



## Frequently Asked Questions (FAQs)

for ILCHF's "Enhanced Pathways to Oral Health for Women, Infants, and Children Initiative" RFP

Welcome to the FAQs for this request for proposals (RFP). This document represents a compilation of numerous questions we have received related to this funding opportunity. If you have additional questions please contact the respective ILCHF team member from the contact list at the end of this document.

This initiative seeks to provide 14 two-year grants of up to \$40,000 each (*for a total investment of \$560,000*) to Local Health Departments (LHDs) advancing strategies that improve oral health education, patient navigation, and integrated preventive care offered in WIC clinics.

*\*Note: Additional FAQs received will be added periodically.*

Application Details	
<ul style="list-style-type: none"> <li> <b>Due Date:</b> All applications must be submitted online by 5 pm CST on Monday, June 30, 2025. You can access the online portal <a href="#">here</a>.         </li> </ul>	
<ul style="list-style-type: none"> <li> <b>Organization Eligibility:</b> Each Applicant must:                        (1) be an Illinois-based Local Health Department designated as a governmental entity, as described in Section 170(c)(1) or 511(a)(2)(B) of the Internal Revenue Code, <u>and</u>              (2) currently operate at one or more WIC Clinics. This Clinic <i>does not</i> have to currently offer oral health services, but will be required to do so during the grant period.         </li> </ul>	
<ul style="list-style-type: none"> <li> <b>What if my organization is not a Local Health Department but hosts a WIC Clinic that is looking to expand its oral health services?</b> This funding opportunity is only available to Illinois Local Health Departments with one or more WIC clinics.         </li> </ul>	
<ul style="list-style-type: none"> <li> <b>What financial information needs to be submitted?</b> Please submit the following items:           <ul style="list-style-type: none"> <li>- 2-year budget template</li> <li>- The <i>Officer's Certification Form</i> signed by the CEO/President or Department Chair – this is a document that can be downloaded from our website.</li> <li>- Applicant organization IRS letter of exemption.</li> <li>- Applicant organization most recent audited financial statements.</li> <li>- Board of Directors' list for applicant organization.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li> <b>What if we do not have audited financial statements?</b> Please contact ILCHF Associate Program Officer, Zach Wilder (<a href="mailto:zacharywilder@ilchf.org">zacharywilder@ilchf.org</a>) to discuss the submission of alternative financial documents.         </li> </ul>	



- **Grant Timeline & Reporting Requirements:** Grant recipients will be informed of a funding decision in October 2025. The grant period will begin on January 1, 2026 and end on December 31, 2027. Up to \$20,000 of grant funds will be disbursed no later than December 15, 2025. The second half of grant funds will be disbursed no later than December 15, 2026.

A Progress Report delineating (1) activities, (2) project data as requested and (3) expenditures for the period covering January 1, 2026 to December 31, 2026 will be due in February 2027.

A Final Report delineating (1) activities, (2) project data as requested and (3) expenditures for the period covering January 1, 2026 to December 31, 2027 will be due in February 2028.

### General Grant Application Questions

- **Please explain the application review process:** Applications will be read and scored by ILCHF staff and Grants Committee members who will recommend applicants for funding. The Review Team will score applications using a rubric created for this initiative. Recommendations regarding funding or declining each application will be presented to the ILCHF Grants Committee. The Grant Committee will then decide which applications will be recommended to the ILCHF Board of Directors for funding. The ILCHF Board of Directors will make funding decisions at its October 2025 Board meeting.
- **How many, and when will grants be awarded?** ILCHF intends to award up to 14 grants of up to \$40,000 each. Recognizing the importance of supporting oral health initiatives across the state, ILCHF intends to award 2 grants to each of the 6 IDPH regions. Please note that, ILCHF intends to fund two proposals in the City of Chicago and two proposals in the rest of the Westchester Region (see Appendix A for a map of IDPH regions).
- **What are eligible uses of grant funds?** Grant funding can primarily be directed toward the salaries and professional development of new and/or current Community Health Workers and/or primary medical providers (e.g. physicians, nurses, physician assistants, etc.) that would be trained to offer oral health services to infants, children, and current or expectant mothers enrolled in the WIC program. ILCHF will also consider proposals directing grant funding towards other expenses – such as travel, communications, and materials/supplies – if the costs are associated with enhancing oral health education, patient navigation, and integrated care for WIC-enrolled families.
- **What technical assistance will be offered to Local Health Departments?** Awarded Local Health Departments will be contacted by representatives of the Illinois Department of Public Health – Oral Health Section (IDPH-OHS) to discuss and formulate a plan for technical assistance. Examples of assistance provided by IDPH-OHS include, but are not limited to, supporting CHWs in collaboration with the Illinois Public Health Association to complete certification requirements with an oral health concentration, training WIC nurses or other medical staff to identify unusual or suspicious lesions in the mouth on hard and soft tissues, and offering in-person training to apply fluoride varnish to the teeth of children ages five and under.



- **Will you accept applications in Spanish?** Currently, ILCHF does not have the capacity to review an application submitted in Spanish. As a result, at this time, all applications must be submitted in English.

### Project Specific Questions

- **Does our WIC Clinic have to offer comprehensive oral health care services during the grant period?** No, WIC Clinics are not required to offer comprehensive oral health services (i.e. services that must be provided by a Licensed Dentist). Community Health Workers and primary medical providers can offer a variety of oral health services to WIC participants. For example, CHWs can offer basic oral health education, nutritional counseling, and referrals to a dental home; primary medical providers can offer fluoride varnish to children ages five and under. To learn more about the services that CHWs and primary medical providers can offer, please refer to the [RFP](#) or contact Zach Wilder, Associate Program Officer, at [zacharywilder@ilchf.org](mailto:zacharywilder@ilchf.org).
- **Does the organization have to serve the entire IDPH health region?** No. The goal is to fund organizations located and/or operating across each IDPH health regions. Activities may be focused on a particular geographic area or county.

### Questions or Technical Assistance?

- For questions related to the “Enhanced Pathways to Oral Health for Women, Infants, and Children Initiative” RFP please contact: Zach Wilder, Associate Program Officer, at [zacharywilder@ilchf.org](mailto:zacharywilder@ilchf.org)
- For technical assistance related to this RFP please contact: Nedrae Hunt, Senior Manager of Grants & Administration, at [nedraehunt@ilchf.org](mailto:nedraehunt@ilchf.org)

