



Utah Department of
Health & Human Services
Primary Care & Rural Health

Grant Announcement Request for Proposals

State Primary Care Grants Program: Community Education and Outreach

Funding Cycle: September 1, 2022 – June 30, 2023

Release Date: July 11, 2022

Applications must be received by

Utah Department of Health

Office of Primary Care and Rural Health

No later than August 5, 2022

at 5:00 p.m. MDT

Only online applications will be accepted

Utah Department of Health and Human Services (UDHHS)

Office of Primary Care and Rural Health (PCRH)

Street address: 288 North 1460 West, 4th floor, Salt Lake City, Utah 84116

Mailing address: PO Box 142005 Salt Lake City, UT 84114

Section 1: Project Overview

A. Purpose of Request for Proposal (RFP)

The objectives of the Community Education and Outreach funding opportunity are to develop culturally and linguistically appropriate programs and services for low income and medically underserved populations to accomplish one or more of the following:

- (1) to educate individuals to use private and public health care coverage programs, products, services, and resources in a timely, effective, and responsible manner; to pursue preventive health care, health screenings, and disease management; and to locate health care programs and services.
- (2) to assist individuals to develop personal health management; self-sufficiency in daily care; and life and disease management skills.
- (3) to support translation of health materials and information;
- (4) to facilitate an individual's access to primary care and providers, including mental health services; and
- (5) to measure and report empirical results of the pilot project.

B. Eligible Applicants

Eligible applicants are defined as all public entities, community-based organizations, and private entities including for-profit and nonprofit as defined in Utah Code 26-10b.

C. Priority Populations

Low income and medically underserved populations in Utah.

D. Grant Period

The grant performance period is September 1, 2022, to June 30, 2023.

E. Award Amount

The maximum grant to be awarded is \$20,000 for a 10-month performance period.

Funding will be distributed as follows:

1. Award ceiling \$20,000 for a 10-month period.
2. Grant extensions and terminations are determined by availability of funds, grantee performance, and the discretion of the Utah Department of Health and Human Services (UDHHS).

F. Services to be Provided

As funding permits, the Department may contract with community based organizations for the purpose of developing culturally and linguistically appropriate programs and services for low income and medically underserved populations to accomplish one or more of the following:

(1) to educate individuals:

- (a) to use private and public health care coverage programs, products, services, and resources in a timely, effective, and responsible manner;
- (b) to pursue preventive health care, health screenings, and disease management; and
- (c) to locate health care programs and services;

(2) to assist individuals to develop:

- (a) personal health management;
- (b) self-sufficiency in daily care; and
- (c) life and disease management skills;

(3) to support translation of health materials and information;

(4) to facilitate an individual's access to primary care and providers, including mental health services; and

(5) to measure and report empirical results of the pilot project.

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.
 - a. Suggested measures include:
 - i. Total number of individuals who receive education on health care prevention, health screenings, disease
 - ii. Total number of individuals who access primary care services as result of this project
 - iii. Number of translated health materials
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 reimbursement payments each month, based on the award amount and previous month's expenditures. Alternative arrangements can be made based on the nature of the project.

Categories		Rate
Personnel	Grant Coordinator	Maximum 90% of total budget

	Community Health Workers Other personnel salaries	
Indirect	Indirect costs	Maximum 10% of monthly expenses or the federally negotiated indirect rate
Mileage Reimbursement	Mileage for program related activities	\$.38 per mile (current DHHS 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

Grantees must submit invoices of expenses to the OPCRH no later than the following dates: January 15, 2023, April 15, 2023, and July 5, 2023.

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 August 5, 2022. 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://ruralhealth.health.utah.gov/health-systems-support/state-primary-care-grants-program-spcgp/>

Due date: August 5, 2022 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, using the 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 in 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. 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 any 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 progress report no later than the following dates: January 15, 2023, April 15, 2023, and July 5, 2023.
- b. 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 oversee a comprehensive, fair, and impartial evaluation of proposals received as a result of this RFP. A Proposal Evaluation Committee of qualified grant reviewers 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 Evaluation Committee will then make award recommendations to the State Primary Care Grants Program's Statutory Committee, who will make the award decisions.

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
 - a. Extent to which activities focus on low income and medically underserved populations in Utah.
2. Organizational Capacity: 30 points
 - a. Administrative capabilities to receive and expend funds and manage and report on required 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
 - 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
 - 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 **September 1, 2022**. 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 UDHHS 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 USDHHS 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:

- **Monday, July 11, 2022, 10am MT**
- **A recording will be available upon request**

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 **session**

Meeting ID

meet.google.com/mem-qxkd-vms

Phone Numbers

[\(US\)+1 419-812-2544](tel:+14198122544)

PIN: 269 456 478#