



Grant Announcement Request for Proposals

*Raising Awareness of Birth Outcomes/Infant Mortality Disparities
Among Native Hawaiian/Pacific Islander Communities in Utah*

Funding Cycle: September 15, 2015 – June 30, 2016

New Release Date: Wednesday, August 19, 2015

Applications must be received by

Utah Department of Health

Office of Health Disparities

before Wednesday, August 26, 2015 5:00 p.m. MDT

Utah Dept of Health (UDOH) | Office of Health Disparities (OHD)

Street address: 3760 S Highland Drive 4th Floor, Salt Lake City, Utah 84106

Mailing address: P.O. Box 142008, Salt Lake City, UT 84114-2008

Email: disparities@utah.gov Website: www.health.utah.gov/disparities

Section 1: Project Overview

A. Purpose of Request for Proposal (RFP)

The Utah Department of Health (UDOH) Office of Health Disparities (OHD) is committed to improving birth outcomes and reducing infant mortality among Utah's Native Hawaiians/ Pacific Islanders who currently experience higher rates of infant mortality and lower birth outcomes than that of other Utahns. With this RFP, OHD seeks to collaborate with an agency to address birth outcomes and infant mortality among this community and work toward eliminating these health disparities.

B. Eligible Applicants

Utah non-profit 501(c)(3) community-based organizations (CBO), and/or faith-based organizations (FBO) serving the Native Hawaiian/Pacific Islander community within the state of Utah.

C. Grant Period

The grant award cycle will begin on September 15, 2015 and end on June 30, 2016.

D. Award Amount

The total grant to be awarded is \$30,000. Funding will be distributed as follows:

Funding Period	\$ Allocated
September 15, 2015 - June 30, 2016	\$ 30,000
Total	\$ 30,000

1. One (1) agency will be awarded the amount designated above.
2. Budget proposals should match funding allocation amounts designated above.
3. Grant extensions and terminations are determined by availability of funds from the U.S. Department of Health and Human Services (HHS) Maternal and Child Health Bureau (MCH), grantee performance and the discretion of UDOH.

E. Services to be Provided

The selected grantee will partner with OHD to raise awareness of adverse birth outcomes and infant mortality disparities among Utah's Native Hawaiian/Pacific Islander community. Services to be provided will include the following:

1. Leadership

- a. Designate a coordinator for grant activities.
- b. Assign a representative from grantee agency to serve on the UDOH OHD Native Hawaiian/Pacific Islander (NHPI) Birth Outcomes Advisory Committee which meets monthly.

2. Community Mobilization

- a. Recruit community members to participant in the development of a video production.
- b. Secure four (4) suitable project implementation sites.
- c. Recruit competent facilitators from the target communities (2-3 per implementation site).
- d. Recruit approximately 100 participants to participate in the program.

3. Management & Administration

- a. Allocate funding to community members for participation in video production and/or program facilitators.
- b. Allocate funding to project implementation sites for program participation.

F. Grantee Responsibilities

The selected grantee will agree to the following (order is not reflective of importance):

- 1. Meet as necessary with OHD to coordinate efforts and provide updates about progress of activities.
- 2. Provide monthly reimbursement requests/invoices of expenses.
- 3. Implement all activities outlined in the *Services to be Provided* (Section 1.E).
- 4. Involve OHD and report to OHD on all activities related to this grant.
- 5. Collaborate with OHD in the implementation and evaluation process.

G. Payments

OHD shall reimburse the selected grantee up to the contract maximum amount based on expenditures reported each month. Expenditures must follow the guidelines outlined below.

Categories	
Implementation sites (4)	Must include 2-3 facilitators per site (up to 50 hours each) and other costs that the applicant deems

	necessary
Personnel	Coordinator of grant activities
Travel Reimbursement	In state travel
Miscellaneous	Recruitment for video participation, translation/interpretation, etc.
Total	Up to \$30,000

1. Grantees must submit reimbursement requests/invoices of expenses to OHD monthly.
2. Payment(s) may be held until OHD scheduled reports are received.

Section 2: Proposal Requirements

A. Proposal Submission

The application must be received by OHD before **5:00 p.m. MDT (Mountain Daylight Time) on Wednesday, August 26, 2015**. Late applications will not be considered.

The following three methods of submission will be accepted:

Electronic Application	Hand Deliver to:	Mail to:
Email to Dulce Díez at ddiez@utah.gov Subject: NHPI Birth Outcomes Grant Application Format: PDF	Utah Department of Health Office of Health Disparities 3760 S Highland Drive, 4 th Floor Salt Lake City, Utah 84106 Bring an original and three (3) copies	Utah Department of Health Office of Health Disparities P.O. Box 142008 Salt Lake City, UT 84114-2008 Mail an original and three (3) copies

B. Instructions

All proposals must follow the prescribed format as explained below. Applications must address all proposal submission requirements outlined in this RFP.

Applications must have the following:

1. White paper only, typed, double spaced, have 1” margins, and be in 12 point Times New Roman font.
2. A maximum of five (5) pages (not including the cover page, organization chart, and resume).
3. All required supporting information in one submission package.
4. Stapled securely in the upper left hand corner.
5. Be organized into the following sections:
 - a. Cover Page
 - b. Organizational Capacity
 - c. Action Plan
 - d. Budget

a. Cover Page (not included in the total amount of pages)

The cover page will serve as the front page of the application. This page should include the date, applicant agency name, address, phone number, email, website, name of the primary contact person, Federal Tax ID number, and the target population.

b. Organizational Capacity (2 pages maximum)

This requirement establishes the general capacity of the applicant to manage and administer grant work.

- i. Experience
 - a. Provide your organization’s mission, philosophy, and how this grant would match that mission.
 - b. Describe how long your agency has been in existence and how long it has been working with the target population.
 - c. Describe your organization’s experience with recruitment and coordination of community leaders’ workgroups.
 - d. Describe your organization’s direct experience and initiative with target population.
- ii. Business Information
 - a. List of corporate officers or principals.
 - b. Number of employees: identify by employee classification or type of work assignment.
 - c. Describe your fiscal and administrative ability to manage a state government contract and/or grant funds.
- iii. References
 - a. Include names, addresses, and phone numbers of two agencies or clients who could be contacted about your previous work related to the target population.
- iv. Organizational Chart (not included in the page; one page maximum)
 - a. Include a copy of your organizational chart.
 - b. Outline staff position and responsibilities.

- v. Qualifications of Personnel (Resume will not be included in page limit; one page maximum)
 - a. Resume and job description are required for the current employee who will be managing this project. The person assigned to lead this project must have knowledge and experience working with this population. When applicable, bilingual personnel are strongly recommended.
- c. Action Plan (2 pages maximum)**
 - i. Identify the potential implementation sites and the geographic areas (counties/cities) where those sites are located
 - ii. Explain how your agency will recruit community members to participate in the development of a video production.
 - iii. Explain how your agency will identify and secure four (4) suitable project implementation sites.
 - iv. Explain how your agency will recruit competent facilitators from the target communities (2 per project implementation site).
 - v. Explain how your agency will recruit participants.
- d. Budget (1 page maximum)**
 - i. Budget sheet (follow the format provided on page 10 of this RFP)
 - ii. **Grant funding may not be used for any type of lobbying.**

Section 3: Administrative Requirements

A. Reporting Requirements

1. Monthly invoices with previous month expenditures are due on the 5th of the following month.
2. By Thursday, June 30, 2016 grantees will provide a final report with a summary of progress made throughout the grant cycle, an account of successes and barriers encountered, and recommendations for continued improvement.

Section 4: Proposal Evaluation

A. Selection Committee

OHD will conduct a comprehensive, fair, and impartial evaluation of proposals received as a result of this RFP. A Proposal Evaluation Committee of qualified grant reviewers selected by OHD

will evaluate applications. The Evaluation Committee may include staff from OHD, persons from OHD Advisory Board and experts from other agencies, public and private. The Evaluation Committee will evaluate the proposals, rank them according to the scoring system described below and will meet as a group to compare evaluations. The committee will then make award recommendations to OHD.

B. Compliance Review

Each proposal received by the due date and time will first be reviewed by OHD for completeness and compliance with the requirements provided in this RFP. All proposals that fail to address all requirements shall be deemed incomplete and shall receive no further consideration.

C. Scoring for Proposals

Proposals will be scored on a scale of 0 to 100 points. Maximum point values and evaluation criteria for each section are as follows:

1. Organizational Capacity (2.C.5.b): 30 points available

- a. Administrative capabilities to receive and expend funds and manage and report on requirement activities.
- b. Clear definition of roles and responsibilities.
- c. Expertise in working with the target population.

2. Action Plan (2.C.5.c): 50 points available

- a. Detailed description and plan outlining how the applicant proposes to accomplish the grant requirements.
- b. Diversity of implementation sites
- c. Describe how your agency will utilize current resources to accomplish grant requirements.

3. Budget (2.C.5.d): 20 points available

- a. Budget line items clearly linked to proposed activities.
- b. Sufficient funds allocated to support key program elements.
- c. Accuracy of fund allocation amounts.

4. Past Performance on OHD and UDOH grants will be considered: Up to 15 points may be deducted from the total score.

- a. Late submissions of reports and reimbursement requests/invoices of expenses
- b. Lack of completion of contract requirements.

D. Grant Award

OHD will notify all applicants of the award decision no later than **Tuesday, September 8, 2015**. Upon award, OHD will initiate the state of Utah contract process. OHD may negotiate modifications with the selected awardee during contract implementation and funding cycle.

E. Disqualification

Any attempt by a prospective grantee to influence a member of the Evaluation Committee during the proposal review and evaluation process, such as attempts to use existing personal relationships or to extract promises of specific monetary amounts, will result in the elimination of the grantee's application from consideration.

The Utah Department of Health reserves the right to cancel an award if, in its sole discretion, any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the program/project developed by the contractor. The Utah Department of Health determination regarding any questions of conflict of interest shall be final.

Section 5: References

A. MAHINA Pilot Program: Raising Awareness About Birth Outcomes Disparities Among Pacific Islander Communities in Utah

This is a summary of OHD's collaboration with the MAHINA (Maternal Health & Infant Advocates) Task Force on the pilot project to raise awareness about birth outcomes disparities among Utah Native Hawaiian/Pacific Islander communities.

To read the full report go to:

<http://health.utah.gov/disparities/data/MAHINAPilotReportJune2015.pdf>

B. African American and Pacific Islander Postnatal Interview Study: How the Rest of their Lives Affects Pregnancies of Pacific Islanders and African Americans in Utah

Utah's first ever qualitative study with Utah African American and Pacific Islander mothers who had experienced an adverse birth outcome; this study focused on identifying social determinants of health factors.

To read the full report go to:

<http://www.health.utah.gov/disparities/data/RestoftheirLivesStudy.pdf>

C. Utah Pacific Islanders Community Perspectives

The report shares detail about an in-depth conversation with local Pacific Islanders about perspectives surrounding birth outcomes. It outlines results of two surveys and five focus groups conducted.

To read the full report go to:

<http://health.utah.gov/disparities/data/PacificIslandersCommunityPerspectives.pdf>

Contact Dulce Díez at ddiez@utah.gov or Brittney Okada at bokada@utah.gov with further questions.

Budget Template

		Total \$30,000.00
I. Implementation Sites (4)		
Implementation Sites	___ (# of sites) x \$... per site	
II. Personnel		
Grant Coordinator		
III. Travel Reimbursement		
In State Travel		
IV. Miscellaneous		
Video participation		
Interpretation/Translation		
Snacks		
Other:		
Subtotal		
Total Budget		