

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

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## Questions and Answers

### RFA 23-004

## Office of Minority Health – Reducing Racial and Ethnic Health Disparities

**DATE:** February 29, 2024

**TO:** Applicants

**FROM:** **Walter Niles**, Office of Minority Health  
Florida Department of Health

**SUBJECT:** Questions and Answers: RFA 23-004

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Question #1. Are you still accepting applications for this grant?

**Department Response: Yes. Application due date is March 14, 2024**

Question #2. Do local health departments need to go through the notice of intent process for this grant?

**Department Response: No.**

Question #3. Can an agency apply in multiple priority areas?

**Department Response: Yes.**

Question #4. Are there terms/request the grant will not fund? What are the things that illegible for funding?

**Department Response: Food, Medicine, Medical or dental treatment**

Question #5. Is there a minimum/maximum amount that an agent can apply for funding?

**Department Response: There are no minimum or maximum amounts required of your proposal. The budget must match tasks and deliverables that are in the proposal.**

**This is not a competitive solicitation subject to the notice or challenge provisions of section 120.57(3), Florida Statutes.**

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Question #6. Can you do a general review of what the organization is looking for? Can you give us an example of what makes a strong application?

**Department Response:** We cannot suggest to you or provide what your application should contain. There are instructions listed in the Request for Application 23-004.

Question #7. Are faith-based organizations eligible to apply?

**Department Response: Yes, applicants are allowed to apply. Please follow the criteria in the Request for Application 23-004.**

Question #8. The introductory language says that the max score is 500 however, when we added up the scores provided between pages 29-34, we reached a total of 520 points as shown below. Could you help us with that issue please? Also, does the Workplan score of 100 points include the score for the required narrative component called Program Description? And does the Timeline score include the score for the required narrative component called Management Plan? We could not find scoring criteria or points for the Program Description and the Management Plan required components and wanted to be sure we understood where they fit into the scoring.

**Department Response: The maximum score of 500 was erroneously listed. The total of the evaluation score is 520 points. Please see the scoring tables as listed.**

Question #9. There are several forms in the RFA. There's a cover sheet, budget narrative, and a work plan. Can we get those open like MS Word or at least PDF fill forms so we can fill them out?

**Department Response: We added the forms in the Closing the Gap Grant page in the Forms section.**

Question #10. The RFA says that the project narrative is a maximum of 30 pages. It also requires to include the organizational overview, statement of need, and project description. Typically, the sections that follow would be considered part of a narrative. Project management plan, work plan, collaboration, and project evaluation. All the separate page limits for that would bring it to a total of 85 pages before the budget narrative. Is that correct?

**Department Response: That is correct.**

Question #11. When can applications be submitted? Is online submission available? And where/ how to submit?

**Department Response: The application deadline is March 6, 2024, at 11:59 PM. Applications are only accepted through the DOH Automated Upload System portal listed in the RFA.**

Question #12. For this RFA, the instructions for the Organizational Overview section of the Narrative call for the Organizational Chart. On page 25, however, the guidance says that the Organizational Chart goes in as an Appendix. Are we correct in assuming that reviewers will score the inclusion of the Chart in the Appendix, and that it does not need to be inserted in the limited pages for the Narrative?

**Department Response: The project narrative 4.8 asks for an organizational overview. However, the Appendix 4.11 calls for the Organizational Chart or Table.**

Question #13. The guidance for the Narrative in the Organizational Overview section do not request any specific staff details, but the Scoring Criteria for this same section (page 31) of specifically ask reviewers whether applicants have described the “positions, roles, capabilities, and experience of program staff as well the percent of time each is committed to the project.” Do applicants need to list these details in the Narrative, or will the score include a review of the budget narrative? And if so, then why is this scoring criteria part of the Organizational Overview, and not the Budget scoring?

**Department Response: Yes, the response should be based on the instructions from the Organizational Overview as well as the Scoring Criteria.**

Question #14. Section 4.9 Project Evaluation on page 23 of RFA notes “OMH will provide technical assistance as needed on evaluation during the first quarter of the contract to assist with refining the evaluation approach and measurements, with the awardee finalizing the evaluation plan by June 30, 2022”. Does this date need to be updated?

**Department Response: Yes, the first quarter for this cohort will end on September 30, 2024.**

Question #15. Can you demonstrate the reporting requirements for this grant? Specifically, whether we're reporting on identified individuals or in aggregate level.

**Department Response: The reporting requirements will be established during the negotiation period.**

Question #16. Page 38 of RFA references 8.5 Certification of Drug Free Work Place – (Applicant will provide documentation). What should this form be named as?

**Department Response: Certification of Drug Free Work Place.**

Question #17. Are scholarships to eligible participants an eligible expense? If we wanted to provide scholarships to participants wanting to enroll in one of our Evidence-Based Intervention programs, such as DSMES.

**Department Response: No, scholarships cannot be billed as an eligible expense. The services provided to public under this grant are offered free to public.**

Question #18. Can you reiterate the match requirements?

**Department Response: In-kind matching of funds is encouraged in the form of free services and non-personnel resources. The CTG program grants will be awarded on a matching basis. The funds must be matched at a ratio of one dollar in local (non- state) funds for every three dollars of grant funds provided by the CTG program grant except:**

- a) In counties with populations greater than 50,000, up to 50 percent of the local match may be in kind in the form of free services or human resources. Fifty percent of the local match must be in the form of cash.
- b) In counties with populations of 50,000 or less, the required local matching funds may be provided entirely through in-kind contributions.
- c) Grant awards to Front Porch Florida Communities shall not be required to have a matching requirement (for a list of Florida's Front Porch Communities (See Attachment 12). Funding acquired to provide other services may not be used as cash match.

Question #19. What's an average number of pages?

**Department Response: We cannot tell you how long to make your application. There is no average. There is a maximum. Applicants must not go over that maximum. The number of pages won't be graded. Unless you go over the maximum.**

Question #20. On page 19, the project narrative section. There's a list of 11 items. And one of them is training community health workers on strategies to conduct assessments. Are we saying that all these 11 items are requirements that the organizations need to address? Or is it optional?

**Department Response: No, you may select relevant strategies from the list. You don't have to address all 11. Activities selected should be based on evidence-based interventions.**

Question #21. If the applicant is proposing to serve to adjoining counties, would they be required to submit separate budgets, project management plan, work plans and collaboration plans? Or can it all be inclusive in one plan? It is one project that's going to cross county lines.

**Department Response: The applicant may submit one application. Applicants should outline all proposed territories to be served in the application. Proposals for all counties to be served should be included in one document.**

Question #22. Do we need to submit the standard contract with the financial audit form?

**Department Response: No, those are the sample forms.**

Question #23. We do not need to submit the conduct financial compliance audit? Are you saying we don't need to actually turn those two things in.

**Department Response: No, this form is for your information at this time.**

Question #24. Is a cash match of mandatory for counties over 50,000 in population?

**Department Response: Yes, all the cash and the maximum requirements are non-negotiable. Those are statutory requirements. Therefore, the answer to your question is yes.**

Question #25. Page 12, the terms and conditions of the grant section B, for it also says to identify the potential primary care providers willing to coordinate services. The release form that is linked in the RFA is for a photo release form. And that does not appear to be the form that is addressed there. We're talking about sharing health information. You guys clarify that is the attachment that will be required as part of the grant term. So that makes a big difference when thinking about the recording requirements.

**Department Response: Applicants will use the release of information form for their participants. The release form provided in the RFA is an example. Each organization should provide their own consent form of the patients' health records.**

Question #26. Page 13, on top of the page, it talks about proposed activities should include an assessment. Grantees will be expected to complete the following requirements from A through C. Are these examples? Or are we saying that every grantee would need to train a community health worker? Is the agency the one who is training people, or the agency only has to participate in their training?

**Department Response: The funded agency is responsible for providing the training.**

Question #27. Are you requiring for us to select an evidence-based intervention, or can we also choose to work with one of the additional resources instead of the evidence based? Can we use the additional resources?

**Department Response: Applicants must select one or more evidence-based interventions listed in the RFA. If an organization proposes an evidence-based intervention that is not found in the Appendix list, they should include in their application citations that demonstrate that the intervention has been deemed effective through scientific research.**

Question #28. Is this a reimbursable grant? How would the funds be disbursed?

**Department Response: You will invoice us every month for a payment.**

Question #29. In order to train the community health workers for an organization who may not be an actual health entity, but more so or can do everything else, we will be able to partner with someone who has those credentials to train. Is that allowable as well?

**Department Response: Yes. There must be a written subcontractor/partnership agreement indicating the activities or work that is proposed.**

Question #30. On item C regarding the match requirement, if you're working with a front porch Florida community, are you limited to only working with that community or you can include that community within other communities that's being included in your project for that cash match?

**Department Response: If you have identified a front porch community, the program and match requirements are only applicable to that particular community. However, if there are other areas of the community you want to work with in addition to the front porch, you can do that. But when your project is flushed out and when your budget is flushed out, applicable match must be a part of the non-front porch community.**

Question #31. Based on previous years, can you share a general idea of the number of applicants and the average award? The number of awards and the average of the amount.

**Department Response: We have not predetermined the number of awards. All the awards are based on the merits of the application that we receive. In 2021, we awarded for 20 applications averaging, \$150,000.00 each. Based on the funding, there were between 18 and 22 proposals funded.**

Question #32. On page 14, it discusses the mandatory CTG workshops that will be required and that travel assistance members will be in reimburse. In the event that an agency is awarded the grant, will those dates for those workshops be released at that time?

**Department Response: Yes.**

Question #33. Regarding the maximum requirement. It says that most of the match is non-state funds. If you are a local health department, how would that match be made because all funds going to the health department, even a federal force, would then fall under funds?

**Department Response: No match is required for Florida Department of Health.**

Question #34. It seems like the form added up to 520 points. Just some clarification on scoring.

**Department Response: 520 is the correct maximum score. 500 was erroneously included.**

Question #35. Page 10, section 1.6 of the RFP states that we may submit multicounty proposals. But the following is not clear to us. Can we apply for a county in the north, and another in central Florida, and another one in the south or does it have to have to be a multicounty area where all the counties are attached? If we can apply for individual, non-abutting counties, do we submit a separate application for each, or all the counties would be included in one application?

**Department Response: Applicants may apply to provide services in several counties that are not contiguous. Therefore, applicants may provide separate applications for counties that are noncontiguous.**

Question #36. Please clarify what seem to be conflicting instructions regarding the length of responses to sections of the Project Narrative: Page 19 section 4.8 "Project Narrative" notes that "The Project Narrative is limited to 30 singled spaced pages." While this matches the page limits shown for the first three sections:

4.8.1 Organizational Overview – 10-Page Limit

4.8.2 Statement of Need- Five-Page Limit

4.8.3 Program Description- 15-Page Limit

Would that mean none of the following sections are considered part of the Project Narrative?

4.7.4 Project Management Plan- 10-Page Limit

4.7.5 Workplan- 10-Page Limit

4.8 Collaboration (Partnership Plan) 20-Page Limit

4.9 Project Evaluation-15-Page Limit

**Department Response: Yes, this is correct.**

Question #37. What should the correct page count for each be if, as seems logical, these in fact are part of a narrative. If they are the lengths shown above, then the actual Project Narrative without the budget section would be a maximum of 85 pages. Is that correct? If so, please revise the page limit shown on page 19.

**Department Response: The page limit is correct as indicated in the RFA.**

Question #38. I'm a student, 24, live in Broward, insuranceless, and not pregnant/have no kids. I don't qualify for Medicaid. I need dental work done. Is the RFA23-004 grant a grant I can apply to? Or is there any other links that would help me find free/sliding scale/grants for dental?

**Department Response: Neither the RFA nor the Closing the Gap grant is designed to provide for individual, direct health or dental care. However, one may click the following link to find resources for reduced fee dental services in the state of Florida:**

**[DentalProviderList2.pdf \(floridahealth.gov\)](#).**

Question #39. Does OMHHE have guidance on sample size (number of clients to be served) for prospective applicants?

**Department Response: No, each applicant should determine their capacity.**

Question #40. Page 10, 1.7: matching funds. Are health department applicants required to have and budget for matching funds?

**Department Response: No.**

Question #41. Page 13, 6.A: training CHWs to provide navigation services. Is this a required project element? If required, can we subcontract this work to another entity already providing these services in our County?

**Department Response: Yes.**

Question #42. Page 13, 6C: expectation to convene quarterly meetings with partners. For this project element, can we link with other existing partner meetings, or do we have to set up a new partnership meeting? What must be discussed at the quarterly CTG partner meetings?

**Department Response: Yes, applicants may engage and maintain new partner meetings to meet the required minimum of one meeting per quarter in accordance with page 13, 6C.**

Question #43. May applicants serve a priority population in a single county within in a high-risk single zip code that includes a Front Porch neighborhood.

**Department Response: Yes.**

Question #44. Are applicants expected to fund an internal evaluator position?

**Department Response: No.**

Question #45. How can applicants make the pdf Attachments editable?

**Department Response: Please reference question 9.**

Question #46. Are county health departments that are interested in this funding opportunity required to submit an application through this notice of funding announcement?

**Department Response: Yes.**

Question #47. I am a grant consultant working with a nonprofit based in Florida. They are interested in applying to the Closing the Gap grant put forward by the Office of Minority Health. Do you have any resources to support the grant writing process? For example, a technical assistance webinar or FAQ that can answer common questions? Otherwise, can I direct questions about this application to this email address?

**Department Response: Questions put forth through this mechanism will be responded to and posted on the: [Requestforapplication@FLHealth.gov](mailto:Requestforapplication@FLHealth.gov) site.**

Question #48. Do you have to reside in or do your office have to be located in the county that you are serving? How do I request an application?

**Department Response: No, there is no residency requirement. All applicants can apply (here).**

Question #49. Will the RFA number appear in the Application Portal before the due date?

**Department Response: No, the portal will open on the due date.**

Question #50. Does the Florida Department of Health Standard Contract need to be signed and attached to the application?

**Department Response: No, the attached Standard Contract is a sample.**



Question #51. How would a nonprofit organization fill out the Audit form, should they select a Vendor or sub-recipient of state/federal funds? Is there any other guidance for filling out this form correctly?

**Department Response: The Department of Health will complete the Audit form.**

Question #52. Could you explain Single Audit reporting packages and if these are mandatory for all applicants?

**Department Response: Single Audit reporting can be found in Attachment 8 Financial Compliance Audit, pages 85- 97. The mandatory reporting requirements can be found on this attachment.**

Question #53. Does every city have a Front Porch Committee, so should we use the one based in the closest city?

**Department Response: No, not every city has a Front Porch Community.**

Question #54. From my understanding the full application requires all of the sections listed under SECTION 4.0 and SECTION 8.0. Is this correct?

**Department Response: Yes.**

Question #55. Could you please explain the Community Health Worker training requirement?

**Department Response: Please refer to the RFA page 13, section 6A.**

Question #56. Who counts as a Community Health Worker? (Nurses, social workers etc.?)

**Department Response: Community health workers (CHWs) are members of the community who work with the local health care system in both urban and rural environments. CHWs can use their skills to work with individuals who have Limited English Proficiency (LEP) by offering interpretation and translation services, providing health education and information, and advocating for individual and community health needs. Please see the [Minority Health page](#).**

**The applicants will propose how to provide the training according to the RFA page 13, section 6A.**

Question #57. Do we need to train anyone to be a Community Health Worker to fulfill the training requirement?

**Department Response: Yes, the applicants will propose how to provide the training according to the RFA page 13, section 6A.**

Question #58. If we collect information through our EMR (electronic record system), can we submit reports from our EMR instead of asking patients/participants to fill out sign-in sheets? We can de-identify patient information.

**Department Response: Yes.**

Question #59. Can patients/participants be duplicated on a quarterly basis? What about an annual basis? For example, if one of our deliverables includes education on diabetes and cardiovascular disease, and we offer a patient education on diabetes only, then 2 months later that same patient takes a class on cardiovascular disease, can we count them twice in that quarter or year for that deliverable?

**Department Response: Yes.**

Question #60. We are a small agency, and our executive director provides grant oversight and quality insurance to the program, can we put that position in direct service for the time she is providing work to the program?

**Department Response: Yes.**

Question #61. Per section 4.8.1, Organizational Overview, question 11 (page 20). "Budget"- What is the expected response for this question? Are you asking for the local operating budget in general, budget experience in general, or budget regarding this grant proposal?

If applicant proposes to provide the same project in adjoining counties, must the applicant submit two separate budgets, Project Management Plans, Work plans, Collaboration Plans? (Per Pre-Bidder's phone conference- please confirm, we can submit one of each of the attachments outlining each county clearly identifying budget, project management, work plan, and collaborations with partners for each county).

**Department Response: The expectations are that an annual budget of your grant proposed program spending will be provided.**

**No, one plan covering each of the areas of service is acceptable.**

Question #62. Can applicants utilize partners within the community such as Medical Providers, Nurses, and Mental Health Providers to count towards the 6 CHWs?

**Department Response: Yes.**

Question #63. Does this mean you expect the applicant to employ and train their own community health workers and if so, can the applicant use existing staff as community health workers?

**Department Response: Existing staff may be used.**

Question #64. Is the DOH required to provide any specific training for these CHW individuals?

Per the Automated Upload System instructions, the initial drop-down menu does not list RFA # 23-004 in the drop-down. When will this be revised to include this RFP?

**Department Response: No, CHW training is provided by the Applicant.**

**The drop-down menu will be included at the grant site on the due date March 2, 2024.**

Question #65. What credentials and/or training are required to meet these criteria? Do they need to be CHW certified, or can they be DOH staff?

**Department Response: Please see question 55 regarding the CHW. No, CHW are not required to be certified.**

Question #66. What was the minimum and maximum awarded amount from last year's selected organizations?

**Department Response: Minimum: \$75,000 Maximum: \$300,000.**