

# NACCHO

National Association of County & City Health Officials

## REQUEST FOR APPLICATIONS

Technical Assistance to Support Child Care Programs with COVID-19 Mitigation Strategies:  
*Building Sustainable LHD-ECE Partnerships*

National Association of County and City Health Officials (NACCHO)

**RELEASED JUNE 30, 2023**  
*Application Submission Extended*

## SUMMARY INFORMATION

**Project Title:** Building Sustainable LHD-ECE Partnerships

**Proposal Due Date and Time:** 11:59 PT, August 25, 2023

**Selection Announcement Date:** September 6, 2023

**Source of Funding:** CDC

**Maximum Funding Amount:** \$30,000.00

**Estimated Period of Performance:** August 28, 2023 – December 31, 2023

**Point of Contact for Questions Regarding this Application:** William Rowe: [MCAH@naccho.org](mailto:MCAH@naccho.org)

## OVERVIEW

NACCHO is the voice of the approximately 2,800 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

With support from the Centers for Disease Control and Prevention (CDC), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for \$30,000.00. Up to eight (8) awards are available to LHDs with established partnerships with early childhood and education (ECE) settings in their communities. Selected LHDs will travel to a learning convening Fall 2023 (date TBD), with an ECE counterpart, and must be available on those dates.

The project period will run from the date of contract execution (estimated August 28, 2023) to December 31, 2023. Applications must be submitted no later than **August 25, 2023 at 11:59 pm PST**. All necessary information regarding the project and application process may be found in this Request for Application (RFA). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing [mcah@naccho.org](mailto:mcah@naccho.org) ATTN: William Rowe.

## ELIGIBILITY AND CONTRACT TERMS

This RFA is open to Local Health Departments that *have initiated successful partnerships with Early Care Education programs within their jurisdictions*. Local Health Departments who have Child Care Health Consultants or like positions are encouraged to apply.

Agreement with NACCHO standard contract terms and conditions is a requirement. **No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO's contract language should not apply for this initiative.** As part of the application, the contractor will be asked to verify that they have read NACCHO's [standard contract language and](#) has provided a copy to the individual with signing authority at your organization for advanced consideration. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

It is the responsibility of the selected LHDs to return a signed copy of the contract within approximately 30 days of receipt. Recipients are encouraged to be proactive in coordinating their agency's grant approval process to avoid

possible delays. Applicants should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

Selected LHDs will enter into a contract with NACCHO to complete the required activities outlined below. NACCHO will pay each awarded LHD demonstration site in payments in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be priced as a portion of the total award amount. The scope of work will outline an invoicing schedule. Please note NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Bidders should review all terms and conditions to determine whether or not they are appropriate for submitting a proposal.

### **SCHEDULE OF EVENTS**

Applicants are advised to consider the following deadlines for this application.

<b>Event</b>	<b>Date/Time</b>
<b>Submission Deadline</b>	August 25, 2023
<b>Award Notification Date</b>	September 6, 2023
<b>Anticipated Contract Start Date</b>	August 28, 2023
<b>Anticipated Contract End Date</b>	December 31, 2023
<b>NACCHO In-Person Convening Date*(Washington, DC)</b>	TBD (Fall 2023)

[\\*Both LHD and ECE representatives are expected to travel to the in-person convening as part of this award.](#)

### **PROJECT OVERVIEW**

NACCHO's *Building Sustainable LHD-ECE Partnerships* project seeks to identify best practices for initiating and sustaining partnerships with Early Childhood Education (ECE) centers to increase Local Health Department (LHD) capacity related to COVID-19 mitigation measures, and vaccine uptake in children under 5. This work will be achieved by identifying LHDs that currently have strong partnerships with ECE settings in their communities to understand the development of those partnerships and lessons learned for LHDs just starting this work. LHDs will enhance COVID-19 mitigation and vaccine promotion and delivery efforts by identifying barriers and drivers to partnering with ECE centers and engaging community stakeholders. Outcomes from this demonstration site will lead to further collaboration between LHDs and ECE centers to strengthen strategic national- and state- level partnerships and collaboration with other funded entities, and subject matter experts to maximize and inform project strategy, the sharing of resources, best practices, and lessons learned to improve vaccine education and uptake for children under 5 years of age.

Through this project, NACCHO will support LHDs to identify and implement strategies to improve COVID-19 mitigation, vaccination, mental health and social emotional support, and food security for children under 5. A proven partnership to increase COVID-19 mitigation measures and vaccine confidence is through collaboration with ECE centers. The selected demonstration sites will identify barriers and drivers to partnering with ECE centers and engaging community stakeholders.

#### **Objectives:**

- Identify factors of successful collaboration between LHD and ECE centers, from both the perspective of the LHD and ECE.
- Collaborate with local ECE centers to improve understanding of current facilitators and barriers to COVID-19 mitigation, vaccination, mental health and social emotional support, and food security for children under 5 within the local jurisdiction.
- Develop best practices for other LHDs to use as they build relationships with ECE providers in their communities.
- Contribute to shared learning and reporting of challenges, results, and outcomes throughout the project period

**Required Activities**

- Identify ECE center(s) and point(s) of contact to collaborate with over the project period. The ECE point of contact will be expected to do an initial assessment and join NACCHO during the in-person convening.
- Participate in scheduled (i.e., monthly, or bi-monthly) calls with NACCHO to monitor project progress, engage in peer networking, and share best practices and resources.
- The LHD and ECE identified partner will travel to an in-person convening during Fall 2023, or another designated date, funded by NACCHO, to better understand the facilitators and barriers to collaboration between LHDs and ECEs.
- Participate in evaluation activities and document project outcomes. As such, recipients will be expected to conduct the following activities:
  - Participate in NACCHO’s evaluation and assessment activities (i.e., a pre-assessment, post-assessment), and project close-out interviews.
  - Submit feedback on final report detailing the successes, challenges, and lessons learned from building partnership between LHDs and ECEs.
- Designate one LHD main point of contact with whom NACCHO will directly communicate on all matters related to this project.

Additionally, selected LHDs will work with NACCHO, the CDC, and key identified partners to further disseminate resources and tools related to food insecurity and food access to ECE spaces and their networks.

**Method of Payment and Invoice Schedule**

NACCHO will pay the selected LHDs in 3 installments, upon receipt of deliverables per the payment schedule identified in the Scope of Work. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Invoice #	Target Date	Deliverable(s)	Amount
Invoice 1	September 25, 2023	<ul style="list-style-type: none"> <li>• Completion of LHD-ECE Sustainable Partnership Pre-Assessment.</li> <li>• Completion of LHD-ECE Sustainable Partnership Convening and Workshop registration form.</li> <li>• Submission of interim Scope of Work Activity Report No. 1.</li> </ul>	\$ 5,000

Invoice 2	November 30, 2023	<ul style="list-style-type: none"> <li>Attend the LHD/ECE Sustainable Partnership Convening and Workshop facilitated by NACCHO in Washington, DC (Dates October 18<sup>th</sup> and 19<sup>th</sup>).</li> <li>Submission of interim Scope of Work Activity Report No. 2.</li> </ul>	\$ 15,000
Invoice 3	December 20, 2023	<ul style="list-style-type: none"> <li>Submission of all materials, products, and/or resources created related to increasing LHD-ECE partnerships.</li> <li>Final revisions to developed roadmap for LHD-ECE partnerships.</li> <li>Completion and submission of final report and project close activities.</li> </ul>	\$ 10,000

**NACCHO Support**

*NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:*

- Provide background information related to the project, including access to NACCHO reports, data, and other resources necessary to complete the tasks above.*
- Provide access and use of NACCHO conference lines to conduct webinars and calls.*
- Facilitate the travel and lodging of LHD staff and key ECE providers and professionals to attend the in-person convening and workshop in Washington, DC.*
- Provide direct technical assistance for completion of tasks, including periodic webinars and phone or e-mail consultations.*

**PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA**

Applications for NACCHO’s *Building Sustainable Partnerships* project will be evaluated by NACCHO and scored based on the following criteria:

**1. Organization Background**– Describe your organization mission and structure, and explain why your organization qualifies to be responsive to the requirements of this RFA:

- Applicant organization name, address, city, and state
- Size of jurisdiction served (i.e., less than 50,000; 50,000 to 499,999; or 500,000 or more people)
- Characteristic of jurisdiction (i.e., rural, urban, suburban, mixed [if mixed, indicate which])
- County(ies)/jurisdiction(s) served by the LHD
- Name, phone number, and email for primary and secondary points of contact for the project.
- Statement of Need: Describe the demographics and characteristics of your jurisdiction and other pertinent data points related to the funding opportunity (burden of COVID-19, vaccination rates, etc.)

**2. Project Narrative:** Describe the work completed to build partnerships with ECE settings in the identified community. Please include the following:

- LHD Capacity: Describe the LHD’s institutional capacity including an overview of the LHD’s current work areas including past and current COVID-19 mitigation and vaccination activities.
- ECE Landscape: Describe the ECE landscape in your local community, including how the LHD and other community partners work with ECE settings in identified communities.
- Partnerships: Who are your identified ECE project partners?
  - Description of existing partnerships between your LHD and ECE setting.
  - Describe how you and your partners are currently involved in public health efforts in the community. Please provide detailed and specific areas of work.
  - Description of success and challenges (if any) experienced in establishing such partnerships.

- D. Staffing: Who will work on this project? Include key staff from LHD and ECE partners and their project roles.

### 3. Budget Proposal

- Budget ([template provided](#)): Applicants must provide a detailed line-item budget equaling \$30,000. Travel to the in-person convening should not be included in the budget template and will be provided by NACCHO.
- [Budget narrative](#): Include a narrative cost justification for each line item and how the amounts were derived.
- [Unallowable expenses](#): Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFA are prohibited from being used to pay the direct salary of an individual at a rate in excess of the current Federal Executive Schedule Level II salary cap.

**4. Letter of Support:** Provide at least one (1) letter of support from proposed ECE project partners to be uploaded with the application.

**5. Additional Required Information:** Please include and submit (upload) the following attachments with your application:

*\*Please note the following documents are not required at the time of application submission but will be required for the contracting process. To ensure timely contract execution, we encourage you to submit these documents as soon as possible. If submitting these documents after the application deadline, please email them to [mciah@naccho.org](mailto:mciah@naccho.org).\**

- Complete and submit the [Vendor Information Form](#).
- Complete and submit the [Completed Certification of Non-Debarment](#).
- Submit [W-9 Form](#).
- Complete and submit the [FFATA data collection form](#).
  - *This form is required but if you are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.*
- Provide proof of active registration with SAM.gov in accordance with an active Unique Entity ID. *Upload in application* (a screenshot can be uploaded).
  - The applicant must be registered with the System for Award Management (SAM). For applicants without a Unique Entity ID, please note that it takes 7-10 business days to receive a number after registration. Please plan accordingly to ensure an active SAM Unique Entity ID at the time of submission.
  - Note: If an applicant's Unique Entity ID is expired at the time of contract execution, the applicant will be required to renew.
- Back up documentation to show approved Fringe and Indirect rates if they exceed the 10% de minimis rate OR if no approved rates, please provide on letterhead explanation of Fringe and Indirect rates. Please see [budget guidance document](#) for detailed information on acceptable documentation.

## **SUBMISSION INSTRUCTIONS**

Complete the application in [OpenWater](#) and submit all attachments by 11:59PM PST on August 25, 2023.

Applicants should:

1. Review the requirements and expectations outlined in this RFA.
2. Read [NACCHO's standard contract](#) 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 approximately 30 days of receiving it. No modifications will be made.
3. Compile the following documents listed below. Although not required at the time of application submission, these documents will be required for the contracting process.

- [Vendor Information Form, W-9, Certification of Non-Debarment](#), and [FFATA data collection form](#). *Upload in application.*
  - Proof of active registration with SAM.gov in accordance with active Unique Entity ID. *Upload in application* (a screenshot can be uploaded).
    - Note: If an applicant's Unique Entity ID is expired at the time of contract execution, the applicant will be required to renew.
  - Back up documentation to show approved Fringe and Indirect rates if they exceed 10% de minimus rate; if no approved rates, please provide on letterhead explanation of Fringe and Indirect rates. *Upload in application.*
4. Applications should be completed in [OpenWater](#). All attachments should be submitted by 11:59PM PT on August 25, 2023. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within 2 business days, please email William Rowe at [wrowe@naccho.org](mailto:wrowe@naccho.org). All applicants will be notified of their status on or around September 6, 2023. All questions may be directed to [mcah@naccho.org](mailto:mcah@naccho.org) ATTN. William Rowe.

## **APPENDICES**

TBD for additional Appendices.

# **APPENDICES**

