

Florida Department of Health

RFA23-007

**Sickle Cell Disease Research and Treatment Grant Program
Grant Opportunity**

APPLICATION GUIDELINES

FY (2024-2025)



Office of Minority Health

Application Deadline:

Monday, July 31, 2024

Direct all questions about the online application process or related issues via email to SickleCellGrantProgram@flhealth.gov with the subject heading "RFA23-007 Questions"

Disclaimer: The receipt of applications in response to this grant opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a grant from the Florida Department of Health.

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TIMELINE RFA23-007

Applicants must adhere to the RFA timeline as identified below.

Schedule	Due Date	Location
Request For Applications Released and Advertised	July 8, 2024	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html and Sickle Cell Disease Grant Program RFA Portal: https://sicklecellgrantprogram.floridahealth.gov
Submission of Questions	July 11, 2024	Submit questions by email with the subject heading “RFA23-007 Questions” to SickleCellGrantProgram@flhealth.gov .
Anticipated Posting of Answers to Questions	July 15, 2024	Answers to questions will be posted at: Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html and Sickle Cell Disease Grant Program RFA Portal: https://sicklecellgrantprogram.floridahealth.gov
Applications Due (No faxed or e-mailed applications)	Must be received by July 31, 2024, 11:59 p.m. ET.	To upload your application, go to the Department of Health Sickle Cell Disease Grant Program Portal https://sicklecellgrantprogram.floridahealth.gov .
Anticipated Evaluation of Applications	August 1 - August 20, 2024	Review and Evaluation of Applications.
Anticipated Award Date	August 29, 2024	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html

DEFINITIONS

Award: Financial assistance that provides funding to accomplish a public purpose.

Awardee: Any person, entity, or organization that receives funding from funds resulting from this RFA.

Center of Excellence: A community-based organization that is assembled to supply an exceptionally high concentration of expertise and related resources dedicated to sickle cell disease, delivering associated care in a comprehensive, interdisciplinary fashion to afford the best patient outcomes possible.

Community-based Organization (CBO): A public or private nonprofit organization that is representative of a community or a significant segment of a community, operates in the community, and works to meet the community's needs. CBOs fill the gaps in traditional healthcare services.

Department: The Florida Department of Health.

Evidence-based Intervention (EBI): An intervention or strategy designed to implement one or more strategies linking public health or clinical practice recommendations to scientific evidence of effectiveness and other characteristics.

Evidence-based Practice: Conscientious, explicit, and judicious use of the best evidence in making decisions about the individual patient's care. Evidence-based practice is regarded as the norm for the delivery of efficient healthcare services. The universally accepted definition of evidence-based practice is adapted from the definition of evidence-based medicine.

Evidence-based Clinical Practice Guidelines (EB CPGs): Statements that include recommendations intended to optimize patient care that are informed by a systematic review of evidence and an assessment of the benefits and harms of alternative care options. Rather than dictating a one-size-fits-all approach to patient care, clinical practice guidelines offer an evaluation of the quality of the relevant scientific literature and an assessment of the likely benefits and harms of a particular treatment. This information enables health care clinicians to select the best care for a unique patient based on his or her preferences.

Facility-based Education Programs: Programs within healthcare facilities focusing on education for treatment, medication, home care, and rehabilitation. A facility-based setting can also refer to a place where people engage in daily activities that impact health and well-being.

Health Care Practitioner: Any person licensed under chapter 457; chapter 458; chapter 459; chapter 460; chapter 461; chapter 462; chapter 463; chapter 464; chapter 465; chapter 466; chapter 467; part I, part II, part III, part V, part X, part XIII, or part XIV of chapter 468; chapter 478; chapter 480; part I, part II, or part III of chapter 483; chapter 484; chapter 486; chapter 490; or chapter 491.

Key Staff: Individuals who provide programmatic, fiscal, performance, and project management functions.

Nonprofit Organization: Any corporation, trust, association, cooperative, or other organization, not including Institutions of Higher Education (IHEs), that: (a) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (b) is not organized primarily for profit; and (c) uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofits are granted 501(c)(3) status by the IRS.

Sickle Cell Disease (SCD): Group of hereditary blood disorders caused by an abnormal type of hemoglobin, resulting in malformed red blood cells with impaired function. The term includes both symptomatic manifestations of sickle cell disease and asymptomatic sickle cell trait.

SMART Objectives: Project objectives that are designed to be Specific, Measurable, Achievable, Realistic, and Time-bound.

SECTION 1. INTRODUCTION

1. Program Authority

The Sickle Cell Disease Research and Treatment Grant Program is authorized by Section 381.814, Florida Statutes.

2. Notice and Disclaimer

Grant awards will be determined by the Department of Health in accordance with this publication based on the availability of funds. The Department reserves the right to offer grant awards for less than the amount requested by applicants, which it deems is in the best interest of the State of Florida and the Department. The receipt of proposals in response to this solicitation does not imply or guarantee that any one or all proposals will be awarded a grant. Additionally, the Department reserves the right to negotiate deliverables and funding with applicants prior to the final offer of the grant award. The department reserves the right to offer multiple grant awards as it deems in the best interest of the State of Florida and the department. If, during the grant funding period, the authorized funds are reduced or eliminated by the state, the department may immediately reduce or terminate the grant award by giving written notice to the grantees. No such termination or reduction, however, shall apply to allowable costs already incurred by the grantees to the extent that funds are available for payment of such costs.

3. Program Purpose

The purpose of the Sickle Cell Disease Research and Treatment Grant Program (SCD Grant Program) is to fund projects that improve the quality and accessibility of health care services available for persons living with sickle cell disease in Florida, as well as advance the collection and analysis of comprehensive data to support research on sickle cell disease.

4. Available Funding

A total of \$10 million may be awarded under this grant program to multiple recipients. This is subject to the funding amount appropriated for FY 2024-2025 by the Florida Legislature.

5. Matching Funds

There are no match or in-kind funding requirements under this RFA. However, proposals must identify the source and amount of any federal, state, or local government grants or donations or private grants or donations simultaneously funding the projects.

SECTION 2. PROGRAM OVERVIEW

1. Background

Sickle Cell Disease (SCD) is a group of hereditary blood disorders caused by an abnormal type of hemoglobin, resulting in malformed red blood cells with impaired function. The term refers to both symptomatic manifestations of sickle cell disease and asymptomatic sickle cell trait. SCD causes serious complications and shortens the lives of affected individuals. The Florida Legislature, in Section 381.814 F.S., created the SCD Grant Program within the Department of Health, whose mission is to promote and protect the health and safety of all people in Florida through the delivery of quality public health services and the promotion of health care standards. In alignment, the long-term goals of the SCD Grant Program are to improve the health outcomes and quality of life for Floridians with sickle cell disease, expand access to high-quality, specialized care for sickle cell disease, and improve awareness and understanding among health care practitioners of current best practices for the treatment and management of sickle cell disease.

2. Priority Areas

The project priority areas of the SCD Grant Program are:

1. Sickle cell disease workforce development and education.
2. Sickle cell disease treatment centers of excellence.

3. Program Expectations

Applications must focus on one of the following areas:

A. Workforce development and education projects should include, but are not limited to:

1. Facility-based education programs.
2. Continuing education curriculum development.
3. Outreach and education activities with the local health care practitioner community.

Note: Workforce development and education projects must be based on current evidence-based clinical practice guidelines for sickle cell disease.

B. Sickle Cell Disease Treatment Centers of Excellence projects should include, but are not limited to:

1. Operations support for existing centers of excellence.
2. Facility enhancement of existing centers of excellence.
3. Establishment of new centers of excellence.

4. Applicant Project Results

Applicants must identify specific and measurable anticipated project results that are consistent with the overall program's purpose and address the project requirements.

5. Project Requirements

Projects must focus exclusively on the priority areas of the SCD Grant Program (Section 2.2, Priority Areas).

The information regarding the project requirements must be included in the narrative section of the application, as explained in Section 5.0, Required Content of the Narrative Section.

The project goals and outcomes must demonstrate alignment and contribution to the long-term goals of the SCD Grant Program. The long-term goals of the program are as follows:

- a. Improve the health outcomes and quality of life for Floridians with sickle cell disease.
- b. Expand access to high-quality, specialized care for sickle cell disease.
- c. Improve awareness and understanding among health care practitioners of current best practices for the treatment and management of sickle cell disease.

A. Requirements for sickle cell disease workforce development and education projects:

1. Project requirements

- a. Workforce development and education projects should use evidence-based education strategies appropriate to the target audience and type of Evidence-based Clinical Practice Guidelines (EB CPGs) in order to effectively promote their adoption.
- b. EB CPGs must inform all education projects.
- c. The project must demonstrate the incorporation of expert input to ensure that education, training and continuing education curricula address the development of relevant skills for sickle cell disease specialty care providers.
- d. Evidence-based education practices must support projects aimed at developing curricula for sickle cell disease-related continuing education in order to develop the necessary knowledge, skills, and attitudes for healthcare professionals working in the intended clinical field.
- e. Outreach and education activities must demonstrate their educational value and effectiveness for local health care practitioners.
- f. Projects in sickle cell workforce development and education that are not mentioned above must demonstrate educational value through a needs assessment.

2. Project experience

Proposals must demonstrate the applicant's experience and expertise in the priority area selected, as well as the alignment of the projects implemented with the purpose of the SCD Grant Program.

3. Project planning, management, and evaluation capacity

The applicant's capacity to manage and implement the projects is demonstrated by meeting the requirements, such as, but not limited to:

- a. Demonstration of the qualifications of the staff.
- b. The proposal identifies an assessment of needs or proposes the implementation of one aligned with the project objectives.
- c. The work plan and timeline must be detailed, comprehensive, complete, and feasible.
- d. Project contingency and continuity planning.
- e. Proposals must include performance measures for monitoring the project's implementation.
- f. Projects must demonstrate quantifiable results and measurable impact.

- g. Projects identify and implement a monitoring and evaluation tool for determining the project status, progress, risks and challenges.

4. Capacity to achieve the project goals

Projects include scope-aligned goals, SMART objectives, tasks, activities, measures of success, and outcome measures.

5. Capacity to monitor progress and evaluate a project

- a. The proposal identifies and describes the implementation of a monitoring and evaluation tool for determining the project status, progress, risks, and challenges.
- b. Project results and impact are measured through quantitative and qualitative indicators, including baseline and target indicators.
- c. The methodology for collecting project data and tracking indicators is clearly defined.
- d. The proposal includes expected outcomes for the duration of the proposed project as well as a rationale for selecting the outcomes.
- e. The proposal and project work plan demonstrate that the project activities, expected impact, and benefits are proportional to the funding amount requested.

B. Requirements for Sickle Cell Disease Treatment Centers of Excellence projects:

The information regarding the project requirements must be included in the narrative section of the application as explained in Section 5.0, Required Content of the Narrative Section.

1. Project requirements

- a. The proposal must explain and show how the applicant's institution's strategic priorities integrate the facility enhancement or the creation of a new center project.
- b. Demonstrate the organization's experience and capacity for securing continued funding, contracting, and contract management.
- c. Describe the priorities for facility enhancement, including areas such as facility upgrades, service expansion, infrastructure, technology acquisition or upgrade, rehabilitation, engineering, facility equipping, facility site preparation, and construction.
- d. Projects focused on facility enhancement and the establishment of new centers must describe their establishment protocol or enhancement plan and management monitoring strategies.
- e. Proposals for operations support for existing centers of excellence must emphasize an impact evaluation plan to measure health service utilization changes, outcomes and outcomes changes derived from the project implementation.
- f. Projects related to Sickle Cell Disease Treatment Centers of Excellence operations support must describe and demonstrate the current or proposed delivery model and benefits and be aligned with the Centers of Excellence concept.
- g. Projects must describe the services' demand and ability to deliver enhanced healthcare services in the community where the center is located.

2. Project experience

Proposals must demonstrate the applicant's experience and expertise in the priority area selected, as well as the alignment projects implemented with the purpose of the SCD Grant Program.

3. Project planning, management, and evaluation capacity

The applicant's capacity to manage and implement the projects is demonstrated by meeting the requirements, such as, but not limited to:

- a. Demonstration of the qualifications of the staff.
- b. The proposal identifies an assessment of needs or proposes the implementation of one aligned with the project objectives.
- c. The work plan and timeline must be detailed, comprehensive, complete, and feasible.
- d. Project contingency and continuity planning.
- e. Proposals must include performance measures for monitoring the project's implementation.
- f. Projects must demonstrate quantifiable results and measurable impact.
- g. Projects identify and implement a monitoring and evaluation tool for determining the project status, progress, risks and challenges.

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Projects include scope-aligned goals, SMART objectives, tasks, activities, measures of success, and outcome measures.

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- a. The proposal identifies and describes the implementation of a monitoring and evaluation tool for determining the project status, progress, risks, and challenges.
- b. Results and impact are measured through quantitative and qualitative indicators, including baseline and target indicators.
- c. The methodology for collecting project data and tracking indicators is clearly defined.
- d. The proposal includes expected outcomes for the duration of the proposed project as well as a rationale for selecting the outcomes.
- e. The proposal and project work plan demonstrate that the project activities, expected impact, and benefits are proportional to the funding amount requested.

SECTION 3. TERMS AND CONDITIONS OF FUNDING

1. Eligible Applicants

The SCD Grant Program's funding will be awarded to community-based sickle cell disease medical treatment and research centers operating in Florida. In addition, the following are applicable:

- a. All individuals, organizations, and agencies submitting an application for funding are advised that accepting state dollars under this RFA will require recipients' compliance with all federal and state laws, executive orders, regulations, and policies governing these funds.
- b. All vendors doing business with the State of Florida must have a completed W-9 on file with the Department of Financial Services. If awarded, the process can be completed at: <https://flvendor.myfloridacfo.com>.
- c. To be eligible to receive a grant, all corporations, limited liability companies, or partnerships, and their subcontractors/sub-recipients seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapters 607, 608, 617, and 620, Florida Statutes.

2. Eligibility Criteria

Each applicant submitting an application, under this RFA, must ensure the following criteria:

- a. A completed application is submitted timely.
- b. Eligible applicants are community-based sickle cell disease medical treatment and research centers.
- c. Eligible applicants are a not-for-profit status organization in accordance with Chapter 617, Florida Statutes.

3. Minority Participation

In keeping with the One Florida Initiative, the Department of Health encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at (850) 487-0915 or visit their website at https://www.dms.myflorida.com/business_operations/state_purchasing/office_of_supplier_diversity_osd for information on becoming a certified minority or for names of existing certified minorities who may be available for subcontracting or supplier opportunities.

4. Corporate Status

For all corporate applicants, proof of corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations.

Tax-exempt status is determined by the Internal Revenue Service (IRS) Code, Section 501(c)(3). Any of the following is acceptable evidence:

A statement from a state taxing body, State Attorney General, or other appropriate state official certifying that the applicant has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

5. Not-for-Profit Status

Documentation that verifies the official not-for-profit status of an organization in accordance with Chapter 617, Florida Statutes.

6. Period of Funding

A grant agreement will be issued for the project's first year for a 10-month period from September 1, 2024, through June 31, 2025, with the option to renew the agreement annually for an additional 3-year term.

7. Use of Grant Funds

Allowable and Unallowable Costs

Grant funds may be expended on allowable expenditures only. Allowable and unallowable expenditures are defined by applicable federal or state law and are specified in the "Reference Guide for State Expenditures" found at:

<https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf>

Administrative and/or indirect costs cannot exceed 5% of the total grant award.

To support SCD Grant Program outcomes identified in this RFA and upon approval by the Department, grant funds may be used for personnel, fringe benefits, travel, rent, communications, utilities, supplies, contractual services, advertising, print, educational materials, facility maintenance, and fixed capital outlay. The purchase of food is not allowed with grant funds provided under this RFA.

8. Project Proposals

A separate application, its corresponding project proposal, and documentation must be submitted for each priority area.

Project proposals must address either sickle cell disease workforce development and education projects or sickle cell disease treatment centers of excellence.

A. Project proposals for sickle cell disease workforce development and education shall include, but need not be limited to, one or more of the following projects:

1. Facility-based education programs.
2. Continuing education curriculum development.
3. Outreach and education activities with the local health care practitioner community.

B. Project proposals for Sickle Cell Disease Treatment Centers of Excellence shall include, but need not be limited to, one or more of the following projects:

1. Operations support for existing centers of excellence.
2. Facility enhancement of existing centers of excellence.
3. Establishment of new centers of excellence.

SECTION 4. APPLICATION REQUIREMENTS

1. Application Forms and Other Required Documentation

Forms

1. Cover Page (electronic form)
2. Evaluation Checklist
3. Budget Summary
4. Budget Narrative
5. Project Work Plan Tool

Other Required Documentation

1. Organizational Chart
2. Roster of the Board of Directors
3. Authorized Signatory (notarized)
4. Documentation that verifies the official not-for-profit status of an incorporated organization in accordance with Chapter 617, Florida Statutes.
5. IRS 501(c)(3) Tax-Exempt Status.
6. Certification of Drug-Free Workplace Program in accordance with Section 287.087, Florida Statutes.
7. Letters of agreement, support, or collaboration as needed.

2. Order of Application Package

This section identifies the format and arrangement of the application package. Applications must address all sections identified below in the order presented below, along with sufficient details to outline the project. Applicants must use the official forms attached to this RFA. Alternate forms may not be used. All required forms and content should be submitted in a single document, following the order and format outlined in this RFA. Applications with missing sections or documents will not be considered.

The following items must be submitted in the order outlined below:

1. Cover Page. (Electronic form). *Attachment 1.*
2. Evaluation Checklist. *Attachment 2.*
3. Table of contents of the application.
4. Project Narrative (Proposal).
 - a. Project Summary.
 - b. Statement of Need.
 - c. Project Work Plan.
 - d. Collaboration.
 - e. Evaluation Plan.
 - f. Project Management Plan.
5. Appendices and forms
 - a. Appendix A
 - i. Organizational Chart.
 - ii. Roster of the Board of Directors.
 - iii. Authorized Signatory (notarized).

- b. Appendix B
 - i. Documentation that verifies the official not-for-profit status of an incorporated organization in accordance with Chapter 617, Florida Statutes.
 - ii. IRS 501(c)(3) Tax-Exempt Status.
 - iii. Certification of Drug-Free Workplace Program in accordance with Section 287.087, Florida Statutes.
- c. Appendix C
 - i. Letters of agreement, support, or collaboration as needed.
- d. Budget
 - i. Budget Summary. *Attachment 3.*
 - ii. Budget Narrative. *Attachment 4.*
- e. Work Plan
 - iii. Project Work Plan Tool. *Attachment 5.*

Cover Page

The cover page is the first page of each application (*Attachment 1*). Applicants are required to complete, sign, and return it. The cover page contains the following information:

1. Project priority area.
2. RFA number.
3. Title of the application.
4. Legal name of applicant (organization's legal name).
5. Applicant's mailing address, including city, state, and zip code.
6. Telephone number, fax number, and e-mail address of the person who can respond to inquiries regarding the application.
7. Applicant's Federal Employer Identification (FEID) Number.
8. Total amount of funding requested.
9. Contact person for negotiations.
10. Name, title, and signature of the authorized official (authorized to submit the application on behalf of the applicant).
11. Geographic area of the project:
 - a. Statewide
 - b. Regional
 - i. Region 1. Emerald Coast (10 counties): Bay, Calhoun, Escambia, Holmes, Jackson, Liberty, Okaloosa, Santa Rosa, Walton, Washington.
 - ii. Region 2. Capital (8 counties): Franklin, Gadsden, Gulf, Jefferson, Leon, Madison, Taylor, Wakulla.
 - iii. Region 3. North Central (11 counties): Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Suwannee, Union.
 - iv. Region 4. Northeast (8 counties): Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns, Volusia.
 - v. Region 5. Central (8 counties): Brevard, Indian River, Lake, Martin, Orange, Osceola, Seminole, St. Lucie.
 - vi. Region 6. West Central (9 counties): Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas, Polk, Sumter.
 - vii. Region 7. Southwest (9 counties): Charlotte. Collier, DeSoto, Glades, Hendry, Highlands, Lee, Okeechobee, Sarasota.
 - viii. Region 8. Southeast (4 counties): Broward, Miami-Dade, Monroe, Palm Beach.

Evaluation Checklist

The Evaluation Checklist is a tool to ensure the evaluation of the applications is aligned with the requirements for the proposals outlined in RFA23-007. The tool provides information regarding a weighted scoring system adopted for the review and evaluation of the applications. The tool includes all the evaluation criteria and provides references to each section of the RFA. In the Evaluation Checklist applicants are required to provide the page number where the criteria are included in the application. Providing the application reference will help the reviewers identify the relevant information the applicant wants to emphasize.

Authorized Signatory

The signature on the application must be that of an authorized organization official. An authorized official is an officer of the applicant's organization who has legal authority to bind the organization to the provisions of the RFA and the subsequent grant award. This person is usually the President, Chairman of the Board, Chief Executive Officer, or Executive Director. If a person other than the President, Chairman of the Board, Chief Executive Officer, or Executive Director signs the application, a document establishing delegated authority must be included with the application.

The authorized signature certifies that all information, facts, and figures are true and correct and that if awarded a grant, the agency will comply with the RFA, the contract, all applicable state and federal laws, regulations, grant terms and conditions, action transmittals, review guides, and other instructions and procedures for program compliance and fiscal control. It must be notarized.

The signatory is certifying that these funds will neither be used to supplant other resources nor for any other purposes other than the funded program. The organization also agrees to comply with the terms and conditions of the Department as it relates to criminal background screening of the Chief Executive Officer, Executive Director, program director, direct-service staff, volunteers, and others as necessary.

Application format and page limits

Applications must be submitted using the following specifications:

1. Application file type
 - a. The application must be a PDF file.
 - b. MS Word and MS Excel files must be converted into a PDF file.
 - c. The following forms are provided as MS Excel files and must be converted into PDFs:
 - i. Budget Summary
 - ii. Budget Narrative
 - iii. Project Work Plan Tool
2. Formatting
 - a. Font type: Arial
 - b. Font size: 12 points
 - c. Line spacing: single-spaced
 - d. Character spacing scale 100%; spacing: normal (condensed spacing is not acceptable).
 - e. Page margin size: 1 inch

3. Table of contents: the application must include an automatic table of contents with two heading levels and page numbers.
4. Budget:
 - a. The Budget Summary information must be completed on Form 2.
 - b. The Budget Narrative is limited to the number of pages outlined in Section 4.3 and should adhere to the format in Form 3.
5. Page numbering:
 - a. Page numbering begins with the Project Summary section.
 - b. Pages must be numbered, and the page number must be included in the page footer.
6. Headers and footers:
 - a. Page headers should identify each section.
 - b. Page footers should include the name of the organization and page number.
 - c. All required forms and content should be submitted in one single in the order and format set forth in this RFA.
7. Application page limit:

Only the number of pages written within the page limit will be reviewed.

Application Package	Page limit
Table of Contents	Does not have a page limit.
Evaluation Checklist	Does not have a page limit.
Project application (Proposal):	39 pages maximum
➤ Project Summary	2 pages
➤ Statement of Need	5 pages
➤ Project work Plan (description and Tool)	10 pages
➤ Collaboration	2 pages
➤ Evaluation Plan	10 pages
➤ Project Management Plan	10 pages
Appendices and forms	Do not have a page limit.

“Information only” forms

Two forms provided in the package are for “information only” and need not to be returned included in the application package.

1. State of Florida Department of Health Standard Contract
2. Financial and Compliance Audit

These forms are standard for agreements between the Department and a provider (recipient). The State of Florida Department of Health Standard Contract defines terms and conditions for performing obligations. The Financial and Compliance Audit form describes audit and monitoring requirements for award recipients.

3. Project Budget: Compliant Budget Summary Form and Budget Justification Narrative Form

In addition to completing the Budget Summary located in the application package, a separate line-item budget narrative and computation of expenditures must be provided, as outlined below.

To comply with the State law governing the SCD Grant Program and this funding opportunity, the applicant must provide information regarding the source and amount of any federal, state, or local government grants or donations or private grants or donations funding the project.

1. **Administrative and/or indirect costs should be directly related to project activities and should not exceed 5% of the total budget.**
2. The proposed Budget Summary and Budget Narrative must provide a breakdown and explanation of all requested cost items that will be incurred by the proposed project.
3. The RFA requires the presentation of all proposed costs for the project activities be presented in a line-item budget format, accompanied by a budget narrative that supports, justifies, and clarifies the various line items.
4. Justification for all cost items contained in the Proposed Budget Summary (Attachment 3) must be described separately in the Budget Narrative (Attachment 4).
5. Only cost allocations under the terms of the RFA and applicable federal and state cost principles may be included in the line-item budget. All requested costs must be reasonable and necessary.
6. Evaluation points will be deducted for not using the budget form and a lack of detailed narrative.

Budget Summary

1. All costs contained in the Budget Summary must be directly related to the services and activities identified in the application.
2. All costs must be presented in the format outlined in this RFA.
3. For each budget category, indicate the amount of any cash or in-kind services match a partner organization has committed to and will provide to the project.
4. The method of cost presentation will be a line-item budget using the Attachments 3 and 4.

Budget Narrative

1. Provide the justification for each budget line item.
2. Applicants should demonstrate how the proposed expenditures align with the phases or progression of the work plan.
3. Applicants should demonstrate how the proposed expenditures align with the tasks/activities in the work plan.
4. Describe how the proposed expenditures are required to meet the objectives of the project.
5. Include only expenses directly related to and necessary for the project implementation, using only the budget categories listed on the budget forms.

SECTION 5. REQUIRED CONTENT FOR THE NARRATIVE SECTION

1. Project Summary

Customized to the priority area chosen for the application, either sickle cell disease workforce development and education or sickle cell disease treatment centers of excellence, this section must clearly identify the scope and purpose of the project, goals, objectives, and primary tasks.

This section should also contain the most relevant information about the proposed project. Relevant information for this section includes milestones, performance goals, and performance metrics; baseline indicators; proposed impact indicators; direct and measurable benefits for clients or the target population; and expected outcomes for the funding period.

In addition, applicants should summarize the evidence-based practices, interventions, and/or strategies supporting the implementation of the project, leading to desirable short, medium, and long-term impacts.

2. Statement of Need

Tailored to the priority area chosen for the application, either sickle cell disease workforce development and education or sickle cell disease treatment centers of excellence, this section must clearly identify the problem to address with the proposed project. The information in the Statement of Need outlined below serves as a guide and framework to provide an informed and objective depiction of the problem, supported by data.

A. Sickle Cell Disease workforce development and education projects:

The Statement of Need should include or demonstrate the following:

1. Current data should support a description of the problem that outlines its importance, implications, impact on the organization, services, clinical workforce, and served populations, as well as the aggravating factors and challenges in addressing the problem.
2. A description and evidence of the need for workforce development and education-specific projects on:
 - a. Facility-based education programs.
 - b. Continuing education curriculum development.
 - c. Outreach and education activities with the local health care practitioner community.
3. The distribution of clinicians in Florida, both in terms of specialty and geography supports the need for implementing sickle cell disease workforce development and education programs.
4. Demographic information about the clients, community, or population to be served.
5. The geographic areas with the highest documented needs.
6. A comparison of data for the proposed project geographic area with statewide averages to demonstrate the relative need for the project.
7. Gaps in previous and current efforts undertaken to address the need.
8. The sources of all the data and statistics used to validate the need.

B. Sickle cell disease treatment centers of excellence projects:

The Statement of Need should include or demonstrate, the following:

1. A description of the problem supported by current data, includes its importance, implications, impact on target populations, aggravating factors, and challenges to addressing it.
2. The proposed geographic area(s) of the centers of excellence's projects.
3. A description of the population to serve in the specific counties or service area(s).
4. A description of the rationale and data on the specific needs of the population to be served and how the project is prepared to meet those needs.
5. A comparison of data for the proposed project geographic area with statewide averages to demonstrate the relative need for the project.
6. The distribution of clinicians in Florida, both in terms of specialty and geography, that supports the need for expansion of services through facility enhancement of existing centers or the establishment of new centers of excellence.
7. Gaps in previous and current efforts undertaken to address the need.
8. The sources of all the data and statistics used to validate the need.
9. The demand for enhancing or supplementing the services offered by current programs.

3. Project Work Plan

The project work plan is an operational plan that is required to demonstrate the relationships and dependencies within the project implementation. The work plan must align with the project Statement of Need, the project timeline, personnel resources, and associated budget. The applicant must provide a brief description of the work plan in the proposal and additionally complete the Project Work Plan Tool (Attachment 5).

A. Work plan description

The work plan description should contain the following information:

1. The work plan elements: project goals, project objectives, tasks, task schedule, and task measures (indicators). The activity level is not required in the description.
2. The project goals must align with the outcomes to be achieved during the project period.
3. SMART objectives must be designed as tangible and actionable operational subsets to achieve the goals.
4. Objective-related tasks, which are the most specific actionable unit to meet each objective. The tasks must be aligned with the staff and their qualifications to execute them.
5. Each task must be quantifiable, measurable, and verifiable unit. The tasks will determine the project's contractual deliverables.

B. Project Work Plan Tool (Attachment 5)

Applicants must provide all the information requested in the Project Work Plan Tool to effectively show relationships and dependencies. The tool components are:

1. Project priority area:
 - a. Sickle cell disease workforce development and education.
 - b. Sickle cell disease treatment centers of excellence.
2. Goals: The project's programmatic goals describe what the project aims to achieve.
3. SMART Objectives: operational steps to achieve each goal.
4. Task description: Information regarding the key tasks for each objective. Tasks should follow the SMART principles.
5. Task start date: Estimated month when the task will start.

6. Task completion date: Estimated month of completion within the project period.
7. Staff member position responsible: Position responsible for carrying out the tasks or objectives.
8. Task measures: Measurable elements of each task to demonstrate its completion.

4. Collaboration

The collaboration section should describe partnerships with other organizations to fund or implement projects. Collaboration may also be considered as a means of ensuring program sustainability once the grant funding ends. In narrative form, applicants must address the requirements outlined below.

To comply with the State law governing the SCD Grant Program and this funding opportunity, the applicant must provide information regarding all entities involved in the project.

A. Cash/In-kind Partnerships:

1. Define participation for each collaborative partner in the project's implementation, including their role, activities, and expected outcomes.
2. Introduce the partners and describe each partner's expertise and success.
3. Specify contributions to the project. Highlight the resources, staff, and/or facilities each partner will provide. Include these contributions as either cash or in-kind resources in the proposal's budget. If partners do not directly contribute to funding the project, detail how their partnership is beneficial.
4. Provide current letters of commitment or Memoranda of Understanding (MOUs). The letters, or MOUs, must line up exactly with the partner roles and contributions specified in the proposal's narrative and line-item budget narrative. This documentation must be provided in the Appendix D of the application and is not included in this section's page limit.
5. Awardees are expected to submit a collaboration report on a quarterly basis.

B. Contractor/sub-recipient Partnerships:

1. Explain contractor and sub-recipient partnerships. For all partnerships resulting in a distribution of grant funds, applicant must provide a detailed explanation and associated costs in the line-item budget narrative.
2. Demonstrate a clear process for handling subcontracts/sub-recipient agreements, making decisions, and managing joint efforts.

5. Project Evaluation Plan

The evaluation goal is to demonstrate how the projects funded improve the quality and accessibility of health care services available for persons living with sickle cell disease in Florida.

The Evaluation Plan must describe the methodology and evaluation tool adopted to evaluate all aspects of the implementation and management of the project. The implementation of the evaluation plan must start at the beginning of the project by maintaining clear documentation, implementing an ongoing collection of data, and establishing outcome baselines.

The key components are:

1. Description of a tracking system for the ongoing evaluation of the project, which includes the project's status, key performance and progress indicators, such as completions of tasks, resources used, and project milestones.
2. Identification of the project outcomes and outcome measures, tailoring them to the project priority area and the project goals.
3. The evaluation plan includes standards for project evaluation planning and implementation, and the use of findings for project accountability and improvement.
4. The plan for capturing the expected results for each objective and indicators to evaluate the completion of tasks and their related activities.
5. The plan must include a timeline for measuring project progress (weekly, monthly, etc.).
6. The plan must include methods for collecting, analyzing evaluation data, and reporting.
7. The plan must include a process for disseminating evaluation results to partner organizations and stakeholders.
8. The plan must include information regarding the staff and their qualifications for conducting programmatic evaluation.
9. The plan must include quantitative and qualitative assessments for identifying baselines.
10. The plan must include an outcome, or program Logic Model or other operational tool aligned with the project work plan and identify the project's short, medium, and long-term outcomes.

6. Project Management Plan

Describe in narrative form a comprehensive project management plan that outlines the applicant's planning, execution, monitoring, and control of the project.

The project management plan must cover task management, resource management, project planning and tracking, risk management, and quality management.

1. The project planning and tracking section of this plan must include a timeline with a clear start and end date for key tasks that are essential to meeting the project goals during the proposed grant cycle.
 - a. The timeline must include components such as a project schedule, task list, completion timeframes, task dependencies, key tasks or milestones, and relevant deadlines.
2. The plan must describe and demonstrate the applicant's operational capacity to effectively manage a project's functions and operations, including project data, fiscal capacity, and reporting and audit procedures.
 - a. The plan must identify and describe the management of project operations internally and through contracted services. In addition, the plan must describe the process and schedule for monitoring subcontractors/sub-recipients to ensure they are meeting the project requirements.
 - b. Describe monitoring tools and procedures and explain how tools are used effectively to track subcontractors/sub-recipients' operations against performance objectives and financial requirements.
3. The resource management plan must include an organizational chart and a comprehensive staffing plan demonstrating that the time allocation (e.g., 50% of work time, 75% of work time etc.) of key staff assigned to the project will be sufficient to ensure effective execution, fiscal management, and reporting.
 - a. These positions should align with identified staff listed in the Project Work Plan Tool and Budget Narrative.
 - b. Applicants with vacant positions must describe the qualifications and experience that they will require for positions hired under this award.

- c. The staffing plan must include job descriptions and resumes, including each staff member's roles and responsibilities on the project, relevant background, and experience with a similar project.
 - d. Describe the required qualifications and time commitment of the applicant's day-to-day project manager and how staff's organizational and management experience will contribute to the applicant's ability to conduct the project and its requirements.
4. The risk management component must include a contingency plan to monitor and identify risks such as project timeline changes, staff turnover, redirection of resources, and sustainability.
 5. The management plan must include fiscal reporting procedures and audits to ensure that all grant funds are spent throughout the funding period.

SECTION 6. SUBMISSION OF APPLICATION

1. Application Deadline

Applications must be received by July 31, 2024, at 11:59 p.m. ET.

2. Submission Methods

Electronic Submission of Applications

Applications may only be submitted by uploading to the SCD Grant Program Portal:

<https://sicklecellgrantprogram.floridahealth.gov>

3. Instructions for Submission of Applications

Applicants are required to submit the electronic application via the Florida Department of Health SCD Grant Program Portal, as follows:

1. The applicant must register as soon as possible in the Portal to receive instructions regarding the RFA, submission requirements, electronic forms and to download the application materials.
2. The application must be completed and uploaded into each corresponding section of the Portal system by the deadline stated in the timeline. The system allows applicants to upload documentation before the deadline and save the progress.
3. The application must be signed (signatory) by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant.
4. The naming convention format of the application should be as follows:
 - RFA23-007-Applicant Name-Program Specific Information
 - Example: RFA23-007-Applicant Name-SCD Grant Program
5. The only accepted file types are: .pdf, .xls, .xlsx, .doc, and .docx.

Applicants are encouraged to submit their applications early. Once the deadline time has passed, the Portal will no longer offer the option to upload documents for the RFA.

SECTION 7. EVALUATION OF APPLICATIONS

1. Receipt of Applications

Applications will be screened upon receipt. Applications that are not complete or that do not conform to the eligibility criteria specified in Section 3.2 will be considered non-responsive. Complete applications are those that include the required forms specified in Section 4.1 and 4.2. Incomplete applications will not be entered into the review process. Applicants will be notified in the event an application is deemed non-responsive.

2. How Applications are Scored

All applications will be reviewed by two or more members of a review committee. A weighted scoring system will be used to score each section of the application. The table below shows the weight for each section.

The evaluation includes criteria applicable to all the projects, and specific criteria tailored to the Project Priority Areas. The specific criteria are for the Priority Area Project Requirements and Statement of Need sections.

The Evaluation Checklist (Attachment 2) provides specific information regarding each criterion and its corresponding reference in the RFA.

Evaluation Sections	Weight
Priority Area-Specific Project Requirements	6%
Priority Area-Specific Statement of Need	12%
Project Work Plan	15%
Collaboration	5%
Project Evaluation Plan	25%
Project Management Plan	25%
Project Budget	12%
Applicant's Experience and Capacity	Qualitative

The scoring of applications establishes a reference point from which to make negotiation decisions. The scoring process does not imply the awarding of funds.

3. Grant Awards

The Department may not establish a minimum amount or a maximum amount of funding for grants and shall determine the amount of each award based on the merits of the application. The Department shall ensure that grants are awarded to applicants, pursuant to Section 381.814, Florida Statute.

4. Award Criteria

The Office of Minority Health will determine the funding decisions, taking into account the scores and recommendations by the review committee. The determination of funding is entirely at the discretion of the Department of Health, notwithstanding scoring point totals.

5. Awards

Awards will be listed on the website at: <http://www.floridahealth.gov/about-the-department-of-health/about-us/administrative-functions/purchasing/grant-funding-opportunities/index.html> on or about (date).

SECTION 8. REPORTING AND OTHER REQUIREMENTS

1. Post Award Requirements

Funded applicants will be required to negotiate with the Office of Minority Health contract managers to create and finalize the work plan. Funded applicants will also be required to submit:

1. Progress reports in accordance with Attachment I of the contract.
2. Quarterly and Annual Financial Status Reports.
3. Quarterly evaluation reports.

The Department reserves the right to evaluate the organization's administrative structure, economic viability, and ability to deliver services prior to the final award and execution of the contract.