

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

Questions and Answers

RFA 21-007

National Initiative to Address COVID-19 Public Health Disparities among Populations at High-Risk and Underserved, Including Racial and Ethnic Minority Populations and Rural Best Communities

DATE: February 22, 2022

TO: Applicants

FROM: Florida Department of Health in Miami-Dade County, Office of Community Health and Planning, Health Equity Office

SUBJECT: Questions and Answers: RFA #21-007

Question #1. The pre-application conference call is scheduled for Monday, February 21st. However, this is a holiday. So will the call still be held on this day?

Department Response: • **Yes. It is not a State of Florida Holiday.**

Question #2. While we understand that the State does not have a prescribed format for the Personnel Form listed as one of the required Forms (#11), what is the minimum information that should be included on the Personnel Form?

Department Response: • **Resumes and Position Descriptions**

Question #3. Section 4.1 lists the Statement of Need twice (#4 and #16). Was this on purpose? If so, is there a difference in what is required for the #4 Statement of Need and the #16 Statement of Need?

Department Response: • **Under section 4.1, Statement of Need was listed twice but they are considered the same item**

Question #4. Section 4. Lists the Order of Application Package as follows:
1. Cover Page (2 Page Limit)

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

2. Table of Contents (2 Page Limit)
3. Project Abstract/Summary (1 Page Limit)
4. Statement of Need (2 Page Limit)
5. Program Description (3 Page Limit)
6. Project Design (2 Page Limit)
7. Staffing and Organizational Capacity (1 Page limit)
8. Collaboration (1 Page Limit)
9. Proposed Budget Summary and Budget Narrative (5 Page Limit)
10. Sustainability Plan (2 Page Limit)
11. Personnel Form
12. Documentation that verifies official status of CBO (Community-Based Organization) (501c3 status) (if applicable).
13. Documentation that verifies the official not for profit status of an organization in accordance with Chapter 617, Florida Statutes.
14. Letter(s) of support or commitment to the proposed project from partners that will assist with implementation, support or collaboration of the proposed project.
15. Letter from Front Porch Florida (if applicable).
16. Statement of Need
17. Program Plan or Work Plan
18. Evaluation Plan
19. Management Plan

However, under Section 8.0 Required Forms, there are 5 additional items listed (highlighted below in yellow):

1. Cover Page
2. Table of Contents
3. Project Abstract/Summary
4. Statement of Need
5. Program Description
6. Project Design
7. Staffing and Organizational Capacity (including Appendices)
8. Collaboration (including Appendices)
9. Proposed Budget Summary (Attachment II) and Budget Narrative (Attachment III)
10. Sustainability Plan
11. Personnel Form
12. Documentation that verifies official status of CBO (Community-Based Organization) (501c3 status) (if applicable). – (Applicant will provide Documentation)
13. IRS Non-Profit Status 501 (c) (3) – (Applicant will provide Documentation)
14. Letter(s) of Support or Commitment
15. Letter from Front Porch Florida (if applicable).
16. Program Plan or Work Plan
17. Evaluation Plan
18. Management Plan
19. Certification of Drug Free Workplace – (Applicant will provide Documentation)
20. Florida Department of Health Standard Contract (Attachment VI)
21. Financial Compliance Audit (Attachment VII)
22. Lobbying (Attachment VIII) and Debarment (Attachment IX) forms
23. Civil Rights Compliance Checklist (Attachment X)

Question#5. Are these additional items also supposed to be submitted with our application?

Department Response: • **Section 4.1 is about the required application package order. But section 8.0 is about all required documents, including 5 additional documents.**