

Request for Proposals
Oklahoma Department of Libraries (ODL)
FY-20 Health Literacy Grant-Level 1

Application Deadline	Email proposals to Leslie.Gelders@libraries.ok.gov by noon on Friday, July 26, 2019.
Applicant Eligibility	Eligible applicants include: <ul style="list-style-type: none">• Oklahoma public libraries• Oklahoma library or community-based volunteer literacy organizations that provide adult literacy services. Literacy applicants must meet levels 2 or 3 of the <i>Quality Standards for Volunteer Literacy Programs</i>.• Previously funded health literacy grantees must be in compliance and have satisfied all requirements from the 2018-2019 grant year.
Grant Awards	An eligible organization may apply for a health literacy grant of up to \$4,000 . Funding is provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services (IMLS).
Purpose	The 2018 health rankings by the United Health Foundation listed Oklahoma 47 th place for the overall health status of its residents compared to other states in the nation (with number 1 being the best and 50 the worst). Oklahomans have high rates of heart disease, diabetes, and obesity as well as unhealthy behaviors such as low consumption of fruits and vegetables and low physical activity. There is a direct connection between low literacy and poor health. Libraries and adult literacy programs can play key roles in providing health and wellness services and resources for community members who are most at risk for poor health.
Allowable Activities	This grant must be used to develop and/or strengthen local health and wellness initiatives that benefit children, teens, adults and/or seniors. Activities may include health and wellness classes/demonstrations, assisting individuals to find and use credible health information, and launching community-wide health initiatives such as weight loss or walking challenges. Focus should be made to reach populations at risk for poor health including individuals with low literacy, low income, and non-native speakers. Funds may not be used for medical treatments, medication, childcare, refreshments, prizes, “give-aways,” or items not allowed by federal guidelines. Contact the Literacy Resource Office if you have questions regarding purchases.
Contact	Leslie Gelders 405-522-3242 or leslie.gelders@libraries.ok.gov

General Instructions

1. The Department of Libraries' (ODL) fillable pdf Data Page must be used when applying for a Health Literacy Grant.
2. Up to five pages of narrative and a detailed budget explanation page should be included with the Data Page.
3. The *LSTA Terms and Conditions Agreement* should be attached to the proposal or on file with ODL.
4. FY-20 project activities must be completed by Saturday, **August 8, 2020**.
5. Programs receiving funds are subject to regulations under the Open Meetings Act and Open Records Act.

Indirect Costs

The budget request may include indirect costs. As defined in federal regulations, The Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). See 2 CFR 200.331

An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Choose one of these three options:

- a. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.
- b. Use a rate not to exceed 10% of the grant if you have never had a federally negotiated indirect cost rate.
- c. Do not include any indirect costs.

Note: Indirect costs requested in the proposal must be clearly described in the budget, including how the amount was calculated. Actual indirect costs paid with grant funds must be itemized in the final report.

Contractor Responsibilities

1. A final project report will be due by **August 15, 2020**. The report will include a Narrative, Program and Statistics Report, and Expenditure Report.
2. Grant recipients must keep copies of relevant invoices, timesheets, contracts, etc. to include in the final grant report.
3. Using an ODL provided grant spreadsheet, grant funds must be tracked independently of other funds.
4. Funded sites must be willing to participate in ODL-hosted conference calls and meetings to exchange ideas and best practices with other grantees.
5. To ensure that ODL's overall LSTA project goals are met, each site receiving Level 1 funding will be expected to:
 - a. Achieve goals described in the approved project proposal.
 - b. Provide basic health literacy information to a minimum of 100 individuals in the community.
 - c. Publicize health literacy partnerships and project activities in at least three formats (newspapers, social media, website, presentations, etc.) to reach a minimum of 250 individuals. IMLS and ODL must be referenced in all publicity.
 - d. Network with at least two community organizations such as a health facility, shelter, county health department, veterans center, county extension service, etc.
 - e. Provide statistics of gains in participant knowledge/understanding. Statistics may be gathered by personal interviews, easy to read surveys, and/or evaluations. The overall project goal is for 80% of participants to report increased understanding of key health information, 70% to indicate they are confident using what they learned, 70% to agree that they will apply what they learned, 70% to agree that they will likely attend other health and wellness programs, and 70% to indicate that they will attend other (non health-related) library programs. Participant feedback must be collected for each health literacy session/training/program.
 - f. Provide at least three photos, flyers, newspaper articles, etc. for possible inclusion in the final report to IMLS.
 - g. Provide a quote from a participant who benefited from the project.

Adult Literacy Program Applicants

In addition to Contractor Responsibilities number 5 a-g above, adult literacy program grantees must provide health literacy information/instruction to a minimum of **10 adult learners**. These individuals may be included in the 100 community members referenced in 5 b.

Notification of Grant Awards

1. Proposals will be evaluated and scored on a point system.
2. Applicants may be asked to revise the proposed budget based on availability of funding, review of individual budget items, and relevance of projects included in the proposal.
3. Recommendations for awards will be made to Oklahoma Department of Libraries Director Melody A. Kellogg.
4. Contractual agreements and claim forms will be sent to funded programs for appropriate signatures. Claim form signatures must be notarized.
5. Programs funded in FY-19 must satisfy all requirements of the final report prior to receiving FY-20 funds.

FY-20 Health Literacy Grant Proposal—Level 1

Data Page

Organization and Address

Contact Person

Phone

Email

Funding Amount Requested

Federal Employer Identification Number (FEIN)

List name and business address, including room number, of all State Legislators representing your physical location.

Oklahomans have high rates of obesity, physical inactivity, hypertension, and diabetes. Other factors contributing to poor health of Oklahomans are low consumption of fruits and vegetables and lack of adult dental visits. Projects should **address one or more relevant health issues**. To find specific information for your county, visit:

- stateofstateshealth.ok.gov/
- www.ok.gov/health/Community_Health/Community_Epidemiology/County_Health_Profiles/index.html

1. Identify the **specific health literacy issue(s)** to be addressed by the proposed project.
2. Identify the intended audience(s) of the proposed health literacy activities (adult learners, English language learners, community members with low literacy, health providers, children, seniors, the general public, etc.).
 - a. **Identify the targeted audience(s).**
 - b. **How many individuals do you expect to serve?**

Please submit the proposal in the following order

- Data Page
- Narrative (attach up to 5 pages)
- Budget (attach a budget page)

Project Narrative

Provide up to five pages of detailed information addressing the following points:

1. **Project Goals** ----- 10 points

2. **Plan of Operation** ----- 30 points

Provide a detailed plan for the proposed health literacy project, to include:

- description of the activities to be provided
- who will carry out the proposed activities
- names of partner organizations and their roles
- location of activities/programs
- timeline
- other pertinent information

Note: Literacy program applicants should include a plan for providing basic health information to adult learners.

3. **Publicizing the Project** ----- 10 points

Describe the plan to publicize project activities and resources. Include how at-risk populations will be encouraged to participate in project activities (low income populations, non-native speakers, elderly populations, etc.)

4. **Measuring Success**----- 25 points

Describe how success/effectiveness of the proposed activities will be determined. Provide a minimum of three measurable goals for the project. Examples:

- 95% of attendees in the Yoga class will be able to correctly demonstrate four yoga moves.
- 75% of participants in the healthy cooking class will commit to incorporating three healthier menus each week for one month.

Budget

Budget Explanation ----- 25 points

Attach a detailed, **itemized budget** of proposed grant expenditures.

Budget categories may include instructors, travel, equipment, materials and other.