



May 19, 2017

To all interested parties:

Wisconsin Seal-A-Smile (SAS) is pleased to announce approximately \$800,000 in funding is available for new, current and expanding school-based sealant programs. This funding is comprised of state general purpose revenue and matching funds from Delta Dental of Wisconsin. All interested parties are encouraged to submit a request for proposal (RFP). This includes, but is not limited to: dentists, dental hygienists, schools, hospitals, community health centers, local public health departments, non-profit agencies and safety net clinics.

Specific requirements must be met in order to receive funding. Please refer to the Wisconsin SAS Administration Manual for detailed requirements, policies and restrictions of the SAS program. Grant awards can only be used for allowable expenses incurred from July 1, 2017 through June 30, 2018. All awards are contingent upon the availability of funding.

The application deadline is **midnight on June 25, 2017**. Incomplete or late proposals will not be considered. Proposals must be submitted according to the specifications outlined in the RFP Grant Guidance document. All proposals will be reviewed by the award committee using a point system to determine the level of funding. The committee reserves the right to award funding based on the reach of the target population, even if the score on the proposal was lower than the next unfunded program.

Programs that are sustainable through other funding sources, yet wish to be a part of Wisconsin SAS, may apply for funding as a "data only" program and should follow the same process for submitting a proposal. Data only programs must follow all SAS policies and will be reimbursed based on data entered into DentaSeal, the data collection tool used by all SAS funded programs. Data only programs will receive additional support at no cost through the SAS program, including technical assistance, access to discount purchasing programs, participation in the annual meeting, and oral health supplies for all participating children.

Program awards will be announced by July 21, 2017. Please contact Matt Crespin, associate director, at (414) 337-4562 or mcrespin@chw.org or Robbyn Kuester, DHS sealant and fluoridation coordinator, at (608) 266-0876 or robbyn.kuester@wisconsin.gov for additional information.

Sincerely,

A handwritten signature in black ink that reads "Matt Crespin".

Matt Crespin, MPH, RDH
Children's Health Alliance of Wisconsin
Associate Director

A handwritten signature in black ink that reads "Robbyn Kuester".

Robbyn Kuester, BSDH, RDH
Wisconsin Department of Health Services
Sealant & Fluoridation Program Coordinator



Request For Proposal Grant Guidance

Overview

- The submission process has two parts, an online proposal and an electronic workbook. The electronic workbook contains four separate worksheets and three are required to be completed. The fourth worksheet is optional for those applying for the participation project.
- **Both parts should be submitted together prior to midnight on June 25, 2017. Late proposals will not be accepted.**
- Incomplete submissions and those with errors or that do not follow the grant guidance will be returned with instructions on what needs to be corrected, if submitted before June 13.
- It is recommended that you submit your application prior to the deadline to ensure it passes the technical review and can be updated if necessary. Applications received after midnight June 13, not passing the technical review, will not be scored. Your program will have to reapply for funding in the next round of funding, if funds are still available.
- Prior to beginning work on the RFP, review the updated [Wisconsin SAS Administration Manual](#), paying specific attention to sections III and IX regarding expenses and SAS protocols.
- Questions regarding the RFP may be submitted via email to mcrespin@chw.org prior to June 4. **Any questions received after June 4 will not be answered.**
- A list of frequently asked questions will be available on the Wisconsin SAS website (if necessary) after June 4.
- Applicants are encouraged to attend the RFP technical assistance webinar on May 31 at 4:00 p.m. for assistance with preparing and submitting the proposal. Questions will be answered at the conclusion of this webinar.
- A checklist and links to all required documents are provided at the end of this document.

Online proposal

- Information entered in the online submission form cannot be saved or returned to at a later time.
- If the online submission form is left idle for an extended period of time, the session will time out and information already entered will be lost.
- It is recommended that programs compile answers to all questions and are ready to complete the entire proposal before beginning any portion of the online submission form.
- The RFP Questions Document outlines all the questions that need to be answered. This is a tool intended to assist in preparation of the proposal. Do not submit this document. .
- For best results in transferring information from the RFP Questions Document into the online submission form, use Microsoft Word to develop answers to all questions. After this has been completed, use the cut/paste option to transfer the information into the online submission.



- The responses prepared for the RFP should ONLY be submitted using the Survey Monkey link available at the bottom of this document.
- The primary focus of SAS is the placement of school-based dental sealants on permanent 1st and 2nd molars. Other services are secondary to sealants.
- SAS administrators have entered into an agreement to purchase toothbrushes, toothpaste and goodie bags at a deeply discounted price. Funding for these items should not be included the proposed budget. SAS administration will collect orders upon receipt of funding acceptance and products will be direct shipped.
- If the number of toothbrushes requested is different from the number of children to be served, provide justification in the appropriate section of the RFP.
- Programs submitting a proposal for only data entry should complete the online proposal. Programs applying for data only funding are required to follow all SAS policies and procedures outlined in the SAS Administration Manual. Funding will be awarded based on the number of children who will be seen and entered in to DentaSeal.
- All programs will be required to answer questions 1-15.
- After completing questions 1-15, the questions required to be answered depends on several factors:
 - Programs NOT funded in 2016-17 will be required to answer questions 16-20 and then skipped ahead to question 23.
 - Programs funded in 2016-17 will be skipped ahead to question 21.
 - Programs applying for data only skip to the electronic signature section.
 - Programs applying for full funding will need to complete questions 24-30.

Electronic workbook

- This is an Excel workbook that should not be altered. It is a locked document and information can only be entered into unlocked boxes (white cells).
- There are three different worksheets within the document. The two required worksheets are budget and schools worksheets. The participation worksheet is only for programs submitting an application for WiSIPP funding (see below under participation program).
- ALL programs must fill out columns A-H of the schools worksheet however you only need to complete columns J-P if your program is requesting funding for mileage reimbursement from Wisconsin SAS.
- If any of the worksheets do not have enough rows for your information, please contact the program administrators prior to June 13. Email the document to mcrespin@chw.org. In the body of the email message, indicate how many additional rows are needed, which worksheet, and in what section they are needed. Please allow 2 business days for the changes to be emailed back.
- There is sample information preloaded in the worksheets which should be deleted before completing the worksheet. The sample data is meant to serve as an example of the format that should be used.
- Do not reuse any worksheets or workbooks from previous years.



- Programs applying for data only and were funded in 2016-17 will only need to complete the schools worksheet in the electronic workbook, unless applying for Wisconsin SAS Improving Participation Project funding.
- Programs applying for the Wisconsin SAS Improving Participation Project should complete the Participation Program worksheet.
- Once the electronic workbook is complete and ready for submission, save the document in this format: [name of your program]Electronic Workbook 2017-18.xlsx (i.e. Marathon County SAS Electronic Workbook 2017-18.xlsx)

Budget worksheet

- The total project budget column is locked and will automatically add up the SAS request and other in kind funding to reflect the total project budget.
- In kind/matching funding **should not** include Medicaid revenue or other grants used for this project. Any budget that is not accurately completed by the due date will result in the RFP not being considered for funding. The program would need to reapply for a grant, if funding is still available.
- Expected Medicaid revenue should be entered at the bottom of the sheet along with other grant revenue.
- Data only programs requesting equipment should complete the equipment section of the budget worksheet and SAS administration will contact programs if further justification is needed.

Schools/mileage worksheet

- All programs must complete columns A-H the schools worksheet.
- Enter the name of the school **exactly** as it appears in the 2017-18 Wisconsin SAS Master School List. *(The 2017-18 Wisconsin SAS Master School List is available on the SAS website).* DO NOT use an old version of this document, doing so will result in the proposal not being considered for funding.
- The Wisconsin SAS Master School List can be sorted by county, school district and various other categories using the arrows in the column headers.
- Enter the Free and Reduced Meal Program (FRMP) participation rate **exactly** as it appears in the 2017-18 Wisconsin SAS Master School List.
- **Do not** use self-reported FRMP participation numbers from the schools. All programs should use the 2017-18 Wisconsin SAS Master School List to ensure consistency and accuracy.
- Enter the school ID number **exactly** as it appears in the 2017-18 Wisconsin SAS Master School List.
- Enter the number of children that will be targeted , which is not necessarily the total number of children enrolled in the school.
- For schools served by your program in the 2016-17 school year, place an X in the appropriate column.
- Only complete columns J-P if your program is requesting funding for mileage from Wisconsin SAS. Only include schools that have confirmed participation for the 2017-18 school year.



Participation Program (optional - see additional announcement and instructions)

This funding opportunity is for school-based dental sealant programs funded by Wisconsin Seal-A-Smile (SAS) and will provide programs with resources to increase student participation in schools that are currently served. To be considered for funding, complete the supplemental portions of the 2017-18 SAS request for proposal (RFP). Through generous funding from Delta Dental of Wisconsin, participating in WiSIPP will take part in additional activities, access newly developed materials, and utilize technology specifically designed to increase participation.

To be considered for participation in WiSIPP, complete the 2017-18 SAS request for proposal (RFP), including the supplemental portions identified below, and submit by 11:59pm on June 25, 2017:

- 1) Participation Program worksheet of the SAS RFP Electronic Workbook
- 2) Questions 31-35 in the SAS RFP online submission

Programs will be required to:

- Attend 3-5 web-based meetings, including a kick off meeting in early August to go over logistics and details for the program. Information sharing will occur at two additional interactive virtual meetings.
- Submit a tracking document on October 15, 2017 and January 15, 2018, April 15, 2018 and July 15, 2018.
- Collect information on consent forms regarding opting out of receiving services. Programs who do not currently collect this information are eligible to participate but prior to implementation will need to modify their program consent form to collect the appropriate data.

In order to be eligible, a school must have a FRMP rate equal to or greater than 35%, have a current participation rate of less than 70%, and have at least one classroom with more than 10 children in the class. All programs are expected to calculate participation rates the same way. Participation should be calculated based on the number of children receiving consent forms (children targeted) by the number of children who return consent forms either opting in or opting out of the program. For example, if a program targets 100 children in a school and 40 children return consent forms opting in and 20 return forms opting out, the participation rate is 60 percent and this school would be eligible. Only schools with participation rates below 70% should be included on the Proposed School Worksheet. Programs that do not currently collect forms for children opting out will need to collect this information to participate.

There is no limit to the number of schools that can be included in the WiSIPP proposal, however SAS administration will determine which schools will be included in a final notification of award. The Proposed School Workbook should only include schools that will serve from July 1, 2017 – June 30, 2018 and will provide sealants to the children that enroll.

Teachers returning 100 percent of their students consent forms (opting in or opting out) will receive a \$25 Amazon gift card. Only teachers in classrooms with 10 or more children will be eligible for the incentive. SAS Administration will pay for, order, and distribute gift cards to teachers who earned them.



Programs who increase their overall participation by at least 50 percent in participating schools will also receive \$100-\$300 credit toward SAS logo apparel (i.e. scrubs, lab coats, fleece, etc) depending on their final goals.

Funding will be awarded based on the number of schools included in the final notice of award. This funding can be used to offset additional time this project will require, time to attend the required meetings and other costs associated with improving participation in schools. Funds awarded will be \$250 per school approved for WiSIPP. Programs will need to outline how they intend to use these funds. All application materials must accompany the 2017-18 SAS RFP application, which is due by 11:59 p.m. on June 25.

Please answer the additional questions in the online submission if you wish to apply for this supplemental funding in addition to completing the additional tab/sheet in the electronic workbook.

Submission

- Upon completion of the online proposal, you will see a page that will thank you for participating in the online survey. This is confirmation that the online proposal (1 of 2 parts) has been submitted and received.
- After submitting the online proposal, immediately email the electronic workbook to Matt Crespin at mcrespin@chw.org
- A confirmation email will be sent within 2 business days of submission indicating that the RFP has been received.
- Proposals submitted before June 13, will be receive a technical review. Applicants will be notified via email if the submitted proposal does not pass technical review The proposal can be revised and resubmitted if the deadline has not passed.
- Proposals received after June 13 that do not pass the technical review, will not be scored. If funds are still available, there may be another opportunity to apply for funding.
- Examples of things that will cause a proposal to not pass the technical review are: leaving a section blank in the online submission, providing a budget that is completed incorrectly or incompletely, etc.
- **BOTH the online proposal and the completed electronic workbook must be received before midnight on June 25.**

Wisconsin Seal-A-Smile RFP links:

- 1) [Click here](#) to access the RFP Questions Document
- 2) The 2017-18 [Wisconsin Seal-A-Smile Master School](#) list is available on the Wisconsin Seal-A-Smile website. The password to open the document is **SAS**.
- 3) [Click here](#) to register for the Wisconsin SAS RFP technical assistance webinar on May 31.
- 4) [Click here](#) to access Survey Monkey and submit the online proposal.
- 5) [Click here](#) to access the electronic workbook. After completing and submitting the online proposal, email the completed electronic workbook to mcrespin@chw.org.