

# Florida Department of Health

**DR. AND MRS. ALFONSE AND KATHLEEN CINOTTI  
HEALTH CARE SCREENING & SERVICES GRANT PROGRAM  
REQUEST FOR APPLICATIONS WEBINAR**

**August 8, 2024**

**Florida  
HEALTH**

Division of Public Health Statistics and Performance Management (PHSPM)

# HEALTH CARE SCREENING & SERVICES GRANT PROGRAM



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# HEALTH CARE SCREENING & SERVICES GRANT PROGRAM

## Funding Announcement

The Florida Department of Health (Department), through its Division of Public Health Statistics and Performance Management, announces the availability of funding for Fiscal Year (FY) 2024-2025 awards of the Dr. and Mrs. Alfonse and Kathleen Cinotti Health Care Screening and Services Grant Program (Cinotti grant program), per Section 381.9855 Florida Statutes.

## Purpose

The Cinotti grant program seeks to expand access to no-cost health care screenings or services for the public facilitated by nonprofit entities.

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## Request for Applications (RFA) Timeline \*See page 4 in the RFA for this timeline.

Schedule	Due Date
Request for Applications Released and Advertised	<b>August 1, 2024</b>
Pre-Application Webinar	<b>August 8, 2024 10:00 am. EDT</b>
Submission of Questions (Due date for submission)	<b>August 13, 2024 By 5:00 p.m. EDT</b>
Anticipated posting of Answers to Questions	<b>August 20, 2024</b>
Applications due (faxed or e-mailed applications not accepted)	<b>Must be received by September 3, 2024, 11:59p.m.</b>
Anticipated evaluation of applications	<b>September 4 - 17, 2024</b>
Anticipated award date	<b>October 1, 2024</b>

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## Application Deadline

- September 3, 2024, 11:59p.m.
- Direct all questions about the online application process or related issues via email to [CinottiGrantProgram@flhealth.gov](mailto:CinottiGrantProgram@flhealth.gov) with the subject heading “RFA24-001 Questions”.

## Eligibility

- Per Florida law, only nonprofit entities may apply.
  - Cinotti grant funds will be used to provide new health care screening or services programs not previously provided by the nonprofit, or
  - To provide existing or similar screenings or services at new locations or through a mobile health clinic or mobile unit to expand the program’s delivery capabilities.

## Grant Screening Priority Areas

Grant funds must be spent on screenings, including referrals for treatment, if appropriate for one or more of the following:

- Hearing
- Vision
- Dental
- Cancer
- Diabetes
- Renal disease
- Chronic obstructive pulmonary disease
- Hypertension
- Heart disease
- Stroke
- Scoliosis

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## General Information

- **Estimated Funds Available:** \$10 million
- **Anticipated Number of Awards:** The number of awards is dependent upon the number of applications and the amount of funding requested from each applicant.
- **Award Maximum:** \$500,000
- **Type of Award:** Grant
- **Budget Period:** July 1, 2024–June 30, 2025
- **Grant Period:** November 1, 2024–June 30, 2025

Grant award amounts shall be determined by the Department, based on the merits of the application.

Funding is completely at the discretion of the Department and funding availability.

## General Information

- Performance Based Funding Allocation
  - One proposal per applicant or one application per Federal Employee Identifying Number (FEIN).
  - Applicants can select multiple screening areas and priority populations.
  - Applications must indicate the priority areas covered, deliverables for each screening service priority area, and the funding allocated for each.
- In-kind and cash matching of funds are not required.



## Grant Subcontracts

- Subcontractors are accountable to the grantee for the management of grant funds.
- Subcontracts for proposed services require prior written approval from the Contract Manager.
- Subcontract agreements are restricted to no more than 15% of the total final award.
- Subcontracts must meet the eligibility guidelines of this grant and any work by the subcontractor must meet the grant requirements specified in the RFA and in the program contract.

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## Grant Requirements

- **Non-Corporate Status-** Documentation of nonprofit status per Chapter 617, Florida Statutes.
- **Use of Grant Funds-** Funds for allowable expenditures only. Administrative or Indirect costs limited to 10%. Approved indirect cost agreements must be submitted with the application.
- **Method of Payment-** The Department will use a fixed price/fixed fee for all payments.
- **Applications Review-** Proposal will be evaluated and scored based on the requirements identified in the RFA, Section 5.0.
- **Cost of Preparation-** Neither the Department nor the state of Florida are liable for any costs incurred by applicants in responding to this RFA.

## RFA Attachments

There are 4 required templates included in the RFA.

- Attachment 1: Application Cover Page
- Attachment 2: Workplan Template
- Attachment 3: Budget Summary
- Attachment 4: Budget Narrative

For funded applicants, additional documentation will be required after October 1, 2024.

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## Instructions for Submitting Applications:

- Electronic application submitted via the Florida Department of Health Cinotti Grant Program online portal.
- Applications must be signed by an authorized individual and adhere to the specified naming conventions.

## Application Content

- Applications must address all sections identified in the RFA in the order presented and in as much detail as requested.
- Applicants must use the official forms attached to the RFA.

## Application Content

Provide items in the following order in the application package:

- Cover Page – (One-Page Limit)
- Table of Contents – (Two-Page Limit)
- Project Summary– (One-Page Limit)
- Project Narrative – (20-page limit, see application for details)
- Workplan (See Attachment 2 for Excel template) (No page limit)
- Budget Summary and Narrative- Use the provided Excel templates in Attachments 3 and 4 (No page limit).

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## Grant Proposal Sections

### Signed Cover Page (Attachment 1)

- RFA number
- Title of the application
- Legal name of the organization
- Applicant's information and Federal Employer Identification Number
- Grant amount requested and screening type proposed

### Table of Contents

- The application must contain a table of contents with page numbers identifying major sections of the application.
- The table of contents is not included in the project narrative page limit.

## Grant Proposal Sections – Project Summary

The project summary is limited to one page and must identify the following:

- Main purpose of the project
- Priority population to be served
- Types of screening services offered
- Geographic area to be served
- Expected outcomes

The summary is not included in the project narrative page limit.

## Grant Proposal Sections - Project Narrative

The Program Narrative includes the following:

- Organizational Overview
- Statement of Need
- Program Description
- Project Management Plan
- Collaboration Plan
- Evaluation and Performance Measurement Plan

Applicants should provide enough detail for reviewers to assess the project's appropriateness and merit.



## Grant Proposal Sections - Organizational Overview

- Describes the applicant organization and its alignment with the goals and objectives of the Cinotti Grant Program.

## Grant Proposal Sections - Statement of Need

- Define the screening service availability problem and identify the implications of the problem.
- Describe the community and detail any issues within the community that may be increasing the need for screening services.

## Grant Proposal Sections - Program Description

- Includes an explanation of how activities will be implemented.
- Identifies the intended specific population, the total number of individuals that will benefit from each activity, the area/s served and/or locations where activities will happen.

## Grant Proposal Sections - Project Management Plan

- Defines how the project is executed, monitored, and controlled by the applicant.
- Describes the approach to be used by the applicant to deliver the intended activities of the project.

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## Grant Proposal Sections - Collaboration Plan

- Describe the past, current and future efforts to partner with other local organizations to deliver the proposed services.
- Collaboration is considered means of ensuring program sustainability once grant funding ends.

## Grant Proposal Sections - Project Evaluation and Performance Measurement Plan

- Describes the process for evaluating program activities.
- This plan should include:
  - Key evaluation questions to be answered
  - How progress will be measured
  - How challenges will be identified and addressed
  - How progress measures will be shared with partner organizations.

## Grant Proposal Sections - Workplan (Attachment 2)

Applicants must submit a Workplan using SMART (Specific-Measurable-Achievable-Relevant-Timebound) objectives for implementation of proposed activities which will be conducted to meet each objective.

The Workplan will include

- Methods used to assess whether objectives are met
- Timeframe for completion of activities
- Person responsible for carrying out each activity

## Grant Proposal Sections - Budget Summary and Narrative (Attachments 3 and 4)

The Proposed Budget Summary and Budget Narrative

- provides detailed budget categories, and
- explains all requested cost items to be incurred by the project.

All proposed expenditures

- must be presented in a line-item budget format, and
- accompanied by a budget narrative that supports, justifies, and clarifies line items.

## Reporting Requirements

Funded applicants will negotiate a final grant workplan with the Department to guide the post-award management phase.

Funded applicants will also be required to submit:

- Quarterly Progress reports
- Quarterly/Annual Financial Status Reports
- Quarterly Evaluation reports

The format of required reporting will be reviewed with successful applicants who will use the provided systems and reporting tools.

## Required Forms - Appendices

The following items must be included in your proposal Appendices:

- Organizational Chart
- Proposed Data Collection instruments (Optional)
- IRS Non-Profit Status 501c(3) documentation
- Letter of Support (County Health Department) (Recommended but not required)
- Letters of Support (General – One or more Letters are required)
- Certification of Drug Free Workplace

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## Submission of Applications

- Be sure to check your application prior to submission.
- Applications not meeting the grant requirements will be returned with notification of failure to comply with RFA guidelines.
- Please submit the application prior to the stated deadline to allow extra time for document processing and technical issues.
- Applications must be uploaded by the September 3<sup>rd</sup> deadline through the online portal located at [www.FloridaHealth.gov/CinottiGrantProgram](http://www.FloridaHealth.gov/CinottiGrantProgram).
  - Multiple file uploads are necessary. Most required information will be submitted as a PDF or Word document. Budget and Workplan documents are submitted as Excel documents.



# Contact Information

## Nathan Dunn

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