

# Infection Prevention and Control Learning Collaborative Project

## Frequently Asked Questions and Application Guide

*Last updated: December 13, 2023*

### General updates and questions

Please note: There is a mistake in the RFA document on page 10. The orange outlined box should be titled, "Mentee sites project narrative."

**Question:** Is this meant to be a "train the trainer" program with LHD to LHD or a program for LHD to mentor a healthcare facility directly?

**Response:** The mentorship program will be between LHDs. Any "train the trainer" content will be aimed at improving LHD staff capacity to train facilities, but direct engagement with facilities is not required in this project's deliverables.

**Question:** Our health department received an award for the NACCHO BUILD HAIAR Project and many of the proposed activities overlap with this project. We have existing staff who would be partially funded through BUILD HAIAR for those activities. Would we still be eligible to request funding through this project?

**Response:** Your staff are definitely welcome to participate in both projects. They'd just need to submit separate and unique deliverables for each project. Additionally, we are working to ensure that all project meetings don't overlap.

**Question:** As a mentor site, would we need to request the full \$100,000, or could we instead request a lower amount?

**Response:** Yep, you'd have to request the full \$100,000 as a mentor site. And the same is true for mentee sites, you'd have to request the full \$80,000.

**Question:** I would like to add travel costs for the in-person convening. Since the location is TBD, how would I specify the travel costs?

**Response:** For this project you won't need to budget for travel expenses for your staff other than hours worked. NACCHO will directly pay for most travel expenses and that will not come out of site budgets. NACCHO arranges and directly pays for hotel, flights, and catered meals during the events. LHD staff will be individually reimbursed at a per diem rate for food, transportation to and from the airport, and other ancillary costs.

**Question:** Can non-local health department organizations or individuals apply for this opportunity?

**Response:** Unfortunately, for this project we are only able to accept LHD applicants.

**Question:** How many sites will be selected in both categories (mentor and mentee)?

**Response:** We won't know for sure until we are finished accepting and reviewing applications, however, we are anticipating having 2-4 mentor sites and 8-9 mentee sites.

**Question:** Should we apply as both mentor and mentee sites to increase chances of being selected for the project?

**Response:** Please only apply for whichever you feel your LHD is more suited to. If the review team believes you are better suited for one over the other, we will reach out with a recommendation.

**Question:** Will there be another opportunity to be funded through this project in the future?

**Response:** Unfortunately, we are not planning on having a second cohort of awardees for this project. However, there will be other NACCHO project opportunities through Project Firstline aimed at building similar capacity at health departments.

### RFA to Application guide

\*Please note any additional mentor considerations in each section on the application online\*

#### First Page of Application

##### Application category

- Please designate whichever you feel your local health department (LHD) is more qualified for. If the review team believes your LHD is a strong candidate for the project but in the other category group (mentor/mentee), we will reach out to recommend a switch.

##### Organization Information

- This information will auto-populate from your NACCHO.org account information. Please see the note in this section to edit any information.

##### Contact Information

- Please list your anticipated contact information for these categories. You can edit any of this information during contracting or project period.

#### Second Page (Statement of Need)

\*Please note there is a discrepancy between the application language and the RFA language in these sections – please use the language on the application and reference some of the reflection questions as directed below\*

“Jurisdictional Need” and “Strategy and Approach” sections are 2 halves of the described “Project Narrative” section in the RFA document

#### *Jurisdictional Need*

- Although some of the data for this is already addressed through the first page, please compile some key or pertinent information into a brief narrative and discuss any correlation to the project.
- This section is not heavily featured in the RFA, however, beyond jurisdictional characteristics this section is most aligned with the “description of impact” or “anticipated impact” sections on page 9 of the RFA document.
- “Description of project goals” in this section (on page 9) refers to what challenges this project activity will address and not what specific project objectives or activities the LHD has in mind.
  - The “Mentor/Mentee sites project narrative” section can be referenced to respond to this section, particularly, related to what skills need to be developed or what gaps in partnerships or trainings exist in the jurisdiction.

#### *Strategy and Approach*

- Make sure to reference the needs mentioned in the previous section and describe how the LHD will leverage the project to address those needs.
- Elaborate on the project goals as they relate to planned activities of the project. Use the language in the application to guide your response.

#### *Implementation Capacity*

- Please fill out this section as outlined in the application online.

#### *Health Equity*

- Please fill out this section as outlined in the application (this is the same as the section in the RFA document on page 10).

#### **Page Three (Budget)**

- Please reference the questions in the first section of this document.
- As a reminder, applicants do not need to include travel and accommodation for LHD staff to attend site visits or convening in the submitted project budget. NACCHO has planned to cover those expenses under the overall project budget.