HEALTHFIRST
Allen County

ALLEN COUNTY DEPARTMENT OF HEALTH
**Program Overview, Request for Grant Proposals,
and Application Guidelines**
(2024 Funding Award Period)

I. <u>Grant Program Background and General Information</u>
Overview
In accordance with Indiana Code, Indiana Administrative Rule, and/or local ordinance/resolution, the Allen County Department of Health (ACDOH) will work to achieve all Indiana Core Public Health Services as part of the Health First Allen County program (aligning with the Health First Indiana program) or as otherwise later named or referenced. The ACDOH recognizes that to achieve the best outcomes for the Core Public Health Services (CPHS), the community will be best served when a robust plan is developed utilizing internal ACDOH programming combined with existing or new community partner programming in many service areas. Therefore, the ACDOH's Health First Allen County plan has incorporated this grant program process to allow for leveraging available funds to augment beneficial external services in partnership with willing community organizations.

The ACDOH strives to incorporate the tenets of the CDC's 10 Essential Public Health Services, the U.S. Department of Health & Human Services' Healthy People 2030 program, and the Public Health Accreditation Board's Foundational Public Health Services, or as otherwise amended/combined, to ensure consistency, completeness and equity in services provided. For the purposes of this grant program, the ACDOH may choose to focus on specific components of the above guidance programs and may choose to allow applications for only some of the CPHS areas in any given year, as deemed appropriate.

Background & Focus
This funding application process is open to projects proposing to address gaps in Allen County for the delivery of the identified Core Public Health Services defined herein and in accordance with IC 16-18-2-79.5. Applicants may identify one of the CPHS areas for which to submit an application delineating proposed service delivery programming or improvement processes. Some projects may work toward betterment in more than one CPHS area, but applicants are encouraged to choose the most applicable CPHS under which to submit their proposed program/project. The application must include a spending plan/budget and an evaluation plan for the purpose of providing Core Public Health Services. The evaluation plan must have identifiable and measurable outcomes for the funding period. Funds awarded must be spent by December 31 of the year issued, unless otherwise specified. All reporting requirements must be met throughout the award period. To remain eligible for future funding – if available but certainly not guaranteed – the awardee must maintain compliance with financial reports submitted to the ACDOH as required during the funding period as well as with all requirements herein. Funding awarded cannot be used to supplant funding currently in place for these activities at an organization, and the funding must be used only for its stated and approved purpose.

Purpose & Eligibility
The ACDOH may award grant contracts for funding and service completion to an individual, business, nonprofit organization, for-profit organization, institution of higher learning or education, medical or health care entity, or any combination thereof for the purpose of providing Core Public Health Services to and for Allen County residents. Financial assistance provided by the ACDOH is to protect and promote the health of all people in all communities where gaps in CPHS delivery are identified.

II. Request for Applications – Program Opportunity
Core Public Health Services - DEFINED
While there are 22 Core Public Health Services defined by the legislation for local health departments that have opted in to the Health First Indiana funding, the ACDOH has identified the following 8 priority Core Public Health Services for potential _external_ funding opportunities under this program for 2024. This is the abbreviated list of the core services for optional funding along with the Key Performance Indicators (KPI) for each:

☐ *Tobacco Prevention & Cessation*
☐ STATE-REQUIRED KPI: In coordination with a tobacco prevention and cessation coalition, the county or organization must develop and/or implement a comprehensive program to address youth tobacco & addictive nicotine prevention (preferably in conjunction with schools or within the school environment). Associated data, applicable project-related photos, overall outcomes, lessons learned, and success stories will be part of the required quarterly report submission criteria.

☐ *Student Health*
☐ STATE-REQUIRED KPI: In partnership with schools and based on community need, the county or organization must develop and implement wellness policies, and comprehensive strategies to promote whole child health, including physical, mental and student health & wellbeing.

☐ *Fatality Review & Prevention Programs*
☐ STATE-REQUIRED KPI: Counties must identify a leading cause of fatality in their community and implement an evidence-based or promising program or activity for prevention. For 2024, projects will be considered which address the following leading causes of fatality in Allen County:
- *Diabetes prevention and nutrition education*
- *Heart disease, stroke prevention and education*
- *Hypertension prevention and education*
- *Smoking cessation and prevention, including vaping education*

☐ *Maternal & Child Health*
☐ STATE-REQUIRED KPI #1 (Referrals): The county or organization must develop an actual process to refer families to needed services including contraceptive care, WIC, home visiting health, prenatal care, substance use disorder treatment, and insurance navigation. *(For this KPI, submissions must address the process for referral, the process for tracking referral follow-up/ connection to care as able and must include at least one resulting success story submission per quarter of the grant period including the appropriate release of information document/release for use.)*
☐ STATE-REQUIRED KPI #2 (Improved Birth Outcomes): The county or organization must identify an opportunity to improve birth outcomes and implement an evidence-based or promising program or activity to improve that birth outcome.

☐ *Access and Linkage/Referrals to Clinical Care*
☐ STATE-REQUIRED KPI: The county health department must engage with local and state health delivery system entities to address gaps and barriers to health services and connect the population to needed health and social services that support the whole person, including preventive and mental health services. (For this particular KPI, only project proposals which describe a plan to identify the existing gaps in linkages/referrals to clinical care and propose a plan for collaboration that includes the Allen County Department of Health will be considered.)

☐ *Chronic Disease Prevention & Reduction*
☐ STATE-REQUIRED KPI: In partnership with a health-related community coalition, the county or organization must develop and/or implement a comprehensive, evidence-based obesity or obesity-related disease prevention program/activity

☐ *Trauma & Injury Prevention & Education*
> ☐ STATE-REQUIRED KPI: The county must identify a leading cause of injury and/or harm in their community and implement a comprehensive, evidence-based program or activity for prevention. For 2024, projects will be considered which address the following leading causes of injury and/or harm:
> - *Fall Prevention & Education*
> - *Gun Safety & Education*
> - *Opioid Overdose, Substance Use Disorder, and Education & Treatment*

☐ **Child & Adult Immunizations**
> ☐ STATE-REQUIRED KPI: The county or organization must develop/deploy a collaborative plan that allows for vaccinations of all individuals at time of service regardless of insurance status, and with operational hours beyond routine business hours to meet the needs of the community.

Overview of Request for Applications (RFA)

The ACDOH is requesting applications for competitive funding to issue a contract or grant that must include specific and measurable improvements in Allen County in one (1) Core Public Health Service area as defined herein. The purpose of this RFA is to award a contract or grant for the purpose of improving health outcomes and preventing or reducing the prevalence of the health issues related to the defined Core Public Health Services. In reviewing and awarding contracts or grants, the health department will prioritize applications that include/represent:

1. currently operational nonprofit or for-profit health care-related or health education-related entities that are providing or can provide Core Public Health Services to target populations as defined herein;
2. evidence-based practices/programs for achieving desired health outcomes, including the use of behavioral incentives when applicable;
3. programming that may work toward betterment in more than one Core Public Health Service.
4. clearly identified goals and data gathering objectives that align with the Core Public Health Service areas and key performance indicators (KPIs)

Proposal Requirements

Each proposal must include the following elements:
- Description of how the proposal will address/impact current health gaps in Core Public Health Services.
- Identify measurable and specific improvement(s) in one or more of the Core Public Health Services within a defined cohort. The cohort may be defined by any health, population, demographic, or geographic criteria – or any combination of these.
- Timeframe to achieve the proposed measurable improvement(s) incorporating the described potential funding award date below. The timeframe in which an initial proposed measurable improvement will be achieved may not be more than two years and, in most cases, measurable outcomes within a one-year period are preferred.
- Explanation of how the proposed activities may be sustained beyond the funding period.
- Evidence-based programs to prevent or reduce the prevalence of health issues or improve the health and/or behavioral health of Allen County residents are highly encouraged and will receive more consideration

Submission Requirements and Deadlines

To be considered for this competitive funding, a completed application must be received by the ACDOH no later than the Application Due Date (chart of all applicable dates is provided below), at 4:30 p.m. Eastern time. Prior to being able to apply, a letter of intent (LOI) must be submitted by the date prescribed below and approval must be granted to move forward to the application phase. LOI's

will be reviewed to ensure there is a clear alignment between the proposed project/program and the Core Public Health Services and KPIs.

All sections of the application must be completed to be considered. Incomplete applications will not be reviewed.

Reporting Requirements
- Awardees shall report de-identified, aggregate information concerning the implementation and outcomes of the CPHS contract or grant and metrics concerning the Core Public Health Services to the ACDOH as required by IC 16-20-1-12(e) or as otherwise specified by the ACDOH per project/program award.
- Awardees will be required to submit four (4) reports in any grant award year comprised of three (3) standard quarterly reports and one (1) final/annual report in accordance with the following timelines and on prescribed templates provided by the ACDOH:

Applicable Dates & Timelines for Submission and Reporting for 2024 Funding Awards

Applicable Grant Program Step	Due Date
Letter of Intent Submission**	September 15, 2023
Application Due Date	October 6, 2023, 4:30 p.m. (Eastern)
Application Review Period	October 6, 2023 – November 10, 2023
Notifications of Award	On or before December 1, 2023
Signed Contract Due Date	On or before December 11, 2023
Award Period Begins**	January 1, 2024
Quarterly/Final Report Due Dates^^	4/1/2024, 7/1/2024, 10/1/2024, 12/31/2024 (FINAL)
Award Period Ends	December 31, 2024
EVERY ENTITY intending to apply for grant funding must submit a letter of intent briefly detailing their intended project/program for which they are seeking a grant. Notification of your intent does not mean you must ultimately submit an application. ***The ACDOH may award additional contracts after the Award Period Begins date for priority projects able to be completed and reported in accordance with the annual award period.* ****Awarded entities may receive two payments during the grant period (half in the first quarter of 2024 and the other half in the third quarter of 2024, if performance measures are being achieved and data is being submitted on reports as required per grant agreement.)* *^^Quarterly reports will be fairly streamlined data reports with small narrative answers required. The final report will be more detailed and comprehensive. Final templates will be provided during the contracting phase.*	

Award Announcements and Contracting
In accordance with Indiana law, all local health departments must post all prospective employment or grant contracts to the public for at least thirty (30) days prior to entering into the final contract with an entity/individual if the agreement is for the provision of Core Public Health Services. The ACDOH will post the prospective RFA and contract template on its website at allencountyhealth.com. Once awarded entities are named and notified, the ACDOH will draft a contract reflective of the awarded total, key deadlines and reportable elements, allowable activities and projects, and any relevant administrative requirements to be completed by the awardee. At this time, a list of awardees and project summaries will be posted on the website as notification to the public, alerting them to the intent to contract with each awardee. Once the required posting time is completed, awardees will receive a copy of the fully executed contract, and the initial funding infusion will follow soon after that time.

NOTE: Unless otherwise precluded by law, please be aware that everything associated with the application submission, the award contract, the deliverables or measurable outcome data submitted, and all reports, communications or similar documents may be considered public record under state law and may be required to be shared publicly upon request.

III. Submission Guidance and Required Information
All applications shall be submitted Utilizing the ACDOH's electronic grant platform found at: https://webportalapp.com/sp/login/acdoh_health_first . All areas of the grant application must be completed.

The grant management system where are submissions will occur is broken into the following key components:

A. <u>ORGANIZATION PROFILE & LETTER OF INTENT</u> – Each applicant must submit a letter of intent briefly outlining the intended project/program for review. This area of the process will first require the entity to enter all of their organization information to form their profile within the system. If the project/program is reviewed and found to be consistent with the needs within the Core Public Health Services and associated KPIs, the entity will be informed and then be able to move on to the application phase.

B. <u>GRANT APPLICATION – The grant application sections will consist of a description of the following key areas for which your project/program will address:</u>
   o The Core Public Health Service area(s) and Key Performance Indicator(s) you intend to address.
   o The proposed project/program's overall purpose and objectives.
   o The target population/demographic/health subset you intend to reach/serve as well as the number of individuals you hope to reach/serve.
   o The method or activities by which you intend address the core public health service project/program/issue.
   o The project's/program's timeline.
   o The project's/program's intended/expected measurable outcomes you hope to achieve.
   o A health equity impact statement indicating how your proposed project/program will remove healthcare or public health barriers to care for underinsured and underserved populations.
   o The total funding amount being requested as well as the proposed budget for use of the funds.
   o The partners with whom you will work (if applicable) as well as the plan for oversight within your organization.
   o A sustainability plan for the program/project beyond the grant award.

Application Review (*Review Criteria)*
The following criteria will be used to review all submitted applications:

A. Completeness of application
B. Detailed budget
C. Clear description of the organization and demonstration of expertise in the CPHS area(s) proposed
D. Ability for review committee to clearly understand how the intended project/program/activity and outcomes may improve the delivery of or outcomes of the Core Public Health Services and, ultimately, better health measures
E. A clear demonstration of a history in providing similar services or related work
F. Project proposal:
   a. Clear purpose, scope, deliverables and timeline
   b. Clear connection between proposal and meeting the delineated key performance indicators
   c. Appropriate project/program scaling to population served
   d. Inclusion and description of partners, if applicable (or an explanation why a stand-alone project/program could achieve similar outcomes)
   e. Use of evidence-based programming
   f. Measurable, specific improvement objectives demonstrated in Core Public Health Service(s) on specified population

      g. Health Equity Statement: Project addresses service equity for underserved and underinsured populations

      h. Sustainability Statement Completeness

      i. Budget and Justifications

Review and Selection Process

Eligible and complete applications will be evaluated by an ACDOH-designated, but third party, grants review team in accordance with the review criteria stated above. Submissions that do not comply with the technical requirements set in the RFA or as otherwise explained herein are considered nonresponsive and will be rejected. *Preference will be given to programs/projects that are already running or new programs/projects that have pilot data and established partnerships (if applicable).*

ADDITIONAL INFORMATION:

Award Notices – All applicants will be notified via email no later than December 1, 2023, of the outcome of their grant request application.

Awardee Responsibilities – The award recipient will have primary responsibility for the following:

    I. Accomplishing the objectives and completing the deliverables listed in the final contract agreement.

   II. Providing written progress reports to the ACDOH as required in the final contract agreement and as stated above.

ACDOH Responsibilities – The ACDOH will have the primary responsibility for the following:

    I. Maintaining contact with awardees to gauge progress, answer questions and share any applicable concerns or needs during the grant award period.

   II. Monitoring terms of the agreement and compliance therewith.

  III. Funding the organization according to the terms of the contract agreement.

  IV. Providing technical assistance and guidance, as appropriate.

   V. Reporting on progress of grant awards and outcomes/data as required to the Indiana Department of Health (IDOH), Allen County Board of Commissioners, Allen County Council, Allen County Executive Health Board, and to the public when required.

PROJECTS/PROGRAMS/ITEMS WHICH <u>WILL NOT/CANNOT</u> BE FUNDED:

The grant funds may not be used for the following per the State of Indiana (this may not be an exhaustive list):

- *Personal Items*
- *Items not related to IC 16-46-10-3 (*pursuant to changes made during the 2023 legislative session)*
- *Alcoholic Beverages*
- *Duplicate Payments and Overpayments*
- *Capital expenses not permitted by IC 16-46-10-3(c) (such as vehicles, motorized items, trailers, buildings/structures, renovations, etc.)*
- *Scholarships*
- *Donations*
- *State or Federal Lobbying or any Political Activity*
- *Food/Beverages*
- *Any unallowable expenditure as determined by the Indiana State Board of Accounts*
- *Any expenditure not allowed by Indiana State Law*
- *Incentives (unless educational or a protective public health measure in nature and with **prior approval** by the ACDOH)*
- *Other activities or purchases deemed inappropriate by the ACHD.*

For More Information
Please send general questions regarding this RFA and application process to:
DOHGrants@allencounty.us

The ACDOH reserves the right to amend this guidance to provide additional information or correct errors as deemed appropriate.

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METRICS AND OUTCOMES: Because there are so many varied Core Public Health Service areas and KPIs, specific metrics required will be developed during the contracting phase once we have accepted your project. This section is designed to give you an idea of what a quarterly report might contain (but this information will be finalized later, and templates will be created closer to award time since this is a new program).

The required metrics for each of the quarterly reports for all awardees will contain information such as:

- What accomplishments occurred since last reporting period?
- Were there any barriers experienced during this period?
- Budget update (details on funding spent to date)
- Outcomes of any survey or pre/post reset results associated with your project/program (depending on timing of these).
- Additional metrics defined within the grant proposal itself as applicable.

In addition, the KEY METRICS PER CORE PUBLIC HEALTH SERVICE AREA FOR QUARTERLY REPORTING might look like this (shared here to ensure you are able to delineate how you will collect and report this data):

Tobacco Cessation and Prevention - Required Overall Program Summary Metrics:
• Number of students participating in program • Number of participating schools • Names of participating schools • Number of faculty participating in program • Number programs provided

Student Health - Required Overall Program Summary Metrics:
• Number of students participating in program • Number of participating schools • Names of participating schools • Number programs provided

Fatality Review & Prevention Programs - Required Overall Program Summary Metrics
• Number of programs/activities offered • Target audience • Number of target population individuals participating (e.g., Healthcare Professional, Social service professional, Law Enforcement, Educator, Student, Community Member)

1. Maternal & Child Health Referrals - Required Overall Program Summary Metrics:

- Zip codes of clients served
- Number of individuals served
- Number and type of referrals (such as prenatal care, WIC, contraceptive care, Home visiting healthcare, substance use disorder treatment, tobacco cessation, insurance navigation, communicable disease intervention, housing assistance, other)
- Number of new partnerships created

2. Maternal & Child Improved Birth Outcomes - Required Overall Program Summary Metrics:

- Zip codes of clients served
- Number of individuals served
- Number and types of programs offered (such as prenatal care, substance use disorder treatment, tobacco cessation, insurance navigation, communicable disease intervention, chronic illness management, other)

Access & Linkage to Clinical Care - Required Overall Program Summary Metrics:

- Zip codes of individuals served
- Number of individuals served

Chronic Disease Prevention & Reduction - Required Overall Program Summary Metrics:

- Number of individuals participating in the program
- Number of new partnerships created

Trauma & Injury Prevention & Education - Required Overall Program Summary Metrics:

- Zip codes of individuals served
- Number of programs conducted
- Number of tangible incentives provided, if applicable
- Number of individuals served

Child & Adult Immunizations - Required Overall Program Summary Metrics:

- Zip codes of individuals served
- Number of vaccination programs/events conducted (including information on how many programs/events were held outside of normal business hours)
- Number of patients served at each event
- Number of tangible incentives provided, if applicable