



**Center for Healthy Homes & Environment
Environmental Health Risk Assessment Program
Environmental Health Disparities Education & Outreach**

The Rhode Island Department of Health (RIDOH) is offering mini-grants of up to \$4,950 each to eligible entities to fund work to educate communities disproportionately impacted by racial and economic disparities about approaches to minimize the risks of environmental exposures.

Background:

Through EHRAP, RIDOH aims to investigate the public health implications of chemical hazards in the environment, educate affected communities and stakeholders about these implications, and proactively manage risks by exploring innovative solutions with a specific focus on environmental justice communities disproportionately affected by COVID-19 and social, economic, and environmental burdens.

Opportunity and Eligibility:

RIDOH will award up to \$4,950 to each mini-grantee, for a maximum of \$17,325 in total funding. Some organizations may request and receive less than the maximum mini-grant amount. Eligible applicants must be affiliated with or a part 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.

RIDOH will fund work to educate the public about approaches to minimize the risks of environmental exposures with a particular emphasis on reaching communities disproportionately impacted by COVID-19.

All project work **must** be completed by May 31, 2024 and final invoices and project reports **must** be received by no later than June 10, 2024. **RIDOH will be unable to reimburse organizations for work performed after May 31, 2024 due to funder requirements.**

Application:

Completed Mini-Grant Applications must be submitted electronically to Melissa Orpen-Tuz at melissa.orpentuz@health.ri.gov no later than 4 p.m. on February 9, 2024. Submissions should not exceed eight (8) pages. Applicants must score at least 60 of the 100 points to be eligible for a mini-grant.

If representatives from interested organizations have questions about this opportunity or wish to receive technical assistance in developing the proposal, they may contact Melissa Orpen-Tuz at melissa.orpentuz@health.ri.gov.

Upon award, RIDOH will provide grantees with a reporting schedule and templates to use for the mid-cycle and final reports and invoices. RIDOH requires two (2) invoices: RIDOH will require grantees submit a first invoice and mid-cycle project report midway through the agreed upon project duration and a second invoice accompanied by a final project report upon conclusion of the project timeline. 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 if an organization's proposed timeline extends to May 31, 2024, the final summary report and invoice are due no later than June 10, 2024. Failure to adhere to this timeline may result in RIDOH being unable to reimburse your agency for work completed.

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.

Please note:

RIDOH requires that grantees provide a 10%-in-kind match (more details are provided in the budget section of the application).

Submit completed applications to:

Melissa Orpen-Tuz, Program Manager
Center for Healthy Homes & Environment
Rhode Island Department of Health
melissa.orpentuz@health.ri.gov



**Center for Healthy Homes & Environment
Environmental Health Risk Assessment Program
Community Outreach, Education & Assessment Mini-Grant Application**

Due Date: 4:00 p.m. on February 9, 2024

Mini-Grant Cover Form

Organization/Agency Name: _____

Address: _____

City/State/ZIP Code: _____

Phone: _____

Federal Employer Identification # (FEIN): _____

Contact Person: _____

Email: _____

Submissions should use the templates provided and not exceed eight (8) typed pages*. This includes the required forms noted below:

- **Mini-Grant Cover Form;**
- **Mini-Grant Application;**
- **[W9 Form.](#)**

Email application to:

Melissa Orpen-Tuz, Program Manager
Center for Healthy Homes & Environment
Rhode Island Department of Health
melissa.orpentuz@health.ri.gov

*For questions about completing the application, please contact Melissa Orpen-Tuz.



**Center for Healthy Homes & Environment
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Community Outreach, Education & Assessment Mini-Grant Application**

Mini-Grant Application

Important: Please provide your response either directly within this template or in a separate document that follows the template structure, ensuring the application does not exceed eight (8) pages.

Section I: Agency Capacity (10 points)

Briefly describe your organization and its experience in reaching communities disproportionately impacted by COVID-19 as well as organizational capacity for educating residents on the public health impact of chemical exposures.

Section II: Personnel (10 points)

List the personnel who will work on the project and briefly describe their experience working in this area.

Section III: Project Scope (25 points)

Please provide a summary of the proposed project and project goals, which must include a description of the types of contaminants to be addressed and their connection to negative human health impacts. If you have carried out a similar project, please describe it here as well as your success in achieving the outlined goals. Describe how you will engage diverse stakeholders and community members to ensure that you reach vulnerable populations in a culturally competent, inclusive manner.

Section IV: Work Plan (30 points)

Explain your plan for completing the proposed project. Identify program activities, materials, work products, and associated timelines, ensuring that planned activities end by 5/31/2024. Describe how you will measure project outcomes and gauge success.

Section V: Budget (25 Points)

Briefly describe your proposed expenses for this project. The maximum allowable budget is \$4,950. **Stipends, gift cards, and food and beverage are not permitted under this funding source**, however, can be used toward the 10% in-kind match.

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. Bureau of Labor Statistics data for Rhode Island, which can be used to determine the market rate, can be found here: https://www.bls.gov/oes/current/oes_ri.htm. Generally federal funds cannot be used as a match for another federal grant; however, there are some exceptions. If you receive federal funds from another source, you must confirm with the grantor before using these as matching funds.

Staff			
Name, Title	Hourly Rate	Total Number of Hours	Total Cost
Total Staff Budget			\$
Operating and Program Expenses			
	Per Unit Price	Number of Units	Total Cost
Copying/Printing			
Postage			
In-State Travel (for 2024, .67 per mile)			
Equipment/Supplies			
Total Operating Expenses			\$
Other Expenses			
	Per Unit Price	Number of Units	Total Cost
Describe Expense:			
Describe Expense:			
Describe Expense:			
Total Other Expenses			

10% In-Kind Match			
	Per Unit Price	Number of Units	Total
Describe:			
Describe:			
Describe:			
	Total (must equal 10% of budget)		
Indirect Costs/Admin Costs*			\$
TOTAL REQUEST AMOUNT			\$

*If including indirect charges in the budget, a copy of your federally approved indirect rate must be attached. If you do not have a federally approved indirect rate, you may charge a 10% de minimis rate.