

Statewide Association Training / Technical Assistance 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 opportunity 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. This support can include providing consultation or guidance on initial ideas to engage LHDs through training or technical assistance (T/TA), connections to national level resources, speakers, partners, or strategies to enhance T/TA to LHDs, and/or direct funding (up to \$5,000) for fully developed proposal ideas. CDC CSTLTS and NACCHO will schedule intake calls with all applicants to provide input and feedback on proposed ideas and to learn more about the request and the type of support that best fits the applicant and the needs of their target audience.

CDC CSTLTS and NACCHO will host an informational webinar where interested applicants will have the opportunity to learn more about the opportunity and ask questions. Use the following link to register for this webinar:

<https://bit.ly/36RIsPG>

Example Requests

This opportunity can provide support in a variety of ways and at various stages of your proposal development.

Projects supported in the previous funding year included:

- Webinar series on quality improvement, recruitment and retention, and health equity
- Training needs assessment of the local public health workforce
- Design thinking workshop to increase the quality improvement capacity of LHDs
- Performance management trainings to LHD staff
- Accreditation Learning Community
- Local public health system orientation toolkit
- Workforce development trainings
- Systems and performance improvement content experts to speak at conferences, forums, and trainings geared toward LHDs
- Determining options for engaging LHDs in community health assessment and improvement planning (CHA/CHIP) processes

This list is not exhaustive of the training topics and methods of delivery/ideas that will be considered for this opportunity and alternative ideas for training topics and methods of delivery are encouraged.

For fully developed proposals, we have direct awards available for up to \$5,000 that will support T/TA activities, such as those listed above.

Requirements

Eligibility

Applicant entities must be statewide or state- level associations or 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. Applicants who applied and/or participated in this opportunity in the previous year are eligible to apply again, and applicants from states that we have funded previously are also eligible to apply.

Request Submission

Requests are to be submitted via the online platform linked below. The application period for this opportunity opens Monday October 4, 2021 and applications will be accepted on a rolling basis thereafter until the application closing date, Friday April 15, 2022, or until project funds are no longer available. All requests must be submitted within this time frame. We **strongly encourage** applicants that are in the process of developing their T/TA project and/or need additional guidance and recommendations to submit their request as early as possible. **All activities related to the project must be completed by July 31, 2022.** 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 CSTLTS. As mentioned above, the purpose of an intake call is to provide input and feedback on all proposed ideas and to learn more about the request and the type of support that best fits the applicant and the needs of their target audience (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.

Evaluation

NACCHO and CDC CSTLTS will be conducting an evaluation of this project that will focus on (1) the effectiveness and impact of the T/TA request model developed through this project and (2) the effectiveness and impact of the T/TA provided to LHDs (e.g., impact of the activity on participants' knowledge, skills and/or abilities). In order to capture data around these components, we will be asking all sites to participate in a 30-45-minute outtake call at the end of the period of performance and conduct a post-TTA evaluation for all TTA event attendees.

Timeline of Request Activities

Timeline	Activities
<i>October 4, 2021 – April 15, 2022</i>	Request Submitted Submit request via online platform. Requests are accepted on a rolling basis with applications opening Monday October 4, 2021 and closing Friday April 15, 2022, or until project funds are no longer available. Applications will NOT be accepted after Friday April 15, 2022.
<i>October 14, 2021 3 PM EST</i>	Informational Webinar Interested applicants will have the opportunity to attend an informational webinar to learn more about the opportunity and ask questions. Use the following link to register for this webinar: https://bit.ly/36RIsPG
<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 Award Status NACCHO notifies selected requestors of their award status and next steps if accepted.
<i>Within 6 weeks of notification of acceptance</i>	Contract Finalized NACCHO works with agency to finalize and execute the project contract.
<i>Varies by agency (no later than July 31, 2022)</i>	Implementation of T/TA Agency implements activities to support LHDs with NACCHO support. All activities MUST be completely implemented no later than July 31, 2022 (end of the project year).
<i>Within 4 weeks of T/TA implementation</i>	Evaluation Support Agency participates in a brief outtake call and submits their evaluation data from the T/TA activity.
<i>Summer 2022</i>	End of Year Convening (Optional) Open to all statewide agencies that received funding through the Statewide PI Training Project. During this meeting, participants will be invited to share insights on T/TA delivered to LHDs and best practices for providing training and technical assistance on topics related to performance and systems improvement.

Questions

Please forward any questions to Bianca Lawrence (blawrence@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

Requested Additional Documentation

Please submit the following documentation (as separate attachments) with your application:

- [Vendor Information Form](#)
- [Certification of Non-Debarment](#)
- [W-9 Tax Form](#)
- [Project Budget](#)* (Download a copy by navigating to File > Save As)
- Proof of Active DUNS Number
- Proof of Active Registration with SAM.gov

**Use the linked budget template to include details of hourly rates for individuals working to deliver the services. You only need to submit a budget if you currently have a developed project that you are seeking funding for.*

Additional Required Questions

Please respond to the following two questions:

- Do you have prior experience in Federal Contracting? (Yes or No)
- Have you completed a Single Audit? (Yes or No)