

Statewide Association Training / Support Request

Overview

With support from the Center for State, Tribal, Local, and Territorial Support within the Centers for Disease Control and Prevention (CDC CSTLTS), the National Association of County and City Health Officials (NACCHO) is pleased to offer an opportunity to provide support for performance and community health improvement topics to local public health departments (LHDs) through statewide public health associations.

The purpose of this opportunity is to advance the ability and role of statewide associations to support LHDs, particularly in efforts to build health department internal and external infrastructure, and systems and performance improvement capacity. There is flexibility in what this project can support, and statewide associations with an interest in building the infrastructure and systems capacity of the LHDs in their state are encouraged to submit a request detailing their needs or ideas. Example topics may include accreditation, change management, community health improvement assessment and planning, health equity, performance management, quality improvement, strategic planning, or workforce development, but other topics in the area of systems improvement will be considered, as well.

This project can provide support in a variety of ways, including direct training from a national speaker; technical assistance from NACCHO, CDC, or other national partners; or direct funding. The type of support will be decided after an intake call between the requestor and NACCHO.

Example Requests

Requests from statewide associations or organizations supporting LHDs might include:

- Direct award - \$5,000 award to deliver training/technical assistance to LHDs on performance improvement topic areas (e.g., staff/consultant support, delivery of webinar series, conversion of in-person workshop to virtual course, development of asynchronous training, etc.)
- Direct training/technical assistance facilitated by NACCHO and/or its national partners (e.g., CDC, HRSA, HHS, etc.) or other subject matter experts on the following:
 - Development of strategic plans for specific LHDs
 - Statewide training on CHA/CHIP processes and best practices
 - Implementation of a quality improvement project

Alternative ideas for training topics and methods of delivery are encouraged.

Requirements

Eligibility

Applicant entities must be statewide or state- level organizations that support local health departments (state associations of county and city health officials, state public health associations, state associations of local boards of health, public health institutes) who implement performance improvement activities. Eligibility may be granted to a state health department if there are no eligible state associations active in the state.

Request Submission

Requests are to be submitted via the online platform linked below. The questions from the request form are provided for reference on page 3 of this document. **Requests must be submitted via the online platform. Emailed requests will not be accepted.**

Intake Call

After submitting a request, requestors must participate in an intake call with NACCHO and CDC. The purpose of an intake call is to better understand the requesting agency's training needs in order to determine the most appropriate form of support (e.g., direct award, speaker, trainer, etc.). Completing an intake call with NACCHO does not indicate that a formal agreement has been made or that NACCHO will be able to meet the request.

Contracting Process

Selected agencies will be required to complete and submit the following to formalize a contract:

- [Scope of Work Template](#)
- [Budget template](#)
- [Vendor Information Form](#).
 - *The form should include the organization's DUNS number (to register, go to SAM.gov)*
- [Certification of Non-Debarment](#)
- [W-9](#)
- Proof of active DUNS number and active registration with SAM.gov.
- Respond to the following two questions:
 - Do you have prior experience in Federal Contracting?
 - Have you completed a Single Audit?

Evaluation

The requesting agency must help facilitate evaluation processes demonstrating the outcomes of the activity (e.g., impact of the activity on participants' knowledge, skills and/or abilities) related to the performance improvement topic.

Timeline of Request Activities

Timeline	Activities
<i>Jan. 15, 2021; rolling</i>	Request Submitted Submit request via online platform. Requests are accepted on a rolling basis beginning 1/15/2021.
<i>Within 3 weeks of request</i>	Intake Call Requestor completes intake call with NACCHO to discuss details of the request.
<i>Within 2 weeks of intake</i>	Notification of Acceptance NACCHO notifies selected requestors of acceptance and next steps.
<i>Within 1 week of notification</i>	Submission of Contracting Forms Requestor submits all required contracting forms (see <i>Contracting Process</i> above)
<i>Within 6 weeks of submission</i>	Implementation of T/TA Agency begins implementation of activities to support LHDs with NACCHO support. <i>Note:</i> The contracting process could take up to six weeks between when the agency submits their forms and when the contract is finalized and ready for implementation. Requestors should consider this timeline in planning their activities.
<i>Post-implementation</i>	Evaluation Support Agency supports processes to evaluate the activity with NACCHO.

Questions

Please forward any questions to Anna Clayton (aclayton@naccho.org).

Request Form Questions

The questions below are provided for reference. [Please submit your request responses via this link.](#)

Requesting Agency Information

- Agency name
- Agency address
- Contact name
- Phone number
- Email address
- Briefly describe the mission and role of your organization, including the role it may play in supporting LHDs in the state in performance improvement capacity building activities, training, and/or technical assistance

Request Details

Please briefly describe your request for support:

[Optional] If you have additional details about your requested/proposed activity, please provide them below.

- Speaker or trainer
- Target audience
- Needs of LHDs related to this topic
- Timeline of delivery
- Method of delivery (e.g., live training, webinar, asynchronous training, workshop)
- Additional information about the request