

**Sexual Risk Avoidance Education Grant  
Request for Application**

**(RFA21-010)**

**APPLICATION GUIDELINES**

**FY 2022-2023**

**Florida Department of Health**

**Division of Community Health Promotion**

**Bureau of Family Health Services**

**September 15, 2022**

**Pre-Application Teleconference**

**September 30, 2022 – 10:00 am EST**

**Tallahassee & Surrounding Area: Number - 888.585.9008 / Passcode – 126.074.089**

**Outside the Tallahassee Area: Number - 888.585.9008 / Passcode – 126.074.089**

**Application Deadline:**

**October 14, 2022**

**THIS REQUEST FOR APPLICATION IS NOT SUBJECT TO SECTION 120.57(3), FLORIDA  
STATUTES**

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**TIMELINE**  
**RFA21-010**

Prospective applicants shall adhere to the RFA timelines as identified below.

Schedule	Due Date	Location
Request for Applications Released and Advertised	<b>September 15, 2022</b>	Department of Health Grant Funding Opportunities Website: <a href="https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html">https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html</a>  Next Generation Vendor Information Portal <a href="https://vendor.myfloridamarketplace.com/">https://vendor.myfloridamarketplace.com/</a>
Submission of Questions	<b>September 26, 2022</b>	Submit questions by email with the subject heading “RFA21-009 Questions” to <a href="mailto:RequestforApplication@flhealth.gov">RequestforApplication@flhealth.gov</a> .
Anticipated posting of Answers to Questions	<b>September 30, 2022</b>	Department of Health Grant Funding Opportunities Website: <a href="https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html">https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html</a>  Next Generation Vendor Information Portal <a href="https://vendor.myfloridamarketplace.com/">https://vendor.myfloridamarketplace.com/</a>
Applications due (no faxed or e-mailed applications)	<b>Must be received by October 14, 2022, 6:00 pm EST</b>	To upload your application, go to the Department of Health Automated Upload System: <a href="https://requestforapplications.floridahealth.gov">https://requestforapplications.floridahealth.gov</a> .
Anticipated evaluation of applications	<b>October 28, 2022</b>	Review and Evaluation of Applications Begins
Anticipated award date	<b>December 1, 2022</b>	Department of Health Grant Funding Opportunities Website: <a href="https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html">https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html</a>  Next Generation Vendor Information Portal <a href="https://vendor.myfloridamarketplace.com/">https://vendor.myfloridamarketplace.com/</a>

## Section 1.0 INTRODUCTION

### 1.1 Program Authority

The Sexual Risk Avoidance Education program grant is authorized and funded in accordance with section 510 of the Social Security Act (42 U.S.C. § 710), as amended by section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123), and as further amended by section 701 of Division S of the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

### 1.2 Program Purpose

The purpose of the Sexual Risk Avoidance Education program is to delay sexual activity, reduce teen births, repeat teen births, and sexually transmitted infections among Florida youth ages 10 to 19 years old. This will be achieved through awarded Providers providing sexual risk avoidance education directed to youth as well as education and materials distributed to their parents or significant adults.

### 1.3 Available Funding

Funds for this Request for Application (RFA) are sourced from federal funding provided by the U.S. Department of Health and Human Services, Family and Youth Services Bureau. A total of \$1,500,000.00 is available under this funding opportunity. However, the number of awards will depend on the number and quality of the applications received.

Awards will range from \$100,000.00 to \$300,000.00 per year in accordance with the Deliverable and Funding Level Crosswalk in **Section 2.3**. Applicants may submit only one application for consideration under this funding opportunity. All awards are subject to the availability of funds.

### 1.4 Definitions

- A. **Adolescent Health Program:** The Department's program responsible for the management and oversight of the Sexual Risk Avoidance Education grant.
- B. **Applicant:** An entity applying for funding under this RFA.
- C. **Cohort:** A group of youth who experience all the classes within a SRAE education series of the curriculum in the same place, at the same time.
- D. **Completer – Parent or Significant Adult:** An adult participant who completes a 60-minute, approved SRA education presentation.
- E. **Completer - Youth:** A youth participant who completes at least 75 percent of an approved sexual risk avoidance curriculum series.
- F. **Curriculum Developer:** The entity with sole proprietary ownership of the curriculum, student workbooks, and supplemental materials.
- G. **Parent or Significant Adult:** An adult that has a formative influence on youth including, but not limited to, a mother, father, or legal guardian.
- H. **Priority Area:** A specific geographical area identified by the Applicant as a focal point of need for sexual risk avoidance education.

- I. **Provider:** An Applicant awarded an agreement under this RFA to provide sexual risk avoidance education.
- J. **Sexual Risk Avoidance (SRA) Education Series:** An instructor-led course on sexual risk avoidance using an approved curriculum that offers the full duration of a curriculum, delivered over a minimum of 8 sessions.
- K. **Sexually Transmitted Infection (STI):** Any contagious disease that is transmitted through direct, person-to-person sexual contact through the exchange of semen, blood, or any other body fluid or by direct sexual contact with the affected body area of an individual who has a sexually transmitted infection.
- L. **Unduplicated:** A youth, parent, or significant adult who has not previously completed SRA education in the current grant year.
- M. **Youth:** A person between the ages of 10 to 19 years old.

## 1.5 **Notice and Disclaimer**

The Department reserves the right to not award, or issue single or multiple awards as determined to be in the best interest of the State.

## 1.6 **Matching Funds**

There is no match or in-kind funding requirement under this RFA.

## **Section 2.0 PROGRAM OVERVIEW**

### 2.1 **Background**

Over the last 22 years, SRA education funding has provided school and community-based SRA education services to help delay teen sexual activity, reduce teen births, and reduce sexually transmitted infections through evidence-informed education. Additionally, parents and adults with a significant influence on adolescent development receive training on how to encourage healthy choices for youth. These efforts have resulted in healthier communities and greater access to resources that support adolescent health. Under this RFA opportunity, the Department's Adolescent Health Program will contract with qualified Applicants to conduct SRAE education.

### 2.2 **Priority Areas**

Proposals submitted in response to this RFA must focus on youth ages 10-19 years old that reside within the Applicant's proposed geographical area that the project will serve. Particular attention must be given to groups with statistical evidence of risk factors such as high teen birth rates and high teen sexually transmitted infection rates. Concurrent risk factors such as poverty, low graduation rates, and substance abuse must be considered as meaningful context for increased sexual risk and the prioritization of the proposed area to be served. Proposals must also include education for parents or significant adults in the lives of the youth within the proposed geographical area.

## 2.3 Program Expectations

The following are overall program goals designed to achieve the program purpose:

- A. Increased participation of youth and parents or significant adults in SRA education at the levels as identified in the Deliverable and Funding Level Crosswalk in Section 5.4. The Department reserves the right to modify the funding levels if deemed to be in the Department's best interest.
- B. Clearly developed SRA education services implemented to meet the identified needs of the proposed geographical area that the project will serve.
- C. Holistic education that primarily focuses on delaying sexual activity, avoiding risks associated with sexual activity, healthy relationships, goal setting, and asset-building.
- D. Submission of monthly reports documenting the SRA education classes held, the number of participants in attendance, and the date, time, and location of the classes.
- E. Use of the Department's Adolescent Health Program-approved curriculum, Real Essentials that meets the standards, timelines, and fidelity guidelines as required by the grant. The developer website with information on training and ordering is [www.myrelationshipcenter.org](http://www.myrelationshipcenter.org).
- F. Offering a full series of classes. This means meeting with each cohort for a minimum of 8 sessions to ensure completion of curriculum and performance measure tasks. While the timeframe of individual sessions may vary from site to site, the Applicant must ensure that the entirety of curriculum is offered during the series.
- G. Offering a parent or significant adult presentation lasting a minimum of 60 minutes. The presentation must be approved by the Department's Adolescent Health Program staff prior to delivery. Presentations must include a clear SRA education component and may be integrated with additional topics relevant to the community served.
- H. Compliance with all grant performance measure requirements including, but not limited to, the collection of participant demographic information, attendance, dosage of curriculum received, entry and exit surveys, change in project structure, and updates to implementation costs including training and materials.
- I. Use funds solely in compliance with allowable SRA education grant expenditures (**Section 3.6**). Funding must not be used to perform or promote activities that are inconsistent with grant requirements.
- J. Implementation of SRA education in a variety of settings including, but not limited to, public and private schools, religious institutions, local community centers, youth camps, juvenile justice programs, alcohol and drug rehabilitation settings, after-school programs, other existing youth development programs, and college and university campuses.
- K. Expansion into areas unserved by SRA education. Providers are expected to expand SRA education into Florida counties, cities, and/or zip codes that are not currently receiving these services. Applicants must clearly state whether the intended priority area is currently receiving state or federal funding for SRA education. If the intended priority area is receiving funding for SRA education, the Applicant must indicate 1) if the Applicant seeks to serve a subpopulation or

adjacent population in the area, and 2) if this funding would allow the continuation of services ending prior to October 1, 2022.

- L. Ensure SRA education does not teach or promote religion and is accessible to any interested participant, regardless of religious affiliation. Violation of these guidelines may result in termination of the contract at the sole discretion of the Department.

## **2.4 Applicant Project Results**

Applicants must identify anticipated project results that are consistent with the overall grant purpose. These include at a minimum:

1. Increase the number of 10–19-year-old youth who receive SRA education.
2. Increase the number of parents or significant adults who receive SRA education and materials pertinent to supporting youth in healthy decision-making.
3. Increase the number of state-wide partnerships supporting the grant purpose.
4. Increase the number of community events that promote healthy decision-making for youth.

The project results must align with the project plan submitted by the applicant. The results identified must include clear actions steps, manageable timelines, and persons responsible.

## **2.5 Current and Prior Funded Projects (if applicable)**

Applicants who currently or have previously received federal funding for SRE must include the most recent progress report or monitoring tool to support the capacity and competency of the Applicant. Documentation should be included in the Appendices.

## **2.6 Project Requirements: Provider will be required to**

- A. Recruit staff to provide SRA education classes within 45 days of contract execution. Train staff to provide SRA education to participants within 75 days of recruitment.
- B. Prepare a calendar of events, in a format provided by the Department, within 60 days of contract execution and submit it to the Contract Manager for review. Include locations and contact person for SRA education classes.
- C. Submit parent or significant adult presentations to the contract manager for review and approval 30 days before delivery.
- D. Deliver SRA education to the minimum number of unduplicated youth as specified for the funding level selected (**Section 2.3**). SRA education must include curriculum as identified in **Section 2.3**. Document attendance for all participants on a Department-approved template. Youth attendance must include demographic information including name, age, sex, and race. Submit the attendance with the monthly report.
- E. Deliver an approved SRA education presentation to the minimum number of unduplicated parents or significant adults as specified for the funding level selected (**Section 2.3**). Document attendance for all participants on Department-approved template. Parent or significant adult



attendance must include contact information including at a minimum, email address or phone number. Submit the attendance with the monthly report.

- F. Establish collaborative relationships with schools and other community organizations. Submit documentation to the Contract Manager within 90 days of contract execution.
- G. Provide an operational e-mail account to the Department within 10 days from contract execution and maintain it throughout the contract term. Monitor the email account regularly. The e-mail account will be used to facilitate immediate and continuous communication by the Contract Manager.
- H. Participate in Department-sponsored meetings and technical assistance trainings as directed by the Department throughout the contract term.
- I. Designate staff members to participate in scheduled conference calls or webinars hosted the Department throughout the contract term. Ensure a minimum of one staff member participates on any conference call or webinar as directed by the Department.
- J. Submit a monthly report each month that includes documentation of youth and parent or significant adult education classes, expenditures, an updated calendar of events, and performance measure data. Submit the monthly report to the Contract Manager within 15 days following the end of each month.

### **Section 3.0 TERMS AND CONDITIONS OF SUPPORT**

#### **3.1 Eligible Applicants**

Eligible applicants include, but are not limited to schools, health care providers, community and faith-based organizations, and 501(c)(3) not-for-profit organizations. All organizations, institutions, and for-profit entities applying for funding are advised that accepting federal dollars under this RFA, requires compliance with all federal and state laws, executive orders, regulations and policies governing these funds.

#### **3.2 Eligibility Criteria**

To be eligible to receive this grant, all entities and their sub-contractors seeking to do business with the State must be registered with the Florida Department of State in accordance with the provisions of Chapters 607, 608, 617 and 620, Florida Statutes. The entity awarded a grant, and all of its subcontractors, will be required to register with the My Florida Market Place at: [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace).

These organizations must be the direct service provider. Sub-grantees are not allowed under this funding opportunity.

#### **3.3 Minority Participation**

In keeping with the One Florida Initiative, the Department encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at (850) 487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority business or for names of existing certified minorities who may be available for subcontracting or supplier opportunities.

### **3.4 Corporate Status**

For all corporate applicants, proof of corporate status must be provided with the application. Tax-exempt status is not required, except for applications applying as non-profit organizations. Tax-exempt status is determined by the Internal Revenue Service (IRS) Code, Section 501(c)(3). Any of the following is acceptable evidence: A statement from a state taxing body, State Attorney General, or other appropriate state official, certifying that the applicant has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

### **3.5 Non-Corporate Status**

Documentation that verifies the official not-for-profit status of an organization in accordance with Chapter 617, Florida Statutes.

### **3.6 Period of Support**

The term of the contract resulting from this RFA will be from the date of contract execution to September 30, 2023.

### **3.7 Use of Grant Funds**

**Allowable Costs:** All expenditures must be reasonable and necessary to provide the services described in the contract and include, but are not limited to, the following:

- Personnel salaries and fringe benefits
- In-state travel in accordance with Section 112.061, Florida Statutes and the Department's policies and procedures
- Office space, furniture, and equipment
- Project related expenses, such as office supplies, postage, copying, telephone, utilities, insurance, advertising, and subscriptions to SRA education related publications
- Computer hardware and software
- Direct service provision and activities
- Promotional activities
- Media and marketing activities
- SRA education curricula and supporting material
- Financial compliance audit if required
- Level II background screening

**Unallowable Costs:** Unallowable costs are expressly prohibited expenditures. Unless specifically authorized by law, the expenditure of state funds for the following items related to professional and occupational licenses are not allowable:

- Florida or other bar dues
- Professional license fees
- Occupational license fees
- Driver license fees
- Other fees for licenses required for an individual to pass the examination for any of the above licenses, unless the training is directly related to the person's current official duties related to delivery of the project services.
- Examination fees for professional occupational or other licenses for a Person to perform his or her official duties.
- Cash awards to employees or ceremony expenditures

- Entertainment costs, including food, drinks, decorations, amusement, diversion, and social activities and any expenditure directly related to such costs as tickets to shows or sporting events, meals, lodging, rentals, or transportation
- Organizational affiliations, fund raising and public relations
- Deferred payments to employees as fringe benefit packages
- Severance pay and unearned leave
- Capital improvements, alterations, or renovations
- Lease or purchase of vehicles
- Development of major software applications
- Direct client assistance (monetary)
- Indirect costs
- Event sponsorship
- Personal cellular telephones
- Meals not in accordance with Section 112.061, Florida Statutes
- Appliances for the personal convenience of staff, including microwave ovens, refrigerators, coffee pots, portable heaters, fans, etc.
- Water coolers, bottled water
- Penalty on borrowed funds or statutory violations or penalty for late/nonpayment of taxes
- Supplanting of other federal, state, and local public funds expended to provide SRA education

## **Section 4.0 APPLICATION REQUIREMENTS**

### **4.1 Application Forms**

Applicants must use the official forms attached to this RFA. Alternate forms may not be used. Application for funding must address all sections of the RFA in order to be presented and in as much detail as requested. The provision of extraneous information should be avoided. Applications must adhere to the page limits as identified below.

### **4.2 Order of Application Package**

1. Cover Page (**Attachment I**)
2. Table of Contents: Include page numbers identifying all sections of the application. (1 page)
3. Project Narrative (Total 18 Pages) (**Section 5**)
  - A. Project Summary – 1 Page
  - B. Statement of Need – 2 Pages
  - C. Objectives – 2 Pages
  - D. Project Plan – 6 Pages
  - E. Evaluation Plan – 2 Pages
  - F. Management Plan – 2 Pages
  - G. Collaboration – 3 Pages
4. Budget Information Forms
  - A. Proposed Budget Summary (**See Attachment II**)
  - B. Budget Narrative (**See Attachment III**)

5. Other Required Forms (**Section 9.0**)
6. Appendices (**See Section 5.8**)
7. Application Checklist (**Attachment VII**)

## **Section 5.0 REQUIRED CONTENT OF THE PROJECT NARRATIVE SECTION**

### **5.1 Project Summary**

Project Summary (One-page limit): The Project Summary must be a clear and concise summary of the Applicant's proposed project. The Project Summary must not exceed 1 page in length, single spaced, in 12-point Arial font. The project summary must identify the main purpose of the project, the focal population to be served, types of services offered, the area to be served, expected outcomes, and the total amount of grant funds requested.

**Hint:** It may be easier to prepare the Project Summary after the entire narrative (proposal) is completed.

### **5.2 Statement of Need**

Statement of Need (Two-page limit): The Statement of Need must not exceed 2 pages in length, single spaced in 12-point Arial font. The Statement of Need must describe the need for the proposed project. Applicants must identify in narrative form, at a minimum, the following information:

- A. The focal population and geographic area proposed to be served.
- B. The need for the proposed SRA education in the local community, including any gaps (unmet needs) in services. Include data related to adolescent sexual health including teen birth, repeat teen birth, and sexually transmitted infection data. Also include comparison of data for the proposed project geographic area with statewide averages to demonstrate relative need for the project.
- C. Any other state or federally funded SRA education projects, teenage pregnancy prevention education projects, or similar efforts operating in the county or local community proposed to be served. If there are no other state or federally funded projects, this should be stated. If other projects exist, the Applicant must state how they will avoid duplication of services.
- D. Statistical evidence of risk factors, health indicators, and social impacts contributing to sexual risk among 10–19-year-old youth in the defined geographic area of application.
- E. Statistical evidence of any racial, ethnic, socio-economic, and other health disparities related to sexual risk that exist within the geographic area of application.
- F. The sources of all data and statistics used to validate the need.

### **5.3 Objectives**

The Objectives must not exceed 2 pages in length, single spaced in 12-point Arial font. Each local project objective proposed to be accomplished by the Applicant must include the planned results, and the manner in which the results are to be achieved. Each objective must be directly related to achievement of the stated project results in **Section 2.4** and must be quantifiable and measurable.

#### 5.4 **Project Plan**

The Project Plan must not exceed 6 pages in length, with one-inch margins, single spaced in 12-point Arial font. This section must clearly describe how the proposed project will be implemented and describe how the project will be delivered. In a narrative format, Applicants must identify the following:

- A. The age group of the priority focal population is between the ages of 10 and 19.
- B. The geographic area by zip code or neighborhood boundaries where services will be provided and why these areas were chosen.
- C. The activities or actions that will be undertaken to achieve the local project objectives, including timelines with beginning and ending dates, and the persons who will be responsible for each activity or action.
- D. The intended implementation strategy that complies with curriculum requirements and developer guidelines as referenced in **Section 2.3**.
- E. The total number of youth participants proposed to be served during the contract period. As required in **Section 2.3**, the project must serve no fewer than the number of unduplicated youths in accordance with the Deliverable and Funding Level Crosswalk below.

#### **Deliverable and Funding Level Crosswalk**

<b>Funding Level</b>	<b>Deliverable: Number of Unduplicated Youth Completers</b>	<b>Deliverable: Number of Unduplicated Parent/Significant Adult Completers</b>
\$100,000	325	75
\$150,000	515	85
\$200,000	700	100
\$250,000	850	150
\$300,000	1000	200

- F. The theoretical framework(s) used to support project education and activities. It is expected that Applicants understand and apply evidence-based strategies that support youth development, behavior change, and positive health outcomes.
- G. The number of parents or significant adults to be served during the contract period. The project must serve no fewer than the number of unduplicated parents/significant adults in accordance with requested funding category.
- H. Describe the methods that will be used to recruit and actively engage parents or significant adults in SRA education and activities.

#### 5.5 **Evaluation Plan**

The Evaluation Plan must not exceed 2 pages in length, with one-inch margins, single spaced in 12-point Arial font. This section must describe how the Applicant will evaluate project activities offered to parent or significant adults as part of SRA education. Providers are expected to assess client satisfaction after education is offered and document an increase in knowledge, skills, and resources.

The evaluation tools used must be submitted to the Contract Manager for review and approval prior to use.

A rigorous evaluation (e.g., treatment and control groups) is not required.

## **5.6 Management Plan**

The Management Plan must not exceed 2 pages in length, with one-inch margins, single spaced in 12-point Arial font. This section must describe the Applicant's ability to successfully carry out the proposed project and to sustain the project once grant funding ends. The plan must include a brief description of the organization, its approach to managing the project, and proposed staffing for the project. This section requires a narrative and supporting documentation.

### 5.6.1 Narrative:

- A. Background information about the organization and previous grant related experience, if any, including a brief description of projects similar to the one proposed in response to the RFA. Describe the administrative structure of the organization, its overall mission, and how it relates to the statement of purpose for this RFA.
- B. A synopsis of corporate qualifications indicating the Applicant's ability to manage and complete the proposed project.
- C. The Applicant's operating hours.
- D. Description of how the project will be staffed. Identify the number and type of positions needed, which positions will be full-time, and which will be part-time, and qualifications proposed for each position, including type of experience and training required. Particularly address the experience and training requirements of health educators, administrative staff, and management staff. If the Applicant will use volunteers, explain in detail how they will be recruited, trained, and held accountable for complying with grant requirements.
- E. Description of the Applicant's plan to provide orientation and on-going training to ensure that staff and volunteers are properly trained to conduct SRA education and project activities.
- F. Description of the Applicant's plan for financially sustaining the local project once the contract period ends.

### 5.6.2 Supporting Documentation:

- A. Table of organization or organizational chart.
- B. Documentation that verifies official status of Community-Based Organization (501(c)(3) status).
- C. Documentation that verifies the official not for profit status of an organization in accordance with Chapter 617, Florida Statutes.
- D. Current roster of the Board of Directors, including names, addresses, and telephone numbers.
- E. Copy of the management letter from most recent financial audit.
- F. Letter of support or commitment to the proposed project from an Authorized official such as the Board Director, CEO or CFO, if applicable.

## **5.7 Collaboration**

The Collaboration section must not exceed 1 page in length, with one-inch margins, single spaced in 12-point Arial font. The Collaboration section will be used to describe the Applicant's partnerships with other local organizations to deliver the proposed project as described in the Project Description and Project Design. Collaboration will also be considered as a means of ensuring project sustainability once grant funding ends. Applicants must identify the following information in narrative form:

- A. The coordination and collaborative process used to plan and implement the proposed project. Explain who is involved, how partnerships will be maintained, the expected roles and responsibilities, and provide assurance that there is no duplication or overlap of services.
- B. The identity of each collaborative partner and their contribution to project objectives. Describe their role, activities, and expected outcomes as a result of their input.

- C. How members of the local community will be involved in project implementation.
- D. Applicants must also provide the following supporting documentation as part of Appendices. Appendices do not count toward page limit.
  - 1. Letters of agreement or commitment from schools, school districts, and other local organizations where SRA education and activities will be implemented.
  - 2. Agreements or letters of support with other collaborative partners, identifying their role and contribution to the project.

## 5.8 Appendices

All appendices must be clearly referenced (titled, numbered, lettered, or other) and support elements of the narrative.

## Section 6.0 SUBMISSION OF APPLICATION

### 6.1 Application Deadline

Applications must be received no later than 6:00 p.m., Eastern Time, on October 3, 2022.

### 6.2 Submission Methods

Applications may only be submitted by uploading to the Florida Department of Health Automated Upload System: <https://requestforapplications.floridahealth.gov>.

### 6.3 Instructions for Submission of Applications

Applicants are required to submit the electronic application, via the Florida Department of Health Automated Upload System, as follows:

1. The application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant.
2. The naming convention of the application must follow this format: RFA#-Provider Name-Program Specific Information (Example: RFA18-001-Elimination Inc-Closing the Gap).
3. The application must be uploaded into the system by the deadline stated in the Timeline.
4. To upload the application, go to <https://requestforapplications.floridahealth.gov/>. Click the drop-down menu to select the applicable RFA.
  - a. To upload a document for the first time, select Browse, click to choose file(s), then click Upload.
  - b. One or more files may be uploaded at one time. Accepted file types are .pdf, .xls, .xlsx, .doc, and .docx only).
  - c. To upload multiple files, click the keyboard's Ctrl key and select the files. Zero-byte files will be ignored. For the submitted document(s), maximum file size must not exceed 100 MB.
  - d. To replace a previously uploaded document, select Overwrite from the Upload Type drop-down menu.
5. You must enter the session key received with your initial submission confirmation. Click Browse to choose the updated file(s), then click Upload. **Note: In order to properly overwrite the previous upload, the updated file(s) must have the exact same file name as the document(s) being replaced.**

Applicants are encouraged to submit applications early. The applicant must click the Upload button prior to the deadline time in order to receive a successful confirmation. Once the deadline time has passed, the system will no longer offer an option to upload documents for the applicable RFA.

Applicants with inquiries regarding the electronic upload process via the automated system may contact [RequestforApplication@flhealth.gov](mailto:RequestforApplication@flhealth.gov).

#### **6.4 Where to Send Your Application**

Upload the application to the Department's Automated Upload System, located at: <https://requestforapplications.floridahealth.gov>.

### **Section 7.0 EVALUATIONS OF APPLICATIONS**

#### **7.1 Receipt of Applications**

Applications will be screened upon receipt. Applications that are not complete or that do not conform to or address the criteria of the program will be considered non-responsive. Complete applications are those that include the required forms in the Required Forms Section of this application. Incomplete applications will be returned with notification that it did not meet the submission requirements and will not be entered into the review process.

Applications will be scored by an objective review committee. Committee members are chosen for their expertise in public health education and their understanding of the unique health problems and related issues in Florida.

#### **7.2 How Applications are Scored**

Applications will be reviewed and scored using Evaluation Criteria Form. See **Attachment VIII**.

#### **7.3 Grant Awards**

Applicants will be awarded the amount requested as it complies with the funding level in **Section 2.3**. Awards will only be granted if funding is available. Funding decisions are wholly at the discretion of the Department notwithstanding evaluation point totals.

#### **7.4 Award Criteria**

Funding decisions will be determined by the Department on the basis of merit as determined by evaluation scoring criteria as described in section 7.2. The Department reserves the right to not award, issue a single award or multiple awards if it is in the Department's best interest.

#### **7.5 Funding**

The Department reserves the right to revise proposed plans and negotiate final funding prior to execution of contracts.

#### **7.6 Awards**

Awards will be listed on the website at: <https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html> on or about October 28, 2022).



**7.7 Cooperation with Florida Senate and the Florida House of Representatives**

In accordance with section 287.057(7), F.S., the Provider agree to disclose any requested information, relevant to the performance of this Contract, to members or staff of the Florida Senate or the Florida House of Representatives, as required by the Florida Legislature. Provider is strictly prohibited from enforcing any nondisclosure clauses that conflict with this requirement.

**7.8 Contract Formation**

The Department will enter into a Contract with the Provider according to the terms of this RFA. The Contract will incorporate the terms of this RFA, the Department’s Standard Contract, and the Applicant’s Response.

**7.9 Department’s Standard Contract**

Applicants must become familiar with the Department’s Standard Contract which contains administrative, financial, and non-programmatic terms and conditions mandated by federal laws, state statutes, administrative code rules, and directive of the Department of Financial Service’s Chief Financial Officer. Use of the Department’s Standard Contract is mandatory, and the clauses contained within them are non-negotiable.

**Section 8.0 REPORTING AND OTHER REQUIREMENTS**

**8.1 Post Award Requirements**

Funded Applicants will be required to participate in new-provider orientation within 30 days of the effective date of the contract. Funded Applicants will be required to submit a Calendar of Events within 45 days of the effective date of the contract.

The Executive Compensation Disclosure and Attestation Survey, Financial and Compliance Audit, and Civil Rights Compliance Checklist must be completed prior to contract execution.

**Section 9.0 REQUIRED FORMS & ATTACHMENTS**

**9.1 Cover Page – Attachment I**

**9.2 Budget Summary – Attachment II**

The Budget Summary provides an overview of all requested cost items that will be incurred by the proposed project as they relate to the Project Description and Project Design. The method of cost presentation will be a line-item budget using the format found in **Attachment II**. The total in the summary must not exceed the total of funds requested.

**9.3 Budget Narrative – Attachment III**

Justification for all cost items contained in the Budget Summary must be described in the separate Budget Narrative, the format for which is contained in **Attachment III**. All requested costs must be reasonable, allowable, and necessary to perform the education and activities proposed in the Application. Applicants must recognize that costs do not remain static; the budget must reflect the various phases and activities of planning, organizing, implementation, evaluation, and dissemination.

**Note:** If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

**9.4 Written Assurance of Compliance – Attachment IV**

Applicants will include with the Appendices the written assurance of compliance signed by the authorized official.

**9.5 Certification Regarding Lobbying – Attachment V**

**9.6 Certification Regarding Debarment – Attachment VI**

**9.7 Performance History – To be included with Appendices if applicable**

**9.8 Application Checklist – Attachment VII**

The Application Checklist is a comprehensive summary of the required components of the application. Applicants should use this as a guide to ensure the submitted application is complete. This is the last document in the packet.

**9.9 Evaluation Criteria Form – Attachment VIII**

The Evaluation Criteria Form is the tool that will be used to assess each application. This is not part of the application and should not be submitted.

**9.10 Standard Contract – Attachment IX**

This is the template for the standard contract with the Florida Department of Health. This is to be referenced by the Applicant. This is not part of the application and should not be submitted.

**9.11 Executive Compensation Disclosure and Attestation Survey – Attachment X**

This form is to be referenced by the Applicant. This is not part of the application and should not be submitted.

**9.12 Financial and Compliance Audit – Attachment XI**

This form is to be referenced by the Applicant. This is not part of the application and should not be submitted.

**9.13 Civil Rights Compliance Checklist – Attachment XII**

This form is to be referenced by the Applicant. This is not part of the application and should not be submitted.