



Grant Announcement Request for Proposals

COVID-19 Community Partnership

Supporting Community Health Workers (CHWs) to engage in COVID-19 activities among underserved/underrepresented communities in Utah

Funding Cycle: September 21, 2020 – December 31, 2020

Release Date: Tuesday, August 18, 2020

Applications must be received by
**Utah Department of Health
Office of Health Disparities**

before Tuesday, September 1, 2020 5:00 p.m. MDT

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

Street address: 288 North 1460 West 4th floor, Salt Lake City, Utah 84116

Mailing address: PO Box 141000 Salt Lake City, UT 84114

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

Section 1: Project Overview

A. Purpose of Request for Proposal (RFP)

The objective of the project is to integrate Community Health workers (CHWs) into COVID-19 responses to help mitigate the spread and effects of COVID-19 on underserved and underrepresented communities, particularly racial/ethnic minority communities in Utah. This population must receive these services given the disproportionate rates of COVID-19 among many racial/ethnic minority communities. CHWs are a vital component to the COVID-19 response due to the trust and connection they've established within their communities, their understanding of barriers facing the communities, , their knowledge of resources and information, and their ability to mobilize and lead their communities in times of crisis.

B. Eligible Applicants

Utah non-profit 501(c)(3) community-based organizations (CBO), serving underserved and underrepresented communities, particularly racial/ethnic minority communities within the state of Utah.

Organizations currently funded by the COVID Community Partnership (CCP) Project are not eligible.

C. Priority Populations

Priority will be given to organizations serving communities experiencing COVID-19 disparities in Utah.

D. Grant Period

The grant award cycle will begin on September 21, 2020 and end on December 31, 2020.

E. Award Amount

The total grant to be awarded is \$200,000. Funding will be distributed as follows:

1. Four (4) to eight (8) organizations will be awarded.
2. Award floor \$25,000; award ceiling \$50,000.
3. Budget proposals should match funding allocation amounts designated above.

4. Grant extensions and terminations are determined by availability of funds, grantee performance, and the discretion of the Utah Department of Health (UDOH).

F. Services to be Provided

The selected grantees will implement a project to integrate CHWs into COVID-19 responses to help mitigate the spread and effects of COVID-19 on underserved and underrepresented communities, particularly racial/ethnic minority communities in Utah related to following activities:

1. Public Health Initiatives Support:

- Promote/support testing by mobilizing and educating communities to get tested
- Provide CHWs support onsite to testing partners
- Serve on a hotspot or outbreak team to provide needed support to infected individuals
- Reinforce information and education regarding Utah's basic COVID-19 protocols on prevention, quarantine/isolation, and care
- Educate community members on the benefits and reasons for contact tracing

2. Resource Connection:

- Identify people at-risk for COVID-19, assess social needs, and provide support services
- Connect community members and organizations to social needs resources utilizing all levels of resources available
- Coordinate and deliver supplies to patients in isolation/quarantine, as needed
- Promote services within the community by establishing relationships with local schools, service providers, community groups, churches, age-specific programs, and others
- Participate in resource education for the community, providers, and others
- Collect and compile information related to resources, community needs, organizational needs, etc., for project development, reporting, and evaluation

3. Community Outreach for Prevention Education & Awareness:

- Use organizational outreach platforms (e.g., social media, education classes, etc.) to relay reliable information about COVID-19 and public health protocols to dispel myths and mitigate misinformation
- Gather and report communities' experiences, perspectives, and attitudes regarding education and awareness, social needs, resource availability, gaps to services, etc.

- Collaborate with government agencies and other organizations to provide input and feedback about targeted messaging and preventive strategies

G. Grantee Responsibilities

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

1. Meet as necessary with the Office of Health disparities (OHD) to coordinate efforts and provide updates about progress of activities.
2. Provide monthly reimbursement requests/invoices of expenses.
3. Attend all OHD trainings related to the project.
4. Implement proposed activities outlined in the *Services to be Provided* (Section 1.E).
5. Involve OHD and report to OHD on all activities related to this grant.
6. Collaborate with OHD in the implementation and evaluation process.
7. Provide a final report with a summary of progress made throughout the grant cycle, an account of successes and barriers encountered, and recommendations.

H. Payments

OHD shall reimburse the selected grantee up to the contact maximum amount based on expenditures reported each month. Expenditures must follow the guidelines outlined below. The categories outlined below are the only expenditures allowed under this grant. Sub-contracts are not allowed.

Categories		Rate
Personnel	Grant coordinator Community Health Workers Other personnel salaries	Maximum 90% of monthly expenses
Indirect Costs	Administrative costs	Maximum 10% of monthly expenses
Travel Reimbursement	Mileage for OHD related activities	\$.38 per mile (current UDOH rate)
Office Supplies and phone expenses	Printing, office supplies, monthly phone expenses	Maximum 5% of monthly expenses
Media and communication	Production of educational materials	Maximum 20% of total expenses

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 Submission

A. Proposal Submission

The application must be received by OHD before **5:00 p.m. MDT (Mountain Daylight Time) on Tuesday, September 1, 2020**. Late applications will not be considered.

Because of COVID-19 restrictions, only an electronic method of submission will be accepted:

Electronic Application
Email application to disparities@utah.gov Subject: COVID Community Partnership Grant Application Format: PDF

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 background only, double-spaced, have 1" margins, and be in 12 point Times New Roman font in black.
2. A maximum of five (5) pages (not including the cover page and organization chart).
3. All required supporting information in one submission package.
4. 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, the priority population, and the amount of funding requested.

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 and philosophy.
 - b. Describe how long your agency has been in existence and how long it has been working with the target population(s).
 - c. Describe your organization’s direct experience and initiative with target population(s).
 - d. Describe your organization’s current work with COVID-19-related activities, if any.
 - ii. Business Information
 - a. Describe your fiscal and administrative ability to manage a state government contract and/or grant funds.
 - iii. Organizational Chart (not included in the page count; one page maximum)
 - a. Include a copy of your organizational chart.
 - iv. Qualifications of Personnel
 - a. Job description(s) and qualifications are required for the current employee(s) who will be managing and working on this project. Personnel working on this project must have knowledge and experience working with these population(s). When applicable, bilingual personnel are strongly recommended.
- c. Action Plan (2 pages maximum)**
- i. Identify the target population(s) and the geographic area(s) in which your organization can serve.
 - ii. Provide a detailed explanation of how your organization will recruit the target population to participate.
 - iii. Identify the activities your organization will implement and how they relate to activities outlined the *Services to be Provided* (Section 1.E).
 - iv. Provide a detailed explanation of how your organization will implement the activities and how the activities will involve community health workers (CHWs).
 - v. Provide an explanation of how your current activities or projects will complement and/or support the proposed activities.
- d. Budget (1 page maximum)**
- i. Budget sheet
 - ii. Community health workers will be compensated at a rate of \$18/hour
 - iii. Grant funding may not be used for any type of lobbying

Section 3: Administrative Requirements

A. Staffing Requirements

- a. Designate a coordinator to be responsible for all activities:
 - i. Submit report via tool(s) provided by OHD
 - ii. Attend all meetings related to the project as determined by OHD
- b. Identify community health workers involved in the project
- c. Identify all other personnel involved in the project and specify their roles

B. Training Requirements

- a. Attend/complete mandatory training
- b. Attend mandatory meetings
- c. Attend/complete other training or meeting(s) as assigned

C. Compliance Requirements

- a. Submit a monthly report no later than the fifth day of the month following the month in which the activities were performed.
- b. Submit an invoice for reimbursement no later than the fifth day of the month following the month in which the expenditures were incurred.
- c. Identify all personnel who will collect, access, or provide any personal or health information from individuals participating in the project;
 - i. Certify that each of the identified personnel:
 1. Has completed HIPAA training; and
 2. Signed a Confidentiality and Non-Disclosure Agreement.

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 from the Utah Department of Health selected by OHD will evaluate applications. 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. Priority Population: 20 points available

- a. Extent to which activities focus on communities experiencing COVID-19 disparities in Utah.
- b. Percentage of priority population within the total Utah population.

2. Organizational Capacity: 20 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 priority population(s).

3. Action Plan: 40 points available

- a. Identify the target population(s) and the geographic area(s) in which you can serve and how your agency will recruit the target population to participate.
- b. Clear and detailed explanation of innovative and/or strategic activities your organization will implement and how they relate to activities outlined the Services to be Provided (Section 1.E).
- c. Clear and detailed explanation of how your organization will implement the activities and how the activities will involve community health workers (CHWs).
- d. Clear and detailed explanation of how your current activities or projects will complement and/or support the proposed activities. Include a plan outlining how the applicant proposes to accomplish the grant requirements.

4. Budget: 20 points available

- a. Budget line items clearly linked to proposed activities.
- b. CHW positions calculated at \$18.00/hour.
- c. Sufficient funds allocated to support key program elements.
- d. Accuracy of fund allocation amounts.

D. Grant Award

OHD will notify all applicants of the award decision by **Thursday, September 10, 2020**. 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: Questions

For any questions related to this Request for Proposal please email OHD at disparities@utah.gov.