

Building Capacity for Oral Health Fluoridation Equipment in Local Communities

Applications due March 1, 2017 by 11:59 pm EST

BACKGROUND

The National Association of County and City Health Officials (NACCHO) supports community water fluoridation. NACCHO recognizes some public water systems desire to either implement fluoridation of community water or need to replace aging water fluoridation equipment, but don't have sufficient funding. NACCHO invites eligible entities, including state or local government entities, oral health coalitions, Rural Water Associations, State Affiliates of Rural Water Associations, state dental organizations, or other organizations affiliated with public community water systems, to submit applications for support to install new water fluoridation systems or to replace aging equipment to maintain water fluoridation.

AVAILABILITY OF FUNDS

NACCHO intends to award funding in a range of \$2,000-\$35,000 to qualified applicants until available funding is dispersed. This is one-time funding to be used only as specified in the funding application. Funds cannot be redirected or used for other purposes not clearly spelled out in the application. Funding can only be applied to capital improvement associated with purchasing new equipment to start water fluoridation or replacing aging water fluoridation equipment. No portion of this funding can be used to defray operating expenses, including, but not limited to expenses such as building modifications (other than minor work to accommodate equipment installation), tools (except custom tools fabricated by the equipment manufacturer and necessary for installation), personnel labor, the purchase of fluoride additive products, or the purchase of laboratory and/or testing supplies. Following RFP guidelines, funding will be provided as a reimbursement. No funding is available for up front purchasing of the needed equipment. The project duration will be from March 17, 2017 to June 30, 2017.

APPLICATION REQUIREMENTS

A. Eligibility

- State or local government entities, oral health coalitions, Rural Water Associations, State Affiliates of Rural Water Associations, state dental organizations, or other organizations affiliated with public community water systems are eligible to apply. Applicants in areas that had to cease fluoridation due to funding restraints and/or that have failing or aging equipment without sufficient funding for replacement are encouraged to apply.
- Provide a document of need for the funding. The document of need should be a statement by a state employee responsible for reviewing water fluoridation systems or an engineer or certified water operator with responsibility for facility inspection and oversight.

- Provide information detailing the water system's ability to maintain equipment after installation. This should include information about certified operator(s) and the agency with responsibility for oversight of the water system (i.e., funding, management, etc.)
- Demonstrate collaboration between the public health department and water system, through building new or expanding existing partnerships, to communicate the plans for water fluoridation and promoting oral health within the community.

B. Application Procedure

- Participate in an upcoming informational conference call about this RFP to hear more about this project and have a chance to ask questions. The conference call will be held on Tuesday, January 24, 2017 at 1:00 PM EST. Conference line information for this call is as follows:
 - Dial-in: 1-866-740-1260
 - Passcode: 5074242#
- Complete the application form below as a Microsoft Word document, which includes contact information, the budget request, the statement of need, acknowledgement of the reimbursement requirement, and a sustainability plan for maintaining operation and maintenance of the equipment after the project ends.
- Obtain signed and dated letters of support from the following:
 - State Drinking Water Administrator;
 - State Dental Director;
 - Water Utility; and
 - Local/Regional Health Department.
- Submit your application package – completed application form with letters of support attached – by **Wednesday, March 1, 2017**. Please email the application material to lbeattie@naccho.org and jli@naccho.org. NACCHO will confirm receipt of emailed application. Applications received after the deadline will not be considered.

C. Technical Assistance

- Technical assistance will be provided throughout the term of the funded proposals to facilitate successful implementation. NACCHO will act as the central coordinator for technical assistance requests, to either provide the assistance or direct to the State Dental Director or CDC. Specific areas which each party can provide technical assistance on is as follows:
 - NACCHO will provide the structure for technical assistance and act as the central coordinator. In addition, NACCHO will assist with local health department collaboration. Local health departments in many states and municipalities have different levels of involvement with public water systems and water treatments, from no involvement to regularly reviewing treatment equipment and fluoride levels. NACCHO can help foster collaboration where there was no or very little previous involvement or

- assist with arising needs or expanding interactions for those with already established collaborations. NACCHO can help facilitate interactions between LHDs and the public water systems within their jurisdiction to determine opportunities for providing education and updates to the public.
- ii. CDC will provide feedback on equipment recommendations provided through the State Drinking Water Administrator (SDWA).
 - iii. NACCHO will work with awardees, as feasible, to identify possible training sources for operators, through discussions with the State Dental Director and/or ASTDD.

EXPECTATIONS

From January 11, 2017 to June 30, 2017 (contingencies with dates will be described in an upcoming informational conference call), selected applicants are expected to:

- Designate one point of contact to serve as the project coordinator. Even if this person will not be leading all project activities, the selected applicant must designate one individual with whom NACCHO will directly communicate on all matters related to this project.
- If purchasing a new equipment system: Obtain and submit at least 3 bids from various companies through which to purchase equipment in order to receive the best price.
- If purchasing parts for an existing system or replacing aging equipment, provide documentation on the manufacturer of existing equipment and appurtenances that are in use.
- Maintain contact between the water system and public health department, and collaborate to disseminate to the public information regarding updates to the fluoridation system, such as: efforts by the water system operators to maintain a well-functioning system, the benefits of water fluoridation to oral health, and a plan for providing customers with a reliable source of information on water fluoridation; and
- Maintain the equipment after installation.

Adhere to NACCHO's standard contract language and be able to sign and return a contract to NACCHO within 30 days of receiving it. Costs incurred will be on a reimbursable basis. **No modifications to the terms or contract language will be made.** Agencies that cannot agree to NACCHO's contract language should not apply for this initiative. As part of the proposal, the agency will be asked to verify that it has read NACCHO's standard contract language and has provided a copy to the individual with signing authority at the agency for advanced consideration.

Key Activities and Dates

<u>Deadline for Completion</u>	<u>Activity</u>
January 11, 2017	RFP released and opens

January 24, 2017	Participate in an informational conference call from 1:00 – 2:00pm EST. To access the conference line: - Call: 1-866-740-1260 - Passcode: 5074242#
March 1, 2017	Submit application package
March 1 – March 17, 2017	Review of applications
March 17, 2017	Notification of selected awardees
April 7, 2017	Awardees to submit bids or compatibility for equipment
April 7 – June 30, 2017	Purchase and install equipment
June 30, 2017	Submit paperwork on purchasing bills for reimbursement
June 1 – June 30, 2017	Process evaluation
Ongoing	Work with State Drinking Water Administrator, State Dental Director, Water Utilities, and Local Health Department as needed

SELECTION PROCESS

Applications will be reviewed by NACCHO and CDC.

- Late applications will not be accepted.
- Incomplete applications and applications submitted through any format other than the application materials provided will not be reviewed.
- Applicants will be notified of their selection status on Friday, March 17, 2017 via email to the specified point of contact. Selected applicants will be provided with a letter certifying NACCHO's plans for reimbursement.
- Applications will be reviewed and scored based on the following criteria:
 - Completeness in answering the questions and submission of all required information and documents;
 - Well-supported plans for collaboration;
 - Supportable sustainability plan;
 - Demonstrated need for funding.

NACCHO and CDC will use the following criteria to review applications:

- **Statement of Need (# of points = 50 pts):** The applicant will describe the need for funding of new fluoridation equipment for the water system. Include a description of:
 - The existing facility where improvements will be installed;
 - Assessment of the existing facility conditions;
 - Number of people served by the water system;

- For replacement equipment request, projections of the remaining useful life of the existing fluoridation equipment and appurtenances;
 - For new equipment request, projections of the useful life of the new fluoridation equipment and appurtenances; and
 - Details of the scope of improvements and/or the equipment needed.
- **Collaborative Work (# of points= 30 pts):** The applicant will describe how the public health department and water system will collaborate to:
 - Disseminate information to the public regarding the funding and equipment updates;
 - Provide education on water fluoridation and its benefits to oral health.
- **Sustainability Plan (# of points= 20 pts):** The applicant will develop a sustainability plan for maintaining the equipment after installation, and describe how they will maintain operation and maintenance of the new equipment and subsequent improvements to the water system. Description can include:
 - Financial means for both maintenance and continued support of related needs (e.g., additives, lab equipment and testing supplies).
 - Basic operating principles for maintenance.
 - A fluoridation training plan for involved staff, either through a state-sponsored training course or use of Peer-to-Peer assistance by either Rural Water Association or American Water Works Association State affiliate.
- **Budget Request:** Funding for the grant is minimum \$2,000 up to \$35,000. Applicants must complete the budget narrative, proposing a realistic and appropriate request that includes a breakdown between equipment and non-equipment costs and a description providing a comparison of the bids (3 minimum), where required.



Public Water Systems Fluoridation Application

Project Title	Building Capacity for Oral Health Fluoridation Equipment in Local Communities	
Project Description	There is currently little understanding of local-level capacity to effectively manage community water systems and procure new or replacement equipment for community water systems that want to provide fluoridated water to their constituents. To address this gap, NACCHO and CDC will design and administer a program to assist local health departments and boards of health, in collaboration with their partners, to strengthen community water systems to optimally fluoridate water with either new or replaced equipment through funding and technical assistance.	
APPLICANT INFORMATION		
1	Applicant Organization(s)	
2	Applicant POC Name	
3	Applicant POC Phone Number	
4	Applicant POC Email Address	
5	Applicant POC Mailing Address	
STATEMENT OF NEED [500 word limit]		
6		

COLLABORATIVE WORK [750 word limit]		
7		
SUSTAINABILITY PLAN [750 word limit]		
8		
BUDGET BREAKDOWN Break down each part and/or piece of equipment desired to be purchased through this grant. Estimates are acceptable.		
9	EQUIPMENT	
10	NON-EQUIPMENT	
11	BUDGET TOTAL	
ATTACHMENTS		
12	State Drinking Water Administration Letter of Support	
13	State Dental Director Letter of Support	
14	Water Utility Letter of Support	
15	Local/Regional Health Department Letter of Support	

For any questions, please contact Lindsay Beattie at lbeattie@naccho.org.