**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**RFA# 202206091**

**COVID-19 Community Resilience**

**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 |
| **Resource Webinar #1** | **Date:** June 15, 2022 **Time:** 4:00 p.m., local time**Location:** ZOOM Meeting Link: [Web Meeting Link for RFA 202206091](https://mainestate.zoom.us/j/85899262154?pwd=UHEyK2k0ait4YW41Y1htTlVZQUJMUT09) Meeting ID: 858 9926 2154, or by phone at 1-646-876-9923 using the Meeting ID provided |
| **Submitted Questions Round #1**  | *All questions must be received by the RFA Coordinator identified above by:***Date:** June 22, 2022, no later than 11:59 p.m., local time and must include **“RFA# 202206091 Question”** in the subject line of the e-mail. |
| **Resource Webinar #2** | **Date:** June 29, 2022 **Time:** 4:00 p.m., local time**Location:** ZOOM Meeting Link: [Web Meeting Link for RFA 202206091](https://mainestate.zoom.us/j/89779732069?pwd=RFVZSjRubUkrQ0VGdldNTEIwN2VVUT09) Meeting ID: 897 7973 2069, or by phone at 1-646-876-9923 using the Meeting ID provided |
| **Submitted Questions Round #2** | *All questions must be received by the RFA Coordinator identified above by:***Date:** June 30, 2022, no later than 11:59 p.m., local time and must include **“RFA# 202206091 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:** July 15, 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.govand must include **“RFA# 202206091 Application Submission”** in the subject line of the e-mail. |

**RFA TERMS/ACRONYMS with DEFINITIONS**

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

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| **Term/Acronym** | **Definition** |
| **Community-Based Organization (CBO)** | An organization that is driven by and accountable to the community and/or population that it serves. A CBO has a physical presence in the community it serves and has clear processes to include community perspectives in determining the priority issues it addresses and the solutions pursued. |
| **Community Health Worker (CHW)** | A frontline public health worker who is a trusted member and/or has a close understanding of the community served. CHWs are accountable to the communities that they serve. |
| **Component** | The programs which funding is available through this RFA which include:**A: Healthy Communities:** Community-based programs and services that address the root causes of COVID-19 disparities and address the social determinants of health; and**B: Vaccine Equity:** Programs that increase equitable COVID-19 vaccine access and confidence through education, outreach, and partnerships. |
| **Department**  | Department of Health and Human Services |
| **OPHE** | Office of Population Health Equity |
| **Outreach Workers** | Provide services to the community in the field, such as health education or linkage to community services |
| [**Public Health District (District)**](https://www.maine.gov/dhhs/mecdc/public-health-systems/lphd/index.shtml) | In 2008, the Maine Legislature in conjunction with the Department approved the establishment of eight (8) Public Health Districts, using population size, geographic areas (county borders), and hospital service areas. In 2011, in collaboration with the five (5) Tribal jurisdictions, a Tribal Health District was established. The tribal District's jurisdiction includes tribal lands, tribal health departments or health clinics, and members of the tribes anywhere in the State |
| **RFA** | Request for Application |
| **SNAP** | [Supplemental Nutrition Assistance Program](https://www.maine.gov/dhhs/ofi/programs-services/food-supplement) |
| **State** | State of Maine |
| **U.S. CDC** | United States Centers for Disease Control and Prevention  |
| **WIC** | [Special Supplemental Nutrition Program for Women, Infants, and Children](https://www.maine.gov/dhhs/mecdc/population-health/wic/) |

**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) from the United States Centers for Disease Control and Prevention (U.S. CDC). These initiatives aim to:

1. Deepen the Department’s relationships with community leaders;
2. Invest resources directly in communities most severely impacted by the COVID-19 pandemic and other serious threats to public health; and
3. 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:

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

Through this RFA, the Department intends to provide one-time funding to CBOs to assist new and existing programs and services that help to prevent COVID-19 cases, hospitalizations, and deaths through vaccination and/or addressing the root causes of COVID-19 disparities.

Applicants must be working to directly address racial/ethnic COVID-19 disparities through COVID-19 response efforts and/or addressing social determinants of health in communities that experience COVID-19 disparities. The Department welcomes applications to support additional communities that experience health disparities (e.g., LGBTQ+ individuals, immigrants / asylum seekers, people with disabilities, people experiencing homelessness, people living in rural communities, etc.) who also meet the primary purpose of this opportunity.

This RFA combines two federal funding opportunities for a streamlined application process for CBOs. The two program areas include:

1. ***Component A:* *Healthy Communities:*** Community-based programs and services that address the root causes of COVID-19 disparities and address the social determinants of health.
2. ***Component B: Vaccine Equity:*** Programs that increase equitable vaccine access and confidence through education, outreach, and partnerships.

Funded for this opportunity is provided through the United States Centers for Disease Control and Prevention: **Component A** – [National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Communities](https://www.cdc.gov/publichealthgateway/partnerships/COVID-19-Health-Disparities-OT21-2103.html) and **Component B** – [COVID-19 Vaccination Supplement 4 (April 2021)](https://www.cdc.gov/vaccines/covid-19/downloads/COVID-19-Vaccination-Supplemental-4-Guidance.pdf)

## 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 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.

Applicants may apply for up to $250,000 per Component over a two-year contract period. Applicants applying to provide services for Components A and B may receive up to $500,000.

Applicants may apply as:

* + - * 1. One (1) organization representing itself; or
				2. One (1) organization, as the lead, with subcontractors; or
				3. One (1) organization represented by a Fiscal Sponsor.

To ensure funding is geographically distributed across the State, the Department intends to issue at least one (1) award in each of the nine (9) [Public Health Districts](https://www.maine.gov/dhhs/mecdc/public-health-systems/lphd/index.shtml) (Districts). In addition, the Department intends to issue at least (1) award to an applicant who serves community members in other languages in addition to English, specifically: Arabic, Chinese, Creole, French, Kinyarwanda, Lingala, Portuguese, Somali, Spanish, and Vietnamese.

Some of the priority areas for these opportunities are programs that are already utilizing and/or are committed/planning to:

1. Utilize Community Health Workers (CHW) to deliver the services proposed in this application (as appropriate to the work plan of the organization); and/or
2. Provide a career path for staff that includes full-time employment with living wages and comprehensive benefits.

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. **Contract Terms**

The Department anticipates issuing awards for a contract period beginning as early as August 1, 2022 and ending no later than May 31, 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**

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**PART II – SCOPE OF SERVICES**

1. **General Requirements**
2. Work directly to address racial/ethnic COVID-19 disparities through COVID-19 response efforts and/or address social determinants of health in communities that experience COVID-19 disparities within the Public Health District (District).
3. Awarded Applicants must provide services at no less than one physical location within the District to be served.
4. **Activities**
	* + 1. **Component A: Healthy Communities:** Implement programs and activities (refer to Table 1) within communities that address the root causes of COVID-19 or address the social determinants of health that are unique to the community by advancing health equity, by creating the resource(s) needed to address these broader needs and by providing services in culturally relevant, linguistically appropriate, and timely ways, by:
5. Deploying Community Health Workers (CHWs), Outreach Workers, or other staff that reflect the communities in which they serve;
6. Demonstrating progress towards work plan goals through data collection;
7. Participating in quarterly learning opportunities led by the Department;
8. Participating in routine meetings with the Department, upon request.

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| **Table 1****Component A: Healthy Communities Activity Examples** |
| Activities may include by are not limited to:1. Linking community members to or providing enrollment assistance with:
2. Food resources (e.g., Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Supplemental Nutrition Assistance Program (SNAP);
3. Housing resources;
4. Social supports and services (e.g., home visiting, Whole Families);
5. Broadband Internet.
6. Providing culturally relevant and linguistically-appropriate health education.
7. Implementing evidence-based curricula addressing conditions that may put a person at increased risk of COVID-19, such as chronic health conditions or addressing maternal and child health.
8. Assisting community members to make medical appointments.
9. Providing telehealth and eConsult services education.
10. Assisting community members with interpretation or translation services.
11. Assisting community members with enrollment in health insurance, including MaineCare and/or a marketplace insurance.
 |

1. **Component B: Vaccine Equity *–*** implement activities (refer to Table 2) to increase equitable vaccine access and vaccine confidence through education, outreach, and partnerships, by:
	1. Providing culturally relevant and linguistically-appropriate outreach and community engagement to increase awareness and promotion of COVID-19 vaccination;
	2. Ensuring equitable distribution and administration of COVID-19 vaccines;
	3. Maintaining records for each education item produced, including:
		1. Type of material produced,
		2. Languages translated into,
		3. Population targeted,
		4. Channels used to disseminate,
		5. Date created, and
		6. Date disseminated;
	4. Maintaining records for all outreach activities including:
		1. Category/type of activity,
		2. Date of activity,
		3. Number of individuals served, and
		4. Expenses for the activity to include in quarterly reports;
	5. Participate in routine meetings with the Department, upon request.

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| **Table 2****Component B: Vaccine Equity Activity Examples** |
| Activities may include but are not limited to:* Deploying COVID-19 Community Educators to provide vaccine education in the community.
* Supporting education that helps community members understand how, when, and where they can receive a vaccine
* Partnering with other CBO to support vaccine education.
* Providing assistance at vaccine events, including translation or interpretation.
 |

*Awarded Applicants shall 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. **Kick-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:

1. General introduction to the RFA
2. Review of the application components and general requirements
3. Review of the scoring process
4. Submission process and deadlines
5. **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# 202206091 Questions**”. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

1. **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.

1. **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.

1. **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.
	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# 202206091 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**.
		1. For Applications with a Fiscal Sponsor managing funds for multiple organizations, each organization must submit an individual application through the Fiscal Sponsor for consideration.

**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 – Project Workplan | 10 |
| Part III – Budget Form and Narrative  | 25 |
| **Total Points**  | **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 Proposed Activities and Project Workplan based on the specific category identified in the tables below.

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| **Points Summary** |
| **Narrative Response** | **Maximum Points Allowed** |
| Part I - Activities | 65 points |
| * Community of Focus and Leadership
* Heath Equity Activities
* Staffing and Training
 | * 32 points
* 24 points
* 9 points
 |
| Part II - Project Workplan | 10 Points |
| **Total** | **75 Points** |

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| **Part I****Scoring Rubric for Community of Focus and Leadership***32 points total (eligible for up to 8 points for each sub-topic)* |
| **Sub-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 sub-topic)* |
| **Sub-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 Staffing and Training***9 points total (eligible for up to 3 points for each sub-topics)* |
| **Sub-Topic** | **Zero (0) Points** | **Up to three (3) points** |
| Positions | Does not clearly describe positions that will be funded and their total FTE. | Clearly describes positions that will be funded and their total FTE. |
| Career Path | Does not provide a career path for staff that includes full-time employment with living wages and comprehensive benefits. | Is committed to providing a career path for staff that includes full-time employment with living wages and comprehensive benefits. |
| CHWs | Will not use CHWs as staff in their programs | Already utilizing or plan to utilize CHWs to delivery services defined in workplan and will provide training opportunities for CHWs. |

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| **Part II****Scoring Rubric for Project Work Plan** |
| **Score** | **Proposed tasks are:** |
| 10 | * 1. Measurable (i.e., clear how intended outcomes can be assessed)
	2. Realistic (i.e., seem feasible in given timeframe and budget)
	3. 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 |

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| **Part III****Scoring Rubric for Cost Proposal** |
| **Score** | **Proposed costs are:** |
| 25 | * 1. Accurate (i.e., the proposed costs add up to the total proposed budget)
	2. Aligned (i.e., the total costs are aligned with the ranges listed in the application instructions, or there is a requested exception with justification)
	3. Connected (i.e., the costs proposed clearly connect to the goals stated in the capacity building plan).
	4. Realistic (i.e., the costs proposed are reasonable given the goals stated in the capacity building plan
 |
| 20 | Costs are accurate, aligned, and connected, but not realistic |
| 10 | Costs are 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# 202206091**

**COVID-19 Community Resilience**

**Grant Funding Opportunity**

**For Community-Based Organizations**

**GRANT FUNDING APPLICATION – COVER PAGE**

|  |  |
| --- | --- |
| **Applicant’s Organization 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.*

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

**APPENDIX B**

**RFA# 202206091**

**COVID-19 Community Resilience**

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**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.**

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

**APPENDIX C**

**RFA# 202206091**

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## APPLICATION FORM

## The Application may be obtained in a Word (.docx) format by double clicking on the document icon below.

##