

NACCCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATIONS

**Capacity Building Assistance for Training to Providers to work with AI/AN
Communities**

Release Date: November 13, 2023

Due Date: November 30, 2023

For questions about the Request for Applications (RFA), contact Rebekah Horowitz, Director of STI Programs at rhowitz@naccho.org.

Project Title: Capacity Building for Training to Providers to work with AI/AN Communities

Proposal Due Date and Time: 11/30/23, 11:59pm

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38OT000306-04-01

Funding Amount: Up to \$200,000

Estimated Period of Performance: approximately 9 months

Point of Contact for Questions: Rebekah Horowitz (rhowitz@naccho.org)

Key Dates

Event	Date
RFA Release	Monday, November 13 th
Application Submission Deadline	Thursday, November 30 th at 11:59 PM PT
Anticipated Award Notification	Wednesday, December 7 th
Project Period Starts	By January 1, 2024
Project Period Ends	July 31, 2024

Overview

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 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 capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

In partnership with the Centers for Disease Control and Prevention, **NACCHO is pleased to offer a funding opportunity to create and/or modify trainings for the National Network of STD Clinical Prevention Training Centers (NNPTCs) to use to educate providers on how to best offer sexual health services for American Indian/Alaska Native (AI/AN) individuals and communities.** In addition, in collaboration with the NNPTC, the applicant will review current training curricula provided by the prevention training centers on prioritized topics to provide suggestions on how to strengthen the content for work with AI/AN communities. The developed/modified training and any suggested modifications/additions to PTC curricula will be available for use by all PTCs as necessary and desired.

The goal of this effort will be to create a repository of materials to be used for assuring that trainings being provided by the PTCs incorporate the unique elements needed for working with AI/AN individuals to address STIs/HIV as appropriate. The recipient should already have a provider for continuing education (CE) accreditation or work with CDC to receive CE accreditation for the trainings or modules developed as needed. Through this funding opportunity, NACCHO will provide up to \$200,000 to one (1) organization to perform this work.

Applications must be submitted by Thursday, November 30th at 11:59 PM PT and selections will occur by Wednesday, December 7th. See *Application Instructions* for further detail.

Background

American Indian/Alaska Native communities are disproportionately affected by sexually transmitted infections (STIs). The national rate of primary and secondary syphilis among American Indian/Alaska Native persons is the highest of any race/ethnicity at 47 per 100,000, more than 4x higher than Whites, representing an increase of over 400% since 2017. Since 2019, congenital syphilis among American Indian/Alaska Native (AI/AN) persons has been the highest of any race/ethnicity. As of 2021, the rate was 385 per 100,000 live births, or 1 in every 260 live births to AI/AN mothers. In 2018, the rate of reported chlamydia cases among AI/AN was 784.8 per 100,000 population, which is 3.7 times the rate among whites. Similarly, the rate of reported gonorrhea was 329.5 per 100,000 population, or 4.6 times higher than among whites.

Addressing STIs and more broadly, provision of sexual health services, is complex and resource intensive. This is particularly true in AI/AN communities, which are often overlaid across tribal and non-tribal jurisdictions and may also be in very rural locations far from services. As a result, addressing STIs in AI/AN communities depends on multiple health entities: tribal, federal, state, and county. Each entity has its own roles, strengths, and limitations but they must work in unison. The training needs for providers that work with these communities are different than those working in other spaces including focus on trauma-informed care and the need for telehealth or healthcare provided in a pharmacy setting.

The NNPTC is funded by the Centers for Disease Control and Prevention (CDC) to assist clinicians in the US with the skills, knowledge, and experience that they need to address and prevent STIs in their patients. The NNPTC is made up of 8 regional centers which assist clinicians in their training area as well as two national centers work on specific project topics—the coordination and curriculum centers.

This project seeks applications from organizations or individuals who can create and/or modify trainings for NNPTC staff to use to prepare to work with AI/AN communities as well as to use to educate providers on how to best provide sexual health services for American Indian/Alaska Native (AI/AN) individuals and communities, as is appropriate. In addition, the applicant will review the current training curricula, on prioritized topics, provided by the centers in the NNPTC (including current materials/training provided by PTC clinical faculty) for suggestions on how to strengthen the content for work with the AI/AN communities and to assure that the trainings that they are providing to other clinicians incorporate the unique circumstances for working with AI/AN individuals to address STIs/HIV. These trainings will include topics such as how to best work with the providers that work with these communities, cultural humility, and providing care through a trauma-informed lens that is specific to AI/AN community trauma.

The work must support the creation or modification of trainings to support the staff and medical faculty of the NNPTCs but may also be made available and used by others who work with AI/AN communities to provide sexual health services. The trainings would be available for subsequent clinical faculty at the PTCs as well as local health department staff who would benefit. The goal is for the trainings to be available for continuing education credits, if possible.

Applicants should provide a detailed budget not to exceed \$200,000.

Description and Availability of Funds

NACCHO is seeking to identify a consultant to create or modify trainings. Funds will be awarded through a fixed-price contract, in which contractors are reimbursed for completion of deliverables outlined in the agreement. NACCHO standard contract language can be found [here](#) if needed. The maximum available funding for this contract is \$200,000 and all activities must be completed by 7/31/24.

Proposal Outline

Applicants should submit a brief proposal that includes the following components:

1. Coversheet with the following information:

a. Organization

- Organization Name:
- Address:

b. Primary Point of Contact for Project

- Name (First, Last):
- Title:
- Email Address:
- Phone Number:

c. Lead Finance Contact

- Name (First, Last):
- Title:
- Email Address:
- Phone Number:

2. Project Narrative and Scope of Work (8-pages maximum) that includes:

- A description of the consultant/organization’s knowledge, skills, and experience in creating and conducting this activity. Please include examples of past work products and/or letter(s) of support as a separate attachment and the names and roles of the primary staff and any other significant contributors to this project, including qualifications. Applicant may include resumes or CVs which will not be included in page limit.
- A realistic scope of work that includes proposed activities as well as timelines for completion of activities over approximately a 8-month project period (ending by 7/31/24).
- A description of how the consultant/organization would work with the PTCs to identify needs including the sorts of trainings/topics which they would prioritize for review.
- Please use the table below for developing the scope of work that includes proposed activities/outputs, deliverables, and timeline.
 - i. Applicants may add as many deliverables as needed within the maximum budget period. Examples of potential deliverables—And most of PowerPoint slide curriculum, asynchronous interactive online training, etc.

Deliverable	Description of Activity/Output	Completion Date
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 5		
Deliverable 6		

3. Line-Item Budget (Excel) and Budget Narrative (Word) with description of costs, not to exceed \$200,000 over a 8-month project period, using the templates provided.

- The budget narrative document should be prepared for the entire project period and does not need to be broken down by phases.
- Examples of possible costs to include are personnel costs (number of staff, percent effort to the project and annual salary/wages or hourly fees of all personnel), funds to

be provided to other consultants/firms working on project, and other costs necessary to complete the scope of work and deliverables (e.g., supplies, travel, etc.).

- **Please review the Budget Guidelines tab in the budget file for a list of unallowable costs.**
 - If the budget includes staff fringe benefits and/or indirect costs (over the 10% de minimis rate), please also submit proof of the organization's approved fringe/indirect cost rates. Acceptable documentation of fringe benefits includes:
 - i. An approval letter issued by a relevant federal or state agency (e.g., HHS) authorizing your organization to calculate fringe benefits/indirect costs based on a certain percentage of direct salary and wages/direct costs.
 - ii. An excerpt from a financial audit report that outlines the official fringe/indirect cost rate.
 - iii. A letter (on your organization letterhead) signed by a financial official that lists the approved fringe/indirect cost rate used by the organization.
 - iv. A copy of your accounting procedures or policy that outlines how you calculate fringe/indirect cost rates.
- 4. Administrative and Financial Forms**, signed and dated within the last six months where applicable, including:
- [NACCHO Vendor Form](#)
 - [W9](#)
 - [Certificate of Non-debarment](#)
 - [FFATA Data Collection Form](#)
 - Proof of an active registration with [SAM.gov](#) (PDF or screenshot showing applicant's unique entity identification number)
 - i. Please note that NACCHO cannot enter a contract with any entity that does not have an active SAM.gov registration. As such, NACCHO reserves the right to only consider proposals from applicants that already have an active registration record through the end of the contract period of performance.

NACCHO Contact and Responsibilities

NACCHO staff will oversee the contract and serve as the contact for the consultant.

Other responsibilities include:

- Provide background information, as appropriate.
- Review all materials, in draft form, and recommend revisions.
- Serve as liaison for external partners.
- Participate and support strategic planning activities as appropriate.

Selection Process

Each proposal will be reviewed and rated on the following elements:

- **Applicant Capacity and Expertise:** Applicant has clearly documented evidence of their (and that of proposed project staff) subject matter expertise and experience in the proposed content area; previous work and projects in the subject area and with the intended audiences are required.
- **Understanding of Project Purpose and Goals:** Applicant demonstrates a clear understanding of the project goals and deliverables.
- **Project Scope of Work:** The proposed scope of work, deliverables, and timelines are realistic

and appropriate for achieving the project objectives.

- **Operational Plan:** The proposal includes a clear, feasible, appropriate, detailed, and supportable plan to effectively meet the goals and deliverables of the project.
- **Budget:** The proposal includes a detailed, line-item budget justifying the proposed expenses; the expenses are appropriate for the purposes of the deliverables and are cost efficient.

Any work products created by this contract will be co-owned by NACCHO and Consultant.

Please note that submission of a proposal is a statement of acceptance of NACCHO's [standard form contract](#). If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal.

Deadline/ Staff Contact

Submissions must be electronic, in pdf format. The deadline for submission is **11:59 pm, November 30th, 2023**. Proposals should be submitted via e-mail to **sti@naccho.org**.