Grant Announcement
Request for Proposals

Addressing Health Equity in a Post-COVID Landscape

Funding Cycle: October 1, 2021 – May 31, 2023

Release Date: Wednesday, August 4, 2021

Applications must be received by

Utah Department of Health

Office of Primary Care and Rural Health

Before Wednesday, September 1
by 5:00 p.m. MDT
Only online applications will be accepted

Utah Department of Health (UDOH)
Office of Primary Care and Rural Health (OPCRH)
Street address: 288 North 1460 West 4th floor, Salt Lake City, Utah 84116
Mailing address: PO Box 142005 Salt Lake City, UT 84114
Email: opcrh@utah.gov | Website: https://ruralhealth.health.utah.gov/

Section 1: Project Overview

A.   Purpose of Request for Proposal (RFP)

The objectives of the Addressing Health Equity in a Post-COVID Landscape funding opportunity are:

- To build capacity within the community to address and mitigate health inequities highlighted by or exacerbated by COVID-19.
- To promote health equity.
- To link communities and individuals to social resources to meet their needs.

B.   Eligible Applicants

Utah community-based organizations (CBOs) serving underserved and underrepresented communities within the 24 rural and frontier counties in Utah. Preference will be given to non-profit 501(c)(3) organizations. If you are unsure whether or not the county you serve is rural click here.

C.   Priority Populations
- People residing in rural communities in Utah, including but not limited to:
    - Racial and ethnic minorities
    - High-risk or underserved populations
    - Migrant/seasonal workers
    - Immigrant populations

D.   Grant Period

The grant award cycle will begin on October 1, 2021, and end on May 31, 2023.

E.   Award Amount

The total grant to be awarded is $1 million for a 20-month period. Funding will be distributed as follows:
1. Up to thirteen (13) organizations will be awarded.
2. Award floor $75,000; award ceiling $150,000 for a 20 month period
3. 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 the following activities to help mitigate the long-term health effects of COVID-19 on underserved and underrepresented communities in rural Utah and build sustainable infrastructure for long-term health equity efforts:

Program Expectations

Selected grantees will be expected to perform activities within at least one of the following categories:

- Public Health Initiatives
- Resource Connection
- Community Outreach and Engagement
- Rural Community Capacity Building

Table 1 gives ideas of allowable activities for each category. Proposed activities not on this list may still be approved at the discretion of the review committee. If you have questions about whether or not a project might be allowable, you may contact opcrh@utah.gov.

Table 1

Public Health Initiatives	- Community Needs Assessments - COVID Prevention and Mitigation Initiatives - Transportation for testing and/or vaccines - Initiatives addressing social determinants of health (SDOH), such as: - Food security - Housing - Transportation - Other initiatives addressing a disparity, such as: - Community based chronic disease prevention - Immunization
Resource Connection	- Identifying/monitoring the status of community resources - Developing partnerships with healthcare providers and community resources to facilitate referrals to
Community Outreach and Communication	- Develop and disseminate culturally and linguistically responsive COVID-19 prevention communications suitable for diverse audiences (i.e. social media, print media, radio/TV ads, etc.) - Promotion of community resources and initiatives to target population
Rural Community	Participation in health equity training for staff or

Capacity Building	organizations ● Building and implementing cross-sectoral partnerships to align public health, healthcare, and non-health interventions that decrease risk for COVID-19 and reduce health disparities ● Hiring staff/personnel to coordinate and ensure health equity perspective and plan/manage health equity activities

G.   Grantee Responsibilities

The selected grantees will agree to the following (order is not reflective of importance):
1. Submit quarterly reports on project progress and evaluation measures to OPCRH
2. Collaborate with OPCRH on the development of evaluation measures and reporting templates
3. Implement proposed activities outlined in the Services to be Provided (Section 1.F).
4. Provide a final report to OPCRH with a summary of progress made throughout the grant cycle, an account of successes and barriers encountered, and recommendations.

H.   Payments

The OPCRH will provide equal installments quarterly, based on the award amount. Alternative arrangements can be made based on the nature of the project.

Categories		Rate
Personnel	Grant Coordinator Community Health Workers Other personnel salaries	Maximum 90% of total budget
Indirect	Indirect costs	Maximum 10% of monthly expenses or the a federally negotiated indirect rate
Mileage Reimbursement	Mileage for program related activities	$.38 per mile (current UDOH rate)
Office Supplies and Technology	Printing, office supplies, monthly phone expenses	Maximum 5% of total budget
Media and communication	Production of educational materials	Maximum 20% of total expenses

1. Grantees must submit invoices of expenses to the OPCRH quarterly.

Section 2: Proposal Submission

A.   Proposal Submission

The application must be received by the OPCRH before 5:00 p.m. MDT (Mountain Daylight Time) on Wednesday, September 1, 2021. Late applications may not be considered.

Only an electronic method of submission will be accepted. Only one document per application; applications with more than one attachment will be disqualified. Attachments with more than ten (10) pages will be disqualified.

Electronic Application
Application Submission Link: https://bit.ly/3rSY4fe   **Due date**: Wednesday, September 1, 2021 before 5:00 p.m. MDT

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 be submitted via the online application portal, link above.

The attached **project proposal** must adhere to the following guidelines:
1. White background only, double-spaced, have 1 inch margins, 12-point Times New Roman font (black)
2. A total maximum of ten (10) pages
3. All required supporting information in one submission package
4. Organized into the following sections and in this order:

    a. Action Plan
    b. Organizational Capacity
    c. Budget
    d. Appendices

    a. **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 reach the target population(s)

     iii.   Identify the activities your organization will implement and how they relate to activities outlined the Services to be Provided (Section 1.F)

     iv.   Provide a detailed explanation of how your organization will implement the activities

     v.   Provide an explanation of how your current activities or projects will complement and/or support the proposed activities

b. Organizational Capacity (2 pages maximum)

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

     i.   Provide your organization's mission and philosophy

     ii.   Describe how long your agency has been in existence and how long it has been working with the target population(s)

     iii.   Describe your organization's direct experience and initiative with target population(s)

     iv.   Describe your organization's capacity to manage this grant

     v.   Describe your organization's current work with COVID-19-related activities, if any

     vi.   Business Information
        1.   Describe your fiscal and administrative ability to manage a state government contract and/or grant funds

c. Budget (3 pages maximum)

     i.   Include a budget sheet

     ii.   Include a budget narrative

     iii.   Notes for consideration when creating a budget sheet:
        1.   Grant funding cannot support any type of medical, behavioral, or mental services or clinical personnel.
        2.   Grant funding may not be used for any type of lobbying.
        3.   If the applicant has a declared indirect rate negotiated with the federal government, it should be included in the budget sheet and budget narrative. Otherwise, the application should state it does not have an indirect cost negotiated with the federal government in the budget sheet and budget narrative.

d. Appendices (3 pages maximum)

     i.   Organizational Chart (one page maximum)
        1.   Include a copy of your organizational chart

     ii.   Qualifications of Personnel (two pages maximum)
        1.   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.

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 the OPCRH
        ii. Attend all meetings related to the project as determined by the OPCRH
    b. Identify all other personnel involved in the project and specify their roles and FTE associated with the project.
        i. Include position descriptions of vacant positions

B.   Compliance Requirements

    a. Submit a quarterly report no later than the tenth day of the month following the completion of a quarter.
    b. Submit an invoice no earlier than the 25th of the month prior to a new quarter for payment of quarterly allocation.
    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

The OPCRH 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 UDOH selected by the OPCRH 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 the OPCRH.

B.   Compliance Review

Each proposal received by the due date and time will first be reviewed by the OPCRH 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 zero (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 at high risk for experiencing COVID-19 and related disparities in Utah.

2.   Organizational Capacity: 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 managing grants.
    d. Expertise in working with the priority population(s).

3.   Action Plan: 25 points available

    a. Identify the target population(s) and the geographic area(s) in which you can serve and how your agency will reach the target population.
    b. Clear and detailed explanation of innovative and/or strategic activities your organization will implement and how they relate to activities outlined in the Services to be Provided (Section 1.F).
    c. 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: 25 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.

D.   Grant Award

The OPCRH intends to notify all applicants of the award decision by **Friday, September 17, 2021**. Upon award, the OPCRH will initiate the state of Utah contract process. The OPCRH 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 prospective grantee's application from consideration.

The UDOH 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 UDOH determination regarding any questions of conflict of interest shall be final.

Section 5: Questions

For any questions related to this RFP, please email the OPCRH at opcrh@utah.gov.

The OPCRH will host two online sessions to go over the requirements and answer questions:
- **August 11, 10:30 - 11:30 am.**
- **August 11, 2:00 - 3:00 pm.**

The information covered in both sessions will be the same. There is no need to register.

The OPCRH Request for Proposal Question and Answer Sessions
> Google Meet joining info for **both sessions**
> Video call link: https://meet.google.com/icw-iaua-dnd
> Or dial: (US) +1 401-702-0760 PIN: 464 984 308#