

REQUEST FOR APPLICATIONS FOR

Health Enterprise Zone Demonstration Projects

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Financial Operations
Division of Procurement & Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

18-18

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REQUEST FOR APPLICATIONS FOR

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-pwrfaquestions@pa.gov	Potential Applicants	10/12/2018
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website. http://www.emarketplace.state.pa.us).	DHS	10/19/2018
Please monitor website for all communications regarding the RFA.	Potential Applicants	ONGOING
Sealed application must be received by the Issuing Office at: Commonwealth of Pennsylvania Department of Human Services Division of Procurement & Contract Management Room 402 Health and Welfare Building 625 Forster Street Harrisburg, Pennsylvania 17120	Applicants	11/13/2018 2:00 pm

PART I

GENERAL INFORMATION

I-1. Purpose. This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services (“DHS” or “Department”) and Department of Health’s (“DOH”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”). Through this procurement, the Department and DOH seek to reduce barriers to health care and improve health outcomes for residents of North Philadelphia through HEALTH ENTERPRISE ZONE (“HEZ”) DEMONSTRATION PROJECTS (“Project”).

I-2. Issuing Office. The DHS Office of Administration, Bureau of Financial Operations, Division of Procurement & Contract Management (“Issuing Office”) has issued this RFA on behalf of the Office of the Secretary. The sole point of contact in the Commonwealth for this RFA shall be William Spiker, RA-pwrfaquestions@pa.gov, the Project Officer for this RFA. Please refer all inquiries to the Project Officer.

I-3. Scope. This RFA contains instructions governing the requested applications, including the requirements for the information and material to be included; a description of the services to be provided; requirements that Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.

I-4. Problem Statement. The Department and the DOH developed this HEZ Project as part of overall efforts to improve the quality of life and address barriers to independence for the individuals and families served. DHS and DOH work closely to initiate investments that focus on health innovation and equity. Specifically, the HEZ Projects’ objective is to reduce inequalities in access to essential health care services for under-served, vulnerable populations. Through this RFA, the Department and DOH are seeking Applicants capable of implementing evidence-based demonstration projects to improve social determinants of health and health conditions of residents in the HEZ. Additional detail is provided in **Part IV** of this RFA.

I-5. Type of Agreement

DHS and DOH intend to award multiple grants as a result of this RFA. For those awards that are made, DHS will enter into a Grant Agreement (Attachment 1) containing the attached listed Riders. DHS will use information from the selected applications to complete Riders 1 through 3 of the Agreements. The Grant Agreements will consist of Payment Provisions (Rider 1), Standard Grant Terms and Conditions (Rider 4) and the DHS Addendum (Rider 5) and its attachment. Rider 2 Work Statement will consist of Part IV of this RFA and the selected Applicants’ responses to Part IV and Rider 3

Budget will consist of the selected Applicants' Cost Submittals (Appendix B) unless changed through negotiations.

I-6. Rejection of Applications. DHS and DOH, in their sole and complete discretion, may reject any application received as a result of this RFA.

I-7. Incurring Costs. The Commonwealth is not liable for any costs incurred by an Applicant in its preparation and submission of its application, in participating in the RFA process, or in anticipation of award of an Agreement.

I-8. Questions & Answers. If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line "RFA Health Enterprise Zone Question"**) to the RFA Project Officer named in **Part I, Section I-2** of the RFA. The Applicant shall not attempt to contact the RFA Project Officer by any other means. DHS will post the answers to the questions on the DGS website by the date stated in the Calendar of Events. The Applicant shall not attempt to contact the Project Officer by any other means.

An Applicant who submits a question *after* the deadline date for receipt of questions indicated in the Calendar of Events assumes the risk that its application will not be responsive or competitive because DHS is not able to respond before the application receipt date or in sufficient time for the Applicant to prepare a responsive or competitive application. When questions are submitted after the deadline date indicated in the Calendar of Events, the RFA Project Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. To the extent that DHS and DOH decide to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer will be provided to all Applicants through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-9**.

I-9. Addenda to the RFA. If DHS and DOH deem it necessary to revise any part of this RFA before the application response date, DHS will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us>. Each Applicant must monitor the DGS website for new or revised RFA information. DHS and DOH are neither bound by any verbal information nor by any written information that is not either contained within the RFA or formally issued by the Department.

I-10. Response Date. To be considered for selection, hard copies of applications must arrive at the Issuing Office **on or before** the time and date specified in the RFA Calendar of Events. DHS will **not** accept applications via email or facsimile transmission. Applicants who send applications by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their applications. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which applications are to be returned is closed on the application response date, the deadline

for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Applicants. The hour for submission of applications shall remain the same. DHS will reject unopened, any late applications.

I-11. Applications. To be considered, Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part II**, providing **one (1) original and eight (8) paper copies of the Technical Submittal and two (2) paper copies of the Cost Submittal**. In addition to the paper copies of the application, Applicants shall submit **two complete and exact** copies of the entire application (Technical and Cost Submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. Additionally, on the CD-ROM or Flash Drive, include separate folders that contain a complete and exact copy of the entire Technical Submittal (excluding financial capability) in a searchable PDF (portable device format). To the extent that an Applicant designates information as confidential, proprietary or trade secret protected in accordance with **Part 1, Section 1-16** of this RFA, the Applicant must also include one (1) redacted version of the Technical Submittal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format. The CD or Flash drive should clearly identify the Applicant and include the name and version number of the virus scanning software that was used to scan the CD or Flash drive before it was submitted. The Applicant may not lock or protect any cells or tabs. The Applicant must make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Applicants should ensure that no budget information is in the Technical Submittal. Applicants should not reiterate technical information in the Cost Submittal. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the **Grant Agreement Signature Page (Appendix D)** and the Grant Agreement Signature page is attached to the Applicant's application, the requirement is met. For this RFA, the application must remain valid for one hundred and twenty (**120**) days or until an Agreement is fully executed. If the Department selects an Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers or negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the DHS address for application delivery prior to the exact hour and date specified for application receipt. An Applicant or its authorized representative may withdraw its application in person prior to the exact hour and date set for application receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the application. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification which complies with the RFA requirements.

I-12. Economy of Preparation. Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet requirements of the RFA.

I-13. Alternate Applications. DHS and DOH have identified the basic approach to meeting their requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department and DOH will not accept alternate applications.

I-14. Discussions for Clarification. Applicants may be required to make an oral and/or written clarification of their applications to DHS and DOH to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Project Officer will initiate requests for clarification.

I-15. Prime Grantee Responsibilities. The grant will require the selected Applicants to assume responsibility for all services offered in their applications whether it produces them itself or by subcontract. The Department will consider the selected Applicants to be the sole point of contact with regard to project matters.

I-16. Application Contents

- A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions in order to evaluate applications submitted in response to this RFA. Accordingly, except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in subsection C. below and must additionally provide a redacted version of its application in accordance with Part I, Section I-11 of this RFA, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use. All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth may use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of an agreement. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth may make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure. After the award of grant agreements pursuant to this RFA, all applications are subject to disclosure in response to a request for public

records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix C** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement, if applicable.

I-17. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this RFA without prior written approval of the Department, and then only in coordination with the Department.

I-18. Restriction of Contact. From the issue date of this RFA until DHS and DOH select applications for award, the RFA Project Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for DHS and DOH to reject the offending Applicant's application. If it is later discovered that the Applicant has engaged in any violations of this condition, DHS and DOH may reject the offending Applicant's application or rescind its grant award. Applicants must agree not to distribute any part of their applications beyond the Department. An Applicant who shares information contained in its application with other Commonwealth personnel and/or competing Applicant personnel may be disqualified.

I-19. Commonwealth Participation. The selected Applicants shall provide all services, supplies, facilities, and other support necessary to complete the project, except as otherwise provided in this **Part I, Section I-19**. The Department will assign a DHS Grant Administrator who will monitor all Grantee reporting and invoicing resulting from this RFA. This Grant Administrator will be the selected Applicants' resource for issues related to the HEZ Projects as well as any general questions.

I-20. Term of Agreement. The term of the Grant Agreements will commence on the Effective Date and will end twelve (12) months after the Effective Date. DHS will fix the Effective Date after a grant has been fully executed by the selected Applicants and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained.

The selected Applicants must not start the performance of any work prior to the Effective Date of the Grant Agreement and the Commonwealth will not be liable to pay the selected Applicants for any service or work performed or expenses incurred before the Effective Date of the Grant Agreement.

I-21. Applicant's Representations and Authorizations. By submitting its application, each Applicant understands, represents, and acknowledges that:

- A. Applicant's information and representations in the application are material and important, and the Department and DOH will rely upon the contents of the

application in awarding the grants. The Commonwealth may treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Application submission, punishable pursuant to 18 Pa. C.S. § 4904.

- B. The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C. The Applicant has not disclosed the price, the amount of the application, or the approximate price(s) or amount(s) of its application to any other firm or person who is an Applicant or potential applicant for this RFA, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events of this RFA.
- D. The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E. The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F. To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four (4)** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public procurement, except as the Applicant has disclosed in its application.
- G. To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to the Commonwealth.
- H. The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.
- I. The Applicant has not made, under separate contract with the Department or DOH, any recommendations concerning the need for the services described in its application or the specifications for the services described in the application.

- J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K. Until the selected Applicant receives a fully executed and approved written Agreement from the Department, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform.
- L. The Applicant is not currently engaged, and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.

I-22. Notification of Selection

- A. **Agreement Negotiations.** The Department will notify all Applicants in writing of the Applicants selected for negotiations after the DHS and DOH have determined, taking into consideration all of the evaluation factors, the applications that are the most advantageous to the Commonwealth.
- B. **Award.** Applicants whose applications are not selected will be notified when the Department has received the final agreements signed by the selected Applicants.

I-23. Use of Electronic Versions of this RFA. This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and DHS's version of the RFA, the Department's version shall govern.

PART II

APPLICATION REQUIREMENTS

II-1 Applicant Checklist. Applicants must submit their applications in the format outlined below. All cost data should be kept separate from and not included in the Technical Submittal. Each application shall consist of the following two (2) separately sealed submittals:

- Technical Submittal, which consists of a response to RFA Part II, Sections II-2 through II-4.
- Cost Submittal, which consists of a response to RFA Part II, Section II-4.

The Department may request additional information or may make investigations that, in its opinion, are necessary to determine the Applicant's ability to perform, and the Applicant shall furnish to the Department all requested information and data.

II-2. Work Statement. Complete **Part IV**. Applicants must address all aspects of RFA **Part IV Work Statement**.

II-3. Signature Page. Applicants must have an individual with authority to bind the Applicant to the Grant Agreement and its Riders and Attachment sign the Grant Agreement Signature Page (Appendix D).

Please note THREE (3) Original signature pages must be submitted with each application.

The submission of the signed Grant Agreement with the HEZ application does not guarantee selection of the Applicant's application.

II-4. Budget Submittal. The information requested in this **Part II-4** shall constitute the Cost Submittal. The Cost Submittal shall be placed in a separate sealed envelope within the sealed application, separated from the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Appendix B – Budget Worksheet** and will be used as Rider 3 Budget unless changed through negotiations.

Applicants shall **not** include any assumptions in their Budget Submittals. If the Applicant includes assumptions in its Budget Submittal, the Department and DOH may reject the application. Applicants should direct in writing to the Project Officer pursuant to **Part I, Section I-8** of this RFA any questions about whether a cost or other component is included or applies. All Applicants will then have the benefit of the written answer so that all applications are submitted on the same basis.

The Department will reimburse the selected Applicant for work satisfactorily performed after execution of a written agreement and the start of the Grant Agreement term, in accordance with Agreement requirements.

PART III
CRITERIA FOR SELECTION

The Department and DOH are seeking qualified entities to provide innovative, creative, and inclusive interventions, through the utilization of community health workers (“CHWs”) and peer support workers (“PSWs”), to impact health, social, and environmental barriers faced by children, older adults, frequent utilizers of emergency health services, and those with frequent hospital admissions, as well as health promotion in education programs in the North Philadelphia HEZ.

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, an application must be:

- A. Timely received from an Applicant;
- B. Properly signed by the Applicant; and
- C. Be submitted by an entity that is a 501(c)(3) charitable organization or that has a documented association with a national 501(c)(3) charitable organization.

III-2. Technical Nonconforming Applications. The three (3) Mandatory Responsiveness Requirements set forth in **Section III-1** above are the only RFA requirements that the Commonwealth will not waive. The Department and DOH may, in their sole discretion (1) waive any other technical or immaterial nonconformities in an application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant’s application.

III-3. Evaluation. The Department has selected a committee of qualified personnel to review and evaluate timely submitted applications. The Department will notify in writing of its selection for grant awards those responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth after taking into consideration all of the evaluation factors. The Department and DOH will award grants only to Applicants determined to be responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-4. Evaluation Criteria. The Department and DOH will evaluate each Applicant’s technical submittal for its soundness of approach, including but not limited to an Applicant’s ability to meet the requirements of the Grant Agreement and its ability to serve the targeted population and Applicant’s qualifications, including but not limited to its experience in providing the required services and its community support and partnerships.

The Department and DOH will review the financial capacity information submitted by Applicants to determine if the Applicant is responsible as required by Management Directive 215.9 Contractor Responsibility Program.

III-5. Eligibility. The Applicant must have and provide documentation of its official status as a 501(c)(3) charitable organization or have and provide written documentation specifying its association with a 501(c)(3) national charitable organization. The Applicant cannot be owned, operated, or controlled by a hospital, institution of higher education, or managed care organization (“MCO”), even if the hospital, institution of higher education, or MCO is a non-profit organization.

Through these grants, DHS and DOH will provide seed funding to local community organizations in the HEZ that otherwise may not have access to resources to support their projects.

The Applicant must have a physical address within the North Philadelphia HEZ area that is within the following zip codes:

- 19120
- 19121
- 19122
- 19123
- 19124
- 19125
- 19130
- 19131
- 19132
- 19133
- 19134
- 19138
- 19140
- 19141
- 19144

III-6. Financial Capability. Describe your organization’s financial stability and economic capability to perform the grant requirements. Provide your organization’s financial statements (audited, if available) for the past three fiscal years. The Commonwealth may request additional information it deems necessary to evaluate an Applicant’s financial capability.

III-7. Final Ranking and Award.

- A.** The Department and DOH will award funds to qualified Applicants with the highest scores resulting from the application review process.
- B.** DHS and DOH will award funds based upon the Applicant’s ability to implement an evidence-based demonstration project to provide innovative, creative, and inclusive interventions, through the utilization of CHWs and PSWs, to impact health, social, and environmental barriers faced by children, older adults,

frequent utilizers of emergency health services, and those with frequent hospital admissions, as well as health promotion in education programs in the HEZ.

- C.** DHS and DOH anticipate that six (6) Applications will be selected for negotiations and grant award, with maximum funding of \$500,000 for each.
- D.** The award of funds is contingent on the availability of state funding.

PART IV

WORK STATEMENT

IV – 1 Background Information and Objectives.

In 2017, DHS, in cooperation with the City of Philadelphia, area hospitals, universities, and community stakeholders developed a North Philadelphia HEZ initiative to identify and reduce barriers to health care and improve health outcomes for North Philadelphia residents, as well as foster collaboration among the many varied healthcare providers, organizations and community members in North Philadelphia.

DHS initially laid out seven (7) objectives for the HEZ initiative:

1. Reduce barriers to care for super utilizers of health care services
2. Increase access to high-quality care through community-based professionals
3. Develop a culturally competent, community-based workforce to address social determinants of health
4. Deploy innovative strategies and technology
5. Improve coordination of care between physical and behavioral health
6. Reduce redundancy and improve efficiency through integration and rebalancing of health care resources
7. Invest in infrastructure and incentives for long-term success and stability

The communities most vulnerable to health disparities face tremendous barriers to quality health care. These barriers can be described by the social and environmental determinants of health, or the conditions that contribute to an individual's state of health. As a result, individuals often feel as if a gap between provider recommendations for healthy living and their ability to carry out the recommendations exists.

CHWs and PSWs have been identified as playing crucial roles in reducing inequalities in access to essential health care services, particularly for under-served, vulnerable populations. CHW and PSW are umbrella terms for community-based workers that assist in bridging the gaps between providers and individuals, as they come from similar neighborhoods and are able to provide health system navigation, social support, and health advocacy for their neighbors. Trained by medical and public health professionals, CHWs and PSWs have been proven to make healthy behaviors and health care more accessible and ultimately help individuals live better and healthier lives.

The American Public Health Association has defined CHWs as “a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the worker to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.”

Peer Support Workers in Health: A Qualitative Metasynthesis of Their Experiences offers a useful characterization of peer support models: “Peer support models, where an individual has a specific illness or lifestyle experience and supports others experiencing similar challenges, have frequently been used in different fields of healthcare to successfully engage hard-to-reach groups. ...PSWs are usually recruited from the same client pool as the individuals that they are looking after, thus sharing similar experiences or characteristics with the target intervention group. They ... offer support and encouragement to others on their illness journey. This can range from informal visits and sharing of experiences to formal appointments focused on practical information giving and support in relation to the intervention. ... The value of peer support models for improving client access, uptake and engagement with health services and for adding value to the client experience is widely recognized.”

IV- 2 Funding Opportunity.

Through this RFA process, the Department and DOH are soliciting applications from non-profit organizations and entities associated with non-profits organizations located within the HEZ for demonstration projects within the HEZ designed to achieve improved health outcomes for the communities located within the HEZ, using the CHW, PSW, or both models.

Successful applicants will provide innovative, creative, and inclusive interventions to impact the social and environmental barriers to health in children, older adults, frequent utilizers of emergency health services, and those with frequent hospital admissions, as well as health promotion in education programs in the North Philadelphia HEZ. Successful applicants will utilize CHWs, PSWs or both hired, trained, and employed in the HEZ to provide targeted interventions in the areas of focus identified below.

Applications should demonstrate support of the integration of the CHWs and PSWs into the community, including CHW and PSW employment in health centers and community organizations, with the ability to measure outcomes for the population served. Selected Applicants may use a portion of the funding granted to support the specialized education and training needed for CHWs and PSWs.

Applicants should focus on one or more of the following social determinants of health and health conditions:

1. Multi-generation household health needs
2. Food security
3. Mental health
4. Asthma
5. Diabetes
6. Substance Use Disorder

IV-3 Work Statement Requirements.

A. HEZ DEMONSTRATION PROJECT APPLICANT LOCATION. The Department and DOH have designated the listed 15 zip codes as comprising the HEZ. A selected Applicant must have a physical address located within one of the zip codes and must provide grant services within one or more of the zip codes. Applicants should designate its physical location by marking the zip code of its location with “Address” and the location of services to be provided by marking the zip code(s) in which it will provide grant services by marking with “Services”.

19120
19121
19123
19124
19125
19130
19131
19132
19133
19134
19138
19140
19141
19144

B. HEZ DEMONSTRATION PROJECT SOCIAL DETERMINANT OF HEALTH AND HEALTH CONDITION FOCUS. DHS and DOH have designated six (6) social determinants of health and health conditions as areas of focus for this RFA. A selected Applicant must use one (1) or more of the social determinants or health conditions as the focus of its demonstration project.

Indicate social determinant(s) and/or health condition(s) focus of project (mark with an 'X')	
Multi-generation Household Health Needs	
Food Security	
Mental Health	
Asthma	
Diabetes	
Substance Use Disorder	

- C. Project Summary.** Briefly describe key aspects of your understanding of the needs, goals and objectives of the RFA. Describe how your project is structured and why it will be successful. *Not to exceed two (2) pages.*
- D. Problem Statement.** Explain the need for grant services focusing on your selected social determinant(s) and/or health conditions in the proposed service area. *Not to exceed two (2) pages.*
- E. Experience.** Describe your organization's experience with serving populations similar to those living in HEZ, including minority and low-income individuals. Describe your organization's experience with employing and utilizing CHWs and PSWs. Describe your organization's experience fulfilling grant agreement requirements. *Not to exceed two (2) pages.*
- F. Project Logic Model.** Identify inputs, activities, practices, or interventions planned to achieve identified short-term and long-term outcomes, using the format of the logic model provided in **Appendix A** of the RFA.
- G. Project Plan and Timeline.** Describe specific evidence-based strategies, practices, or interventions planned to achieve each objective in further detail. For each, describe how, when, where, by whom, and for whom it will be conducted, and how the project will be governed.
- H. Evaluation Plan.** Describe how the Applicant will evaluate and monitor the Project, including the specific measures used to monitor the outcomes. The project must be able to produce documented results that demonstrate whether and how the strategies and interventions funded under the HEZ grant made a difference to the served population through the improvement of health equity. The Applicant will implement the evaluation plan at the beginning of the project to capture and document actions contributing to relevant project impacts and outcomes.
- I. Sustainability Plan.** Describe in a detailed plan how the project will be sustained after the funding cycle has been completed.
- J. Personnel and Collaboration Statement.** Provide a list of key personnel and staff leading the project.

In addition, identify and provide the following for each collaborative partner for the provision of grant services:

1. Organization's name and individual name, if applicable
2. Role and expectations for the proposed project

IV-4. Reporting and Other Grant Requirements.

Selected Applicants must:

1. Accommodate requests for monitoring made by the Department or DOH, their representatives or other state or federal agencies as well as participate in meetings, trainings and site visits.
2. Submit a monthly written report of progress, issues, and activities to the Department no later than the 15th of every month. The report shall, at a minimum, identify if activities are proceeding according to the project plan and timeline, identify if the measurable outcomes are being met, and explain any deviations from the project plan. The selected Applicants shall be required to participate in monthly phone calls with the Department and DOH to review the report. Any changes to scope or methodology of the project during the term of the grant agreement must be approved in writing by the Department.
3. Submit a final written report within 30 days after the expiration of the grant. The final report shall present an overall summary of the project in both quantitative and qualitative terms. It will also present a forecast for how the demonstration project will continue operation.
4. Present, in-person, a description of the status of the project's implementation to state staff and other grantees. The presentation will take place on or around six-months into the term of the Agreement.
5. Inform the Department prior to any changes in key personnel.
6. Selected Applicants must implement services in accordance with all applicable statutory, regulatory and grant requirements no later than thirty (30) calendar days from the Grant Effective Date and continue services through the end of the grant period. If the selected Applicant fails to implement grant services within 30 days of the Effective Date of the Agreement, the Department may find the Applicant in default and terminate the Grant Agreement.