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Request for Applications (RFA)
Colorado Department of Public
Health & Environment

OPHP FFY 2023 Preventive Block Grant (PBG) RFA

RFA # 40795

Application Due Date: Friday, August 19, 2022.



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I. PROJECT BACKGROUND AND OVERVIEW

The Office of Public Health Practice, Planning, and Local Partnerships (OPHP) invites you to apply for the OPHP FFY 2022-23 Preventive Block Grant (PBG) via this Request for Application (RFA) Google form.

The purpose of this RFA Google form is not to be competitive, but to better understand and match the needs to the funding.

This funding supports assessment, planning, capacity assessment, and public health improvement (CHAPS) efforts of individual LPHAs, district LPHAs, and regional or cross-jurisdictional LPHA partnerships. OPHP's goal is to support a wide variety of LPHAs throughout Colorado and to ensure that this funding supports LPHAs with CHAPS needs.

This funding may be used to fund CHAPS work for the following:

- 1) An LPHA-to-LPHA partnership
- 2) Districts (LPHAs with multiple counties)
- 3) Single County LPHAs

It is anticipated that the funding will scale appropriately for RFA Google form responses with more counties and partnerships, depending on the proposed work/initiative/project.

The total block grant amount being distributed is \$450,000.

Note on LPHA to LPHA Partnerships (#1 above)

Partnerships do not have to be formal, contractual arrangements and they do not have to be geographically proximate. We encourage partnerships among any LPHAs that have common goals and priorities.

Thematic partnerships are also encouraged. These are collaborations anchored by a public health priority area and close geographic proximity is not necessary. An example of a thematic partnership would be LPHA 1 (in the northwest), LPHA 2 (in the east), and LPHA 3 (in the southwest) collaborating on suicide prevention.

Priorities spreadsheet linked here:

<https://docs.google.com/spreadsheets/d/1CxEpAFGm54y0vrKH6TrBGC4tJr-fd464FgdKldqSczM/edit#gid=286090170>

PLEASE NOTE:

This funding is separate from OPHP's Local Planning and Support Funding delivered annually via the funding formula and master contract. The PBG funding is from the CDC's Preventive Health and Health Services Block Grant and project requests are made through this mini-RFI process. The PBG funds are federal dollars and are subject to federal funding guidelines, rules, and regulations. The PBG funding cycle runs from October 1st to September 30st.

II. PROJECT BUDGET PERIOD, FUNDING PERIOD, AND BUDGET REQUIREMENTS

- A. Budget Period - October 1, 2022 to September 30, 2023
- B. Funding Period - October 1, 2022 to September 30, 2023
- C. Budget Requirements - [Budget Template link here](#)

1. Expenses that are not allowed:

- a. In-patient services
- b. Construction purposes
- c. Equipment purchases over \$5,000 (unless pre-approved)
- d. Supplanting loss of state funds
- e. Matches in order to secure other federal grants
- f. Cash payments (includes gift cards, stipends, vouchers)

2. Indirect (F&A) Cost Rate:

Definition: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or grant account. Indirect costs may be called Facilities and Administration costs (F&A) at some agencies. Indirect costs are different from administrative costs in most cases. For example, a program employee can be considered administrative and not be included in an agency's indirect costs. Costs classified as indirect can differ depending upon your organizational structure and accounting practices but some common examples include depreciation on buildings and equipment, operating and maintenance costs of facilities, and general administrative expenses such as the salaries and expenses of executive officers and accounting or legal staff.

III. PROJECT REQUIREMENTS

A. Eligibility:

This funding may be used to fund CHAPS work for the following:

- 1) An LPHA-to-LPHA partnership
- 2) Districts (LPHAs with multiple counties)
- 3) Single County LPHAs

B. Required Project Components:

- Google Application Form - [RFA Google form link here](#)
- Budget Submission (in google form) - [Budget Template Link here](#)

IV. TOOLS AND GUIDANCE

A. OPHP PBG Website

<https://cdphe-lpha.colorado.gov/ophp-preventive-block-grant-pbg>

V. SELECTION, EVALUATION, AND AWARDS

The technical aspects of applications will be assessed based on the soundness of the applicant's approach and the applicant's understanding of the requirement. Past

experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Technical and past experience assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of State resources necessary to insure timely, successful performance. The State may use all information available regarding past performance as defined in C.R.S. §24-106-107 et.seq.

The program has carefully designed a scoring and selection process to ensure fair selection of the best qualified applicants. The criteria for scoring includes budget, project design, feasibility, partnerships and alignment with the CHAPS process. The criteria for scoring are in direct correlation to the required application components.

Applications that fail to follow all of the requirements may not be considered.

Financial Risk Assessment Rating in Evaluation

The financial risk rating determined from the submitted Financial Risk Assessment Questionnaire or FRMS rating (Local Public Health Agencies only) will be communicated to reviewers during the application review process. Applications that fail to follow all requirements may not be considered.

VI. HOW TO APPLY

Responses must be submitted as specified in this announcement. **Applications that fail to follow all of the requirements may not be considered.**

A. Required Documents

Complete Google Form - [Link here](#) + include Budget submission - [Link here](#)

B. Documents for Applicant Review Only

- [RFA business documents](#) detail the rules and expectations for the RFA process and outlines the terms and conditions that typically appear in State of Colorado contracts.

C. Submission Instructions

See Instructions below for electronic submission

■ **General Information**

This Request for Applications (RFA) is issued by the Colorado Department of Public Health and Environment (CDPHE), also referred to as the "State". The CDPHE contact listed in these instructions is the **sole point of contact** concerning this RFA.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the CDPHE program website listed in the schedule of activities. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to

requirements, and the announcement of the apparent winning applicant(s). Applicants are responsible for monitoring for publication of modifications to this solicitation. **It is incumbent upon applicants to carefully and regularly monitor for any such notices.** Applicants are not to contact any other state office or individual regarding this RFA or this project. Applicants are not to rely on any other statements that alter any specification or other term or condition of the solicitation.

Applications must be received on or before the due date and time as indicated in the Schedule of Activities. **Late applications may not be accepted. It is the responsibility of the applicant to ensure that its application is received by the CDPHE at the location listed in these instructions on or before the due date and time.** Applicants mailing their applications must allow sufficient mail delivery time to ensure receipt of their applications by the time specified.

One completed copy of the Request for Application Cover Sheet & Signature Page MUST be signed in ink, preferably blue ink, by a person who is legally authorized to bind the applicant to the application. Submissions that are determined to be at a variance with this requirement may be deemed non-responsive and may not be accepted.

All materials submitted shall become the property of the CDPHE, and will not be returned unless the RFA solicitation is cancelled prior to the submittal due date, in which case applications will be returned unopened or opened only for identification purposes.

■ **Instructions for Electronic Applications**

Applications must be received electronically by no later than by the due date and time indicated on the cover page of this document. Faxed applications will not be accepted. Email your application and all attachments to the following individual:

Program contact name: Holland Shultz
Program contact email: holland.shultz@state.co.us
Division name: OPHP

Applications received via email will receive email confirming the delivery.

D. Questions and Inquiries

- Applicants may make written inquiries via email to obtain clarification of requirements concerning this RFA. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Send all inquiries to:

Program contact name: Holland Shultz
Program contact email: holland.shultz@state.co.us

- Clearly identify your inquiries with:

- a. RFA Number
- b. RFA Title
- c. The section number and paragraph number the inquiry applies to.
 - i.
- Responses to applicant inquiries will be published as outline in the Schedule of Activities by close of business on the date indicated. Applicants are not to rely on any other statements that alter any specification or other term or condition of the RFA.

E. Pre-application Conference

Zoom Meeting Tuesday, July 26, 2022 at 2 pm

Topic: OPHP PBG RFA Office Hours

Time: Jul 26, 2022 02:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85038546229?pwd=0uN8-FAt48Qe-sUIEMK3mk97df92wb.1>

Meeting ID: 850 3854 6229

Passcode: r8Tbpd

One tap mobile

+16699009128,,85038546229#,,,,*511706# US (San Jose)

+12532158782,,85038546229#,,,,*511706# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 850 3854 6229

Passcode: 511706

Find your local number: <https://us02web.zoom.us/j/85038546229?pwd=0uN8-FAt48Qe-sUIEMK3mk97df92wb.1>

F. Schedule of Activities

Schedule of Activities Timeline	Time	Date
RFA Published on OPHP PBG Website	8 am	July 13, 2022
Pre-Application Conference - Informational	2 pm	July 26, 2022
Submit any questions by email to holland.shultz@state.co.us by [July 29, 2022 at 5:00 pm] (No Questions will be accepted after this Date/Time)	5 pm	July 29, 2022
Answers to inquiries and any changes to the RFA published on OPHP PBG Website	8 am	August 12, 2022
Application submission deadline	11:59 om	August 19, 2022
Evaluation Period [1 week]	5 pm	August 26, 2022
Estimated Notification of Award	5 pm	September 2, 2022
Estimated Contract Effective Date The resulting contract may be renewed for a maximum of up to 4 additional years, at the sole discretion of CDPHE) (check with program re: funding)	12:00 am	October 1, 2022