

## Application: Building Workforce Capacity of Rural/Frontier Local Health Departments to Respond to COVID-19 Year 3

Instructions: APPLICATIONS MUST BE SUBMITTED VIA EMAIL TO [COVIDWorkforce@naccho.org](mailto:COVIDWorkforce@naccho.org). Applications will not be considered complete unless all associated attachments (listed below) are attached. **DEADLINE: Applications are due by 11:59PM ET on Friday, August 4, 2023.**

Please be aware that responses need to be saved directly into the COVID Workforce Year 3 Application, PDF form. If you are having issues accessing the application form, please contact our team ([CovidWorkforce@naccho.org](mailto:CovidWorkforce@naccho.org)) for support. Additionally, send your completed budget template, budget narrative, NACCHO Vendor Form, W-9, Certification of Non-Debarment, FFATA Form, and proof of active registration with Sam.Gov in accordance with active DUNS number to ([CovidWorkforce@naccho.org](mailto:CovidWorkforce@naccho.org)). Incomplete applications or applications received after the deadline will not be considered.

A. CONTACT INFORMATION (section will not be scored)		
<b>Local Health Department Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State/Territory:</b>	<b>ZIP Code:</b>
Approximate population size served by LHD (number):	individuals	
ZIP codes in the LHD's jurisdiction (please list all, separating each with a comma) <b>*NOTE: these ZIP codes will be reviewed for associated RUCA codes to determine eligibility based on criteria listed in the RFA. At least 50% of your jurisdiction must be considered a Rural/Frontier area according to corresponding RUCA codes to be eligible for this opportunity. *</b>		
Current number of staff:	full-time equivalents (FTEs) (all staff)  <b>non-clinical</b> full-time equivalents (FTEs)	
<b>Administrative Preparedness Plan:</b> Do you currently have a documented administrative preparedness plan?	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
<b>Lead project contact</b> ( <i>agency-designated project contact for all matters pertaining to the project</i> ): Name, Title Email Phone		
<b>Lead finance contact</b> ( <i>agency-designated finance contact for all matters pertaining to processing contracts and invoices</i> ): Name, Title Email Phone		

**B. CONTRACTING INFORMATION (section will not be scored)**

**Selected LHDs will enter into a contract with NACCHO to complete the deliverable(s) selected as part of this application. To expedite the contracting process for selected sites, agreement with NACCHO standard contract terms and conditions, found [here](#), is a requirement for application. No modifications will be made. The information below will help to begin the contracting process immediately upon selection.**

The LHD (or entity that will be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices, has read NACCHO’s standard contract language and would be able to enter into a contract without making modifications to the terms and conditions.

- Yes
- No

The LHD (or contracting entity) will be able to sign and return a contract to NACCHO within 30 calendar days of receipt.

- Yes
- No

If you selected ‘No’ to either of the above, please explain.

In the last 24 months (July 2021 – July 2023) has your LHD received any grant funding from NACCHO? *(Note: this information is for tracking purposes and has no bearing on review and selection.)*

- Yes
- No

If yes, provide a general description, dates and approximate amount of each separate grant funding received.

Does the organization have prior experience in Federal Contracting?

- Yes
- No

Has the organization completed a Single Audit?

- Yes
- No

**C. CURRENT COVID-19 WORKFORCE ACTIVITIES**

***C.1. Describe your recent/current activities in emergency preparedness, emergency response, and administrative preparedness. (Max 300 Words)***

***C.2. Describe your efforts to ensure adequate staffing and to train your workforce to engage in COVID-19 response and recovery activities. Please include information on workforce structure, hiring processes, staff training activities, and any activities to address workforce mental health and well-being. (Max 300 Words)***

**D. COVID-19 WORKFORCE CHALLENGES**

Please describe challenges that you have encountered in your COVID-19 response that affect your workforce capacity and ability to implement emergency response programs and recovery initiatives. ***(Max 200 Words)***

#### **E. TRAINING & TECHNICAL ASSISTANCE NEEDS**

NACCHO wants to support the ability of rural and frontier health departments working on emergency response operations, such as COVID-19 to build their workforce capacity to develop/update administrative preparedness plan, communicate throughout emergency response, address workforce mental health and well-being needs, ensure equity in emergency response and recovery, and address other emerging issues. In the space below each TTA area, please provide additional details about your workforce needs as well as your capacity and capabilities to meaningfully engage with this work. ***(Max 200 words per TTA area)***

- **Administrative Preparedness & Emergency Preparedness and Response:**
  - Understanding how to create/implement effective procedures and policies, such as for emergency procurement; staffing (e.g., hiring and training, building surge capacity, staff turn-over and succession planning); and emergency reporting practices (i.e., how to streamline policies and procedures focused on public health data reporting processes). This also includes gaining insights on how to improve and exercise public health authorities during emergencies that expedite these administrative processes and procedures, streamline procurement and personnel actions, and support the implementation of protective health measures.
  - Knowledge and skill development in technical areas related to testing and vaccine administration that will assist frontline staff to implement these activities. This may include how to strengthen surveillance efforts, how to use data to inform response efforts, vaccination outreach strategies, and strategies to increase vaccine confidence (i.e., building partnerships).
  
- **Communications:** A focus on engaging with the community in a meaningful way that builds trust, decreases vaccine hesitancy, and counters vaccine mis/disinformation, including how to use and frame data/information to a range of stakeholders.
  
- **Workforce Mental Health and Well-Being:** Addressing current workforce challenges related to recruitment and retention concerns arising due to burnout, moral injury, and mental health concerns in the workplace. Learning innovative practices in supporting the mental well-being of staff throughout the COVID-19 pandemic and beyond.
  
- **Health Equity:** An increased understanding of health equity principles and how they relate to and can be incorporated into these and other emergency preparedness capacity-building activities.
  
- **Emerging Issues:** NACCHO and TTA partners will work with LHD grant recipients to identify and address, as feasible, emerging issues relevant to workforce development capacity-building needs.

**F. PROJECT STAFF & PARTNERSHIPS**

This project will offer TTA on preparedness planning activities that require altering existing administrative preparedness plans (either the whole plan or a section thereof). It will offer training on an array of topics that support LHD staff capacity for communication, workforce wellness, health equity, and more. To benefit from these offerings, it is recommended that your key staff and community partners engage with the TTA, and resources offered. Please list all staff and community partners that you intend to include in this project. Include their names, organization names, titles, and a brief description of their role(s). ***(Max 200 Words)***

**G. PROPOSED ENGAGEMENT WITH PROJECT ACTIVITIES**

G.1. What do you plan to do with this funding? How will you ensure sustainability of capacities built through this grant's activities? ***(Max 400 Words)***

## Submission Information

### Timeline (subject to change)

- Monday, July 17, 2023: RFA released
- Deadline for submission of grant applications: 11:59PM on Friday, August 4, 2023
- Anticipated notice of award: Week of August 14, 2023
- August 31, 2023: Contract period commences
- July 31, 2024: Contract end date

### Applicant Questions and Guidance

*NACCHO will support interested applicants by offering guidance and addressing specific questions about the RFA.*

### Funding and Disclaimer Notices

This project is supported by a grant from the Centers for Disease Control and Prevention. CDC does not endorse any particular product, service, or enterprise. Views expressed in related products do not necessarily reflect those of CDC or the United States Department of Health and Human Services (HHS).

This RFA is not binding on NACCHO, nor does it constitute a contractual offer. Without limiting the foregoing, NACCHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFA; to waive any deviation from the RFA; to negotiate regarding any

proposal; and to negotiate final terms and conditions that may differ from those stated in the RFA. Under no circumstances shall NACCHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFA.