**I. Application Instructions**

Review all application instructions before you begin your application to ensure you understand all instructions, guidelines and questions contained in this application. If you have any questions about this application, please contact Carolyn Garcia at (916) 930-3981 x336 / carolyn.garcia2@ihs.gov.

**A. Eligibility:** All tribal health programs receiving environmental health services through the California Area Indian Health Service (IHS) Environmental Health Services Section (EHSS) are eligible to apply for injury prevention project funding. Tribal health programs that have already taken their injury prevention program tribal shares are not eligible for this funding. ***If you are unsure of your eligibility, before submitting your application please contact Carolyn Garcia at (916) 930-3981 x336/carolyn.garcia2@ihs.gov.***

**B. Application Submission**: All injury prevention mini-grant applications must be received by the California Area IHS EHSS by close of business on **December 17, 2021**. Email your completed application and supplemental supporting documentation to: carolyn.garcia2@ihs.gov. You may also fax your completed application and supporting documents to (916) 930-2954 OR you may mail your completed application to:

California Area Indian Health Service

ATTN: Carolyn Garcia

Environmental Health Services Section

650 Capitol Mall Suite 7-100

Sacramento, CA 95814

FAX PH: 916-930-3954

EMAIL: carolyn.garcia2@ihs.gov

Ensure that all submitted application materials are addressed to the attention of“Carolyn Garcia”. Upon receipt of your application, within 24 hours you will receive an email at the email address included on your application notifying you that your application was received. If your application is incomplete, you will be notified and offered the opportunity to submit any missing materials. If your mini-grant application is not complete by close of business **December 31, 2021**, your application will be removed from consideration for funding.

**C. Deadline Extension**: If you are not able to submit your completed application byDecember 17, 2021, you may request an application deadline extension. All application deadline extension requests must be received in writing by our office no later than close of business **December 10, 2021**. Requests for an application deadline extension received after December 10, 2021 will not be considered.

**To request an extension, submit a written request to our office using the form included in this application as Attachment 1: Extension Request**. Return your extension request form to the California Area IHS Environmental Health Services Section via email to carolyn.garcia2@ihs.gov, OR by fax to (916) 930-2954 OR by mail to the California Indian Health Service, Environmental Health Services Section, 650 Capitol Mall Suite 7-100, Sacramento, CA 95814. Ensure that all materials faxed or mailed are addressed to the attention of “Carolyn Garcia”.

Upon receipt of your extension request form, you will be notified whether or not your extension request has been approved by email no later than December 17, 2021. Please note that the any deadline extension granted is limited to an additional 10 days beyond the original application deadline. Your application and all supporting documentation must be received by December 31, 2021 or it will be removed from consideration for funding.

**D. Funding Level Weight Factors**: Each mini-grant application received is evaluated using criteria designed to define a *WEIGHT FACTOR* that is used to determine an applicant’s award funding level. The criteria used to arrive at a *WEIGHT FACTOR* for each mini-grant application are as follows:

**D.1: Child Passenger Safety Seat (CPSS) Program**: The following criteria are used to determine your car seat application’s award funding level in 2022. All applicants begin with an initial *funding level factor* of 1.0.

#1 If your program received an injury prevention mini-grant in **2021**, your *funding level factor* will be **decreased by a negative 1.0** *WEIGHT FACTOR* if your program fails to submit a completed mini-grant program reporting form for **2021**. To avoid having this weight factor applied to your application, your reporting form must include copies of receipts that document the purchase of at least 75% of the car seats your program was awarded to purchase in 2021 and a list of car seat recipients in 2021. (NOTE: Receipts must be for purchases made during the 2021 reporting period of Oct. 1, 2020 to Sept. 30, 2021.)

#2 If your program received an injury prevention mini-grant in **2020**, your *funding level factor* will be **decreased by a negative 0.25** *WEIGHT FACTOR* if your program failed to submit a completed mini-grant program reporting form for **2020**. To avoid having this weight factor applied to your application, you must submit a completed minigrant reporting form and include a list of car seat recipients in 2020 and copies of receipts that document the purchase of at least 50% of the car seats your program was awarded to purchase in 2020. (NOTE: Receipts must be for purchases made during the 2020 reporting period of Oct. 1, 2019 to Sept. 30, 2020.)

To foster the incorporation of methods that greatly improve the effectiveness of a Child Passenger Safety Seat (CPSS) distribution program, the initial *funding level factor* is adjusted further if the following elements are incorporated into your CPSS distribution program:

#3 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program sent a staff member to an Indian Health Service Introduction or Intermediate Injury Prevention course, National Highway and Traffic Safety Administration (NHTSA) Child Passenger Safety (CPS) Technician course or IHS/CAO car seat observational survey training during calendar year 2021. To receive this weight factor, include the name of the individual who attended the training, their job title, the date of the training attended, the location of the training attended and documentation of completing this training. (Note: A positive WEIGHT FACTOR will not be applied to your funding level factor if you do not provide documentation of attending this training. If you have difficulty in obtaining documentation, contact Carolyn Garcia at 916-920-3981x336/ carolyn.garcia2@ihs.gov for assistance. Also note that this weight factor will not be increased above 0.25 if more than one staff member from your program attended one of the aforementioned trainings or if a staff member attended more than 1 of the aforementioned trainings in 2021.)

#4 Your *funding level factor* is **decreased by a 0.25** *WEIGHT FACTOR* if your program does not include baseline and follow up CPSS observational surveys using a methodology that has been approved by the IHS Injury Prevention Program. (NOTE: To avoid having this *WEIGHT FACTOR* applied to your *funding level factor* you must provide documentation of the method(s) used to perform your baseline observational survey and include your 2022 baseline survey results as part of your mini-grant application. Guidance for a CPSS observational survey is enclosed as Attachment 6.)

#5 Your *funding level factor* is **decreased by a 0.25** *WEIGHT FACTOR* if your CPSS program does not include at least one staff member who is certified as a National Highway and Traffic Safety Administration (NHTSA) Child Passenger Safety (CPS) Technician. (*NOTE: To avoid having this* *WEIGHT FACTOR applied to your application, you must submit a valid copy of a current NHTSA CPS Certificate for each CPS certified technician working with your program*.)

#6 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program provided matching resources towards the purchase of additional car seats in 2021. To be eligible for this funding factor, the matching resources must be equal to at least 50% of the 2021 funding award your program received through the California Area IHS to purchase car seats. For example, if your program was funded by the California Area IHS to purchase 50 car seats in 2021 and your program purchased and distributed an additional 25 car seats in 2021, an additional 0.25 *WEIGHT FACTOR* will be applied to your application’s funding level factor. (NOTE: To have this WEIGHT FACTOR applied to your application’s funding level, you must have expended all funds awarded in 2021 for the purchase of CPSS and must include a copy of the purchase receipt(s) with your application. These receipts must be from purchases made within the reporting period of October 1, 2020 – September 30, 2021.)

**D.2: Smoke Detector Distribution Program**: The following criteria are used to determine your application’s award funding level in 2022. All applicants begin with an initial *funding level factor* of 1.0.

#1 If your program received an injury prevention mini-grant in 2021, your *funding level factor* is **decreased by a negative 1.0** *WEIGHT FACTOR* if your program fails to submit a completed mini-grant program reporting form for 2021. To avoid having this weight factor applied to your application, your reporting form must include receipts that document the purchase of at least 75% of the smoke detectors your program was awarded funding to purchase in 2021 by the California Area IHS and a list of smoke detector recipients in 2021. (NOTE: Receipts must be for purchases made during the 2021 reporting period of Oct. 1, 2020 to Sept. 30, 2021.)

#2 If your program received an injury prevention mini-grant in **2020**, your *funding level factor* will be **decreased by a negative 0.25** *WEIGHT FACTOR* if your program failed to submit a completed mini-grant program reporting form for **2020**. To avoid having this weight factor applied to your application, you must submit a completed minigrant reporting form and include a list of smoke detector recipients in 2020 and include copies of receipts that document the purchase of at least 50% of the smoke detectors your program was awarded to purchase in 2020. (NOTE: Receipts must be for purchases made during the 2020 reporting period of Oct. 1, 2019 to Sept. 30, 2020.)

To foster the incorporation of methods that greatly improve the effectiveness of a smoke detector distribution program, the award *funding level factor* is adjusted further if the following elements are incorporated into your smoke detector distribution program:

#3 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program has sent a staff member to an Indian Health Service Introduction or Intermediate Injury Prevention course or a home fire safety training during calendar year 2021. To receive this weight factor, include the name of the individual who attended the training, their job title, the date of the training attended, the location of the training attended and documentation of the completion of the training. (Note: A positive WEIGHT FACTOR will not be applied to your funding level factor if you do not provide documentation of the completion of the training. If you have difficulty in obtaining documentation, contact Carolyn Garcia at 916-920-3981 x336/ carolyn.garcia2@ihs.gov for assistance. Also note that this weight factor will not be increased above 0.25 if more than one staff member from your program attended one of the aforementioned trainings in 2021 or if a staff member attended more than 1 of the aforementioned trainings in 2021.)

#4 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if you provide documentation of your smoke detector distribution program’s partnership with another organization on the installation of the smoke detectors. A letter of commitment from the partner organization must be submitted with your application to have this *WEIGHT FACTOR* applied to your program’s award *funding level factor*.

#5 Your *funding level factor* is **decreased by a 0.25** *WEIGHT FACTOR* if your smoke detector distribution program does not perform and document follow-up testing, battery replacement OR a before/after evaluation using the smoke detector evaluation guide (Attachment 5) for the smoke detectors distributed by your program. (NOTE: You must provide documentation demonstrating how and by whom follow-up testing, evaluation and/or battery replacement is performed for each smoke detector installed by your program to avoid having this *WEIGHT FACTOR* applied to your *funding level factor*. Guidance on performing follow up evaluations is enclosed in this application as Attachment 5.)

#6 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program provided matching resources towards the purchase of additional smoke detectors in 2021. To be eligible for this funding factor, the matching resources must be equal to at least 50% of the 2021 funding award your program received through the California Area IHS for the purchase of smoke detectors. For example, if your program was funded by the California Area IHS EHSS to purchase 50 smoke detectors in 2021 and your program purchased and distributed an additional 25 smoke detectors in 2021, an additional 0.25 *WEIGHT FACTOR* will be applied to the award funding level factor. (NOTE: To have this WEIGHT FACTOR applied to your application’s funding level, you must have expended all the funds awarded in 2021 for the purchase of smoke detectors and include a copy of the purchase receipt(s) with your application. These receipts must be from purchases made within the reporting period Oct. 1, 2020 – Sept. 30, 2021.)

**D.3: Bicycle Helmet Distribution Program**: The following criteria are used to determine your application’s award funding level in 2022. All applicants begin with an award *funding level factor* of 1.0.

#1 If your program received an injury prevention mini-grant in 2021, your *funding level factor* is **decreased by a negative 1.0** *WEIGHT FACTOR* if your program fails to submit a mini-grant program reporting form for 2021. To avoid having this weight factor applied to your application, your report must include a receipt that documents the purchase of at least 75% of the bike helmets your program was funded to purchase in 2021 by the California Area IHS. (NOTE: Receipts must be for purchases made during the 2021 reporting period of Oct. 1, 2020 – Sept. 30, 2021.)

#2 If your program received an injury prevention mini-grant in **2020**, your *funding level factor* will be **decreased by a negative 0.25** *WEIGHT FACTOR* if your program failed to submit a completed mini-grant program reporting form for **2020**. To avoid having this weight factor applied to your application, you must submit a completed minigrant reporting form and include a list of bike helmet recipients in 2020 and include copies of receipts that document the purchase of at least 50% of the bike helmets your program was awarded to purchase in 2020. (NOTE: Receipts must be for purchases made during the 2020 reporting period of Oct. 1, 2019 to Sept. 30, 2020.)

To foster the incorporation of methods that greatly improve the effectiveness of a bicycle helmet distribution program, the award *funding level factor* is adjusted further if the following elements are incorporated into your distribution program:

#3 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program sent a staff member to a Traumatic Brain Injury Prevention, IHS/CAO car seat observational survey training *(training includes section on bike helmet surveys)* or Indian Health Service Introduction or Intermediate Injury Prevention course during calendar year 2021. To receive this weight factor, include the name of the individual who attended the training, their job title, the date of the training attended, the location of the training attended and documentation of the completion of the training. (Note: A positive WEIGHT FACTOR will not be applied to your funding level factor if you do not provide a documentation of the completion of the training. If you have difficulty in obtaining documentation, contact Carolyn Garcia at 916-920-3981x336/ carolyn.garcia2@ihs.gov for assistance. Also note that this weight factor will not be increased above 0.25 if more than one staff member from your program attended one of the aforementioned trainings in 2021 or if a staff member attended more than 1 of the aforementioned trainings in 2021.)

#3 Your *funding level factor* is **decreased by a 0.25** *WEIGHT FACTOR* if your program has not performed a baseline and follow up observational survey of your bicycle helmet program using a methodology that has been approved by the California Area IHS Injury Prevention Program. (NOTE: To avoid having this *WEIGHT FACTOR* applied to your *funding level factor* you must provide documentation of the method(s) used to perform your baseline observational survey and include your 2022 baseline survey results as part of your mini-grant application. Guidance for an observational/evaluation study is enclosed in this application as Attachment 4.)

#4 Your *funding level factor* is **increased by a 0.25** *WEIGHT FACTOR* if your program provided matching resources towards the purchase of additional bike helmets in 2021. To be eligible for this funding factor, the matching resources must be equal to at least 50% of the 2021 funding award your program received through the California Area IHS for the purchase of bike helmets. (For example, if your program was funded by the California Area IHS to purchase 50 bicycle helmets and your program purchased and distributed an additional 25 bicycle helmets in 2021, an additional 0.25 *WEIGHT FACTOR* will be applied to the funding level factor. To have this WEIGHT FACTOR applied to your application’s funding level, you must expend all the funds awarded for the purchase of bike helmets in 2021 and must submit a copy of the purchase receipt(s) with your application. These receipts must be from purchases made during the 2021 reporting period of Oct. 1, 2020 – Sept. 30, 2021.)

**D.4: CAIHS Injury Prevention Special Project**: The California Area IHS will fund 3 special injury prevention projects in 2022. These projects must be developed by a Tribal Health Program in partnership with their local California Area IHS Environmental Health Specialist (refer to Attachment 7). **Projects developed without a partnership with a California Area IHS Environmental Health Specialist will not be considered for funding**.

Awards for CAIHS special injury prevention projects will be capped at **$3500 each**. Funds awarded for a special injury prevention project may only be used to address a specific injury problem in your community through the purchase injury prevention equipment (e.g. prescription lockboxes, prescription drop kiosk, CPS training dolls) OR injury prevention specialized training/services **which builds the capacity** of your tribal health program. The latter cost category would include costs associated with attending a Train the Trainer course in a specific injury prevention topic (e.g. Matter of Balance, Stepping Up) or fees associated with delivering community health services that target a specific injury problem (e.g. elder strength building exercise courses).

To apply for this project funding the tribal health program is to submit a completed application form found in Section VII and all associated supporting documents.

The table that follows illustrates how the Injury Prevention Special Project applications will be scored. Note that a total of 100 points is possible. **Projects with a score of 70 or less will not be considered for funding.**

|  |
| --- |
| Special Injury Prevention Project Proposal Scoring |
| **Letter of Support from IHS Environmental Health Officer** | **If not included, proposal will not be considered for funding** |  |  |
| **1.** | **Definition of the Injury Problem:** | **Injury problem defined by data** | 0-5 points | **Data is specific to California or the Tribal Community** | 0-5 points |
| **2.**  | **Project goal is *SMART (specific, measurable, achievable, relevant, time oriented):*** |  0 *OR* 10 points |
| **3.** | **Project intervention is:**  | **A proven strategy** | 0 *OR* 5 points | **Reference literature provided supporting intervention** | 0-5 points |
| **4.** | **Project Evaluation:** | **Includes baseline data** | 0-15 points | **Includes detailed description of metrics that will be reported upon project completion** | 0 *OR* 10 points |
| **5.** | **Project Marketing:** | **Completed** | 0-5 points | **Includes partnership with another organization** | 0 *OR* 5 points |
| **6.** | **Project Budget:** | **Completed and consists solely of allowable costs** | 0 *OR* 10 points | **Includes in-kind contribution** | 0-5 points |
| **7.** | **Project Work Plan:** | **Completed** | 0-15 points |  |  |
| **8.** | **Project Logic Model:** | **Completed** | 0-5 points |  |  |
|  **TOTAL POSSIBLE POINTS: 100** |  |  |

**E. Device Sales.** Injury prevention equipment purchased using funding provided by the California Area IHS injury prevention program may only be sold by health programs that have developed all of the administrative elements required by the California Area IHS EHSS Guidelines for Device Sales. Refer to Attachment 2 for details.

**II. Program Reporting**

The California Area Injury Prevention Mini-Grant Program requires all recipients of an injury prevention mini-grant to submit a mini-grant program reporting form or narrative report at the end of the funding cycle. **The 2022 injury prevention mini-grant program reporting form/narrative report is due November 1, 2022**.

Each mini-grant recipient will be required to submit the following documentation at the end of the funding cycle:

1. Receipts for the purchase of equipment acquired using California Area IHS injury prevention mini-grant funding.
2. CAIHS Injury Prevention Special Project: Programs that receive an injury prevention special project award will be required to submit a narrative report that details the activities completed by the project, a detailed breakdown of the funds expended including copies of all receipts and an evaluation of the project’s progress towards its goal.
3. Injury Prevention Equipment Distribution: Programs that are funded for the purchase and distribution of child passenger safety seats, smoke detectors and/or bike helmets must submit a completed mini-grant program reporting form AND provide documentation of the purchase AND distribution of at least 75% of the equipment acquired using California Area IHS injury prevention mini-grant funding.Distribution documentation shall include the following information:

|  |  |
| --- | --- |
| **Injury Prevention Program** | **Required Information** |
| Child Passenger Safety Seat  | The recipient’s name, distribution date, the type and number of seats distributed, results of car seat observational survey(s).  |
| Smoke Detectors | The recipient’s name, distribution date and the number of smoke detectors distributed/installed. |
| Bicycle Helmets | The recipient’s name, age, distribution date, number of helmets distributed, results of bike helmet observational survey(s). |

**III. Applicant Information**

|  |  |
| --- | --- |
| **Tribal Health Program Information** | **Program Coordinator Information** |
| **Tribal Health Program Name:** | **Name** (first, last): |
| **Health Care Facility Name** (if different from above)**:** | **Job Title:** |
| **Facility Mailing Address:** | **Email Address:** |
| **Work Phone Number:** xxx-xxx-xxxx |
| **City:** | **State:** | **Zip:** | **Mailing Address** (If different from facility mailing address)**:** |
| **Phone Number:** xxx-xxx-xxxx |
| **In 2021, did your program receive a mini-grant from the California Area Indian Health Service injury prevention mini-grant program for:**  |
| Child passenger safety seat distribution program?  |  | Yes |  | No | If funded in 2021, did your program submit a Program Reporting Form for 2021?  | ­­­­­­­­­­­­­­­­­­­­­­­­  Yes No N/A |
| Smoke detector distribution program?  |  | Yes |  | No |
| Bicycle helmet distribution program? |  | Yes |  | No |
| **Please select the 2022 injury prevention mini-grant programs below for which you are applying today** (check all that apply)**:** |
|   |  **Child Passenger Safety Seat** |  | **Smoke Detector** |   | **Bicycle Helmet** |  | **Special Project** |

**IV. Child Passenger Safety Seat (CPSS) Distribution Program Application**

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| --- | --- | --- |
| **HEALTH PROGRAM NAME:** |  |  |
|  |
|  **Child Passenger Safety Seat (CPSS)**  |
| 1.  |  | Enter an estimate of the number of American Indian children born each year in your service population. |
| 2.  |  | Enter an estimate of the number of CPSS that your program will need in 2022 for your American Indian service population. |

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| --- | --- | --- |
| 3.  |  | Enter the amount of matching funding provided by your program in 2021 and spent towards the purchase of CPSS. If not applicable, enter “0” and proceed to question 4. |
|  |  | 3.1. Supporting Documentation: To have a positive *WEIGHT FACTOR* applied to your application’s *funding level factor*, attach a copy of the receipt(s) for the CPSS purchased using matching funds from your program in 2021. Check the box at the left when complete. *(NOTE: Only purchases made between October 1, 2020 to September 30, 2021 will qualify your application for this positive WEIGHT FACTOR.)* Check the box on the left when completed.  |

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| 4. In the space below, report your CPSS usage rate and briefly describe the observational survey method your program uses to collect CPSS usage data for your community. Include a list of observation sites, survey frequency and the date/time of the surveys you used to determine your community’s baseline usage rate for the 2022 funding period. *You may attach as many additional sheets as necessary.* |
|  |
|  |  | 4.1. To avoid a negative *0.25 WEIGHT FACTOR* being applied to your application’s *funding level factor*, attach copies of your completed CPSS observational survey forms used to determine your baseline usage rate for the 2022 funding period. Check the box on the left when complete.  |
|  |
| 5. Provide the name(s) of the NHTSA CPS certified technician(s) who will be working with your program.  |
| Name: |  | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 5.1. Supporting Documentation: Attach copies of the NHTSA CPS Technician Certificates for each individual named above. Check the box on the left when completed. (*NOTE: A* ***NEGATIVE 0.25 WEIGHT FACTOR*** *will be applied to your funding level factor if you do not include a copy of a current NHTSA CPS technician certificate for each person listed above.)*  |
| 6. Provide the name, job title and course information for a staff member who has attended an IHS Introduction or Intermediate Injury Prevention course, NHTSA CPS Technician course or California Area IHS CPSS observational survey training during the 2021 calendar year. |
| Name:  | *(LAST)**(FIRST)* |  | Job Title: |  |
| Location of Eligible Training: | *City, STATE* | Date of Eligible Training: |  |
|  | 6.1. Supporting Documentation: To have a positive *WEIGHT FACTOR* applied to your application’s *funding level factor*, attach a copy of the training completion certificate provided by the the California Area IHS, IHS Environmental Health Support Center ([www.ihs.gov/ehsc](http://www.ihs.gov/ehsc)) or NHTSA for the individual named above. Check the box on the left when completed. *(NOTE: A positive 0.25 WEIGHT FACTOR* ***will not*** *be applied to your funding level factor if you do not provide a copy of the training certificate. If you have difficulty in obtaining the certificate, contact Carolyn Garcia at* *916-920-3981x336/carolyn.garcia2@ihs.gov* *for assistance.)* |

**V. Smoke Detector Distribution Program Application**

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|  **HEALTH PROGRAM NAME:** |  |  |  |
|  |
| **Description: Smoke Detector Distribution Program**  |
|  |
| 1.  |  | Enter an estimate of the number of smoke detectors your program will need in 2022 for your American Indian service population. |

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| --- | --- | --- |
| 2. |  | Enter the amount of matching funding provided by your program in 2021 and spent towards the purchase and distribution of smoke detectors. If not applicable, enter “0” and proceed to question 3.2.1 Supporting Documentation: To have a positive *WEIGHT FACTOR* applied to your application’s award *funding level factor*, attach a copy of the receipt(s) for the smoke detectors purchased  using matching funds from your program in 2021. Check the box on the left when completed. *(NOTE: Only purchases made during the 2021 reporting period of October 1, 2020 – September 30, 2021 will qualify your application for this WEIGHT FACTOR.)* |

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| --- | --- |
| 3.  | In the space below, briefly describe the methods your program will use to distribute smoke detectors. *(For example: your program will partner with the local fire department or tribal maintenance department to install the smoke detectors into tribal member homes.)* *You may attach as many additional sheets as necessary.* |
|  |
|  |  | 3.1 To receive a positive *WEIGHT FACTOR* applied to your application’s award *funding level factor*, attach a copy of the commitment letter from your program partner who has agreed to install the smoke detectors into tribal member homes. Check the box at the left when complete. |
| 4. | In the space below, briefly describe the methods your program will use to evaluate the success of your smoke detector distribution program (e.g. evaluation of change in knowledge, follow-up testing and/or battery replacement checks, etc.). You may attach as many additional sheets as necessary.  |
|  |  | 4.1 To avoid a negative 0.25 *WEIGHT FACTOR* applied to your application’s award *funding level factor*, attach a copy of the form your program will use in 2022 to document follow-up testing, battery replacement, change in knowledge or other before/after installation evaluation for the smoke detectors distributed by your program. Check the box on the left when complete.  |
| 5. Provide the name, job title and course information for a staff member who has attended an Home Fire Safety or IHS Introduction or Intermediate Injury Prevention course during the 2021 calendar year. |
| Name: | *(FIRST)**(LAST)* | Job Title: |  |
| Location of Eligible Training: | *(City, STATE)* | Date of Eligible Training: |  |
|  | 5.1 Supporting Documentation: To have a positive *WEIGHT FACTOR* applied to your application’s *funding level factor*, attach a copy of the training completion certificate. Check the box on the left when completed. (*NOTE: A positive 0.25 WEIGHT FACTOR* ***will not*** *be applied to your funding level factor if you do not provide a copy of the training certificate. If you have difficulty in obtaining the certificate, contact Carolyn Garcia at* *916-920-3981x336/carolyn.garcia2@ihs.gov* *for assistance.)* |

**VI. Bicycle Helmet Distribution Program**

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| --- | --- | --- | --- |
|  **HEALTH PROGRAM NAME:** |  |  |  |
|  |
| **Bicycle Helmet Distribution Program Description** |
| 1.  |  | Enter the number of bicycle helmets your program estimates it will need in 2022 for your American Indian service population. |
| 2. In the space below, briefly describe the methods your program will use to distribute bicycle helmets. (For example: bicycle rodeo, school fair, health fair, etc.)  |
|  |
| 3. Report your baseline bicycle helmet usage rate and briefly describe the observational survey method your program uses to collect bike helmet usage data for your community. Include a list of observation sites, survey frequency and the date/time of the survey you used to determine your baseline usage rate for the 2022 funding period. *You may attach as many additional sheets as necessary.*  |
|  |  | 3.1 Supporting Documentation: To avoid a negative 0.25 *WEIGHT FACTOR* applied to your application’s *funding level factor*, attach copies of your completed bike helmet observational survey forms from 2021. Check the box on the left when complete.  |
| 4. |  | Enter the amount of matching funding provided by your program in 2021 and spent towards the purchase of bicycle helmets. If not applicable, enter “0” and proceed to question 5. |
|  |  | 4.1. Supporting Documentation: To receive a positive *WEIGHT FACTOR* applied to your application’s award *funding level factor*, attach a copy of the receipt(s) for the bicycle helmets purchased by your program using matching funds. Check the box on the left when completed. *(NOTE: Only purchases made between October 1, 2020 and September 30, 2021 will qualify your application for this WEIGHT FACTOR.)* |
| 5. Provide the name, job title and course information for a staff member who has attended a Traumatic Brain Injury, IHS Introduction or Intermediate Injury Prevention course or California Area CPSS Observational Survey training *(includes bike helmet survey section)* during the 2021 calendar year. |
| Name: | *(LAST)**(FIRST)* | Job Title: |  |
| Location of Eligible Training: | *(City, STATE)* | Date of Eligible Training: |  |
|  | 5.1 Supporting Documentation: To receive a positive *WEIGHT FACTOR* applied to your application’s award *funding level factor*, attach a copy of the training completion certificate. Check the box on the left when completed. (*NOTE: A positive 0.25 WEIGHT FACTOR* ***will not*** *be applied to your funding level factor if you do not provide a copy of the training certificate. If you have difficulty in obtaining the certificate, contact Carolyn Garcia at* *916-920-3981x336/carolyn.garcia2@ihs.gov* *for assistance.)* |

**VII. Injury Prevention Special Project Application**

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| --- | --- | --- | --- |
|  **HEALTH PROGRAM NAME:** |  |  |  |
|  |
| **Description: Injury Prevention Special Project**  |
|  |
| 1.  |  | Enter the name of the Environmental Health Specialist who collaborated with you on the development of your proposal. Attach a letter/email of support from your California Area IHS Environmental Health Specialist and check this box. |
| 2. | Describe the injury problem in your community your special project will target. Include any data you have collected or researched that characterizes the injury problem in your community (i.e. seatbelt use rates in your community, fall injury rate for your community, self-harm injury rate for your community, poisoning injury rate for your community etc.). |
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| 3.  | Describe the goal for your project in 2022 and the intervention you’ve selected to reduce the injury problem you’ve identified in your community. Attach references from the literature which demonstrate the intervention strategy you have selected is a proven strategy. *You may attach as many additional sheets as necessary.* |
|  |
| 4.  | Describe the methods you will use to evaluate and determine if your special injury project has achieved its goal. Include any surveys, forms or other metrics you will use to evaluate your special injury project. Report any baseline data you have collected to define your injury problem and/or will use to measure your progress toward the project goal. *You may attach as many additional sheets as necessary.* |
|  |
| *5.*  | A. Describe how you will market your special injury project to your community (flyers, social media, etc.). B. Describe any partnerships formed to support and assist with implementing your project. Include letters of commitment when applicable. *You may attach as many additional sheets as necessary.* |
|  |
| 6. | Provide a project budget and budget justification narrative for your project. Allowable costs are restricted to the purchase of injury prevention equipment and specialized service/training fees that build the capacity of your tribal health program to address an injury problem (e.g. fees for Matter of Balance TtT Certification, Stepping On TtT Certification). Indirect, Administrative, personnel, travel, maintenance, repair and construction costs will not be funded. *You may attach as many additional sheets as necessary.* |
|  |
| 7. | Complete the special injury project work plan and logic model for your project (see next page). |

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| **CAIHS Injury Prevention Special Project Work Plan Template** |
| **Objective:**  |
| **Project Activity** | **Action Steps** | **Person Responsible** | **Evaluation Elements to collect** | **Timeframe by Qtr.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CAIHS Injury Prevention Special Project Logic Model Template** |
| **RESOURCES/INPUTS:** | **ACTIVITIES** | **OUTPUTS:** | **SHORT TERM OUTCOMES** | **LONG TERM OUTCOMES** |
|  |  |  |  |  |
|  |  |  |  |  |

**Return this form by close of business December 10, 2021 via:**

 Email: carolyn.garcia2@ihs.gov

USPS Mail: California Area Indian Health Service;

ATTN Carolyn Garcia; 650 Capitol Mall Ste 7-100

 Sacramento, CA 95814

|  |  |
| --- | --- |
| **Tribal Health Program Information** | **Program Coordinator Information** |
| Tribal Health Program Name: | Name (first, last): |
| Health Care Facility Name (if different): | Job Title: |
| Facility Mailing Address: | Email Address: |
| Work Phone Number: xxx-xxx-xxxx |
| City: | State: | Zip: | Mailing Address (if different from facility): |
| Phone Number: xxx-xxx-xxxx |
| **Please select the injury prevention mini-grant program(s) below for which you are requesting a deadline extension (*check all that apply*):** |
|  | **Smoke Detector** |  | **Child Passenger Safety Seat**  |  | **Bicycle Helmet** |  | **Special Project** |
| In the space below, please provide a justification for your request to receive an extension to the injury prevention mini-grant application deadline. You may attach additional sheets as necessary. |

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