



**Reproductive Health (Family Planning) Program
Support for Individuals with Substance Use Conditions
Mini Grant Application**

BACKGROUND AND SUMMARY:

The Rhode Island Department of Health's (RIDOH) Reproductive Health (Family Planning) Program promotes access to high-quality, comprehensive, and affordable family planning clinical and education services for Rhode Islanders of reproductive age. The program ensures individuals have access to information and means to exercise personal choice over the number and spacing of their children. RIDOH administers federal Title X family planning funds to contract with seven (7) federally qualified health centers (FQHCs) to provide high-quality family planning services throughout RI. Title X family planning assures confidentiality of services, and that insurance and income are never a barrier.

OPPORTUNITY AND ELIGIBILITY:

RIDOH Reproductive Health (Family Planning) proposes to support integration of reproductive health/family planning counseling and referrals into services offered by community-based recovery and/or substance use treatment providers.

RIDOH will award mini-grants of **up to \$4,975** to support these efforts. Proposed activities should promote reproductive health/family planning counseling/education and referrals for individuals with substance use conditions.

Eligible applicants must be affiliated with of a nonprofit, school, community-based agency, coalition, and/or grassroots organization that has a Federal Employer Identification Number or Federal Tax Identification Number. For-profit entities are not eligible.

APPLICATION:

Completed applications must be submitted electronically to [Sounivone Phanthavong](mailto:s.phanthavong@health.ri.gov) (s.phanthavong@health.ri.gov) no later than **5:00 p.m. on Tuesday, October 18, 2022**. Applicants must score at least 65 out of 100 points to be eligible for a mini-grant award. Only one application per agency/organization will be reviewed. Questions about this opportunity may be directed to Sounivone Phanthavong at s.phanthavong@health.ri.gov.

Upon award, RIDOH will provide grantees with reporting and invoice templates. RIDOH requires monthly progress reports and invoices. RIDOH reimburses organizations after receiving program reports and invoices that demonstrate completion of work. RIDOH will not reimburse organizations for activities carried out prior to the issue date on the Purchase Order. **Note that all project activities must be completed by March 31, 2023.**

To apply, complete and submit the following items by the deadline and delivery methods outline above:

1. Mini-Grant Cover Form
2. Mini-Grant Application and Proposed Budget
3. Signed [W-9](#) to ensure timely processing



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MINI GRANT COVER FORM

Organization/Agency Name	
Organization/Agency Address	
Organization/Agency Phone Number	
Federal Employer Identification Number (FEIN)	
Primary Contact Name	
Primary Contact Email	
Primary Contact Phone Number	

Submissions should include a response to the three sections of the application: I. Agency Capacity; II. Project Plan; III: Budget and Budget Narrative. Please do not exceed the indicated page limits in each section.

Required documents that must be included are:

- Mini-Grant Cover Form
- Mini-Grant Application and Budget
- A completed [W-9](#) to verify non-profit status and ensure timely processing of the grant award

**Email application by 5:00 p.m. on Tuesday, October 18, 2022 to:
Sounivone Phanthavong S.Phanthavong@health.ri.gov**

**For questions about this opportunity, please contact Sounivone Phanthavong via email. **



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SECTION I: Agency Capacity (1 page maximum)

Applicants will be awarded up to **25 points** for demonstrating their ability to succeed in completing the proposed project and reaching their intended audiences. Things to consider describing include:

- Agency and staff capacity to complete the proposed project and oversight
- Explanation of the staff capacity and experience working with the target population.
- Internal organizational support (volunteers, workspace, etc.).
- Resources the organization has access to, such as community participation, that would improve the work proposed in this project.
- Experience with and/or understanding of reproductive health and family planning needs of the target population. (*Note: this proposal can include professional development for staff in this area).

SECTION II: Project Plan (3 page maximum)

Applicants will be awarded up to **50 points** for the proposed project plan.

Describe the proposed project activities, including goals, objectives and performance measures. Project work plans should include timelines and benchmarks for success. Progress will be evaluated using monthly progress reports to RIDOH.

Proposed activities should promote access to information and services to address sexual/reproductive health (family planning) needs of individuals with substance use conditions. Potential activities may include:

- Professional development for staff to improve knowledge, skills, and comfort in providing reproductive health/family planning counseling and education for the target populations. Topics may include sexual history, reproductive life planning, contraceptive counseling, pregnancy intention screening, preconception health, HIV/STIs, and safer sex practices.
 - Example: Develop a staff training plan that covers the above topics. Expenses can include any costs associated with implementation such as staff time, training facilitators, refreshments, incentives, training space, etc.
- Integration of on-site reproductive health/family planning screening, education, and service delivery with substance use treatment programs.
 - Example: Develop and implement an internal reproductive health/family planning program. Expenses can include staff time, supplies, office space, equipment, etc.
- Conducting outreach and awareness on reproductive health/family planning topics and availability of reproductive health/family planning services.
 - Example: Develop an in-reach/outreach communications plan to promote family planning services. Expenses can include staff time, mileage, materials, media costs, etc.
- Improving referrals to reproductive health/family planning



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- Example(s): establishing referral systems with local community-based partners; develop, strengthen, and formalize referral relationships with partners who provide family planning services. Expenses can include staff time, etc.
- Promotion of the RIDOH RightTime app (sexual/reproductive health app) for the target populations.
 - Example: Develop signage to promote the RightTime app, work with clients to download the app and demonstrate features, hold information sessions, etc. Expenses can include staff time, printed materials, technology needs, etc.
- Improving understanding of the reproductive health needs of target populations.
 - Example: Host focus groups or educational forums to collect more information; develop and disseminate a survey. Expenses could include staff time, incentives for participation, tools to develop survey, etc.

Section III: Budget and Budget Narrative (25 points)

Provide a budget and detailed budget narrative using the templates provided in appendices A and B (pages 5-6).



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**APPENDIX A
Budget Table**

Agency Name
Family Planning – Mini Grant
11/1/2022 – 3/31/2023

The Contractor estimates that the budget for allowable expenses for work to be performed under this Agreement is as follows:

Expense Category	Approved Budget
1. Personnel	
2. Fringe Benefits	
3. Consultants	
4. In-State Travel	
5. Out-of-State Travel	
6. Printing/Copying	
7. Supplies	
8. Telephone/Internet	
9. Education/Resource Materials	
10. Postage	
11. Other (listed separately)	
12. Subcontractors	
Sub-total	
Administrative Cost (10%)	
Total	

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual variations shall not in themselves be cause for disallowance of reimbursement by RIDOH; provided, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further, that unless permission of the contract officer shall have been obtained in advance; no expenditure shall be claimed by the Contractor for reimbursement by RIDOH under this Agreement if such expenditure shall have been incurred in a line item category not listed above. All transfer of funds between budget line items requires prior written approval by RIDOH.



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**APPENDIX B
Budget Narrative**

Agency Name

Title of Agreement: Family Planning – Mini Grant

Period of Performance: 11/1/2022 - 3/31/2023

PERSONNEL		\$0.00
<u>Employee Name, Position/Title</u>	<u>\$0.00</u>	
\$XX.XX per hour for XX hours		
 <u>Employee Name, Position/Title</u>	 <u>\$0.00</u>	
\$XX.XX per hour for XX hours		
FRINGE BENEFITS		\$0.00
Fringe is calculated at XX% of personnel and includes FICA, Health/Dental, Payroll/ Unemployment Taxes, Pension Expense and Worker's Compensation Insurance		
SUPPLIES		\$0.00
SUB-TOTAL		\$0.00
ADMINISTRATIVE COST		\$0.00
10% of all direct expenses less equipment and subcontracts		
TOTAL		\$0.00

In Kind Contribution: 10% match description

RIDOH requires that funded entities provide a 10% in-kind match. Most organizations use cash, computer hardware, software, office supplies, salaries, space, and volunteer services for matching funds. If using volunteer services, you may use the market rate for similar work.