

## Request for Applications (RFA)

### Statewide Association Performance Improvement Training and Technical Assistance Support

#### Summary Information

The purpose of this opportunity is to advance the ability and role of statewide or state-level public health associations / organizations to support local health departments (LHDs), particularly in efforts to build health department internal and external infrastructure, and systems and performance improvement capacity. This opportunity will fund up to ten (10) statewide or state-level public health associations / organizations to provide systems and performance improvement-related training and technical assistance to LHDs within their state.

**Application and RFA Opens:** Monday October 2, 2023

**Informational Webinar:** Thursday October 5, 2022, at 1 PM EST | Register at the following link:

[https://naccho.zoom.us/webinar/register/WN\\_C1k239MzSRedHYMmg7x0DQ](https://naccho.zoom.us/webinar/register/WN_C1k239MzSRedHYMmg7x0DQ)

**Application Due Date and Time:** Friday November 3, 2023, at 5:00 PM EST

**Selection Announcement Date:** Friday November 17, 2023

**Maximum Funding Amount:** up to \$10,000

**Estimated Period of Performance:** January 2024 – July 2024

**Point of Contact for Questions Regarding this Application:** [blawrence@naccho.org](mailto:blawrence@naccho.org)

#### Description of RFA

##### Purpose

With support from the National Center for State, Tribal, Local and Territorial Public Health Infrastructure and Workforce at the Centers for Disease Control and Prevention (CDC PHIC), the National Association of County and City Health Officials (NACCHO) is pleased to offer an opportunity to deliver customized performance and systems improvement training and technical assistance to local public health departments (LHDs) through statewide or state-level public health associations / organizations.

The purpose of this opportunity is to advance the ability and role of statewide or state-level public health associations / organizations to support LHDs, particularly in efforts to build health department internal and external infrastructure, and systems and performance improvement capacity. This opportunity will fund up to ten (10) statewide or state-level public health associations / organizations to provide systems and performance improvement-related training and technical assistance to LHDs within their state.

##### Background

For the past three years, this opportunity has provided support to a total of 20 statewide or state-level public health associations / organizations from 18 different states to provide training and technical assistance (T/TA) to LHDs in their state. This has included hosting webinar series, virtual and in-person workshops and trainings, focus groups, and listening sessions, as well as conducting needs assessments, creating toolkits, and forming learning communities.

##### What is Performance and Systems Improvement?

Public health performance improvement is positive change in public health capacity, processes, or outcomes through the use of clear and aligned planning, monitoring, and improvement activities. Performance improvement relies on the use of evidence and continuous, formal activities that strengthen public health organizations and systems. It can occur and be measured at the system, organization, program, or employee level. Performance and systems improvement topics that previous associations and organizations have focused on include:

- Health Equity / Diversity and Inclusion
- Accreditation
- Workforce Development
- Resiliency and Moral Distress
- Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)
- Recruitment and Retention

- Strategic Planning
- Quality Improvement
- Performance Management
- Aligning Partnerships
- Aligning Metrics and Data Methodology

However, this is not exhaustive of the T/TA topics that will be considered for this opportunity. Alternative performance and systems improvement ideas for T/TA topics and methods of delivery are encouraged and welcomed for consideration. To learn more about NACCHO’s performance and systems improvement work, please visit the following webpage: <https://www.naccho.org/programs/public-health-infrastructure/performance-improvement>

### Eligibility

Applicant entities must be statewide or state-level associations or organizations that support local health departments. This includes, but is not limited to, the following types of organizations:

- State associations of county and city health officials (SACCHOs)
- State public health associations
- State associations of local boards of health
- Public health institutes

Eligibility may be granted to a state health department if there are no eligible state associations active in the state.

Applicants who applied and/or participated in this opportunity in either of the previous years **are eligible** to apply again, and applicants from states that we have funded previously **are also eligible** to apply.

### Project Activities and Expectations

#### Statewide Association Training and Technical Support Community of Practice

In addition to the funding that is provided through this opportunity to support the T/TA activities, we are also continuing our community of practice (CoP) where recipients are invited to attend quarterly networking events and receive exclusive access to our online platform of resources and discussions. The CoP also includes grantees from previous years of this opportunity to connect with.

#### Grantees will be required to:

1. Attend at least one (1) networking event,
2. Contribute at least once to our online Virtual Community Resource and Connection Hub platform, and
3. Submit one (1) summary PowerPoint slide of their T/TA which will be presented during the final networking event.

Grantees will be added to NACCHO’s Virtual Communities platform in November 2023, and we plan to host our first networking event in January 2024, with two additional events following in April 2024 and June 2024 (specific dates TBD).

#### Evaluation

NACCHO and CDC PHIC will be conducting an evaluation of this project that will focus on (1) the effectiveness and impact of the T/TA request model developed through this project and (2) the effectiveness and impact of the T/TA provided to LHDs (e.g., impact of the activity on participants’ knowledge, skills and/or abilities).

#### In order to capture data around the above components, grantees will be required to:

1. Participate in a 30-45-minute outtake call at the end of the period of performance,
2. Complete a pre-outtake call survey before their scheduled outtake call, and
3. Conduct a post-TTA evaluation for all TTA event attendees (if applicable).

### Availability of Funds

NACCHO and CDC PHIC intend to award up to ten (10) statewide or state-level public health associations or organizations up to \$10,000 each for activities approved for this grant. The project duration will be from January 2024 through July 2024. **All applications must be submitted by 5:00 PM EST on November 3, 2023.**

Selected applicant(s) will be notified by November 17, 2023. Awards will be made through a fixed price contractor agreement.

## Requirements for Financial Award

### Allowable Expenses

Applicant entities must be statewide or state- level associations or organizations that support local health departments (e.g., state associations of county and city health officials, state public health associations, state associations of local boards of health, public health institutes) who implement performance or systems improvement activities. Eligibility may be granted to a state health department if there are no eligible state associations active in the state. Applicants who applied and/or participated in this opportunity in the previous year are eligible to apply again, and applicants from states that we have funded previously are also eligible to apply.

### Required Grant Activities Covered by Award\*

1. Attend at least one (1) CoP Networking Event
2. Contribute at least once to the CoP Virtual Community Resource and Connection Hub
3. One (1) summary PowerPoint slide of T/TA for last networking event

*\*Specific T/TA activities and deliverables for each grantee will be outlined with NACCHO and CDC PHIC in their scope of work once accepted for an award.*

## Application Submission and Support

### Application Submission

Requests are to be submitted via the online platform linked below. The application period for this opportunity opens Monday October 2, 2023, and closes Friday November 3, 2023, at 5:00 PM EST. All requests must be submitted within this time. **All activities related to the project must be completed by July 31, 2024.** The questions from the request form are provided for reference on page 5 of this document. **Requests must be submitted via the online platform. Emailed requests will not be accepted.**

### Individual Consultation and Guidance Sessions

Individual Consultation and Guidance Sessions will take place *prior* to the submission of an application and provide an opportunity for those who are in the “ideation” phase of creating a T/TA project an opportunity to discuss their ideas and determine if they align with the parameters of the funding opportunity or would benefit from additional planning and/or an initial connection to resources, speakers, and/or partners. This provides an opportunity for NACCHO and CDC PHIC to provide input and feedback on proposed ideas and to learn more about the request and the type of support that best fits the applicant and the needs of their target audience (e.g., direct award, speaker, trainer, etc.).

Attending a consultation and guidance session with NACCHO and CDC PHIC does not indicate that a formal agreement has been or will be made or that NACCHO and CDC PHIC will be able to meet the request. To submit a request to schedule a consultation and guidance session, please use the following link: <https://forms.gle/mAsEKWFmQFHmUUHw7>

The last day to submit a request for scheduling a session will be Monday October 30, 2023.

### Informational Webinar

CDC PHIC and NACCHO will host an informational webinar where interested applicants will have the opportunity to learn more about the opportunity and ask questions. Use the following link to register for this webinar:

[https://naccho.zoom.us/webinar/register/WN\\_C1k239MzSRedHYMmg7x0DQ](https://naccho.zoom.us/webinar/register/WN_C1k239MzSRedHYMmg7x0DQ)

## Timeline of Request Activities

Timeline	Activities
October 2, 2023	<b>Application Opens</b> Submit request via online platform.
October 5, 2023 1 PM EST	<b>Informational Webinar</b>

	Interested applicants will have the opportunity to attend an informational webinar to learn more about the opportunity and ask questions. Use the following link to register for this webinar: <a href="https://naccho.zoom.us/webinar/register/WN_C1k239MzSRedHYMmg7x0DQ">https://naccho.zoom.us/webinar/register/WN_C1k239MzSRedHYMmg7x0DQ</a>
<i>October 16, 2023 – November 3, 2023</i>	<b>Individual Consultation and Guidance Sessions</b> Interested applicants will have the opportunity to sign up for a consultation and guidance session with NACCHO and CDC PHIC to discuss details of their request and/or ideas for their request. Use the following link to submit a request for a consultation and guidance session: <a href="https://forms.gle/mAsEKWFmQFHmUUHw7">https://forms.gle/mAsEKWFmQFHmUUHw7</a> The last day to submit a request for scheduling a session will be Friday October 27, 2023.
<i>November 3, 2023</i>	<b>Application Closes</b> Applications will close at 5:00 PM ET on Friday November 3, 2023. Applications will NOT be accepted after this date.
<i>November 17, 2023</i>	<b>Notification of Award Status</b> NACCHO notifies all applicants of their award status and next steps if accepted.
<i>December 29, 2023</i>	<b>Contract Finalized</b> NACCHO works with agency to finalize and execute the project contract.
<i>January 1, 2024 – July 31, 2024</i>	<b>Implementation of T/TA</b> Agency implements activities to support LHDs with NACCHO support. All activities MUST be completely implemented no later than July 31, 2024 (end of the project year).
<i>July 31, 2024 – August 13, 2024</i>	<b>Evaluation Support</b> Agency completes the pre-outtake call survey and participates in a brief outtake call and submits their evaluation data from the T/TA activity.

## Questions

Please forward any questions to Bianca Lawrence ([blawrence@naccho.org](mailto:blawrence@naccho.org)).

## Request Form Questions

The questions below are provided for reference. Please submit your request responses via [this link](#).

### Requesting Agency Contact Information

- Agency name
- Agency address
- Contact name
- Phone number
- Email address

### Requesting Agency Details

**What is your agency's role in supporting LHDs in performance improvement capacity building activities, training, and/or technical assistance?** (4000 Characters Max)

**Describe your previous experience providing training or support on performance improvement to LHDs in your state? Please provide at least one clear example.** (4000 Characters Max)

### Request Details

**Please briefly describe your request for support.** (4000 Characters Max)

**What is the need for this training / technical assistance among LHDs in the state?** (4000 Characters Max)

**[Optional] If you have additional details about your requested/proposed activity, please provide them below.**

- Speaker or trainer
- Target audience
- Needs of LHDs related to this topic
- Timeline of delivery
- Method of delivery (e.g., live training, webinar, asynchronous training, workshop)

**[Optional] Additional information about the request.**

### Requested Additional Documentation

**Please submit the following documentation (as separate attachments) with your application:**

- [Project Budget](#)\* (Download a copy by navigating to File > Save As)
- [Vendor Information Form](#)
- [Certification of Non-Debarment](#)
- [W-9 Tax Form](#)
- Proof of Active Registration with SAM.gov including the following information:
  - Organization Name
  - Unique Entity ID
  - CAGE/NCAGE ID
  - Entity Status as ACTIVE
  - Expiration Date must be post expected contract execution date (January 1, 2024)

*\*Use the linked budget template to include details of hourly rates for individuals working to deliver the services.*

### Additional Required Questions

**Please respond to the following two questions:**

- Do you have prior experience in Federal Contracting? (Yes or No)
- Have you completed a Single Audit? (Yes or No)