

National Indian Health Board



COVID-19 Tribal School Preparation for In-Person School Year 2022-2023 Mini-Grant

REQUEST FOR APPLICATIONS (RFA)

FUNDING OPPORTUNITY OVERVIEW

The National Indian Health Board (NIHB) created the Act of Love Campaign in response to the COVID-19 pandemic, which promotes reducing the spread of COVID-19 by encouraging Tribal citizens to get vaccinated and/or boosted, wear a mask, wash their hands, and keep their distance from others. These tasks are simple Acts of Love we can perform for our community. The most important Act of Love we can show our communities is to get vaccinated and/or boosted against COVID-19.

With funding from the Centers for Disease Control and Prevention (CDC), NIHB is offering a funding opportunity to federally recognized Tribes, Tribal schools, Area Indian Health Boards, and Tribal Epidemiology Centers seeking resources to provide a safe environment for students to attend in-person classes during the 2022-2023 school year. This funding is intended to fulfill the immediate need to help students and staff protect themselves while attending in-person school.

Proposals can include costs associated with reducing the spread of COVID-19 in Tribal schools and may be used to develop and implement endemic plans to help ensure students remain safe during in-person classes. Awards will be for up to 40 Tribes and Tribal Organizations between \$5,000- \$15,000. NIHB will also provide the awardees Act of Love kits, which contain a beautifully designed mask that can be placed over an N-95 mask, hand sanitizer, anti-bacterial wipes, postcards, and stickers.

This funding is provided by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$2,000,000 with 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS or the U.S. Government.

- ❖ The completed application (Appendix A) is due by **11:59 PM EDT on Wednesday, October 5, 2022**. Applications will continue to be accepted on a rolling basis following this deadline, pending funding availability. The project period will run from approximately October 24, 2022, through May 31, 2023.

NIHB and CDC staff held a Pre-Application Webinar on Friday, September 16, 2022, and the recording can be found [here](#).

Additional questions about this RFA may be directed to Moones Akbaran
makbaran@nihb.org

NIHB and CDC staff will not answer any questions or provide any information that may give an unfair advantage to any applicants.

ELIGIBILITY

In order to be considered eligible for this funding opportunity, applicants must be an official Tribal entity defined as a federally recognized Tribal Government, Tribal organization, or inter-Tribal consortium as defined in the Indian Self-Determination and Education Assistance Act, as amended.

This includes:

- Tribally owned and operated schools
- Federally recognized Tribes
- Area Indian Health Boards (AIHBs)
- Tribal Epidemiology Centers (TECs)

FUNDING CATEGORIES AND SAMPLE ACTIVITIES

Activities may include but are not limited to the following:

Category: Materials and Equipment Acquisition

Sample Activities:

- Purchasing N-95 masks and other supplies to prevent and mitigate the spread of COVID-19 in Tribal schools
- Purchasing supplies for a vaccination event

Category: Facilities & Infrastructure

Sample Activities:

- Purchasing and installing computer software for the school clinic to record vaccination (e.g., to serve as a data sharing)
- Turning rooms within facilities into isolation rooms

Category: Outreach and Education

Sample Activity:

- Marketing and education material for COVID-19 prevention, vaccination, and booster promotion in Tribal Schools and communities

Applicants may currently receive or are welcome to apply for other NIHB funding opportunities.

PROJECT REQUIREMENTS

Selected Applicants must agree to:

- Sign and return a formal agreement with NIHB that stipulates the amount of funds to be distributed, a schedule of funds distribution, Tribal points of contact, and deliverables.
- Complete an agreed-upon work plan that will enhance the safe environment for the in-person school year.
- Designate one main point of contact to serve as the project coordinator. Even if this person is not leading all project activities, the awardee must designate one individual with whom NIHB will directly communicate on all matters related to this project. This person will be responsible for submitting the deliverable statement, participating in conference calls, and completing evaluation activities.
- Submit a deliverable statement by May 31, 2023, to NIHB.
- Within 30 days of the submission of the deliverable statement, share project stories, successes, pictures, etc., as requested. Additional incentives may be offered to awardees for these stories.

APPLICATION PROCESS

- 1) Participate in the optional pre-application webinar call on Friday, September 16, 2022, from 2:00-2:30 PM ET.
- 2) Complete the application package (Appendix A). The following will comprise a complete application package:
 - Application, Section A: Applicant and Contact Information
 - Application, Section B: Application Narrative and Scope of Work
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- 3) Submit all sections of the project application (as a PDF document), the letter of support, and all other additional materials to Moones Akbaran, makbaran@nihb.org, 11:59 PM Eastern Time, **Wednesday, October 5, 2022**. The subject line of the e-mail should read **“Tribal School Preparation for the School Year 2022-2023 Application”**. No applications will be accepted by fax or postal mail. Applications will continue to be accepted on a rolling basis following this deadline, pending funding availability.
- 4) NIHB shall confirm the receipt of all applications.

SELECTION PROCESS

- Incomplete application packages will not be reviewed.
- All complete applications will be reviewed by a team of qualified public health professionals.
- NIHB shall notify all applicants applying by the initial deadline of the status of their application by Friday, October 21, 2022. Applications following this deadline will be considered in the order in which they are received.

Appendix A:

Section A: COVID-19 Tribal School Preparation for School Year 2022-2023 Mini-Grant APPLICATION

Instructions: Fill out this application entirely by typing directly onto this document. Submit all sections of the application package (as a PDF document) and any additional materials, such as a letter of support, to Moones Akbaran at makbaran@nihb.org by **Wednesday, October 5, 2022**. Applications will continue to be accepted on a rolling basis following this deadline, pending funding availability. The subject line of the e-mail should read **“Tribal School Preparation for School Year 2022-2023 Application”**.

No applications will be accepted by fax or postal mail. NIHB shall confirm the receipt of all applications.

Name of the Applicant:	
CONTACT INFORMATION	
Contact information for the individual to be contacted for notification of application status:	Name:
	Title:
	E-mail Address:
	Phone Number:
	Mailing Street Address:
	City, State, Zip Code:
Applicant Organization:	Name:
	Mailing Street Address:
	City, State, Zip Code:
Estimated number of students served by the Organization:	
Name and Address where the funding check should be sent should the applicant receive the funding.	Pay to the order of:
	Mailing Street Address:
	City, State, Zip Code:
Electronic signature of Applicant (typed is permissible):	

PROJECT COORDINATOR CONTACT INFORMATION	
Contact information for the individual to serve as Project Coordinator (if the same as above, then leave all fields	Name:
	Title:

<p>blank). This person will be the main point of contact and be responsible for submitting all deliverables, participating in conference calls, and completing evaluation activities.</p>	E-mail Address:
	Phone Number:
	Mailing Street Address:
	City, State, Zip Code:

SECTION B: APPLICATION NARRATIVE AND SCOPE OF WORK

PROJECT SUMMARY (250 words maximum)

The project will consist of developing a project workplan, completing the agreed-upon deliverables, submitting an attestation of deliverable completion (deliverable statement), and submitting success stories and photos. Based on this, please summarize the work you will undertake. Please include **how these activities will contribute to helping your Tribal school prepare for the in-person school year 2022-2023.**

SUPPORTING DOCUMENTATION

Please select the corresponding box for all supporting materials submitted with the application package (they can be added as additional pages to this document or as a separate PDF).

Copy of most recent audit findings (that includes the *Schedule of Findings and Questioned Costs*) (mandatory – can be submitted following acceptance)

Completed W9 (mandatory- can be submitted following acceptance)

Letter of Support from Tribal School/ Partnering School (optional)

The signed letter of support can be from the school principal or the chair of the school clinic. The letter can include the governing body's awareness of and/or commitment to the project activities and support for completing all deliverables.

Letter(s) of Support from Other Entities (optional)

If the Tribal government, Tribal health department, or Tribal health care facilities/health system plans to use consultants or outside contractors to complete the work plan, a letter of support from that entity is highly encouraged.

Other (please identify: _____)

The applicant may submit additional material to demonstrate their commitment and experience with emergency preparedness response during the COVID-19 pandemic. However, these are not required for a complete application package.

PROPOSED SCOPE OF WORK

In the blue table below, detail your proposed work in terms of these components.

- **Objectives:** Objectives are the specific aims for your work and should be written so that they are “SMART” (specific, measurable, achievable, relevant, and time-based). You might have several different or related objectives or only one main objective. All objectives should be related to the overall project goal.
- **Expected Outcomes:** Please develop an expected outcome(s) for each objective written in the work plan. Consider what you anticipate changing as a result of achieving your objective(s) (such as an increase in efficiency, increase in leadership buy-in, and what additional benefits were gained). Each objective should have at least one expected outcome.
- **Activities & Deadline:** Activities are the specific tasks and work you will engage in to accomplish your objectives. Deadlines are the expected date by which you will complete the activity.
- **Deliverables:** Deliverables are the expected output related to the activity.
- **Assigned Funding:** This is the amount of funding estimated that a specific activity/deliverable will cost.

Additional Guidance / Information

- Use one table per objective, and number each objective accordingly. Each outcome and activity for that objective will be listed in the same table. Add additional tables for additional objectives.
- Add additional rows to the tables below as needed to list more activities. Be sure to represent the full scope of your proposed work.

Budget: The requested award amount should be appropriate to the level of effort required to engage in the proposed scope of work and produce the deliverables outlined in the following table.

NIHB will pay this funding in two installments- half the funding as an advance at the start of the award cycle and the second half of funding following the completion of the award deliverables.

Funding should be assigned to each deliverable based on the estimated costs of completing that deliverable. Funds assigned to the “Assigned Funding” section of the work-plan proposal should add up to the requested total funding for the grant. Not all activities need to be assigned funds. Awardees will receive funds conditionally upon completing the deliverable.

Please Note: Awards may not be used for: providing direct patient care, purchasing a single piece of large equipment (over \$5000), to pay for food and beverages, endowment or capital costs, or support for lobbying of any kind. Award funds are specific to COVID-19 prevention and control efforts. They cannot be used for prevention or mitigation efforts related to other communicable diseases.

Continuing to the Work Plan Table Below:

PROPOSED SCOPE OF WORK- WORK PLAN TABLE

Requested Total Funding Amount: \$

TABLE 1. Proposed Scope of Work for COVID-19 Tribal School or Tribal/Nation Preparation for the School Year 2022-2023				
Objective 1:				
Expected Outcome 1:				
Activities	Deadlines	Deliverables	Person(s) Responsible	Assigned Funding
Activity 1.1:				
Activity 1.2:				
Activity 1.3:				

Notes/Comments:

TABLE 2. Proposed Scope of Work for COVID-19 Tribal School or Tribal/Nation Preparation for the School Year 2022-2023				
Objective 2:				
Expected Outcome 2:				
Activities	Deadlines	Deliverables	Person(s) Responsible	Assigned Funding
Activity 2.1:				
Activity 2.2:				
Activity 2.3:				

Notes/comments:

TABLE 3. Proposed Scope of Work for COVID-19 Tribal School or Tribal/Nation Preparation for the School Year 2022-2023				
Objective 3:				
Expected Outcome 3:				
Activities	Deadlines	Deliverables	Person(s) Responsible	Assigned Funding
Activity 3.1:				
Activity 3.2:				
Activity 3.3:				

Notes/comments: