**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*



**RFA# 202204066**

**Health Equity Infrastructure & Capacity Building**  
**Grant Funding Opportunity**

**for Community Based Organizations**

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| --- | --- |
| **RFA Coordinator** | All communication regarding the RFA must be made through the RFA Coordinator identified below.  **Name:** Brittany Hall **Title:** Procurement Administrator  **Contact Information:** [Brittany.hall@maine.gov](mailto:Brittany.hall@maine.gov) |
| **Resource Webinar #1** | **Date:** May 18, 2022 **Time:** 4:00 p.m., local time  **Location:** ZOOM Meeting Link: [Web Link for RFA 202204066](https://mainestate.zoom.us/j/88972222603?pwd=U2U0amFKZnRwQzkyZzlsR0JEb0lzQT09) Meeting ID: 889 7222 2603, or by phone at 1-646-876-9923 using the Meeting ID provided |
| **Submitted Questions Round #1** | *Round #1 questions must be received by the RFA Coordinator identified above by:*  **Date:** May 25, 2022, no later than 11:59 p.m., local time and must include **“RFA# 202204066 Question”** in the subject line of the e-mail. |
| **Resource Webinar #2** | **Date:** June 1, 2022 **Time:** 4:00 p.m., local time  **Location:** ZOOM Meeting Link: [Web Link for RFA 202204066](https://mainestate.zoom.us/j/87121172721?pwd=ZXRqay9ZdFBNNWI5NEVpREpNRm45Zz09) Meeting ID: 871 2117 2721, or by phone at 1-646-876-9923 using the Meeting ID provided |
| **Submitted Questions Round #2** | *Round #2 questions must be received by the RFA Coordinator identified above by:*  **Date:** June 6, 2022, no later than 11:59 p.m., local time and must include **“RFA# 202204066 Question”** in the subject line of the e-mail. |
| **Application Submission Period** | *Applications must be received by the Division of Procurement Services by:*  **Submission Deadline:** June 24, 2022, no later than 11:59 p.m., local time.  *Applications must be submitted electronically to the following address:*  **Electronic (e-mail) Submission Address:** [Proposals@maine.gov](mailto:Proposals@maine.gov)  and must include **“RFA# 202204066 Application Submission”** in the subject line of the e-mail. |

**RFA TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFA, shall have the meanings indicated below:

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| --- | --- |
| **Term/Acronym** | **Definition** |
| **CBO** | Community-Based Organization |
| **Department** | Department of Health and Human Services |
| **OPHE** | Office of Population Health Equity |
| **RFA** | Request for Application |
| **State** | State of Maine |
| **U.S. CDC** | United States Centers for Disease Control and Prevention |

**Details and Instructions**

## Application Purpose and Background

The Department of Health and Human Services (Department) is dedicated to promoting health, safety, resiliency, and opportunity to all Maine residents. The Department’s Maine Center for Disease Control and Prevention (Maine CDC) provides leadership, expertise, information, and tools to assure conditions in which all the people of Maine can be healthy. In April 2021, the Department established the Office of Population Health Equity (OPHE) within Maine CDC to identify and address health disparities in communities throughout Maine.

The OPHE is launching a series of new initiatives for Community Based Organizations (CBOs) to advance health equity in communities at higher risk of COVID-19, supported by a [grant](https://www.grants.gov/web/grants/view-opportunity.html?oppId=332034) of over $32 million from the United States Centers for Disease Control and Prevention (U.S. CDC). These initiatives aim to:

* Deepen the Department’s relationships with community leaders;
* Invest resources directly in communities most severely impacted by the COVID-19 pandemic and other serious threats to public health; and
* Build collective capacity to reduce disparities in the future.

CBOs are uniquely positioned to help address inequities exposed during the COVID-19 pandemic related to social determinants of health, such as access to housing, food, financial supports, transportation, and social support. CBOs continue to mitigate racial and ethnic disparities in COVID-19 cases, hospitalizations, deaths, and vaccinations through:

* Accountability to the population they serve;
* Providing a flexible response to meeting constantly changing needs; and
* A commitment to addressing the root causes of COVID-19 health disparities.

Through this RFA, the Department intends to provide one-time funding to assist CBOs located in Maine, who work to address racial/ethnic COVID-19 disparities through COVID-19 response efforts and/or social determinants of health in communities that experience COVID-19 disparities, and have significant infrastructure development needs and the means to obtain long-term success and sustainability in their efforts.

Targeted investments may include but are not limited to those related to financial/IT improvements, data collection/reporting systems, operational infrastructure, strategic planning, and pilot projects and collective efforts to increase organizational effectiveness and address health disparities in their communities. As a result of these investments, the Department anticipates CBOs will have increase capacity to reduce racial/ethnic disparities in COVID-19 and other health conditions, as well as to continue providing COVID-19 prevention and response activities.

## General Provisions

1. From the time this RFA is issued until award notification is made, all contact with the State regarding this RFA must be made through the RFA Coordinator identified on the cover page of this RFA. No other person/State employee is empowered to make binding statements regarding this RFA. Violation of this provision may lead to disqualification from the application process, at the State’s discretion.
2. The Applicant shall take careful note that in evaluating its application submitted in response to this RFA the Department will consider materials provided in the application and internal Departmental information of previous contract history, if any, with the Applicant. The Department also reserves the right to consider other reliable references and publicly available information in evaluating the Applicant’s experience and capabilities.
3. All submissions in response to this RFA will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.).
4. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Applicant’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Awards

The Department anticipates making multiple, two-year awards as a result of this RFA process. The Department reserves the right to eliminate the lowest scoring application(s), approve or deny any funding requests, and/or make awards at amounts less than requested, whichever is in the best interest of the State.

A portion of funding will be reserved for CBO Applicants who address racial or ethnic COVID-19 disparities in rural areas of Maine **and** who:

1. Have a physical footprint in a rural part of Maine, and/or
2. Provide direct, on-the-ground, services to individuals who live in a rural part of Maine.

Any person aggrieved by the award decision that results from the RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120) Chapter 120.  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of conditional contract award.

1. **Applicant Categories and Award Amounts**

Applicants must apply as a single CBO or CBO Collaborative and for the maximum amounts allowed within each table category below. An individual CBO may apply once through the individual CBO application process AND be part of a CBO collaborative application, or multiple CBO collaborative applications for separate projects.

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| **Individual Community-Based Organization (CBO)**  **Applications Allowances and Requirements** | | |
| Individual CBOs may apply for the maximum funding identified in Tiers A - E and in alignment with the organization’s most recent fiscal year expenditures and as: | | |
| * + - * + One (1) CBO representing itself; or         + One (1) CBO represented by a fiscal sponsor *(if the fiscal sponsor will be managing funds for multiple CBOs, each CBO must submit an individual application through the fiscal sponsor for consideration).* | | |
| **Tier** | **Maximum Funding Amount** | **Organization’s Total Annual Expenditures** |
| Tier A | $100,000 per organization | Less than $200,00 |
| Tier B | $200,000 per organization | Between $200,000 - $499,000 |
| Tier C | $300,000 per organization | Between $500,000 - $999,000 |
| Tier D | $400,000 per organization | Between $1,000,00 - $1,999,999 |
| Tier E | $500,000 per organization | Greater than $2,000,000 |

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| **Community-Based Organization (CBO) Collaboratives**  **Applications Allowances and Requirements** |
| CBO Collaboratives who address community or sector-wide priorities may apply for a maximum of $900,000 per application regardless of annual expenditures and as: |
| * One (1) lead organization; or * Multiple organizations with specific award amounts to each organization, not to exceed a combined total of $900,000 per application. |

Applicants may request exception to the maximum amount of funding, not to exceed a total of $500,000 per applicant for individual applications. Applicants who request exception must provide a detailed explanation to include but not be limited to:

1. Full amount of funding being requested;
2. Justification for the funding exception;
3. Why the Department should consider the request beyond the maximum funding amount.

The Department will consider all application funding requests, including exceptions to the maximum funding amount, on a case-by-case basis. The Department reserves the right to approve or deny any funding requests including approval of an application at an amount lower than requested by the Applicant.

1. **Contract Terms**

The Department anticipates issuing awards for a contract period beginning as early as June 2022 and ending no later than May 2024. Contract periods may vary based on the time each application is received and scored by the Department and the Department’s ability to fully executed each contract. The Department does not anticipate the availability of additional funding after this period.

**Activities and Requirements**

1. **Allowable/ Non-Allowable Use of Funds for Capacity Building Activities**
   1. Allowable use of funds may include but are not limited to:
2. Staffing and/or consultant costs (including benefits, supplies, and other related costs) associated with the proposed project, including but are not limited to:
   1. Financial management (e.g., bookkeepers, finance managers, accountants);
   2. External communication (storytelling, marketing/PR, website, social media, radio);
   3. Translation / interpretation; and/or
   4. Strategic planning.
3. Technology / data system-related costs (e.g., laptops, printers, software, databases).
4. Professional development / trainings for staff, including staff supports to increase wellness and resiliency and reduce burn-out with the COVID-19 response (e.g., consultant supports, training fees)
5. Conferences and meetings related to capacity building and/or reducing COVID-19 disparities (e.g., staff development retreats, community planning sessions, travel costs associated with these activities)
6. Facility-related expenses for COVID-19 related activities (e.g., long-term leases, facility upgrades).
7. Pilot projects to advance health equity and/or social determinants of health within the organization or community.

*The Department will consider other allowable capacity building activities. Approval of all proposed activities will be at the discretion of the Department. Applicants who intend to apply for activities not listed above, may submit questions to the Department through the RFA Q&A process outlined in this RFA.*

1. Request for and allocation of funding **shall not** include:
2. Duplicating or supplanting funding received from other federal or State resources.
3. Debt restructuring and/or bad debt;
4. Defense and prosecution of criminal and civil proceedings, and claims;
5. Donations and contributions;
6. Entertainment;
7. Alcoholic beverages;
8. Fines and penalties;
9. Goods or services for personal use;
10. Interest expenses;
11. Lobbying; and/or
12. Patent costs.
13. **Priorities Specific to CBO Collaboratives**

* 1. Requests for funding as aCBO Collaborative may include but are not limited to:

1. Consultants or staff with the capacity to be shared across small organizations to address organizational needs, specifically:
   * 1. Culturally relevant support/training related to finance, government contracts, and business planning.
     2. Tracking appropriate use of time to multiple grants/funding sources through technology systems.
     3. Website development.
     4. Strategic planning.
     5. Wellness services for staff.
2. Intermediary / fiscal sponsor organizations that can support smaller and emerging CBOs that address root causes of COVID-19 health disparities.
3. Networks that advance the interests, training, and capacity of partner organizations (such as community health worker organizations, or other types of organizations that form their own networks).
4. Community-based referral systems to promote effective collaboration and coordination between CBOs and other organizations that they partner with to achieve their mission.
5. CBO Collaboratives may propose addition priorities for consideration.

*Awarded Applicants will be required to adhere to all Department reporting requirements outlined in the contract resulting from this RFA process. Reporting requirements will be determined during contract negotiations.*

**Key Process Events**

1. **Key-off Resource Webinar**

The Department will host two (2) webinars (i.e., Zoom) for all applicants, following release of this RFA. The webinar information will be publicly posted on the [Office of Population Health Equity’s (OPHE’s) webpage](https://www.maine.gov/dhhs/mecdc/equity/). A recording of these webinars will be posted on the on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website.

The purpose of these webinars will be to orient applicants with the RFA and submission process, including:

* General introduction to the RFA
* Review of the application components and general requirements
* Review of the scoring process
* Submission process and deadlines

## Submitting Questions about the Request for Applications

Any questions must be submitted by e-mail and received by the RFA Coordinator identified on the cover page of this RFA, as soon as possible but no later than the date and time specified on the RFA cover page. Submitted Questions must include the subject line: “RFA# 202204066 Questions”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

***The Department anticipate publication of all questions and answers at least fourteen (14) calendar days prior to the application submission deadline.***

## Amendments to the Request for Applications

All amendments (if any) released in regard to this Request for Applications will be posted on the Division of Procurement Services [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) website. It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Application(s)

* 1. **Applications Due:** Applications must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFA. E-mails containing original application submissions, or any additional or revised application files, received after the 11:59 p.m. deadline will be rejected without exception.

At the Department’s discretion, this RFA may be reopened to fund additional applicants who meet the requirements of the RFA.

1. **Submission Instructions:** Applications are to be submitted electronically to the State of Maine Division of Procurement services, via e-mail, to [proposals@maine.gov](mailto:proposals@maine.gov).
   1. Only applications received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
   2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail applications that have the actual requested files attached will be accepted.
   3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Please check with your organizations Information Technology team to ensure your security settings will not encrypt your proposal submission.
   4. File size limits are 25MB per e-mail. Applicants may submit files across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
   5. Applicants are to insert the following into the subject line of their e-mail submission: “**RFA# 202204066 Application Submission – [Applicant’s Name]**”.
   6. Applications are to be submitted as a single, typed, PDF file and must include all related documents identified on the application specific to each category, refer to **Appendix C**.

**Application Evaluation and Selection**

1. **Scoring Weights:** The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria. Only complete applications will be considered for awards.

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| --- | --- |
| **Scoring Criteria** | **Points Available** |
| Part I - Proposed Activities | 65 |
| Part II - Capacity Building Plan | 10 |
| Part III – Budget Form and Narrative | 25 |
| **Total** | **100 points** |

1. **Scoring Process:** The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.

The Grant Review Team will utilize ascoring rubric to score the Applicant’s Experience/Proposed Activities and Capacity Building Plan based on the specific category identified in the tables below.

|  |  |
| --- | --- |
| **Individual CBO**  **Points Summary** | |
| **Narrative Response** | **Maximum Points Allowed** |
| Part I - Activities | 65 points |
| * Community of Focus and Leadership * Heath Equity Activities * Capacity Building Vision | * 32 points * 24 points * 9 points |
| Part II - Capacity Building Plan | 10 Points |
| **Total** | **75 Points** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Individual CBO** | | | |
| **PART I** | | | |
| **Scoring Rubric for Community of Focus and Leadership**  *32 points total (eligible for up to 8 points for each sup-topic)* | | | |
| **Topic** | | **Zero (0) Points** | **Up to eight (8) points** |
| Community Served | | Communities of Black, Indigenous, and People of Color (BIPOC) will not be served | Primarily serves BIPOC communities |
| Leadership Composition | | No key leaders within the CBO are members of the community being served | Board and staff leadership (i.e., board chair and executive director or equivalent) reflect the community served |
| Staff/Board Composition | | CBO’s full board and staff do not include members of the community served | Greater than fifty percent (>50%) of CBO’s board and staff reflect the community served |
| Community Engagement | | Few or no attempts to seek community input will be made | Demonstrate multiple, clear ways to regularly seek and respond to community input and demonstrates a history of putting community voices first in planning strategies and activities |
| **Scoring Rubric for Health Equity Activities**  *24 points total (eligible for up to 8 points for each sup-topic)* | | | |
| **Topic** | | **Zero (0) Points** | **Up to eight (8) points** |
| Root Cause Definition | | Does not demonstrate a clear understanding of COVID-19 health disparities | Clearly understand the root causes of COVID-19 health disparities |
| Impact | | Proposed programs are not likely to address root causes as defined by applicant | Proposed programs are very likely to address root causes as defined by applicant |
| Organizational Mission | | Does not address racial/ethnic health inequities as part of core mission | Addressing racial/ethnic health inequities is a core part of CBO’s mission and strategy |
| **Scoring Rubric for Capacity Building Vision** | | | |
| **Topic** | | **Zero (0) Points** | **Up to nine (9) points** |
| Vision | | Provides no clear or realistic strategic vision for CBO’s future direction | Demonstrates clear, achievable goals and a vision for more effectively advancing health equity as a result of the funding |
| **PART II** | | | |
| **Scoring Rubric for Capacity Building Plan** | | | |
| **Score** | **Proposed tasks are:** | | |
| 10 | * + Measurable (i.e., clear how intended outcomes can be assessed)   + Realistic (i.e., seem feasible in given timeframe and budget)   + Strategic (i.e., a clear link is visible to applicant’s vision for addressing COVID-19 disparities) | | |
| 7 | Tasks are measurable and realistic but not strategic | | |
| 4 | Tasks are measurable but not realistic or strategic | | |
| 0 | Did not populate or tasks do not seem measurable, realistic, or strategic | | |
| **PART III** | | | |
| **Scoring Rubric for Budget Form and Narrative** | | | |
| **Score** | **Budget Form and Narrative are:** | | |
| 25 | * + Accurate (i.e., add up to the total proposed budget)   + Aligned (i.e., align with the ranges listed in the application instructions, or there is a requested exception with justification)   + Connected (i.e., clearly connect to the goals stated in the capacity building plan)   + Realistic (i.e., reasonable given the goals stated in the capacity building plan) | | |
| 20 | Accurate, aligned, and connected, but not realistic | | |
| 10 | Accurate and aligned, but not connected or realistic | | |
| 0 | Not accurately calculated, within the application instructions, aligned with the capacity building plan, or realistic. | | |

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| **CBO Collaborative**  **Points Summary** | |
| **Narrative Response** | **Maximum Points Allowed** |
| Part I - Activities | 65 points |
| * Community of Focus and Leadership * Capacity Building Vision of Health Equity | * 32 points * 33 points |
| Part II - Capacity Building Plan | 10 Points |
| **Total** | **75 Points** |

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| --- | --- | --- | --- |
| **CBO Collaborative** | | | |
| **PART I** | | | |
| **Scoring Rubric for Community of Focus and Leadership**  *32 points total (eligible for up to 8 points for each sup-topic)* | | | |
| **Topic** | | **Zero (0) Points** | **Up to eight (8) points** |
| Community Served | | Communities of Black, Indigenous, and People of Color (BIPOC) will not be served | Primarily serves BIPOC communities |
| Collaborative Leadership Composition | | No key leaders within the CBO Collaborative are members of the community being served | Board and staff leadership (i.e., board chair and executive director or equivalent) of CBO members reflect the community served |
| Collaborative Member Composition | | No key leaders among the CBO Collaborative are members of the community served | Greater than fifty percent (>50%) of the CBO Collaborative leadership (i.e., leaders of the collaborative organizations) reflect the community served |
| Collaborative Member Engagement | | Indicates no process to seek input from collaborative members | Demonstrated multiple, clear ways to regularly seek and respond to collaborative member feedback and demonstrated a history of putting community voices first in planning strategies and activities |
| **Scoring Rubric for Capacity Building Vision for Health Equity**  *33 points total (eligible for up to 11 points for each sup-topic)* | | | |
| **Topic** | | **Zero (0) Points** | **Up to eleven (11) points** |
| Root Cause Definition | | Does not demonstrate a clear understanding of COVID-19 health disparities | Clearly understand the root causes of COVID-19 health disparities |
| Vision | | Provides no clear or realistic strategic vision for CBO Collaborative’s future direction | Demonstrates clear, achievable goals and a vision for more effectively advancing health equity as a result of the funding |
| Impact | | Does not address racial/ethnic health inequities as part of core mission | Addressing racial/ethnic health inequities are a core part of CBO Collaborative’s mission and strategy |
| **PART II** | | | |
| **Scoring Rubric for Capacity Building Plan** | | | |
| **Score** | **Proposed tasks are:** | | |
| 10 | * + Measurable (i.e., clear how intended outcomes can be assessed)   + Realistic (i.e., seem feasible in given timeframe and budget)   + Strategic (i.e., a clear link is visible to applicant’s vision for addressing COVID-19 disparities) | | |
| 7 | Tasks are measurable and realistic but not strategic | | |
| 4 | Tasks are measurable but not realistic or strategic | | |
| 0 | Did not populate or tasks do not seem measurable, realistic, or strategic | | |
| **PART III** | | | |
| **Scoring Rubric for Budget Form and Narrative** | | | |
| **Score** | **Budget Form and Narrative are:** | | |
| 25 | * + Accurate (i.e., add up to the total proposed budget)   + Aligned (i.e., aligned with the ranges listed in the application instructions, or there is a requested exception with justification)   + Connected (i.e., clearly connect to the goals stated in the capacity building plan)   + Realistic (i.e., reasonable given the goals stated in the capacity building plan) | | |
| 20 | Accurate, aligned, and connected, but not realistic | | |
| 10 | Accurate and aligned, but not connected or realistic | | |
| 0 | Not accurately calculated, within the application instructions, aligned with the capacity building plan, or realistic. | | |

1. **Selection and Award:** Notification of selection or non-selection will be made in writing by the Department. Issuance of this RFA in no way constitutes a commitment by the State of Maine to award a contract, or to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel, or any other costs incurred by the Applicant.

The Department will consider all application funding requests, including exceptions to the maximum funding amount, on a case-by-case basis. The Department reserves the right to approve or deny any funding requests including approval of an application at an amount lower than requested by the Applicant.

**APPENDIX A**

**RFA# 202204066**

**Health Equity Infrastructure & Capacity Building**

**Grant Funding Opportunity for Community Based Organizations**

**GRANT FUNDING APPLICATION – COVER PAGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant Entity Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Application - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This Application and the pricing structure contained herein will remain firm for a period of one hundred eighty (180) days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s Application.
* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an Application.
* The above-named organization is the legal entity entering into the resulting contract with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**RFA# 202204066**

**Health Equity Infrastructure & Capacity Building**

**Grant Funding Opportunity for Community Based Organizations**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.*
3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification.*
4. *Have not within a three (3) year period preceding this proposal had one or more federal, state, or local government transactions terminated for cause or default*.
5. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification will result in the disqualification of the Applicant’s Application.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**RFA# 202204066**

**Health Equity Infrastructure & Capacity Building**

**Grant Funding Opportunity for Community Based Organizations**

## APPLICATION FORMS

**Applications may be obtained in a Word (.docx) format by clicking on the icons below.**

|  |  |
| --- | --- |
| **Individual CBO Application** | **CBO Collaborative Application** |
|  |  |