

# NORTH DAKOTA DEPARTMENT OF HEALTH AND HUMAN SERVICES

## TITLE V/MATERNAL AND CHILD HEALTH

### MINI-GRANT APPLICATION GUIDANCE

October 1, 2026 – September 30, 2027

#### GENERAL INFORMATION:

##### INTRODUCTION

The North Dakota Department of Health and Human Services (ND DHHS) is responsible for carrying out Title V/Maternal and Child Health (MCH) Block Grant activities. Title V funding is a key source of support for promoting and improving the health and well-being of the nation's mothers, children, including children with special needs, and their families. To receive these grant funds, North Dakota is required to complete a statewide needs assessment every five years and develop a plan to address state MCH priorities. As a result of this process, MCH priorities for 2025-2030 have been determined - *See Supporting Document 1.*

Mental health, school attendance, and student engagement are critical components of academic success for adolescents. This Title V funding opportunity is available to all middle and high schools across North Dakota. The purpose of this mini-grant is to support schools in implementing data-driven strategies and programs that promote engagement among at-risk students, helping ensure that every student is on track for a healthy life and positive educational outcomes.

Schools may propose projects such as the Check & Connect Program, a targeted mentoring intervention designed to improve attendance, academic performance, and behavior among students who need additional support. Other evidence-based programs or innovative project ideas aimed at increasing student engagement and improving outcomes for at-risk youth will also be considered.

#### This grant application will fund the MCH priorities selected below:

- Increase A) Percent of women who attended a postpartum checkup within 12 weeks after giving birth and B) Percent of women who attended a postpartum checkup and received recommended care components
- Increase A) Percent of infants placed to sleep on their backs B) Percent of infants placed to sleep on a separate approved sleep surface C) Percent of infants placed to sleep without soft objects or loose bedding D) Percent of infants room-sharing with an adult
- Increase percent of children, ages 0 through 11, whose households were food sufficient in the past year OR percent of children with and without special health care needs, ages 0 through 17, who receive needed care coordination
- Increase percent of adolescents, ages 12 through 17, who receive needed mental health treatment and counseling**
- Increase the number of children with special healthcare needs engaged in medical home
- Vision Zero: Reduce motor vehicle incidents (crashes, injuries, fatalities) among the pediatric/adolescent/young adult populations
- Increase awareness and the utilization of statewide services or resources

- Implement all North Dakota state mandates delegated to the North Dakota Department of Health and Human Services Title V/Maternal and Child Health Programs

## ELIGIBLE APPLICANTS

Organizations eligible to apply for the grant funding include:

- Schools

## FUNDING

This is a competitive mini-grant application process. Grant applications will be accepted for up to **\$10,000** in federal and/or state funds.

Applicants must provide a three-dollar match for every four federal dollars. This match is a requirement from the federal MCH grant and is meant to enhance the number of resources available to the project.

## FUNDING PERIOD

The funding period for selected applicants will be 10/1/2026 through 9/30/2027 with successful completion of grant objectives and availability of federal funding.

## REPORTING REQUIREMENTS:

The successful applicant (Grantee) will be required to submit reimbursement requests and progress reports through the ND DHHS Program Reporting System (PRS). Templates will be provided for all reporting requirements. Due dates will be provided in the Notice of Grant Award contract issued to the Grantee. Additional requirements may be necessary based upon updated federal guidance.

## APPLICATION SUBMITTAL

Applications are due by **Friday, July 3<sup>rd</sup>**.

Applications may be submitted by email to:

North Dakota Department of Health and Human Services  
Special Health Services  
Attention: Heather Kapella  
600 East Boulevard Avenue, Dept. 325  
Bismarck, ND 58505-0200  
E-mail: hkapella@nd.gov

## APPLICATION REQUIREMENTS:

### PROGRAM/PROJECT NARRATIVE

Complete a one-to-two-page narrative explaining your project by addressing the following:

- Describe the need for the proposed program/project using current and relevant data.
- Define the geographic area and the target population to be served, including the projected number of individuals that will be reached.
- Describe how this program/project will enhance collaboration with relevant partners.

## PROGRAM BUDGET

Complete the Program Budget form – Appendix D.

Grant applications will be accepted for up to **\$10,000** in federal funds for each state MCH priority area. Applications exceeding this amount in state and/or federal funds will not be reviewed.

Administrative costs are allowable but are limited to **10 percent for MCH contracts**.

The purpose of matching/cost-sharing funds is to enhance the amount of resources available to the project from grant funds. The cost of activities documented for the match/cost share requirement must be directly related to the project goals and objectives. Cash or in-kind services may be used as match/cost share. Federal funds from other sources may not be used to match/cost share.

To qualify for matching/cost sharing, the cash or in-kind expenditures must meet *all* of the following criteria:

- Are verifiable from the recipient's records
- Are not included as match or cost sharing for any other federally assisted program
- Are necessary and reasonable for proper and efficient accomplishment of program objectives
- Are allowable under the applicable cost principles of the Office of Management and Budget Uniform Grant Guidance
- Are not paid by the Federal Government under another award, except where authorized by Federal Statute to be used for cost sharing or matching
- Are provided for in the approved application

Volunteer services donated by professional and technical personnel, consultants, and other skilled or unskilled labor may be counted as matching/cost-sharing if the service is an integral and necessary part of the approved program. Rates for volunteer services shall be consistent with those paid for similar work in the agency's organization (i.e., if you have a nurse volunteer staff envelope, you would only be able to record the amount that the agency would pay for secretarial services). Supporting records for volunteer services must be documented by the same methods used by the agency for its own employees (i.e. time sheets). The basis for determining the value of in-kind contributions must be documented in writing.

Program income may be used to meet the match/cost share requirement of the grant. Program income is defined as gross income received that is directly generated by the federally funded project during the grant period. Revenue generated from Title XIX (Medicaid) cannot be used for match/cost sharing.

**Funds may not be used for** (1) inpatient services other than those provided to children with special health care needs or to high-risk pregnant women and infants and such other inpatient services; (2) cash payments to intended recipients for health services; (3) purchase and improvement of land, construction or permanent improvement of buildings or purchase of major medical equipment; (4) matching other federal grants; or (5) providing funds for research or training to any entity other than a public or private non-profit entity. For a complete list of unallowable costs, please visit: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

### **Additional unallowable costs include:**

- Alcoholic beverages
- Bad debt
- Contingencies or reserves
- Contributions or donations to others

- Entertainment costs
- Fines and penalties resulting from violations of, or failure to comply with Federal, State and local laws and regulations
- Food costs (other than per diem expenses)
- Fundraising
- Interest charges and late fees
- Lobbying or memberships in organizations substantially engaged in lobbying

Title V/MCH prohibits exclusion from participation, denial of benefits, or discrimination in any program or activity funded in whole or in part with Title V/MCH monies on the basis of race, color or national origin, sex, age, religion or handicapping conditions.

Any charges imposed upon individuals receiving services through projects funded by Title V/MCH must be pursuant to a published schedule of charges and adjusted to reflect the income, resources, and family size of recipients. No charges may be imposed for low-income mothers or children. The official poverty guideline, as revised annually by HHS, shall be used to determine whether an individual is considered low-income for this purpose. The poverty guidelines are issued each year in the Federal Register. HHS maintains a page on the Internet that provides the poverty guidelines: <http://aspe.hhs.gov/poverty/>.

*A sample budget is provided in Supporting Document 4. Please note – this example provides the information required.*

## **QUESTIONS**

Please contact:

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North Dakota Department of Health and  
Human Services  
Phone: 701.328.4814  
Email: hkapella@nd.gov