

REQUEST FOR PROPOSAL (RFP) – MINI-GRANT APPLICATION

EXPANSION EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) GRANT

Version 1.1

Date Issued: December 30, 2020

Date Due: January 22, 2021

Summary of Request

The Partnership for Maternal and Child Health of Northern New Jersey, a regional grantee of the NJ Department of Health, will fund Community Based Organizations (CBOs) including, but not limited to, civic and social organizations, food banks, faith-based organizations, etc. to develop and implement effective health communication and community engagement strategies to respond to the COVID-19 infectious disease needs of the most vulnerable populations throughout Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union, and Warren Counties.

The funding provided through these mini-grants will be used to complement and enhance, not duplicate, existing COVID-19 related efforts. This work will be prioritized under the NJ Department of Health's Colette Lamothe-Galette Community Health Worker (CLG-CHW) Institute as it seeks to enhance the COVID-19 related knowledge and work performance of community health workers statewide.

Background

The Colette-Lamothe Galette Community Health Worker (CLG-CHW) Institute was established by New Jersey Department of Health (NJDOH), Division of Family Health Services in May 2019 to honor the memory of Colette-Lamothe Galette who was a public health champion and hero, and one of NJ's finest public health leaders, known to all in the public health community for dedicating her life's work to eliminating health disparities and addressing health equity. Sadly New Jersey lost Colette to complications of COVID-19 in April 2020. The CLG-CHW Institute has established an apprenticeship training program for community health workers, critical personnel and allies needed on the front lines of COVID-19 response.

These community health workers are well poised to support the ELC CARES Enhancement activities as part of the COVID-19 response, in the ways listed below. Community health workers (CHWs) provide a mechanism to address COVID-19 in vulnerable communities and this framework advances the following key priorities and related activities:

Key Priorities

- **Support Communities** by developing and engaging CHWs, who will identify vulnerable populations and connect them to needed resources
- **Identify Resources** using technology and strategic partnerships
- **Engage and Protect Families** by expanding available resources to include diagnostic testing sites and vaccination sites in vulnerable communities

Activities

1. Developing CHWs and training them to assist in increasing contact tracing efforts
2. Assisting with COVID-19 surveillance among vulnerable populations
3. Implementing prevention strategies within vulnerable, diverse populations
4. Identifying and securing Alternative Testing Sites and vaccination sites for COVID-19
5. Developing COVID-19 community health workers, promotores, sponsors and champions in support of vaccination efforts

This funding opportunity will support Community Based Organizations' (CBOs) strategies to provide COVID-19 health education and community engagement using CHWs. Dissemination of information may include oral, written or technologically based methods, to be delivered by local trusted sources in ways that are culturally appropriate.

CBOs must be nonprofit and tax-exempt (501(c)(3) tax exempt status documentation must be provided) and may include faith-based organizations, public health focused associations, civic and social organizations, and other organizations that have the capacity to educate and engage at-risk communities.

This request for proposals will provide a mechanism for CBOs to leverage existing efforts of engaging community stakeholders in the development of community driven health promotion campaign initiatives using CHWs.

Listed below are examples of potential strategies:

- Engage CHWs to address COVID-19 in vulnerable populations;
- Engage CHWs to assist with contact tracing;
- Develop technology solutions, such as apps, registries, hotlines, social media platforms, etc. to address COVID-19 in vulnerable populations and support the CHW workforce;
- Develop written materials in multiple languages for diverse audiences – easy to read for dissemination to vulnerable communities;
- Establish live virtual sessions – providing education on COVID-19 mitigation strategies and social supports;
- Partner with Local Health Departments (LHDs) and others to establish alternative testing sites in vulnerable communities;
- Develop online sessions and printed materials on myths and facts about safety and benefits of vaccination;

- Develop COVID-19 community health workers, promotores, sponsors, and champions, in support of vaccination efforts;

Note: these represent examples and do not represent the full range of potential strategies for this project.

Objectives:

1. By June 30, 2021, awardees will engage CHWs to be trained in COVID-19 and contact tracing;
2. By June 30, 2021, awardees will develop technological tools to support CHWs;
3. By June 30, 2021, CHWS will be engaged in active outreach and education;
4. By June 30, 2021, alternative COVID-19 testing sites will be established in vulnerable communities;
5. By June 30, 2021, online sessions and printed materials on myths and facts about safety and benefits of vaccination will be developed, and
6. By June 30, 2021, COVID-19 community health workers members will be enlisted as part of the COVID-19 CHW Corps to include community health workers, promotores, sponsors and champions and armed with information based on sound scientific, public health and clinical evidence to assist in vaccination efforts.

Deliverables:

To meet some or all of the objectives listed above, all awardees will be required to conduct the following activities and deliverables:

- Provide monthly progress and expenditures reports
- Enroll CHWs in required training to including completion of the Colette Lamothe-Galette community health worker (CLG-CHW) Institute training and other COVID-19 related training as designated by the NJDOH.
- Participate in technical assistance calls as required
- Each month, collect and report basic event or metrics as defined
- Share sample materials with regional grantees prior to dissemination
- Submit a final narrative report to include CHW activity, technological tool development, collaborations, successes, challenges, lessons learned and related metrics
- Grantees who establish alternative COVID -19 diagnostic testing sites –
 - Must describe site including whether it is indoors or outdoors
 - Each site must
 - have running water
 - abide by all CDC COVID-19 mitigation strategies to include social distancing, hand washing and use of face masks
 - be willing to accept anyone who presents for testing
 - describe the safety precautions for facility, parking and other amenities

- adhere to safety protocols and documentation requirements
- Recipients should
 - assure that provisions are in place to meet future surge capacity testing needs including point of care or other rapid result testing for local outbreaks
 - produce plans that include testing of at-risk populations including elderly, disabled, those in congregate living facilities, racial and ethnic minorities, and other groups at risk due to high frequency of occupational or nonoccupational contacts
 - work with their Local Health Departments (LHDs) to determine how local needs can be addressed with the overall available resources

Timeline

| | |
|----------------------------------|--|
| December 22, 2020 | RFP release |
| December 30, 2020 10:00AM | Technical Assistance Webinar |
| January 22, 2021 5:00PM | RFP submission deadline |
| January 29, 2021 | Selection notification |
| February 1, 2021 | Project implementation start date |
| February 1, 2021 – June 30, 2021 | Project implementation, progress and expenditure reports |
| June 30, 2021 | Project completion – final invoice and narrative report |

Funds Available

Awards will total between \$15,000 – 100,000 based on which of the aforementioned activities proposed by each agency are approved. The final award amount is contingent on submission of a detailed and reasonable budget proposal to be approved by the Partnership for Maternal and Child Health of Northern New Jersey and the NJ Department of Health.

Eligible Applicants

Eligible applicants are nonprofit, tax-exempt 501(c)(3) community-based organizations (tax exempt status documentation must be provided). Examples of CBOs include civic and social organizations, faith-based organizations, and other non-traditional partners that have a track record of and the capacity to educate and engage vulnerable communities.

Application – Content, Form and Points

The application should be no longer than 10 pages and should include the following headings:

1. Contact information
 - a. Provide applicant contact information
2. Background/Project Team (40 points)
 - a. Describe demographics and characteristics of target population, including geographic area served
 - b. Describe organizational structure and experience in engaging target population and collaborating with other CBOs
 - c. Describe your marketing plan to ensure that your services reach the target population
 - d. Describe prior experience in implementing community-based projects
3. Plan/Methods (40 points)
 - a. Describe work plan, methods and timeline
 - b. Provide deliverables specific to identified project activities
4. Budget and Budget Narrative (A template will be provided and must be used) (20 points)
 - a. A detailed budget with supporting narrative for all anticipated costs. Costs must be justified at the line item level and be reasonable, allowable, and necessary to achieve the specified deliverables.
 - b. Mini Grant budget request must not exceed \$100,000.
5. Applications must include documentation of the applicant's 501(c)(3) status, which will NOT count towards the 10 page limit.

Submitting an Application

Application materials must be submitted to Mayra Ramírez via email at:

mramirez@partnershipmch.org. All applications must be received by 5:00PM January 22, 2021.

Late applications will not be accepted. There will be no extensions and no exceptions to this deadline.

Technical Assistance

For technical assistance regarding this RFP and submission of your application, please contact Mayra Ramírez at mramirez@partnershipmch.org.

Please register for the virtual technical assistance meeting scheduled for **Wednesday, December 30, 2020 at 10:00AM** by clicking here:

<https://attendee.gotowebinar.com/register/7381288050888522764>

A recording of this meeting, along with the most updated information regarding this funding opportunity will be made available at <https://partnershipmch.org/covid19rfp/>

Additional Technical Assistance

For additional information about ELC funding, objectives, and activities contact:

Andrea Malloy

Senior Advancement Officer, COVID Response

AMalloy@CDCFoundation.org