

# NACCHO

National Association of County & City Health Officials

## **REQUEST FOR PROPOSALS**

**Strengthening Rural Local Health Department (LHD) Capacity for to Address Social Determinants of Health (SDOH)**

**National Association of County and City Health Officials (NACCHO)**

## **OVERVIEW**

With support from Centers for Disease Control and Prevention, Office for State, Tribal, Local and Territorial Support (CDC OSTLTS), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for training and technical assistance to assist rural teams of local health departments (LHDs) and their partners in applying a Social Determinants of Health (SDOH) lens to their community health improvement planning efforts. Each team should include the LHD as the primary recipient and representatives from two partner agencies, one of which is from a non-health sector. Awards of **\$15,000** will be provided to six selected LHDs. Selections will be made by February 2, 2018 and the project period will run from the date of contract execution to **June 29, 2018**. **Applications must be submitted no later than January 26, 2018 at 3:00 PM EST via the application link below.**

All necessary information regarding the project and application process may be found in this Request for Proposals (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing [accreditprep@naccho.org](mailto:accreditprep@naccho.org).

NACCHO will host an optional webconference on **January 10, 2018 at 3 PM EST** to walk through the RFP and respond to questions. Please note that no new information will be shared during the call. Applicants need not wait for this optional call in order to begin or submit proposals. The call will be recorded and posted to the NACCHO website. [Please follow this link to register for the webconference.](#)

## **SCHEDULE OF EVENTS**

*Please note the following deadlines and events for this application:*

<b>Event</b>	<b>Date/Time</b>
<b>Submissions Open</b>	January 8, 2018
<b>Informational Conference Call</b>	January 10, 2018 at 3 PM EST
<b>Submission Deadline</b>	January 26, 2018 at 3 PM EST
<b>Award Notification Date</b>	February 2, 2018
<b>Anticipated Contract Start Date</b>	Late February 2018
<b>Absolute Contract End Date</b>	June 29, 2018

## **PROJECT GOALS AND SCOPE OF WORK**

As national initiatives such as Public Health 3.0 and voluntary, national public health department accreditation emphasize the importance of cross-sectoral partnerships and addressing SDOH, developing CHAs and CHIPs with a SDOH framework is imperative. Rural communities experience unique challenges around SDOH implementation and are seeking guidance on how to integrate SDOH approaches and data into their CHA/CHIP efforts.

This project aims to increase the capacity of rural LHDs to cultivate and leverage cross-sectoral partnerships to implement evidence-informed, evidence-based, and innovative interventions across a range of public health services that address the social determinants of health and improve local population health.

To support this goal, NACCHO is developing a training/technical assistance (T/TA) package to assist rural LHDs in applying a SDOH lens to their community health improvement planning implementation efforts. The package contains guidance and resources on working with partners to implement activities that address SDOH. Each team will apply the training and technical assistance to make progress towards their identified goals, as appropriate to their stage of implementation.

#### Definitions

- **Rural:** For this project, rural will be defined by [Rural Urban Commuting Area \(RUCA\)](#) codes to determine the degree of urbanization of a community. RUCA codes 4-10 are for jurisdictions that are considered rural.
- **Social Determinants of Health:** [Social determinants of health](#) are conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks (HP2020). They include (1) Economic Stability; (2) Neighborhood and Build Environment; (3) Health and Healthcare; (4) Social and Community Context; and (5) Education.

Six selected LHDs will pilot the T/TA package in their respective communities. Each LHD will be awarded \$15,000 to implement a specific activity as part of their community health improvement planning efforts. With support from NACCHO, each selected site will implement the following deliverables and activities:

- Pilot and provide feedback on the T/TA package;
- Attend an in-person workshop on **March 20 and 21, 2018** in Washington DC. The in-person training will convene community teams consisting of three people, from each selected site. During the workshop, participants will review content provided in the T/TA package and participate in an action planning process that is appropriate to their current stage of implementation. Activities identified during this workshop that occur during the contract period will be used as the basis of subsequent T/TA.
- Participate in **3-4 T/TA calls as a community team**, including those with NACCHO staff as well as peer sharing/learning.
- Implement action plan developed during the in-person meeting;
- Participate in the project evaluation that will examine the following three areas: (1) quality of T/TA; (2) content learned as a result of the T/TA; and (3) behaviors and/or activities that were implemented as a result of the T/TA. The results of the evaluation, the pilot project and lessons learned from the sites will be used to finalize the T/TA plan which will be broadly disseminated through the NACCHO website and other communication channels to other rural LHDs.
- Submit interim and final reports that describe reflections, insights, and feedback regarding the training quality and content learned; and to

- Develop a success story about the collaborative action planning process and efforts to advance the implementation of CHIP with an SDOH lens. The success story should include any tools or resources developed as a result of project activities. NACCHO will collaborate with the selected LHDs to share information and project successes with LHDs and other key stakeholders across the country.

## **ELIGIBILITY AND CONTRACT TERMS**

LHDs are eligible to apply for this RFP if they meet the following conditions:

- LHDs that serve at least one rural geographic area as defined by RUCA codes between 4-10 (to determine your RUCA code please click [here](#) or [here](#))
- LHDs who have completed a community health assessment (CHA)
- LHDs who are currently in the action planning/implementation stages of their community health improvement plan (CHIP) (e.g., selecting strategies or taking action on a specific strategy)
- Applicants are able to attend an in-person meeting in Washington, DC on March 20-21, 2018.
- LHDs are able to apply for the project with two partner agencies, one from a non-health sector. All team members should be able to commit to the full project activities.
- Applicants who can verify that they can accept [NACCHO's standard contract terms and conditions](#)

Selected LHDs will enter into a contract with NACCHO to complete the deliverable(s) specified in the application. Due to the short timeframe of the project, agreement to contract with NACCHO under its [standard contract terms and conditions](#) is a requirement for selected sites. **No modifications to the terms or contract language will be made.** Applicants will be asked as part of the application to verify that the LHD (or entity that would 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. **Applicants that cannot agree to this provision should not apply for this initiative.** In addition, selected sites should be able to return a signed contract to NACCHO within approximately 20 calendar days of receiving it (estimated early February) and will be asked to verify this in the application.

## **METHOD OF PAYMENT**

Each selected site will receive \$15,000 to support project goals and travel for all three team members to the in-person meeting. NACCHO will pay the selected LHD in two installments of \$7500 each, the first payment upon receipt of the signed contract (~late February) and the second upon successful completion of the project deliverables as outlined in the scope of work (by June 29, 2018). Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

## **APPLICATION INSTRUCTIONS**

- 1) Review the requirements and expectations outlined in this RFP and in the [Application Document](#).
- 2) Read NACCHO'S [standard contract language](#) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within 20 days of receiving it. **No modifications will be made.**

- 3) Complete the [Application Document](#) with your responses and save a copy for your records.
- 4) Complete the online submission form by **3 PM ET on Friday, January 26, 2018**. No applications will be accepted by fax, e-mail, or postal mail. Please note:
  - **Applicants will upload the completed Application Document into the online submission form.**
  - **Each LHD may submit one application only.**
  - In addition to uploading the Application Document, applicants will be asked to enter basic demographic information in the online submission form. Applicants will be able to save responses in the online form and return to them as needed during the submission process, as long as it is accessed through the same computer and the cache has not been cleared.
  - Access the online submission form at:  
[https://naccho.co1.qualtrics.com/jfe/form/SV\\_emrISEfpEjFGWyx](https://naccho.co1.qualtrics.com/jfe/form/SV_emrISEfpEjFGWyx).

### **SELECTION PROCESS**

NACCHO staff will review and score applications for this RFP based on the following criteria:

- Eligibility based on the requirements stated in the Eligibility and Contract Terms section
- Completeness (i.e., the extent to which the applicant's proposal fulfills NACCHO's stated requirements for the application)
- Team participant that includes the LHD as primary recipient and two additional agencies, one from a non-health sector
- Clear problem statement and justification of need for project funds and T/TA
- Clear description of current status in the community health improvement planning process and integration of the SDOH
- Realistic and appropriate budget

Additionally, geographic distribution, population size and size of LHD will be considered to ensure diversity in sites selected.

### **CONTACT INFORMATION**

If you have any additional questions regarding the RFP or the project, please email [accreditprep@naccho.org](mailto:accreditprep@naccho.org).