Grant Application Go/No Go Checklist

Threshold Criteria
1. Project is eligible
2. Village is eligible
3. Sufficient time and staff resources available to prepare and submit an application.
4. Minimum of 2 Strategic Fit criteria must be met

Strategic Fit (minimum of 2 criteria must be a 'Yes')		
Our project fits with funding agency priorities and target populations.	Yes ☑	No ☐
Our project fits with Board priorities or is included in a Village board adopted plan.	Yes ☑	No ☐
Our project meets a documented community need.	Yes ☑	No ☐
The project is a Departmental priority or core service provided by the Village.	Yes ☑	No ☐
Financial and Grant Management		
The project is included in the Capital Improvement Plan or departmental budget.	Yes ☐	No ☐
A local match is not required or local funds are budgeted to meet match requirements.	Yes ☒̶	No ☑
No additional staff resources are required or funds are budgeted for additional staff.	Yes ☐	No ☑
Current processes are sufficient to meet grant management & reporting requirements.	Yes ☑	No ☐
We have plans to sustain the project after the grant is over or project will be completed.	Yes ☑	No ☐
Capability and Readiness		
We have a well-developed program/project plan, budget and implementation schedule.	Yes ☑	No ☐
Staff have the experience and capacity to implement the project.	Yes ☑	No ☐
Funding does not impose additional State and Federal requirements (construction).	Yes ☐	No ☑
We have successfully completed similar projects in the past.	Yes ☑	No ☐
Our current infrastructure and technology is sufficient to implement the project.	Yes ☑	No ☐
Collaboration and Support		
We have documented community support for this project or none is needed.	Yes ☑	No ☐
We have the necessary partnerships in place or partnerships will not be needed.	Yes ☑	No ☐
We will be able to obtain letters of support in time or none are required.	Yes ☑	No ☐
We have secured funding commitments from partners or none are needed.	Yes ☑	No ☐
Relevant VOP departments have been consulted & are supportive or none will be involved	Yes ☑	No

Connect w/ HR

Count total number of criteria that confirmed as a Yes:
1-9 = Do Not Apply   **10-14 = Consider Applying**   **15-19 = Apply**

Grant Application Approval Process – Review and Discussion Only

1. **Go/No Go Evaluation**

   Departments must:
   a. Complete a project information reference sheet
   b. Complete the Go/No-Go decision-making process
   c. Obtain department approval/consensus
   d. Submit documentation to Village Manager's Office (VMO) for review

2. **VMO Review and Approval**
   - Documentation reviewed by VMO
   - VMO has authority to approve for the following scenarios
     A. Grant requests up to current spending authority
     B. Time-sensitive cases where board approval cannot be obtained in time to meet the application deadline if the following conditions (draft) hold true:
        1. Program/project is already budgeted for
        2. Project/project meets departmental priorities/goals
        3. No match requirements or the local match does not exceed Village Manager's spending authority
        4. No new compliance burdens
   - All other requests would be submitted to the Board for approval with VMO recommendation.

New Projects - Grant Application Information Sheet

Grant Information

Funding Agency and Grant Name	Centers for Disease Control
Match Requirements	None
Note any target populations or projects prioritized by funder	None
Application Deadline	2/29/2024

Project Information

Project Name	Public Health Associate Program
Alignment with VOP plans. Which of the following plans does this project support? — Comprehensive Plan — Bike Plan — Climate Ready Oak Park — Capital Improvement Plan	The program addresses implementation of several strategies outlined in the IPLAN, approved by the Board of Trustees in 2023. Through data collection and analyses, focus groups, meetings, and interviews uncovered four major topics: access to care, gun violence, natural and built environment, and mental health and substance abuse. These are in alignment with the Board's goals for Community Health and Safety.
Estimated Project Costs	$0
Required Matching Funds	None
Is this a new initiative or included in department budget?	New initiative; 2024 Department budget includes funds that will be used for supplies, in-state travel, memberships, and conferences.
Project Summary Briefly describe the need for the project, who will be served, expected results and duration.	Need: After responding to the COVID epidemic, Public Health Department is rebuilding and expanding. The Department is building on the number and variety of public health programs we can implement within the community. As there isn't general funding at this time, the Department is seeking grant-funded staff. The IPLAN proposed the addition of three community health educators to the health education team. These positions will allow us to expand upon our current work. A Public Health Associate assigned to work with the Health Education team would assist us in the development of projects within our injury prevention portfolio, as well as implementing current programs. (The Health Education team is tasked with the development, implementation, monitoring, and evaluation of public health programming; developing and disseminating health communication; networking and forming partnerships with nonprofits, governmental organizations,

	academia, and community members; and representing the Department at events and meetings.)
	Target Population/Benefits to Disadvantaged Groups: The population served will be the residents of Oak Park.
	Expected Outcomes/Results: To provide opportunities to expand and enhance the skills and development of the CDC Associate; to reduce the incidence of disease and injury, disability, and death; to strengthen the Department's capacity to prepare for, detect, report, respond to, contain, and recover from public health effects of public health emergencies. During the first phase of the Associate's engagement the Department will introduce them to all aspects of our programs, and to provide an introduction to the daily life and processes of working in a municipal setting. The Associate will be delegated various activities from existing programs. The next phase of the Associate's engagement will be to focus on projects from the IPLAN implementation plan: maternal/child health, injury prevention, and equitable access to health care.
	Project Duration: October 2024 through 2026
Staff Assignment Discuss new staffing needs or current staff to be assigned	The Associate will be an employee of the CDC assigned to a position that is new to the Department. The Associate will be supervised by Chelly Richards, Community Health Advisor, and Sara Semelka, Health Education Manager.
IT or Infrastructure Describe any IT support or other infrastructure support that will be needed.	IT will need to be consulted to set up the Associate with cellphone, onsite computer and remote use laptop.
Departmental Coordination What coordination with any other departments will be needed and if this project has their support.	The Associate will be an employee of the CDC and will not need to go through an application or interview process. We will need to coordinate with Human Resources regarding the appropriate onboarding process for a situation such as this.
Community Support Provide any information regarding the community's desire or support for this project	Provide any documentation of community support: The Associate's work will focus on elements if the IPLAN which was developed in partnership with key municipal, community, and health partners, with input from Oak Park residents. Community desire and support was and continues to be from our partners: River Forest Township, Oak Park Township, the Community Mental Health Board of Oak Park, the Park District of Oak Park, Rush Oak Park Hospital, and the Oak Park Board of Health.

	List potential partners and any funding commitments: The Associate will be included in activities with the Department's vast list of community partners.
	Will letters of support be needed? Yes, from the Public Health Department Director.
Grant Management Requirements Describe any new compliance and reporting requirements to be met for this grant.	The grant management requirements are similar to existing grants; this program will be added to the Department's grant coordination portfolio.