



**October 12, 2023**

Dear Potential Applicant:

You are invited to submit an application to the Pennsylvania Department of Health in accordance with the enclosed Request for Applications (RFA) #67-172.

All questions regarding this RFA must be directed by e-mail to [smihalcik@pa.gov](mailto:smihalcik@pa.gov), no later than 12:00 p.m. on **October 26, 2023**. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Click on 'Solicitations' and search for the above RFA number.

Please submit one application, (Part 2 of this RFA) by email to [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded. Applications must be received no later than 1:30 p.m. on **November 30, 2023**. Applications can be submitted as soon as they are ready for submission; to prevent late submissions, applicants are encouraged to not wait until this closing date and time. The timestamp on the received application email in the [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov) inbox is the final and only timekeeper to determine if the application was received by the deadline.

**LATE APPLICATIONS WILL NOT BE ACCEPTED REGARDLESS OF THE REASON.**

Please type "APPLICATION ENCLOSED RFA #67-172" as the subject line of your e-mail submission.

We expect that the evaluation of applications and the selection of Grantees will be completed within eight weeks of the submission due date.

Sincerely,

Office of Procurement  
For Agency Head

Enclosure

Request for Application  
Unintentional Injury Prevention Program

RFA Number

67- 172

Date of Issuance

October 12, 2023

Issuing Office: Pennsylvania Department of Health  
Office of Procurement  
Email: [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov)

RFA Project Officer: Stefanie Mihalcik  
Pennsylvania Department of Health  
Bureau of Health Promotion and Risk  
Reduction  
Division of Violence Prevention  
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# Unintentional Injury Prevention Program

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### ***Part Two: Title of Application***

#### Application Forms and Attachments

- I. Cover Page
- II. BOP-2201 Worker Protection and Investment Certification Form
- III. Work Statement
- IV. Budget Template is downloadable and is attached for completion of the budget request

Any Grant Agreement resulting from this RFA will include certain standard terms and conditions, which will either be attached as paper appendices or incorporated by reference and may be found at <http://www.health.pa.gov/vendors>. These terms and conditions are not negotiable and are listed below:

- Payment Provisions (Rev. 9/21)
- Standard General Terms and Conditions (Rev. 2/21)
- Audit Requirements (Rev. 8/18)
- Commonwealth Travel and Subsistence Rates (Rev. 8/18)
- Federal Lobbying Certification and Disclosure (Rev. 12/05)
- Minimum Personal Computer Hardware, Software, and Peripherals Requirements (Rev. 1/19)
- Pro-Children Act of 1994 (Rev. 12/05)
- Preventive Health and Health Services Block Grant Provisions (Rev. 12/05)
- HIPAA Business Associate Agreement and its Attachment 1 (Rev. 5/13)

# PART ONE

## **Unintentional Injury Prevention Program (UIPP)**

### General Information

## A. Information for Applicants

The Unintentional Injury Prevention Program (UIPP) was established to decrease the unintentional injury death rate in Pennsylvania (PA). Funding for the UIPP will be through the Federal Preventive Health and Health Services Block Grant. Applications will be accepted to serve one or more of the following nine counties in PA with unintentional injury-related death rates above the state rate: Cambria, Fayette, Lawrence, Luzerne, Northumberland, Philadelphia, Washington, Westmoreland, and York.

In 2019, the leading causes of injury hospitalization among PA residents were unintentional falls, poisonings (the vast majority overdoses), and motor vehicle occupant injuries. These three causes accounted for approximately three-quarters (72.8%) of all injury hospitalizations. Unintentional falls, firearms and motor vehicle transport accidents were the leading causes of fatal Traumatic Brain Injuries (TBIs). These three causes accounted for over 91% of injury deaths involving TBI in 2019.<sup>1</sup>

Based on 2019 Behavioral Risk Factor Surveillance System data<sup>2</sup> released in August 2020, 61.5% of Pennsylvanians have experienced at least one Adverse Childhood Experience (ACE), 38% have experienced 2 or more, and 15.8% have experienced 4 or more. Recent trends related to child abuse show that 38% of Pennsylvanians experienced either physical or emotional child abuse and 5,102 children were reported as abuse victims, of which 76% were victims of either physical injuries or sexual assaults.<sup>3</sup>

UIPP will focus on 1) falls prevention in older adults; 2) reducing Motor Vehicle Occupant Injuries/Deaths in children, adults, and teens; and 3) prevention of ACEs. Applicant may apply for one, two, or all three focus areas listed below per county. The target population for the UIPP is high-risk under resourced communities: children, families, and older adults living in poverty, particularly those who are people of color in urban settings or remote rural settings. Disparity gaps also exist in the same high-risk under resourced communities populated largely by people of color who are disproportionately affected by health inequity and the social disparities of health. This application requires that programming focus on these communities.

Focus Area 1: Falls Prevention for Older Adults. Implement evidence-based falls prevention programming for older adults (ages 55+) in the community, utilizing A Guide to Implementing Effective Community-Based Falls Prevention Programs ([https://www.cdc.gov/falls/programs/community\\_prevention.html](https://www.cdc.gov/falls/programs/community_prevention.html)). Applicant must choose at least one of the evidence-based programs/strategies listed below:

- Otago Exercise Program [https://www.physio-pedia.com/Otago\\_Exercise\\_Programme](https://www.physio-pedia.com/Otago_Exercise_Programme)
- A Matter of Balance <https://www.mainehealth.org/Healthy-Communities/Healthy-Aging/Matter-of-Balance>
- Tai Ji Quan: Moving for Better Balance <https://tjqmhb.org/>

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1 Data provided by the Division of Health Informatics, Pa Department of Health.

2 <https://www.health.pa.gov/topics/HealthStatistics/BehavioralStatistics/BehavioralRiskPAAadults/Documents/State%20Report/2020introduction.aspx>

3 Data provided by the Division of Health Informatics, Pa Department of Health.

- Tai Chi for arthritis, <https://taichiforhealthinstitute.org>

Additional supplemental activities may be included, for example, use of the Steady Toolkit <https://www.cdc.gov/steady/materials.html> the Falls Free Checkup <https://www.ncoa.org/age-well-planner/assessment/falls-free-checkup> and the Home Hazard Removal Program <https://www.ncoa.org/article/evidence-based-program-home-hazard-removal-program-harp>.

Focus Area 2: Reduce Motor Vehicle Occupant Injuries/Deaths: Increase motor vehicle safety through education, outreach and implementation of evidence-based activities. Based upon the statement of need, a minimum of one focus population must be chosen from the list below. Applicant must choose at least one of the evidence-based programs/strategies listed below:

- Children: Conduct child safety seat distribution and education in which free or low-cost seats are distributed to caregivers and mobile fitting stations/car seat inspection stations are implemented to correctly install child safety seats and booster seats utilizing the resource Children’s Safety Network’s “Evidence-based and Evidence-informed Strategies for Child and Adolescent Injury Prevention” <https://www.childrenssafetynetwork.org/sites/default/files/Evidence-Based%20Strategies%20FINAL.pdf>.
- Teens: Implement the Impact Teen Drivers Program which develops, promotes, and facilitates evidence-based education to stop the number one killer of teens- car crashes, particularly those caused by reckless and distracted driving <https://www.impactteendrivers.org/our-story/>; promotion of Parent-Supervised Driving Lesson Plans <https://www.teendriversource.org/learning-to-drive/practice-driving-lessons>
- Older Adults: Effective Practices: Car Fit <https://car-fit.org/> promotion, implementation, and follow up, CDC’s MyMobility Plan [https://www.cdc.gov/transportationsafety/older\\_adult\\_drivers/mymobility/](https://www.cdc.gov/transportationsafety/older_adult_drivers/mymobility/) promotion and follow up.

Focus Area 3: ACEs Prevention. Applicant must choose at least one of the evidence-based programs/strategies listed below:

- Dating Matters for implementation in schools and in the community: <https://www.cdc.gov/violenceprevention/intimatepartnerviolence/datingmatters/index.html>
- Safe Dates for implementation in schools and in the community: <https://www.blueprintsprograms.org/programs/44999999/safe-dates/#:~:text=Safe%20Dates%20is%20effective%20in%20preventing%20and%20reducing,gender%20stereotyping%2C%20and%20greater%20awareness%20of%20community%20services.>

Additional supplemental activities may be included, for example, establishment of and participation in ACEs task forces, workgroups, and trainings.

Through this RFA process, the PA Department of Health (Department) is soliciting applications for an Unintentional Injury Prevention Program. The Department is interested in funding applications addressing unintentional injury prevention services in the three focus areas of falls prevention for older adults, reducing motor vehicle occupant injuries/deaths, and ACEs prevention from PA institutions and organizations. The overall goal of this funding is to promote unintentional injury prevention. Applications will be accepted in at least one of the following nine counties in PA with unintentional injury-related death rates above the state rate: Cambria, Fayette, Luzerne, Northumberland, Philadelphia, Washington, Westmoreland, and York. One applicant in each of the three focus areas may be selected per county. The anticipated Grant Agreement term is July 1, 2024 to June 30, 2026 subject to the availability of funding. If the anticipated effective date is changed by the Department for the resulting Grant Agreement, the term is expected to remain a total of 24 months, subject to the availability of funding.

At the Department's discretion and by letter notice, the Department may renew the resulting Grant Agreement for the following term: two one-year renewal options.

1. In the event of a renewal, the Department may choose to renew the Grant Agreement under one of the following sets of terms:
  - a) If no renewal options were previously exercised, pursuant to the terms and conditions of the final year of the original Grant Agreement; or
  - b) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
  - c) Pursuant to the terms and conditions of the original Grant Agreement as amended, including Subsequently Available Funds (SAFs), Decrease in Funding (DIF), Funding Reduction Change Orders (FRCOs), Budget Revisions, or formal Amendments; or
  - d) At a maximum percentage of 10% under one of the following conditions:
    - (i) If no renewal options were previously exercised, to increase the Grant amount to reflect cost changes based on the final budget year of the original Grant; or
    - (ii) If a renewal option has been exercised, pursuant to the terms and conditions of the final year of the previous renewal; or
    - (iii) To include any increase in work documented in a previous Amendment to the original Grant Agreement, including any SAFs, DIFs, FRCOs, Budget Revisions, or formal Amendments. The increase in work shall be limited to deliverables established in the Grant Agreement as previously amended; or
  - e) To decrease the Grant amount, provided there is no change to the scope of work being performed.
2. Notwithstanding Paragraph (1)(d) above, line-items within the budget categories of

Supplies/Equipment, Travel, and Other may be eliminated or the line-item amounts decreased provided there is no alteration to the scope of work.

3. The percentage listed in Paragraph (1)(d) above, represents the maximum allowable increase per budget category and in the total Grant amount.
4. Nothing in this section is intended to permit an alteration in the scope of work of the original Grant Agreement.
5. The Department is not obligated to increase the amount of the Grant award.
6. The percentage increase set forth in Paragraph (1)(d) above, shall apply over the entire renewal term, even if the renewal term exceeds one year.
7. All renewal terms are subject to the other provisions of the resulting Grant Agreement, and the availability of funds.

Applications are welcomed from any PA community-based institution or organization serving older adults or children under 19 years of age and their families, including: educational institutions, not-for-profit 501(c)(3) organizations, city or county health departments, community-based health or human service agencies, and hospital or health systems. Additional information about how to apply, relevant and specific restrictions, and stated preferences regarding applicants are noted and outlined in Section B. Applicants are encouraged to be innovative and creative in their approach.

This RFA provides interested and eligible parties with information to prepare and submit applications to the Department. Questions about this RFA can be directed to the contact listed on the potential applicant letter (which is the first page of this RFA) by the date and time listed therein. All questions must include the specific section of the RFA about which the potential applicant is requesting clarification. Answers to all questions will be posted under the RFA Solicitation at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Each applicant shall be responsible to monitor the website for new or revised RFA information. The Department shall not be bound by any information that is not either contained within the RFA or formally issued as an addendum by the Department.

In order to do business with the Commonwealth of PA providers are required to enroll in the SAP system. Applicants may enroll by selecting “Non-Procurement” at: <https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx> or by calling toll free at 1-877-435-7363. The PDF and MP4 embedded links next to “Non-Procurement” provide guidance on enrolling.

## **B. Application Procedures**

### **1. General**

- a) Applications must be received by the Department by the time and date stated in the cover letter. The Department will reject any late applications. The decision of the Department



- with regard to timeliness of submission is final.
- b) If it becomes necessary to revise any part of the application guidelines, an amendment will be posted under the RFA Solicitation at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us).
  - c) The decision of the Department with regard to selection of applicants is final. The Department reserves the right, in its sole and complete discretion, to reject any and all applications received as a result of this request and to negotiate separately with competing applicants.
  - d) The Department is not liable for any costs the applicant incurs in preparation and submission of its application, in participating in the RFA process or in anticipation of award of the resulting Grant Agreement(s).
  - e) The Department reserves the right to cancel the RFA at any time up until the full execution of the resulting Grant Agreement(s).
  - f) Awarded applicants and non-selected applicants shall not be permitted to issue news releases pertaining to this project prior to official written notification of award by the Department review committee. Any subsequent publication or media release issued by the Grantee throughout the life of the Grant using funding from this Grant Agreement must acknowledge the Department as the granting agency and be approved in writing by the Department.

## **2. Evaluation of Applications**

All applications meeting stated requirements in this RFA and received by the designated date and time, will be reviewed by a committee of qualified personnel selected by the Department. The Review Committee will recommend applications that most closely meet the evaluation criteria developed by the Department. If the Review Committee determines that additional clarification of an application is needed, Division of Violence Prevention staff and staff from the Office of Procurement will schedule an oral presentation, either in person or via a conference call, or assign a due date for the submission of a written clarification, or both.

Evaluation criteria used by the Review Committee, include:

1. Statement of the Problem
2. Program Goals and Objectives
3. Performance Measures
4. Program Design and Implementation
5. Timeline
6. Capability and Competency
7. Budget Detail and Budget Narrative
8. Attachments

## **3. Awards**

Grants will be administered through the Department.

All applicants will receive official written notification of the status of their application from the Department. Unsuccessful applicants may request a debriefing. This request must be in writing and

must be received by the Division of Violence Prevention within 30 calendar days of the written official notification of the status of the application. The Division of Violence Prevention will determine the time and place for the debriefing. If the debriefing is held via Microsoft Teams, a link, phone number, and conference ID number will be provided. The debriefing will be conducted individually by Division of Violence Prevention staff. Comparison of applications will not be provided. Applicants will not be given any information regarding the evaluation other than the position of their application in relation to all other applications and the strengths and weaknesses in their individual application.

#### **4. Deliverables**

- a) The awarded applicant(s) shall have a minimum of two staff participate in training on the selected /program focus area. The awarded applicant(s) shall demonstrate how the program focus area training will be obtained within the first three months of the Grant Agreement.
- b) The awarded applicant(s) shall implement a plan for participant recruitment into the program. A minimum of 100 participants shall be recruited for each focus area of the application.
- c) The awarded applicant(s) shall increase partnerships and relationships with other organizations in the community in order to recruit the target populations.
- d) The awarded applicant(s) shall collect program data on participants and report to the Department. This data will be determined by the Department.
- e) The awarded applicant(s) shall participate in client satisfaction data collection and reporting activities as established by the Department, including collecting and reporting feedback from the awarded applicant(s) and the awarded applicant's program participants to improve services.
- f) The awarded applicant(s) shall notify the Department immediately if any of the trained personnel have left the program or organization and shall submit a plan for additional staff training.
- g) If the awarded applicant(s) choose a focus area(s) working with youth, the applicant shall develop a process to verify that its employees, independent contractors, and volunteers are in compliance with the Child Protective Services Law, 23 Pa. C.S. §§ 6301 to 6386.

#### **5. Reporting Requirements**

- a) The awarded applicant(s) shall submit a written quarterly work statement report to the Department that details progress, number of trainings and classes conducted, number of participants who completed at least 75% of each training/class, whether the training was held in person or virtually, fidelity monitoring, technical assistance and facilitator training provided by the awarded applicant(s), and issues or barriers that occurred that quarter within 30 calendar days of the close of the state fiscal year quarter. The report

shall identify if activities are proceeding according to the project plan, whether any adaptations were requested and explain any deviations from the plan. Any changes to the scope and methodology of the program during the term of the Grant Agreement must be approved by the Department. The report shall include information on all deliverables included in the work statement.

- b) The awarded applicant(s) shall submit annual reports to the Department summarizing and de-duplicating information contained in the quarterly reports and include a short success story within 30 calendar days after the end of each state fiscal year. The annual report shall, at a minimum, explain any deviations from the project plan, include program attendance numbers, and include a one page success story summary.
- c) The awarded applicant(s) shall submit a final written report to the Department within 30 calendar days after the end date of the Grant Agreement. The final report shall, at a minimum, explain any deviations from the project plan, include program attendance numbers, and include a one page success story summary.
- d) The awarded applicant(s) shall report to the Department any changes in key personnel. Key personnel are defined as any personnel the applicant deems necessary to accomplish the deliverables.
- e) The awarded applicant(s) shall collect and report participant pre and post test data following each implemented program's guidelines. Demographic data shall be collected for all participants, including age, race/ethnicity, and gender identity.
- f) The awarded applicant(s) shall maintain supporting documentation related to invoices, monitoring meetings, quarterly and annual reports, and program evaluation for a period of seven years.

## **C. Application Instructions and Required Format**

### **1. Application Instructions**

The following is a list of requirements.

- a) The applicant must submit one application (Part Two of this RFA), by email to [RA-DHHEALTH\\_DEPT\\_DOC@pa.gov](mailto:RA-DHHEALTH_DEPT_DOC@pa.gov). The Department cannot accept secure or encrypted emails. Any submission via secure or encrypted email will be immediately discarded.
- b) The application must be received by the date and time specified in the cover letter. Applicants should consider that technical difficulties could arise and allow sufficient time to ensure timely email receipt. **(Late applications will be rejected, regardless of the reason). The application can be submitted as soon as it is ready for submission; to prevent late submissions, applicants are encouraged to not wait until the closing date and time in the cover letter.**
- c) Please note there is a 10MB size limitation per email. If the application exceeds 10MB,

zip the file to reduce the size or submit multiple emails so the entire application is able to be received.

- d) The application must be submitted using the format described in subsection 2, below – Application Format.
- e) The Cover Page must be completed and signed by an official authorized to bind the applicant/organization to the application.
- fe) The Worker Protection and Investment Certification Form (BOP-2201) must be completed and signed by an official authorized to execute the certification on behalf of the applicant, and certify that the applicant is compliant with applicable PA state labor and workplace safety laws.

Applicants are strongly encouraged to be brief and clear in the presentation of ideas.

## 2. Application Format

Applicants must follow the format as described below to complete Part Two of this RFA. Applications must be typewritten on 8 ½” by 11” paper, with a font size no smaller than 10 point and margins of at least ½ inch.

- a) **Cover Page** – Complete the form.
- b) **Certifications Form** – The Certifications Form must be completed and signed by an official authorized to bind the applicant/organization to the application.
- c) **Worker Protection and Investment Certification Form (BOP-2201)** – BOP-2201 must be completed and signed by an official authorized to execute the certification on behalf of the applicant, and must certify that the applicant is compliant with applicable PA state labor and workplace safety laws.
- d) **Work Statement** – The work statement narrative will not exceed 15 pages. Provide a narrative description of the proposed methodology addressing the following topics:
  - i. Statement of the Problem: Applicant shall provide a comprehensive statement that summarizes the organization’s understanding of the problem, scope of work, and needs of the population to be served. Applicant shall demonstrate an understanding of the need for evidence-based and effective unintentional injury prevention programs. Applicant shall demonstrate an understanding of the effects of social determinants of health and health equity on the target population. Applicant shall demonstrate an understanding of culturally linguistically appropriate services to all without regard to race, ethnicity, gender identity or sexual identity. Applicant shall describe research or evaluation studies that relate to the problems and contribute to the applicant’s understanding of the causes and potential solutions of the problems.
  - ii. Program Goals and Objectives: Applicant shall describe the program’s intent to address the incidence of unintentional injury in the population being served. Applicant shall describe and outline the project’s goals and objectives in delivering

the selected unintentional injury prevention program(s). All goals and objectives shall be measurable and realistic. In this section, applicant shall explain how the program(s) will accomplish its goals and objectives. Applicant shall demonstrate specific, measurable objectives as quantifiable statements of the program(s)' desired results. Objectives shall be clearly linked to the problem. Goals shall be clearly stated and demonstrate that the services provided are culturally, linguistically, and cognitively appropriate for the population being served.

iii. Performance Measures: Applicant shall describe a clear plan for monitoring and evaluating the program(s). The proposal shall describe a plan to track and provide outcome measures (for example, number of participants, age, sex, race/ethnicity, gender identity, and number of sessions conducted). The specific performance measures collected will be determined by the Department. The proposal shall include a plan to collect the data required by the reporting requirements outlined in Part 1, Section B, paragraph 5 of this RFA. Applicant shall describe ongoing strategies for monitoring individual and program performance to identify and solve problems that could impact success. Applicant shall address how they will measure client satisfaction and utilize the data to continuously improve services.

iv. Program(s) Design and Implementation: Applicant shall describe its plan for providing services, how it will respond to all requirements of the RFA, and how it will meet the project's goal. The applicant shall describe its plan for implementation of the program(s) including a minimum of two staff participating in training on the selected program(s) focus area, describing recruitment strategies, and verifying that a minimum of 100 participants will complete at least 75% of each program for each focus area of the application per Grant year. Applicant shall describe how the target population to be served will be identified and determined eligible for services. Applicant shall describe where the program sessions will take place and describe strategies that will make the program(s) accessible. Applicant shall identify any existing or potential partners who will support tasks or recruitment related to this program. Applicant shall describe their plan for sustaining the program.

v. Timeline: Applicant shall include and describe a timeline for development and implementation of the proposed program(s). Applicant shall describe major tasks associated with the goals and objectives of the project, assign responsibility for each major task, and plot completion of each task by month or quarter for the duration of the award within the timeline. Applicant shall plot out the completion of each task including training at least two staff in the selected program(s) focus area within the first three months of the Grant Agreement, submission of quarterly reports within 30 calendar days of the end of each quarter, and submission of an annual report within 30 calendar days of the end of the state fiscal year. The timeline should be feasible for the deliverables and the outcomes proposed.

vi. Capability and Competency: Applicant shall describe its qualifications related to the requirements described herein, including a description of the applicant's organizational capacity to serve the target population. Applicant shall include any previous history working with the target population or implementation of similar

work on the focus area(s). Applicant shall demonstrate that sufficient personnel are available to carry out the deliverables. Applicant shall also provide qualifications of the personnel who would be completing tasks related to this RFA. Qualifications of personnel will be measured by experience and education, with a particular reference to experience providing services similar to those described in the RFA.

vii. Attachments: Include letters of support, letters of commitment, Memorandum of Understanding, Resumes of the personnel who will be assigned to complete tasks related to this RFA must be provided, and other attachments to support the work statement narrative. The attachments are not included in the 15-page limit for the work statement.

e) **Budget Detail and Budget Narrative** – Use the downloadable format to present your budget request. Instructions regarding completion of the budget can be found in the last worksheet of the downloadable excel budget file. The anticipated Grant Agreement term is July 1, 2024 to June 30, 2026. The overall 24-month budget for the application shall not exceed \$100,000 if doing one focus area, \$200,000 if doing two focus areas, or \$300,000 if doing all three focus areas. The budget must contain an Overall Summary in addition to a Summary with Budget Details for each year.

Overall Summary July 1, 2024 to June 30, 2026 \$100,000-\$300,000  
Year 1 Summary July 1, 2024 to June 30, 2025 \$50,000-\$150,000  
Year 2 Summary July 1, 2025 to June 30, 2026 \$50,000-\$150,000

Applicant shall include up to a four-page Budget narrative which justifies the need to allocate funds for items in the spreadsheet of the itemized budget and demonstrates how they will maximize cost effectiveness of Grant expenditures. Applicant shall also explain how all costs are calculated, how they are relevant to the completion of the proposed project, and how they correspond to the information and figures provided in the Budget Detail Summary.

The budget template provided by the Department shall be used and the budget should be reasonable for the work proposed. The budget and budget narrative are not included in the 15-page limit for the work statement.

See the Budget Definitions section below for more information.

**3. Definitions**

a) **Budget Definitions:**

Personnel: This budget category shall identify each position by job title, hourly rate, and the number of hours per year allocated to the project. Fringe benefits are to be shown as a separate line-item by percentage and shall include a detailed listing of the benefits being covered.

Consultant Services: This budget category is not applicable and must not be utilized.

Subcontract Services: This budget category shall identify the services to be provided by each subcontractor under this Grant Agreement.

Patient Services: This budget category is not applicable and must not be utilized.

Equipment: This budget category is not applicable and must not be utilized.

Supplies: This budget category shall reflect expected costs for general office supplies including personal computers and facsimile machines valued at less than \$5,000, needed to support this project.

Travel: This budget category shall include anticipated expenditures for travel including mileage, hotels and meals.

Other: This budget category shall be used for anticipated expenditures that do not fit into any of the other budget categories such as telephone, printing, postage, and indirect costs (overhead, general, and administrative). Indirect rates cannot exceed the provider's Federally approved indirect cost rate schedule. In the description area under OTHER COSTS include the % that the rate reflects, identify the budget categories to which the rate was applied, and list the specific items that the indirect is paying for.

# PART TWO

Pennsylvania Department of Health  
Bureau of Health Promotion and Risk Reduction  
Division of Violence Prevention

**Unintentional Injury Prevention Program**

**Request for Applications (RFA) #67-172**





**COVER PAGE**  
**RFA #67-172**

**Applicant Name:** \_\_\_\_\_  
(Organization or Institution)

**Type of Legal Entity** \_\_\_\_\_  
(Corporation, Partnership, Professional Corporation, Sole Proprietorship, etc.)

**Federal I.D.#:** \_\_\_\_\_ **Grant Amount:** \$ \_\_\_\_\_

**SAP Vendor #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**City** \_\_\_\_\_ **County** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

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**Application Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**County:** \_\_\_\_\_

**Focus Area(s) Applying For:**  Focus Area 1  Focus Area 2  Focus Area 3

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*Applications/proposals/bids received shall remain valid, unless deemed unresponsive, until such time that final award(s) is or are made.*

**BY SIGNING BELOW, THE APPLICANT, BY ITS AUTHORIZED SIGNATORY, IS BINDING ITSELF TO THE APPLICATION AND REPRESENTING THAT ALL THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THEIR BEST KNOWLEDGE, INFORMATION AND BELIEF.**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	DATE



**WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM**

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

**CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	

## **Work Statement**

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Work Statement for completion instructions.

The following language is required to be included in the Work Statement:

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, Contractors and Grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the application.

# **Budget Template**

See Part One, General Information; Section C, Application Instructions and Required Format; Subsection 2d Budget for completion instructions.

**PAYMENT PROVISIONS**

The Department agrees to pay the Contractor for services rendered pursuant to this Contract as follows:

- A. Subject to the availability of state and Federal funds and the other terms and conditions of this Contract, the Department will reimburse the Contractor in accordance with Appendix C, and any subsequent amendments thereto, for the costs incurred in providing the services described in this Contract.
- B. This Contract may span several state fiscal periods; therefore, the Department is obligated to pay no more than the dollar amounts for each state fiscal year (SFY), for the periods of time indicated on the Budget, Appendix C. This shall not prohibit the Department from exercising its discretion to move funds unspent at the end of the SFY from one SFY to another to pay for services provided with separate written Department approval and in accordance with this Contract.
- C. Payment to the Contractor shall be made in accordance with the Budget set forth in Appendix C, and any subsequent amendments thereto, as follows:
  - 1. The Department shall have the right to disapprove any expenditure made by the Contractor that is not in accordance with the terms of this Contract and adjust any payment to the Contractor accordingly.
  - 2. Payments will be made monthly upon submission of an itemized invoice for services rendered pursuant to this Contract using the invoice format in Attachment 1 to this Appendix.
  - 3. An original invoice shall be sent by the Contractor directly to the address listed in Attachment 1 to this Appendix unless otherwise directed in writing by the Project Officer. Documentation supporting that expenditures were made in accordance with the Contract Budget shall be sent by the Contractor to the Department's Project Officer. The Department's Project Officer may request any additional information he or she deems necessary to determine whether the expenditures in question were appropriately made. The adequacy and sufficiency of supporting documentation is solely within the discretion of the Project Officer.
  - 4. The Contractor has the option to reallocate funds between and within budget categories (Budget Revision), subject to the following criteria:
    - a. General Conditions for Budget Revisions
      - i. *Budget Revisions At or Exceeding 20%.*
        - A. The Contractor shall not reallocate funds between budget categories in an amount at or exceeding 20% of the total amount of the Contract per budget year as set forth in Appendix C Budget, and any subsequent amendments thereto, without prior written approval of the Department's Project Officer.
        - B. The Contractor shall request prior written approval from the Department's Project Officer when the cumulative total of all prior Budget revisions in the budget year is 20% or greater of the total amount of the Contract per budget year.
        - C. Reallocations at or exceeding 20% of the total amount of the Contract per budget year may not occur more than once per budget year unless the Department's Project Officer finds that there is good cause for approving one additional request. The Project Officer's determination of good cause shall be final.
      - ii. *Budget Revisions Under 20%.* The Contractor shall notify the Department's Project Officer of any Budget Revision under 20% of the total amount of the Contract per budget year in writing, but need not request Department approval, except as provided for in Paragraph 4(a)(i)(B) above.

- iii. The Contractor shall obtain written approval from the Department's Project Officer prior to reallocating funding into a previously unfunded budget category or prior to eliminating all funding from an existing budget category, regardless of the percentage amount.
  - iv. The Contractor shall provide the Department's Project Officer with notice or make a request for approval prior to the submission of the next invoice based on these changes.
  - v. At no time can Administrative/Indirect cost rates be increased via a Budget Revision.
- b. Budget Revisions Relating to Personnel
- i. Any change to funds in the Personnel Category requires the approval of the Department's Project Officer, and any such change at 20% or over as set forth in Paragraph 4(a) shall be counted as one Budget Revision under that paragraph.
  - ii. The Contractor may not reallocate funds to, or move funds within, the Personnel Services Category of the Budget (Appendix C), and any subsequent amendments thereto, to increase the line items in that category unless one of the following circumstances apply:
    - A. The Contractor is subject to a collective bargaining agreement or other union agreement and, during the term of this Contract, salaries, hourly wages, or fringe benefits under this Contract are increased because of a renegotiation of that collective bargaining agreement or other union agreement. The Contractor shall submit to the Department's Project Officer written documentation of the new collective bargaining or other union agreement, which necessitates such reallocation.
    - B. The Contractor is unable to fill a position that is vacant or becomes vacant at or after the effective date of this Contract. The Contractor shall submit to the Department's Project Officer written justification for the request to increase line item amounts and reallocation of funds in connection with filling such a position in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the Contract, as well as the Contractor's inability to fill the position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
    - C. The Contractor is unable to perform the work of the Contract with the existing positions, titles or classifications of staff. The Contractor may add or change a position, title or classification in order to perform work that is already required. The Contractor shall submit to the Department's Project Officer for his or her approval written justification for the request to reallocate funds in connection with changing or adding a position, title or classification, in sufficient detail for the Department to evaluate the impact of that reallocation on the performance of the work of the contract, as well as the Contractor's inability to fill current position. Justification may include, for example, documentation of salaries for the same or similar positions in the same geographic area.
  - iii. The number of positions accounted for by any one line item may not be decreased, or consolidated into one position, without prior written approval of the Department.
  - iv. All increases are subject to the availability of funds awarded under this Contract. The Commonwealth is not obligated to increase the amount of award.
  - v. This paragraph is not intended to restrict any employee from receiving an increase in salary from the Contractor based on the Contractor's fee schedule for the job classification.
5. Unless otherwise specified elsewhere in this Contract, the following shall apply. The Contractor shall submit monthly invoices within 30 days from the last day of the month within which the work is performed. The final invoice shall be submitted within 45 days of the Contract's termination date. The Department will neither honor nor be liable for invoices not submitted in compliance with the time

requirements in this paragraph unless the Department agrees to an extension of these requirements in writing. The Contractor shall be reimbursed only for services acceptable to the Department.

6. The Department, at its option, may withhold the last 20 percent of reimbursement due under this Contract, until the Project Officer has determined that all work and services required under this Contract have been performed or delivered in a manner acceptable to the Department.
  7. The Commonwealth will make payments through the Automated Clearing House (ACH). Within 10 days of award of the Contract or Purchase Order, the Contractor must submit or must have already submitted its ACH information within its user profile in the Commonwealth's procurement system (SRM). Within 10 days of the Grant award, the Grantee must submit or must have already established its ACH information in the Commonwealth's Master Database. The Grantee will also be able to enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at <https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>.
    - a. The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the Contractor to properly apply the state agency's payment to the invoice submitted (for Contracts or Purchase Orders) or to the invoice or program (for Grant Agreements).
    - b. It is the responsibility of the Contractor to ensure that the ACH information contained in SRM (for Contracts or Purchase Orders) or in the Commonwealth's Master Database (for Grant Agreements) is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.
    - c. In the event this language conflicts with language contained elsewhere in this agreement, the language contained herein shall control.
- D. The Department's determination regarding the validity of any justification or of any request for approval under this Appendix B (Payment Provisions) is final.