

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

Total Available	\$210,000	Estimated Number of Awards	5	RFP Number:	MHCCB-2021
Maximum Award:	\$42,000	Minimum Award	N/A	Department Bureau:	MDHHS, Policy and Planning Administration
Application Due Date: Friday, May 29, 2020, 3:00 p.m.				Funding Source	Federal – Preventive Health and Health Services Block Grant
				CFDA#:	93.991
Anticipated Begin and End Dates: October 1, 2020 through September 30, 2021					

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website at <http://egramms-mi.com/mdhhs>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **Statewide**

Title: **Minority Health Community Capacity Building Initiative – 2021**

Disqualifying Criteria:

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, to the EGrAMS website on or before the bid closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

Pre-Application Conference:

A pre-application conference call and webinar will be held to provide instruction on using the MI E-Grants system. The pre-application conference will be held on April 29, 2020, beginning at 3:00 p.m. and will last approximately 90 minutes. Please call 1-248-509-0316, passcode 610 223 344# to join the call. A simultaneous webinar will be held. The webinar can be accessed at <https://bit.ly/2JBejZ9>.

Additional Information (e.g., applicant eligibility criteria):

Eligibility Criteria: This RFP is open to local health departments, community and faith-based organizations, tribal health agencies, community health centers, and other entities that can demonstrate experience and relationships in working with one or more of Michigan's racial and ethnic minority populations: African American, American Indian/Alaskan Natives, Arab and Chaldean American, Asian American and Pacific Islanders and Hispanic/Latinos.

Funding Availability: Successful applicants may receive subsequent awards through September 30, 2023, subject to availability of funds, performance, grantee compliance with contractual obligations, and ongoing responsiveness to minority health priorities.

Authority: P.A. 2080 of 1939.
Completion: Mandatory.
Penalty: Agreement Invalid.

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

Table of Contents

This Request for Proposal (RFP) provides interested applicants with enough information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I..... Request for Proposal Policy

Section II..... Grant Program Specifications

Section III..... Evaluation Criteria

Section I

REQUEST FOR PROPOSAL POLICY

1. RFP Timeline and Deadlines

Pre-application conference	April 29, 2020, at 3:00 p.m.
Deadline for submitting questions regarding the grant application	May 1, 2020
Q & A Posted on MI E-Grants	May 6, 2020
Agency EGrAMS registration, agency profile and project director request deadline to gain access to Application	May 22, 2020
Last day to receive EGrAMS technical assistance	May 28, 2020
Grant application deadline	May 29, 2020, at 3:00 p.m.
Notification of Award/Denial	June 30, 2020
Grants Awarded modification deadline	July 14, 2020

2. Application and Submission Information

a. Application Guide

Applicants are responsible for reading and complying with this RFP and Competitive Application Instructions, which can be found by visiting the MI E-Grants website at <http://egrans-mi.com/mdhhs> under 'About EGrAMS'.

b. EGrAMS Registration

Applicants are responsible to visit the EGrAMS websites to create a user profile and submit a Project Director Request.

1) Registering an agency and creating a user profile through the EGrAMS PORTAL at <http://egrans-mi.com/portal>.

- Applicants **NEW** to EGrAMS must register their agency on or before May 22, 2020, by going to the EGrAMS portal website.
 - a) Applicants must also have a DUNS number.
- Applicants **NEW** to EGrAMS are required to create a user profile by going to the EGrAMS portal website.

2) Submitting a Project Director Request through the [MI E-Grants website](#).

- **ALL** applicants are required to submit a Project Director Request on or before May 22, 2020.
- Requests will be processed within two business days.

c. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the [MI E-Grants website](#). For technical assistance when entering the application, contact the MI E-Grants Helpdesk at 517-335-3359. Technical

assistance related to the submittal of the proposal and all attachments will not be available on the day of the proposal deadline. Responsibility for a complete submission lies with the applicant.

Applicants are encouraged to complete the grant application in advance of the grant application deadline to allow enough time to complete the application process and to receive technical assistance if necessary. The MI E-Grants system will not permit applicants to submit applications that contain validation errors. Applicants must correct all errors before the system will allow submission of the application. Failure to correct all errors is not justification for a deadline extension.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the [MI E-Grants website](#) and click the link "About EGrAMS" on the left-side panel to access Grantee Competitive Application Instructions.

d. Pre-Application Conference – Optional

A pre-application conference call and webinar will be held to provide further information about this RFP and instructions on using the MI E-Grants system. The pre-application conference will be held on April 29, 2020, beginning at 3:00 p.m. and will last approximately 90 minutes. Please call 1-248-509-0316, passcode 610 223 344# to join the call. A simultaneous webinar will be held. The webinar can be accessed at <https://bit.ly/2JBejZ9>.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email Brenda Jegede at JegedeB@michigan.gov on or before May 1, 2020. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by May 6, 2020 on the [MI E-Grants website](#).

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Grantee must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

A Grantee is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the Grantee. Evaluators of applications will consider the qualifications of both the Applicant and subcontractor when making agreement award recommendations.

8. Evaluation Process

Only applications receiving a minimum of **75** points are eligible to receive funding through the grant program. An application will be evaluated based on the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Equitable allocation of funding resources
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Geographic Location/Population Served
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications if: (i) no other applications are received or (ii) no complete applications are received.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP. The applicant will not be considered for award, the State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.
- f. Consider overall economic impact to the State when evaluating the application pricing and in the final award recommendation. This includes but is not limited to considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses.
- g. Consider total cost of ownership factors (e.g., transition and training costs) in the final award recommendation.
- h. Refuse to award an agreement to any applicant that has failed to pay State taxes or has outstanding debt with the State of Michigan.
- i. Enter into negotiations with one or more applicants on price, terms, technical requirements, or other deliverables.
- j. Award multiple agreements, or award by agreement activity.
- k. Evaluate the application outside the scope identified in Section 1.8, Evaluation Process, if MDHHS receives only one application.
- l. Evaluate applications using a method that establishes the relative importance of each deliverable.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the MI E-Grants system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the MI E-Grants system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

The Authorized Official for the applicant must electronically sign the agreement in MI E-Grants.

11. Protests

Award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on the [MI E-Grants website](#) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties if the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing by an award notification not less than 30 days before its expiration.

15. Registering on the SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered on the [SIGMA Vendor Self Service website](#), which links to the Statewide Integrated Governmental Management Application system (SIGMA).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Minority Health Community Capacity Building Initiative grant program as described in this RFP. The specifications described in this RFP provide helpful information for developing the application. The documents required for the completion of this application are available on the [MI E-Grants website](#) and the locations identified in the Reference Documents within this section.

1. Match Requirements

No match is required for this grant program.

2. Purpose of the Minority Health Community Capacity Building Initiative

The purpose of this program is to support culturally and linguistically appropriate community-level projects that build capacity to identify and implement programs, policies, and practices to address social determinants of health that contribute to health inequities for racial and ethnic minority populations in Michigan.

The Minority Health Community Capacity Building Initiative is a funding opportunity designed to promote collaboration between Michigan Department of Health and Human Services (MDHHS) Office of Equity and Minority Health (OEMH) and local public health departments, tribal agencies, community and faith-based organizations and other local entities to achieve health equity for Michigan's racial and ethnic populations; African Americans, American Indians/Alaska Natives, Arab and Chaldean Americans, Asian Americans and Pacific Islanders and Hispanics/Latinos.

Successful applicants may receive subsequent awards through September 30, 2023, subject to availability of funds, performance, grantee compliance with contractual obligations, and ongoing responsiveness to minority health priorities.

3. Definitions

Cultural Competence: The ability to interact effectively with people of different cultures to ensure the needs of all community members are addressed. The ability to be respectful and responsive to the beliefs and practices of diverse population groups.

Evidence-Based: A strategy, program, service, activity, initiative, procedure, or policy that is based on evidence from research and practice. An evidence-based practice typically:

- a. Uses principles of scientific reasoning and rigorous systematic research. For example, peer-reviewed literature, systematic reviews, randomization/comparison groups, etc.), data and information systems, and/or application of research-based theories of behavior, social change, or action
- b. Integrates scientific evidence with community input, needs, and preferences
- c. Clearly links positive outcomes to the strategy, program, service, activity, initiative, procedure, policy, or practice being evaluated and not to other external factors
- d. Is replicable and produces positive outcomes in various settings and/or populations.

Health Disparities: Particular types of health differences that are closely linked with social, economic and/or environmental disadvantage. Health disparities adversely affect groups

of people who have systematically experienced greater obstacles to health based on their racial or ethnic group, religion, socioeconomic status, gender, age, mental health, physical disability, sexual orientation, gender identity, geographic location, or other characteristics historically linked to discrimination or exclusion.

Health Equity: Fair, just and equitable distribution of and access to public services, social resources and implementation of public policy necessary to achieve well-being and thrive. Health Equity requires the removal of economic and social obstacles and inequities, such as poverty, discrimination and their consequences, as well as the building of better outcomes for historically and currently disadvantaged populations.

Health Inequities: Differences in population health status and mortality rates that are systemic, patterned, unfair, unjust, and actionable, as opposed to random or caused by those who become ill.

Institutional Racism: The systematic distribution of resources, power, and opportunity in our society to the benefit of people who are white and the exclusion of people of color, expressed in the practice of social and political institutions rather than by individuals.

Logical Framework Approach: A methodology used for designing, monitoring, and evaluating projects. Variations of this tool are known as Goal Oriented Project Planning or Objectives Oriented Project Planning.

Logic Model: A graphic depiction that presents the shared relationships among the resources, activities, outputs, outcomes, and impact for a project. It depicts the relationship between project activities and the intended effects. (CDC)

Marginalized Populations: Groups and communities that experience discrimination and exclusion because of unequal power relationships across economic, political, social and cultural dimensions.

Social Determinants of Health/Equity: The economic and social conditions and/or systems that influence the health of individuals and communities. The conditions and systems in/under which people are born, grow, live, work and age. Examples include race/ethnicity, racism/discrimination, social connection and safety, access to reliable transportation, water quality, quality education, criminal justice, safe and affordable housing, job security, and availability of nutritious food.

Promising Practice: A strategy, program, service, activity, initiative, procedure, or policy that works in one setting or population but needs more research or replication to support positive outcomes in other settings or populations. A promising practice has an objective basis for claiming effectiveness—such as evaluation data showing positive outcomes—and the potential to be successful, acceptable, and useful in other settings or populations.

4. Funding Priorities

MDHHS will prioritize applications from agencies that are representative of and/or provide services for racial and ethnic minority populations, including African Americans, Asian/Pacific Islanders, Hispanic/Latino, Arab/Chaldean and/or Native American/American Indians.

MDHHS will prioritize applications that demonstrate strong partnerships and collaborations with other organizations and the ability to conduct outreach with the racial and ethnic minority populations identified in this RFP. Collaborative proposals are encouraged, though one agency must serve as the applicant and fiduciary.

5. Unallowable Expenses

Funds may not be used for the following purposes:

- Lobbying activities
- Supplanting existing funding streams
- Fundraising activities
- Providing cash incentives
- Entertainment purposes
- Capital improvements
- Travel outside the state of Michigan without prior approval
- Equipment purchases without prior approval

6. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with the following requirements:

- Convene and lead a diverse, multi-sector partnership consisting of a minimum of four member organizations representing two or more of the following:
 - local public health department
 - community and/or faith-based organization
 - academic institution
 - community resident
 - health care institution
 - local business

Applicants must complete a Multi-Sector Partnership Commitment Form for each member of the partnership, identifying the sector represented and their role in the partnership. Multi-sector partnership members are required to meet at least every other month.

- Designate at least two individuals (one lead agency representative and one partner agency representative) to attend two in-person grantee meetings convened annually by MDHHS OEMH. Applicants should include travel expenses within their program budget to cover any costs incurred to attend the meetings.
- Utilize new and/ or existing needs assessment data to identify priority health concerns to support the project implementation plan developed for the identified geographic area. Program implementation should be designed using a logic model or logical framework approach to ensure continuity between program design and evaluation.
- Successful applicants are required to participate in ongoing program evaluation with a cross-site evaluation team designated by MDHHS. Applicants must designate an individual, either as the sole responsibility, or as part of their responsibilities, for evaluation-related data management.
- Successful applicants will host program site visits as requested by MDHHS OEMH for the purpose of monitoring contractual, programmatic, and fiscal compliance. Active multi-sector partners identified in the application are required to attend and fully participate in the program site visits.
- Planning work may take place between October 1, 2020, and March 31, 2021, but work toward the identified strategies must begin no later than April 1, 2021.

Successful applicants may be awarded funding for two additional years to continue program implementation, evaluation and dissemination of program findings. Years two and three funding will be awarded based on availability of funds, performance, grantee compliance with contractual obligations, and ongoing responsiveness to minority health priorities. Future-year program requirements are provided to assist with planning, and are listed below:

Year Two Program Requirements

- Convene meetings of the multi-sector partnership at least every other month.
- Continue implementation and ongoing evaluation.
- Document evaluation findings.
- Develop and implement dissemination plan to share an annual program report and findings with stakeholders.

Year Three Program Requirements

- Convene meetings of the multi-sector partnership at least every other month.
- Continue implementation and ongoing evaluation.
- Develop a sustainability plan.
- Disseminate evaluation findings, final program report, and sustainability plan with the greater community, including state, local, and community stakeholders.

7. Credentials

The Grantee shall assure that appropriately credentialed or trained staff under its control, including Grantee employees and/or subcontractors, shall perform functions under this Agreement.

8. Expected Performance Outcomes

Applications submitted in response to this RFP must address one or more of the recommended strategies for program development identified below. The strategies selected by the Applicant must be addressed in the proposed work plan and align with the proposed planning, implementation, and evaluation activities in accordance with the identified project timeline.

Recommended Strategies for Program Development

- a. Improve the collection, systems, and accessibility of data related to race and ethnicity in the provision of health services.
- b. Strengthen the capacity of governments and communities to develop and sustain effective partnerships and programs to improve racial/ethnic health inequities.
- c. Improve social determinants of racial/ethnic health inequities through public education, evidence-based and/or promising practice community-based interventions. The interventions may include, but are not limited to, addressing access to healthy food and recreational spaces; creating safer neighborhoods; improving literacy and education, building life and career skills, improving housing, and improving air quality.
- d. Ensure equitable access to quality health care by increasing the capacity and skills of community organizations and their members to effectively navigate health care and human services systems.
- e. Strengthen community engagement, capacity, and empowerment through the provision of community education and training related to health equity, social justice, cultural competency; and/or culturally and linguistically appropriate services (CLAS) standards.

Please refer to the Health Equity Road Map document in the Reference Documents for more background information on the recommended strategies.

9. Reporting Requirements

In addition to the boilerplate agreement, successful applicants are required to comply with the following requirements:

Successful applicants must submit agendas and minutes from each month's multi-sector partnership meeting as an attachment to the quarterly narrative progress report.

10. Reference Documents

Reference documents for this RFP include:

- a. MDHHS OEMH web site:
<http://www.michigan.gov/minorityhealth>
- b. Health Equity Road Map:
https://www.michigan.gov/documents/mdch/MI_Roadmap_FINAL_080310_revised_WEB_VERSION_329422_7.pdf
- c. MDHHS 2006 PA 653/Health Equity Report web site:
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2955_2985-273385--,00.html
- d. Health People 2020 Overarching Goals and Social Determinants of Health
<https://www.healthypeople.gov/2020/topics-objectives/topic/social-determinants-of-health>
- e. Health Equity & Systemic Racism Online Trainings
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2955_2985_79566---,00.html
- f. Multi-Sector Partnership Commitment Form (included in the documents uploaded to EGrAMS)

Section III

EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

Category	Total Points Possible
Narrative	
Lead Organization Experience & Past Performance	15
Priority Population	10
Program Implementation	25
Staff Credentials and Qualifications	15
Program Evaluation	10
Budget Narrative	10
Work Plan	10
Budget	5
Total	100

Evaluators will score applications using the following review questions:

Narrative

Lead Agency Experience and Past Performance (15 points)

1. (3 points) Briefly describe your organization's mission, history, leadership, capacity and experience working with and/or conducting successful outreach and services to one or more of the five racial/ethnic populations identified in this RFP.
2. (6 points) Summarize your organization's experience that demonstrates your capability to complete this program. Include a description of your organization's experience conducting activities focused on increasing awareness of the linkages between the social determinants of health, health disparities, and health equity, with evidence of three or more years' experience.
3. (6 points) Clearly explain your organization's capacity to successfully develop goals for a program and appropriate measures for determining the status and progress made on the goals. Include an explanation of your organization's ability to develop easily understood goals and progress measurements that lead to desired results that can be replicated by a variety of stakeholders.

Review Criteria

(3 points) Did the applicant describe their organization's mission, history, leadership, capacity, and experience working with and/or conducting successful outreach and services to one or more of the five racial/ethnic populations identified in this RFP?

(6 points) Did the applicant summarize their organization's experience that demonstrates their capability to complete this program? Did they include a description of their organization's experience conducting activities focused on increasing awareness of the linkages between the social determinants of health, health disparities, and health equity, with evidence of three or more years' experience?

(6 points) Did the applicant explain their organization's capacity to successfully develop goals for a program and appropriate measures for determining the status and progress made on the goals? Did the applicant include an explanation of their ability to develop easily understood goals and progress measurements that lead to desired results that can be replicated by a variety of stakeholders?

Priority Population (10 points)

1. (3 points) Describe the racial and ethnic minority population(s), including demographics, for whom programs and/or services are to be provided.
2. (7 points) Describe the needs of the racial and ethnic minority population(s) from whom programs and/or services are to be provided.

Review Criteria

(3 points) Did the applicant describe the racial and ethnic minority population(s), including demographics, for whom programs and/or services are to be provided?

(7 points) Did the applicant describe the needs of the racial and ethnic minority population(s) from whom programs and/or services are to be provided?

Program Implementation (25 points)

1. (8 points) Describe the methods your organization will use to implement the objectives and activities in the work plan. Include the following:
 - a. A description of the logic model or logical framework approach you used to design your project
 - b. A description of how the implementation plan will help you accomplish the overall goals of the program
 - c. Evidence on how the current and/or existing needs assessment data supports development and implementation of the proposed project plan.
2. (2 points) Describe the strategies to be used to retain participants until they successfully complete program activities.
3. (5 points) Describe and provide sources on how the strategies identified in the proposed scope of work are evidence-based and/or promising practices that promote equity in policies, practices, and procedures.
4. (1 point) Describe the specific venues and locations where the program activities will be provided, including the geographic location.
5. (5 points) Identify and describe the outcomes (short-, intermediate- and long-term) that will result from the program.

6. (2 points) Estimate of the total number of program participants. Describe the anticipated characteristics (such as age, gender, race, and other special circumstances) of the participants.
7. (2 points) Describe how participants will be identified/recruited.

Review Criteria

(8 points) Did the applicant describe the methods they will use to implement the objectives and activities in the work plan, including the following:

- a. A description of the logic model or logical framework approach they used to design their project?
- b. A description of how the implementation plan will help them accomplish the overall goals of the program?
- c. Evidence on how the current and/or existing needs assessment data supports development and implementation of the proposed project plan?

(2 points) Did the applicant describe the strategies to be used to retain participants until they successfully complete program activities?

(5 points) Did the applicant describe and provide sources on how the strategies identified in the proposed scope of work are evidence-based and/or promising practices that promote equity in policies, practices, and procedures?

(1 point) Did the applicant describe the specific venues and locations where the program activities will be provided, including the geographic location?

(5 points) Did the applicant identify and describe the short-, intermediate-, and long-term outcomes that will result from the program?

(2 points) Did the applicant estimate the total number of program participants, including a description of the anticipated characteristics (such as age, gender, race, and other special circumstances) of the participants?

(2 points) Did the applicant describe how participants will be identified/recruited?

Staff Credentials and Qualifications (15 points)

1. (5 points) Describe the staff of the lead organization and the multi-sector partners and subcontractors, including their roles in program planning, design, implementation, evaluation, and dissemination. Complete a Multi-Sector Partnership Commitment Form for each member of the multi-sector partnership and attach it in the Miscellaneous section of the application.
2. (5 points) Describe the personnel at your organization who will perform the activities described in the proposal. Include sufficient details about their qualifications and experience to demonstrate their ability to perform these activities.
3. (3 points) Describe any subcontractors who will be involved in the program and their staff qualifications.
4. (2 points) Describe your training program for staff, including training on health equity and cultural competency.

Review Criteria

(5 points) Did the applicant describe the staff of their lead organization and their multi-sector partners and subcontractors, including their roles in program planning, design, implementation, evaluation, and dissemination? Did the applicant attach a completed Multi-Sector Partnership Commitment Form for each member of the multi-sector partnership and attach it in the Miscellaneous section of the application?

(5 points) Did the applicant describe the personnel at their organization who will perform the activities described in the proposal, including sufficient details about their qualifications and experience to demonstrate their ability to perform these activities?

(3 points) Did the applicant describe any subcontractors who will be involved in the program and their staff qualifications?

(2 points) Did the applicant describe their training program for staff, including training on health equity and cultural competency?

Program Evaluation (10 points)

1. (6 points) Describe your intended evaluation plan and the way in which you will conduct the evaluation. Include the following in your response:
 - a. How you will measure goals and outcomes, and how you will develop those measures.
 - b. How you will include input and guidance from the priority population(s) identified in your application in the evaluation design and planning.
 - c. How you will ensure stakeholder support for the evaluation model.
 - d. Who will be responsible for evaluation-related data management?
2. (2 points) Describe how you will use your results and evaluation to improve the quality and effectiveness of program implementation.
3. (2 points) Describe how findings from the evaluation will be disseminated to the priority population and used to enhance their knowledge, skills and status, as appropriate.

Review Criteria

(6 points) Did the applicant sufficiently describe their intended evaluation plan and the way in which they will conduct the evaluations, including the following information:

- a. How they will measure goals and outcomes, and how they will develop those measures?
- b. How they will include input and guidance from the priority population(s) identified in their application in the evaluation design and planning?
- c. How they will ensure stakeholder support for the evaluation model?
- d. Who will be responsible for evaluation-related data management?

(2 points) Did the applicant describe how they will use your results and evaluation to improve the quality and effectiveness of program implementation?

(2 points) Did the applicant describe how findings from the evaluation will be disseminated to the priority population and used to enhance their knowledge, skills and status, as appropriate?

Budget Narrative (10 points)

1. (10 points) Describes the uses, need and purpose for the resources and costs included in the program budget. Explain why each of the requested items is necessary to accomplish the supported activities. Identify how staff resources will be sufficient to accomplish tasks in the identified timeframes. Ensure that the resources and costs are allowable, reasonable and necessary to accomplish the work plan and terms of the agreement.

Review Criteria

(2 points) Did the applicant describe the uses, need and purpose for the resources and costs included in the program budget?

(2 points) Did the applicant explain why each of the requested items is necessary to accomplish the supported activities?

(4 points) Did the applicant identify how staff resources will be sufficient to accomplish tasks in the identified timeframes?

(2 points) Did the applicant demonstrate that the resources and costs are allowable, reasonable and necessary to accomplish the work plan and terms of the agreement?

Work Plan (10 points)

Enter the objectives and activities that will be used to carry out the proposed program. Objectives must be specific, measurable, appropriate, realistic and time-based (SMART). Include the staff member(s) responsible for each activity and a timeline when each task or activity will be started and completed. Each day of the program period must be covered by at least one work plan activity.

Review Criteria

(3 points) Did the applicant enter the objectives and activities to be used to carry out the proposed program that are consistent with program goals? Were objectives specific, measurable, appropriate, realistic and time-based (SMART)?

(2 points) Did the applicant include the staff member(s) responsible for each activity? Are the responsible staff listed consistent with the project contacts and/or budgeted staff? Did the applicant include a timeline when each task or activity will be started and completed?

(3 points) Do the activities clearly describe what actions or steps will be taken to accomplish each objective?

(2 points) Is each day of the program period covered by at least one work plan activity?

Budget (5 points)

Provide a line item budget that identifies how funds will be expended. The purposes of the expenditures should be clearly identified and be congruent with the activities in the work plan. Resources (budgeted details such as occupancy, communication, supplies and equipment, transportation, contracted services and miscellaneous) should be allowable and reasonable to

accomplish your work plan, and reasonably adequate to provide a consistent level of service throughout the term of the grant.

Review Criteria

(3 points) Are the resources identified in the narrative consistent with those in the budget?

(2 points) Are the line items requested allowable?