursement basis. Reimbursement/reconciliation documentation shall be submitted to the Department on a monthly basis. If changes in line items of the approved budget are necessary, the grantee must submit a Budget Adjustment Request in writing on Department forms for approval by the Department **prior** to making any of the requested expenditure changes.

**Budget and Budget Justification Instructions**  
**Use of Funds**  
**Allowable costs**

Examples of allowable costs are listed below. This is not meant to be a complete list, but rather specific examples of items within each line item category.

**Personal Services:**

- Gross salaries paid to agency employees directly involved in the provision of program services. All salaries to be provided as in-kind need to be documented and noted on the budget sheet as such.
- Employer's portion of fringe benefits actually paid on behalf of direct services employees. Examples include FICA (Social Security), life/health insurance, workers compensation insurance, unemployment insurance and pension/retirement benefits.

**Contractual Services:**

1. Contractual employees (requires prior program approval).
2. Postage, postal services, overnight mailing or other carrier costs.
3. Training and education costs, which must be requested as a prior approval item in the budget submission. The expense requires substantive documentation as to its relevance to the work plan before approval will be granted.
4. Photocopies. If paid for at a duplicating business, list the number of copies and costs. If charged by copy on a leased photocopy machine, list cost per actual copy.
5. Telecommunications. Allowable charges are monthly telephone service costs for land lines and installation, repair, parts and maintenance of telephones and other communication equipment.
6. Payments or pass-throughs to subcontractors or sub grantees are to be shown in the Contractual Services section. All subcontracts or sub grants require an attached detail line item budget supporting the contractual amount.
7. Printing. Any printing job, e.g., letterpress, offset printing, binding, lithographing services, must be requested as a prior approval item in the budget submission. This expense requires substantive documentation as to its relevance to the work plan before approval will be granted. The cost of the printing may not exceed \$1,000 or 5 percent of the total budget, whichever is less.

**Travel**

1. Auto travel mileage at no higher than 50 cents – the state reimbursement rate as of July 1, 2010.
2. Rail transportation expenses.
3. Lodging. The rate must be in accordance with Illinois Travel Control Board rates or reasoning must be provided before approval to pay will be made. Current lodging rates are \$140 in the city of Chicago, \$80 in counties surrounding Cook County and \$70 for the remainder of state.
4. Per diem must comply with the state rate of \$7 per quarter for overnight travel or travel beginning before 6 a.m. or ending after 7 p.m.

**Supplies**

1. Office supplies
2. Educational and instructional materials and supplies, including booklets and reprinted pamphlets. The budget narrative must describe the connection between the purchase of these materials and approved work plan before it will be approved.
3. Paper supplies
4. Envelopes and letterhead



**Budget and Budget Justification Instructions**  
**Use of Funds**  
**Unallowable Cost List**

**Unallowable or prohibited uses of grant funds include, but are not limited, to the following:**

1. Indirect or administrative cost plan allocations (normally expressed as a percentage of the grant).
2. Daily operating expenses may not be billed in any grant issued by the Office of Health Promotion, including staff directly related to the daily operational needs of the local health department.
3. Political or religious purposes
4. Contributions or donations
5. Incentives
6. Fund raising or legislative lobbying expenses
7. Payment of bad or non-program related debts, fines or penalties.
8. Contribution to a contingency fund or provision for unforeseen events.
9. Food, alcoholic beverages, gratuities or entertainment
10. Membership fees
11. Interest or financial payments or other fines or penalties
12. Purchase or improvement of land or purchase, improvement or construction of a building.
13. Lease of facility space, unless approved by Department. NOTE: Such requests are prior approval and MUST be in writing, MUST provide substantial documentation as to why the request is necessary and MUST not total more than 5 percent of total award budget. )
14. Any expenditure that may create conflict of interest or the perception of impropriety.
15. Audit expenses
16. Equipment
17. Prescription drugs

**Additional unallowable costs resulting from budget constraints and limited resources available for this program, include, but are not limited to, the following:**

1. Conference registration fees, including registration fees to attend or exhibit at events that can be defined as fundraisers.
2. Exhibit fees
3. Subscription costs
4. Association dues
5. Expenses for credentialing (e.g., CHES certification)
6. Airfare
7. Out-of-state travel costs