Florida Department of Health

REQUEST FOR APPLICATIONS (RFA)
RFA 26-005

DR. AND MRS. ALFONSE AND KATHLEEN CINOTTI HEALTH CARE SCREENING AND SERVICES GRANT PROGRAM

APPLICATION GUIDELINES

FY 2027-28

Division of Public Health Statistics and Performance Management

Pre-Application Webinar November 17, 2026, 10:00 am Eastern
Visit www.FloridaHealth.gov/CinottiGrantProgram to obtain the Teams Meeting link.

Application Deadline:

January 6, 2027

Direct all questions about the online application process or related issues via email to CinottiGrantProgram@flhealth.gov with the subject heading “RFA 26-005 Questions”.

Authorized under Section 381.9855, Florida Statutes

Disclaimer – NOTE: The receipt of applications in response to this grant opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a grant from the Florida Department of Health. This grant opportunity is not subject to Subsection 120.57 (3), Florida Statutes.

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NOTE: All awards in response to this Request for Applications (RFA) are subject to the availability of funds and spending authority provided by the Florida Legislature. By submitting a grant application pursuant to this RFA, all applicants acknowledge and consent to this condition. A standard contract with the Florida Department of Health will be required prior to the initiation of activities. A sample contract is available. See Attachment 5: Standard Contract at www.FloridaHealth.gov/CinottiGrantProgram.

FUNDING ANNOUNCEMENT

The Florida Department of Health (Department), through its Division of Public Health Statistics and Performance Management, announces the availability of a funding opportunity for Fiscal Year (FY) 2027-28 through the Dr. and Mrs. Alfonse and Kathleen Cinotti Health Care Screening and Services Grant Program (Cinotti Grant Program).

Purpose: The Cinotti Grant Program seeks to expand access to no-cost health care screenings and services for the public facilitated by nonprofit entities.

Eligibility: Nonprofit organizations may apply for Cinotti Grant Program funding to implement new health care screening or service programs for one or more of the screenings listed below, provided these services have not been previously offered by the organization. Any nonprofit entity that has previously implemented a specific health care screening or services program at one or more specific locations may apply for grant funds in order to provide the same or similar screenings or services at new locations or through a mobile health clinic or mobile unit, or to mobilize staff in order to expand the program's delivery capabilities, pursuant to section 381.9855, Florida Statutes.

Allowable Screening Categories:

Hearing	Diabetes	Heart disease
Vision	Renal disease	Stroke
Dental	Chronic obstructive pulmonary disease	Scoliosis
Cancer	Hypertension	Autism

Estimated Funds Available: $10,000,000

Anticipated Number of Awards: The number of awards is dependent upon the number of applications and the amount of funding requested from each applicant.

Range for Award Amounts: $250,000 to $750,000

Type of Award: Grant

Budget Period: July 1, 2027 - June 30, 2028 (12 Months)

Grant Period: July 1, 2027- June 30, 2028

Note: There is an anticipated four-to-eight-week contract preparation period from the Notice of Award (NOA) date.

TIMELINE RFA 26-005

Applicants must adhere to the RFA timeline as outlined below. It is the Applicants' responsibility to regularly check the Department's website for updates.

Schedule	Due Date	Location
Request for Applications Released and Advertised	**November 3, 2026**	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html and www.FloridaHealth.gov/CinottiGrantProgram
Pre-Application Webinar	**November 17, 2026 10:00 am. EDT**	To join the Webinar, register below and find more information at www.FloridaHealth.gov/CinottiGrantProgram
Submission of Questions (Due date for submission)	**December 2, 2026 By 5:00 p.m. EDT**	Submit questions by email with the subject heading "RFA 26-005 Questions" to CinottiGrantProgram@flhealth.gov.
Anticipated Posting of Answers to Questions	**December 16, 2026**	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html and www.FloridaHealth.gov/CinottiGrantProgram
Applications Due (Faxed or e-mailed applications will not be accepted or reviewed)	**Must be received by January 6, 2027, 5:00p.m. EDT**	To upload your Application, go to the Department of Health Automated Upload System: www.FloridaHealth.gov/CinottiGrantProgram.
Evaluation of Applications Commences	**January 7, 2027**	Review and evaluation of Applications
Anticipated Award Notification Date (Notice of Award or NOA)	**March 1, 2027**	Department of Health Grant Funding Opportunities Website: https://www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html and www.FloridaHealth.gov/CinottiGrantProgram

SECTION 1.0: PROGRAM OVERVIEW

1.1 Definitions

1. **Administrative or Indirect Costs:** Costs for general management and shared support functions that benefit the grant-funded project but cannot be readily assigned to a specific screening, referral, outreach, reporting, or other project activity. Examples may include a proportionate share of financial management, personnel administration, executive oversight, clerical support, and other organization-wide administrative services. Costs that can be specifically identified with an approved project activity must be charged as direct costs rather than administrative or indirect costs.
2. **Applicant:** A non-profit organization that submits an Application in response to this RFA. This term applies to the pre-award phase of the Cinotti Grant Program. An organization is defined by the Federal Employer Identification Number (FEIN). An individual is not eligible to apply.
3. **Application:** The documents submitted by an Applicant in response to this RFA.
4. **Award:** State financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants by the Cinotti Grant Program to an eligible recipient.
5. **Bi-directional Referral:** An active process that considers both the information going from the screening program provider to the referred community program and the information returning from the community program to the screening provider.
6. **Budget Summary:** A brief line-item presentation of the financial aspects of the grant program.
7. **Budget Narrative:** A detailed explanation of all budget elements including staff and supplies with a description of how requested budget items align with the purpose of the grant program as defined in this RFA. The Budget Narrative should include a detailed justification for budget items.
8. **Central Data Management Portal:** This portal refers to the online platform provided by the Department accessible at https://cinottigrantprogram.floridahealth.gov. This portal serves as a centralized system for data management.
9. **Contract:** The formal agreement that results from this RFA, if any, and entered into by the Department and a Grantee, using the Department's most current Standard Contract form.
10. **Contract Manager:** An individual designated by the Department to be responsible for the monitoring and management of any resulting Contract.
11. **Contracted Screenings:** A health screening test is a medical test or procedure performed on members of an asymptomatic population to assess their likelihood of having a particular disease or condition(s). Health screenings provided under the Cinotti Grant Program as specified in section 381.9855, Florida Statutes, that address one or more of the following health conditions; autism, cancer, chronic obstructive pulmonary disease, dental conditions, diabetes, hearing loss, heart disease, hypertension, kidney (renal) disease, scoliosis, stroke, and vision problems.
12. **Deliverables:** The measurable outputs, services, reports, documentation, and other contractual requirements that the Provider must complete in the time and manner specified in the Contract. Deliverables may include, but are not limited to, health screenings, outreach activities, referrals and follow-up, data entry, supporting documentation, invoices, and quarterly progress reports.
13. **Eligible Participant:** An individual who is a legal resident of Florida.

14. **False Positive Rate (FPR):** A measure of the proportion of positive cases that were incorrectly identified or classified as positive in a screening.
15. **Federal Employer Identifier Number (FEIN):** A unique identifying number provided by the federal government to uniquely identify an organization.
16. **Financial Consequences:** Payment reductions for failure to complete or submit deliverables as specified in the Contract.
17. **Grantee:** An Applicant selected by the Department to receive an Award from the Cinotti Grant Program as a result of this RFA. This term refers to the post-award phase of grant-funded activity.
18. **Health care Screening Portal:** Online platform at healthcarescreenings.floridahealth.gov for listing events by providers for the public to locate free and reduced cost health care screening services or events in Florida.
19. **Health Outcomes:** Change in the health status of an individual, group, or population which is attributable to a planned intervention or series of interventions, regardless of whether such an intervention was intended to change health status.
20. **Method of Payment:** Fixed-price, fixed fee contract; payments contingent on completion of deliverables.
21. **Mobile Health Unit:** A Mobile Health Unit (MHU) is a specially equipped vehicle or fleet staffed with qualified health professionals that travel to community locations to deliver contracted screenings. MHUs may provide a wide range of preventive and diagnostic services and screenings. These units can also offer consultations, health education, and referrals to diagnostic or treatment services at schools, workplaces, community centers, or public events.
22. **Mobilization of Staff:** Mobilization of staff refers to the strategic deployment of trained personnel—such as behavioral specialists, screeners, and care coordinators—into a person's natural settings (e.g., home, school, daycare) to conduct screenings, gather behavioral observations, assist with intake processes, and support caregivers through the diagnostic journey.
23. **Nonprofit entity:** A nonprofit entity is an organization that qualifies for tax-exempt status by the IRS because its mission and purpose are to further a social cause and provide a public benefit. Nonprofit entities may include hospitals, universities, charities, and foundations.
24. **Partner Organizations:** Organizations the Applicant will partner with to provide services related to the Contract either directly or indirectly.
25. **Passive Referral:** Referral process that considers only the information going from the screening program provider to the referred community program or resource.
26. **Performance Measures:** Quantitative or qualitative indicators used to evaluate the provider's achievement of contractual deliverables and program objectives. Performance measures may include minimum screening targets, outreach activities, referrals, follow-up, data quality, reporting timeliness, and other measures established in the Contract.
27. **Provider:** The Applicant selected by the Department to receive an Award from the Cinotti Grant Program and that has executed a Contract with the Department in accordance with the terms of this RFA.
28. **Recording Requirements:** Means the performance data, supporting documentation, certifications, reports, and other information required by this agreement to demonstrate completion of contract deliverables, support payment, and facilitate contract monitoring.
29. **Referral**: The process of directing a participant to an appropriate health care provider, specialist, diagnostic service, treatment provider, or community resource following a health

screening when additional evaluation or treatment is clinically indicated. Referrals may be active (bi-directional) or passive.

30. **Required Activity:** A Department-defined activity within a contract task that must be addressed in the Applicant's workplan and completed by the Provider in accordance with the Contract.
31. **Service Area:** The counties in Florida to which program services will be directed.
32. **Service Location:** Services provided at specified sites; changes must be reported to the Department.
33. **Special Provisions:** Additional contractual terms and conditions that supplement the standard requirements of the Department's Standard Contract. They address matters not otherwise covered in the general deliverables or performance measures and are intended to clarify unique obligations of the Provider (e.g. contract renewal terms, compliance requirements, and portal requirements.)
34. **Unduplicated Clients:** The total number of participants who are counted once, regardless of the multiple visits they make and the number of services they receive. For projects with multiple screening types, clients may be counted for each screening type.

1.2 Overview of the Dr. and Mrs. Alfonse and Kathleen Cinotti Health Care Screening and Services Grant Program (Cinotti Grant Program)

The Cinotti Grant Program furthers the Department's mission to protect, promote and improve the health of all people in Florida through integrated state, county, and community efforts. The Cinotti Grant Program will engage with providers to expand no-cost health care screenings and services to improve the health outcomes for Floridians. The Cinotti Grant Program will foster the development of coordinated, collaborative, and broad-based participation in screening programs by nonprofits for autism, cancer, chronic obstructive pulmonary disease (COPD), dental, diabetes, hearing, heart disease, hypertension, renal disease, scoliosis, stroke, and vision screenings, that the entity has not previously provided.

1.3 Program Authority

The Cinotti Grant Program is authorized under section 381.9855, Florida Statutes.

1.4 Statement of Purpose

The Cinotti Grant Program is seeking Applications that expand access to no-cost health care screenings and services for autism, cancer, COPD, dental, diabetes, hearing, heart disease, hypertension, renal disease, scoliosis, stroke, and vision, facilitated by nonprofit entities.

1.5 Funding Period

The term of any grant resulting from this RFA will be for a period of 12 months beginning July 1, 2027, and ending June 30, 2028.

1.6 Grant Renewals

Funding under this RFA is limited to the award period identified in Section 1.5.

Grant renewal may be available subject to legislative authority, programmatic needs, and availability of funds. Current or previous funding under the Cinotti Grant Program does not

guarantee future funding or continued participation in the program. Organizations seeking future funding opportunities must meet the eligibility and application requirements established in the applicable funding opportunity.

1.7 Eligible Applicants

A grant awarded under the Cinotti Grant Program may be awarded to any nonprofit entity to implement new health care screening or services programs that the entity has not previously implemented.

Any nonprofit entity that has previously provided a specific health care screening or services program at one or more specific locations may apply for grant funds to provide the same or similar screenings or services in new locations, through a mobile health clinic or mobile unit, or to mobilize staff to expand the program's delivery capabilities.

Current or previous Cinotti Grant Program providers may apply for RFA 26-005 and future funding opportunities; however, Applicants must demonstrate expansion of services consistent with the requirements of the applicable funding opportunity and section 381.9855, Florida Statutes.

A nonprofit entity, per the Internal Revenue Service (IRS), is defined as an entity that is organized and operated exclusively for a specified purpose, meets certain requirements, and is tax exempt under Internal Revenue Code Section 501(c)(3).

The Applicant must provide its most recently filed IRS Form 990, if applicable. Organizations exempt from filing IRS Form 990 must provide documentation acceptable to the Department demonstrating such exemption, including applicable IRS determination or exemption documentation. Organizations operating under an IRS-approved filing extension must provide a copy of the extension documentation.

The Application must clearly identify a single lead agency and any subcontractors with respect to program accountability and administration. Subcontractors must also meet the eligibility guidelines stated above. Only one Application (first submitted) will be accepted per Applicant as identified by the Federal Employer Identification Number (FEIN).

1.8 Matching Funds Requirements

In-kind or cash matching of funds are not required. Although no matching requirement for this RFA exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged.

1.9 Notice and Disclaimer

Grant awards will be determined by the Department in accordance with this RFA and subject to legislative appropriation and availability of funds.

The Department reserves the right not to award, issue a single or multiple awards, or award less than the amount requested by an Applicant, as determined to be in the best interest of the state of Florida (State) and the Department. Submission of an Application in response to this RFA does not guarantee an award of grant funding.

Prior to execution of a Contract, the Department reserves the right to work with Grantees to clarify or revise funding amounts, proposed services, service delivery methods, deliverables,

screening targets, budgets, reporting requirements, performance measures, and other operational requirements to finalize the Award.

If, during the grant funding period, the authorized funds are reduced or eliminated by the State, the Department may immediately reduce or terminate the grant award by giving written notice to the Provider. Any such reduction or termination shall not affect the payment of allowable costs incurred by the Provider prior to the effective date of the reduction or termination, to the extent that funds are available for payment of such costs.

SECTION 2.0: TERMS AND CONDITIONS OF GRANT

2.1 Grant Requirements

1. Proposed activities will focus on contracted screenings only. Screenings covered under the Cinotti Grant Program should be offered to anyone who is eligible. Grantees must follow uniform data reporting requirements for the purpose of evaluating performance. Grant funds must be spent on staffing, supplies and other necessary costs directly related to screenings or related services, including referrals for treatment, if appropriate. Grantees must follow Department guidelines for reporting the expenditure of grant funds and measures to evaluate effectiveness of the screening and services program and must publicize and encourage the use of the health care screening portal managed by the Department (HealthCareScreenings.floridahealth.gov).
2. Activities supported through this grant must represent new or expanded screening activities and may not duplicate or supplant services currently funded through other local, state, federal, or private funding sources, including other Department funding. Applicants may propose expansion of existing screening programs; however, the Application must clearly identify the specific new or expanded activities, populations, locations, service capacity, staffing, outreach efforts, or deliverables that will be supported through Cinotti grant funding. Applicants must demonstrate that grant funds will supplement, rather than replace, existing program resources or previously funded activities.
3. Subcontracts are allowed under this grant. The Department may approve or deny any subcontracts. Subcontractors are accountable to the Grantee for the management of any funds received. Grantees may subcontract any of the proposed services with prior written approval from the Contract Manager. Grantees must demonstrate to the Department the procurement method used to secure all subcontract agreements. Subcontract agreements will be restricted to no more than 25% of the total final award and no more than four subcontracts are allowed per award, unless the Department determines that more than four subcontracts are necessary. Any subcontract request must be submitted during the first quarter of the Contract. The direct and primary recipient must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider. Both the Grantee and any subcontractors must be registered with the Division of Corporations under the Florida Department of State (www.sunbiz.org). Subcontracts must meet the eligibility guidelines of this grant and any work by the subcontractor must meet the grant requirements specified in the RFA and in the Contract. Indirect costs incurred by subcontracts count towards the 15% maximum indirect.

2.2 Corporate Status

Grantees will be nonprofit entities that are tax-exempt as noted in section 1.7 (Eligible Applicants). Tax-exempt status is determined by the IRS Code, Section 501(c)(3). The Applicant

must provide its most recently filed IRS Form 990, if applicable. This documentation (tax-exempt status and IRS 990) will be required when applicable as an attachment to the Application.

2.3 Use of Grant Funds

1. No state funding under this RFA may be used for promoting, advocating for, or providing training or education on diversity, equity, and inclusion (DEI). DEI means any program, activity, or policy that classifies individuals based on race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals based on such classification or promotes the position that a group or an individual's action is inherently, unconsciously, or implicitly biased based on such classification.
2. Allowable and Unallowable Costs: Grant funds may be expended on allowable expenditures only. Allowable and unallowable expenditures are defined by applicable state law and are specified in the "Reference Guide for State Expenditures" found at: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf. During the budget review, the Contract Manager will determine whether proposed expenditures are permissible.
3. Administrative or indirect costs of up to 15% of total grant funds are allowed under this grant award. Administrative staff must be clearly identified in the Budget Narrative. If Grantees have an approved indirect cost agreement, documentation must be submitted.
4. To support program outcomes identified in this RFA and upon prior written approval by the Department, grant funds may be used for personnel, fringe benefits, domestic travel, supplies, contractual, advertising, print or educational materials, technology, communications, maintenance, and copying and other direct service expenditures as described in the submitted Application. The purchase of food is not allowed with grant funds provided under this RFA.
5. Grantees of this RFA may not use funds for research. Research is generally defined as a systematic investigation that includes development, testing, and evaluation to create or contribute to generalizable knowledge. The intent of this funding is to provide contracted healthcare screening to the public, not to research the efficacy of such programs. Data from Grantees may not be used to support deliverables of other grant funded projects. Nothing in this section prohibits the collection, analysis, reporting, or use of programmatic data for purposes of grant administration, program evaluation, quality improvement, performance measurement, or public health planning related to approved project activities. Grantees must comply with all applicable federal and state confidentiality, privacy, and data-sharing requirements. Program data reported to the Department remains subject to Department oversight. During the active grant period, any external sharing, publication, or research use of grant-generated data beyond routine program administration and reporting must receive prior written approval from the Department. Following the conclusion of the grant period, Grantees may retain and use program data in accordance with applicable law, contractual requirements, approved data use agreements, and Department policies regarding confidentiality, disclosure, publication, and research use.
6. Subsection 11.062(1), Florida Statutes, prohibits the use of state funds for the purpose of lobbying. See the Reference Guide for State Expenditures for additional information. Grant funds also may not be used to pay the salary or expenses of any Grantee, contractor, subcontractor, or agent engaged in activities intended to influence legislation, appropriations, regulations, administrative actions, executive orders, or other actions pending before a legislative or governmental body.
7. In general, funds from this grant may not be used for fixed capital outlay (FCO). FCO is

defined as an appropriation category for the purchase of real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially improve or change its functional use and including furniture and equipment necessary to furnish and operate a new or improved facility.

8. Any single item with a purchase price of $5,000 or more, or multiple purchases of the same item that total $5,000 or more, is classified as equipment. The purchase of vehicles is not allowable with this funding, and any equipment purchases will need to be specifically reviewed and approved by the Department. If your Application includes equipment this will be reviewed during the post-award contract negotiation phase and prior to the start of program activities.
9. Recipients may not use funds to support projects where the primary activity is planning and implementation of a conference or meeting.
10. Grant funds may not be used to hire personnel whose primary responsibility is to perform duties for another organization that is not directly participating in the approved project.
11. Maintenance of Effort (MOE) refers to a requirement that local financial support for a project be maintained at a specified level. MOE is not a requirement of this grant. Agreements with recipients and sub recipients of state financial assistance, even if awarded on a fixed price basis, require compliance with section 215.971, Florida Statutes. Expenditures of state financial assistance must comply with laws, rules and regulations applicable to expenditures of state funds, including, but not limited to, the Reference Guide for State Expenditures.
12. No grant funding may be used on patient incentives or gift cards. Patient incentives include cash, gift cards, cash equivalents, or similar items of monetary value provided to participants as an incentive for participation in grant-funded activities Patient incentives are unallowable costs, but reasonable educational or informational materials directly related to the screening program are allowable.

2.4 Method of Payment

The Department will use a fixed price/fixed fee method of payment for this RFA.

1. The Department will provide reimbursement for allowable expenditures incurred pursuant to the terms of the grant for a total dollar amount not to exceed the awarded amount, subject to the availability of funds. Total expenditures will be reconciled at the end of the contract and unexpended funds must be returned to the Department.
2. Reimbursement will be made for travel expenses when necessary; however, to be eligible for reimbursement, all anticipated travel must be included as a separate line item in the submitted budget. Travel expenses must be reasonable, necessary, and directly related to the implementation of the proposed project. General travel expenses may be reimbursed if properly budgeted and justified. All travel must comply with the State travel guidelines and regulations, including applicable per diem rates, mileage, and allowable costs, as outlined in section 112.061, Florida Statutes.
3. Payment will be made upon the receipt, review, and approval of the deliverables outlined in the Contract, along with submission of a properly completed invoice. This invoice must include all required financial details and be accompanied by appropriate supporting documentation, such as receipts, timesheets, travel logs, or other records that verify the expenses incurred. Invoices and documentation must clearly correspond to the approved budget and demonstrate that expenditures are aligned with the scope of work. Payment will not be issued for incomplete or undocumented submissions. Invoices must be submitted and received within 15 calendar days following the end of the quarter for which reimbursement is being requested. Invoices submitted late will be subject to financial consequences, as per

the Contract.

4. Grantees must maintain records documenting the total number of unique individual participants served from grant activities and the dates on which activities were conducted for auditing and monitoring purposes. These records will be submitted quarterly to the Department.
5. Following the completion of all required monitoring activities, if it is determined that any program funds remain unexpended, the Provider must return those funds to the Department within 40 calendar days of the Department's request, in accordance with the terms of the Contract. Any unexpended funds may be subject to interest, penalties, or other remedies as provided by applicable law and the terms of the agreement.
6. The payment of bonuses is not permitted with the use of grant funds.

2.5 Required Program Reports

Funded grants must meet standard reporting requirements as noted below.

1. The Grantee must be prepared to use any central data management portals or other reporting mechanisms which the Department manages for this grant program.
2. Any proposed data collection method will be reviewed and agreed to by the Department in the post-award phase for reporting quarterly on the number of screenings completed or related services provided and including reporting on any referrals for treatment, if appropriate.
3. Grantees must also submit reports and any data collection updates to the Contract Manager on a quarterly basis in a manner specified by the Department. Additional information on reporting will be made available to Grantees.
4. Required quarterly reports will include quarterly invoices, expenditure reports, progress reports, collaboration and partnership updates, and any updates on the use and management of data or the data collection tool(s).

2.6 Programmatic Specifications

1. Applicants are required to provide the contracted screening for free over the course of the grant period, with services tailored to address the specific types of screenings proposed in the Application.
2. The Applicant shall not undertake any grant-related task beyond those explicitly negotiated without the Department's prior written consent and formal contract execution.
3. Professionals providing services under this grant must maintain all licenses, certifications, and credentials required by applicable federal and state law. Documentation of required licensure or certification must be available for Department review upon request.
4. All employees and volunteers with direct client contact must complete a Level II background screening in accordance with applicable Florida law and Department requirements. Documentation of required background screenings must be maintained by the Grantee and made available to the Department upon request.
5. If the proposed screenings include any laboratory-based testing (e.g., blood, urine, or swab-based diagnostics), the facility or provider must possess a valid Clinical Laboratory Improvement Amendments (CLIA) waiver or other certification, as appropriate. Documentation on CLIA compliance must also be available for review and must be maintained throughout the grant period.
6. Screening activities must be conducted using accepted screening protocols, evidence-based screening tools, and applicable professional standards for the specific screening type being provided.

SECTION 3.0: SUBMISSION OF APPLICATIONS

3.1 Cost of Preparation

Neither the Department nor the State are liable for any costs incurred by an Applicant in responding to this RFA.

3.2 Instructions for Submitting Applications

Applicants are required to submit the electronic application, via the Florida Department of Health automated system, as follows:

1. The Application must be signed by an individual authorized to act for the Applicant organization and to assume for the organization the obligations imposed by the terms and conditions of the grant.
2. The Application must be uploaded into the system by the deadline stated in the Timeline. Applicants should carefully follow all instructions in the online upload system.
3. To upload the Application, go to www.FloridaHealth.gov/CinottiGrantProgram.
4. To upload a document for the first time, select Browse, click to choose file(s), then click "Upload." Accepted file types are .pdf, .xls, .xlsx, .doc, and .docx only. PDF files should be electronically generated and should not be scans or photographs of original documents to preserve clarity and readability whenever feasible.
5. Multiple file uploads will be required for this Application. The Budget Summary and Budget Narrative are provided as Excel templates and must be submitted as Excel documents. The Workplan document is a Word document and may be submitted as a Word or PDF document.
6. Applicants are encouraged to submit Applications early. The Applicant must click the Upload button prior to the deadline (date and time) to receive confirmation of a successful submission. Once the deadline has passed, the system will no longer offer an option to upload documents for the applicable RFA.
7. Applicants with inquiries regarding the electronic upload process via the automated system may contact CinottiGrantProgram@flhealth.gov with the subject "RFA 26-005 Questions".

3.3 Pre-Application Webinar

A pre-application webinar will be held November 17, 2026, 10:00 am. EDT via the Microsoft Teams platform as indicated in the Timeline. Prospective applicants are encouraged, but not required, to participate in the pre-application webinar. The purpose of the pre-application webinar is to provide an overview of the RFA, application requirements, submission procedures, and an opportunity for Applicants to ask questions regarding the application process. Any statements made at the pre-application webinar are advisory only and will in no way be considered as a change or modification to the RFA contents. Any questions regarding the RFA requirements or any apparent omissions or discrepancies must be presented to the Department in writing prior or during the pre-application webinar. The Department will determine the appropriate action necessary, if any, and may issue a written amendment to the RFA. Only those changes or modifications issued in writing and posted as an official amendment will constitute a change or modification to the RFA. To access the webinar, visit www.FloridaHealth.gov/CinottiGrantProgram to obtain the Teams Meeting link.

3.4 Applicants Written Questions

Questions related to this RFA must be received in writing via email. Emails with the subject

heading “RFA 26-005 Questions” should be sent to CinottiGrantProgram@flhealth.gov by December 2, 2026, before 5:00 p.m. EDT as indicated in the Timeline. No questions will be accepted after the date and time indicated in the Timeline. Questions submitted to the RFA email will be available to the public, therefore please ensure that confidential information about your organization is not included.

SECTION 4.0: APPLICATION PREPARATION GUIDELINES

4.1 Application Content

Applications must address all sections identified in 4.3 below in the order presented. Applicants must use the official forms attached to this RFA. If alternate forms are used, the Application will be disqualified. All required information must be submitted in the order and within the correct formatting set forth in this RFA. The provision of extraneous information should be avoided and will not be reviewed as part of the application package.

Materials submitted will become the property of the State. The State reserves the right to use any concepts or ideas contained in the response. Applicants are responsible for monitoring the Cinotti Grant Program website for official amendments, answers to written questions, and other announcements related to this RFA.

4.2 Instructions for Formatting Applications

Applications must be submitted using the following specifications:
1. PDF or Word file format (Project Narrative and Workplan [Attachment 2]). Excel file format (Budget Summary and Budget Narrative).
2. Font Size: 12-point (Arial or Times New Roman).
3. Single-spaced.
4. Number and label all pages; not to exceed the maximum number of pages where applicable.
5. Page Margin Size: One inch.
6. Through the portal located at https://cinottigrantprogram.floridahealth.gov/, Applicants are required to complete and sign the Cover Page (Attachment 1).
7. The Project Narrative must not exceed the maximum number of pages outlined in Section 4.3.
8. The Budget Summary must be completed using Attachment 3. A Budget Summary is a brief line-item presentation of the financial aspects of the Application.
9. The Budget Narrative must adhere to the format in Attachment 4. A Budget Narrative is a detailed explanation of all budget elements including staff and supplies with a description of how requested budget items align with the purpose of the grant program as defined in this RFA.
10. Footers must include the name of the organization and page number.

4.3 Order of Application

The application package includes the following items:
1. Cover Page – (One-page limit) (See Attachment 1)
2. Table of Contents – (Two-page limit)
3. Project Summary– (One-page limit) Minimum 250 words
4. Project Narrative – (15-page limit) Including Organizational Capacity/Overview Statement; Statement of Need; Program Description; Collaboration/Partnerships and Expected

Outcomes (If Project Narratives exceed 15 pages, only the first 15 pages will be reviewed.)
5. Workplan - (Attachment 2) (No page limit)
6. Budget Summary – (Attachment 3)
7. Budget Narrative – (Attachment 4)
8. All required Attachments (Attachments A, C, E and F)
9. All required Appendices (See Section 9.0)

Note: Any Application not meeting the specific requirements will not be reviewed and notification will be provided of the failure to comply with RFA guidelines.

4.4 Cover Page

The Application must include a signed Cover Page (Attachment 1) containing the following information:

1. RFA number.
2. Title of the Application (Maximum length: one sentence).
3. Legal name of the Applicant organization.
4. Applicant organization mailing address, including city, state, and zip code.
5. Telephone number and e-mail address of the person who can respond to inquiries regarding the Application.
6. Applicant's Federal Employer Identification Number. Also provide your three-digit sequence number, if available. Sequence numbers can be located at the Florida Department of Financial Service Vendor Search page (https://fs.fldfs.com/iwpapps/swvfsrch.shtml).
7. Total amount of grant funds requested.
8. Contact information for personnel responsible for contract negotiations, including fiscal, programmatic, and authorized signatory representatives, when applicable.
9. Name, title, and signature of the person authorized to submit the Application on behalf of the Applicant organization.
10. County, or counties, to be served.

4.5 Table of Contents (Two-page limit)

The Application must contain a table of contents with page numbers identifying the major sections of the Application. The table of contents is not included in the Project Narrative 15-page limit.

4.6 Project Summary (Minimum of 250 words)

The Project Summary is limited to one single-spaced page and must have at least 250 words. The Project Summary must identify the main purpose of the project, the types of screenings to be provided, the area(s) to be served, and the expected outcomes.

4.7 Project Narrative

The Project Narrative is limited to 15 single-spaced pages. If the Project Narrative exceeds the page limit, only the pages written up to the page limit will be reviewed. Applicants should clearly describe referral and support activities for participants requiring additional evaluation, treatment, or related services following screening activities, when appropriate. Applicants should demonstrate a clear and logical approach for managing participants throughout the screening process, including communication of results, referral procedures, follow-up activities, and linkage to appropriate care when indicated.

Applicants should provide enough detail for reviewers to assess the project's appropriateness and merit. In narrative form, Applicants should thoroughly respond to the prompts below for each section.

4.7.1 Organizational Overview

The organizational overview should outline key descriptors of the Applicant organization to help reviewers assess the organization's alignment with the Cinotti Grant Program's goals, objectives, and intended beneficiaries. This overview should make clear who the organization currently serves, what outcomes are currently generated, what health services are provided and if the organization has the capacity to expand services and accomplish the proposed deliverables. In narrative form, Applicants must address the following information about their organization:

1. History of the organization.
2. Mission, vision, strategy, and values if applicable.
3. Goals, if applicable.
4. Current program/services offered and operating hours.
5. Service area(s) that will be served.
6. Insurance and payment policies. Describe whether the organization bills insurance for screening services, operates on a sliding fee scale, or provides services at no cost. Explain how the free screening services proposed under the Application will be distinguished from any services reimbursed through insurance or other funding sources.
7. Annual operating budget (most current available).
8. Current funding sources. Describe current funding that supports screening, prevention, referral, or related health services, including federal, state, local, private, healthcare system, or foundation funding. Clearly distinguish how the proposed Cinotti-funded activities will complement, rather than duplicate, existing funded activities.
9. Sustainability plan. This plan should describe how the organization would maintain the proposed activities in the Application if the Cinotti Grant Program funds were not available.
10. Describe recent accomplishments or measurable outcomes related to health screenings, referral services, community outreach, or similar public health initiatives completed within the past two years.

4.7.2 Staffing, Clinical Oversight and Service Delivery

Describe how the program will be staffed, including the use of paid staff, volunteers, consultants, and/or subcontractors. Specify the number and type of positions required, indicating which roles will be full-time and which will be part-time. For each position, outline the required qualifications, including the type of experience and training necessary. The Applicant must explain the process for recruiting staff and volunteers, as well as the method for procuring consultants and subcontractors.

Describe the clinical oversight structure that will be used to ensure the quality, consistency, and appropriateness of all proposed screening activities. Applicants should identify the licensed medical professional(s) responsible for clinical oversight and describe protocols for staff training, quality assurance, participant safety, communication of screening results, referral coordination, and linkage to appropriate follow-up care. Screening professionals must maintain all licenses and certifications required under applicable state and federal law, and documentation must be available for Department review upon request.

Mobile and Community-Based Service Delivery (Optional) - Applicants may propose mobile or community-based service delivery models to improve access to screening services, particularly in underserved or hard-to-reach communities. Applicants should describe how staffing, clinical oversight, equipment, quality assurance, participant privacy, and referral coordination will be maintained during off-site or mobile screening activities.

Artificial Intelligence (AI) and Client Data - Applicants may utilize artificial intelligence (AI) or other technology-assisted tools to support administrative functions, scheduling, communications, data analysis, quality improvement, or other project activities, provided such use complies with all applicable federal and state laws, regulations, and Department requirements. Any use of AI involving protected health information (PHI) or personally identifiable information (PII) must comply with the Health Insurance Portability and Accountability Act (HIPAA), applicable Florida privacy laws, and organizational security policies.

Applicants remain fully responsible for all clinical decisions, screening activities, referrals, and communications with participants. AI tools may not replace required clinical judgment, professional oversight, or licensed healthcare services. Upon request, Applicants must be prepared to describe how AI is used within the project and the safeguards implemented to protect participant privacy, confidentiality, and data security.

4.7.3 Statement of Need

1. The statement of need should describe the unmet need for the proposed screening services within the identified service area, identify the implications related to lack of access to screenings, describe the community, and describe any community factors or barriers that contribute to the identified need.
2. The demographic and geographic information provided should clearly align with the proposed screening activities. Applicants are encouraged to use the Department's data resources for state and local data at Florida Health CHARTS (https://www.flhealthcharts.gov/charts/default.aspx)
3. Applicants should describe relevant health indicators, risk factors, or other community characteristics that contribute to the need for the proposed screening services. It is recommended that Applicants focus on areas in their community with concentrated need.
4. Identify the specific population(s) to be served, the estimated number of individuals to benefit from each proposed activity, and the geographic area(s), settings, and frequency of services. Be as specific as possible (e.g., number of screening sessions, hours of operation). Applicants should explain how these estimates were developed and how they align with the proposed project scope. Applicants should also describe any barriers that limit access to screening or follow-up care within the proposed service area (e.g., transportation, lack of primary care providers, uninsured populations, language barriers, rural access, or other factors) and explain how the proposed project will help address these barriers.

4.7.4 Program Description

In narrative format explain how the services will be provided to address the needs identified in the Statement of Need section (Section 4.7.3). Applicants must include all the following information:

1) Proposed Activities and Timeline
    a) Describe the specific screening and related services that will be implemented using this funding, along with the anticipated timeframes for each activity.

b) Describe other sources of funding currently supporting the Applicant's activities and explain how the requested funding under this project will be allocated differently from existing funding sources. Applicants must demonstrate that grant funds will supplement, and not supplant, existing program resources or previously funded activities.

2) Screening Strategies and Client Engagement
   a) Explain all strategies for implementing the screening program, including targeted outreach and marketing, client education, referral to services (active or passive), and follow-up after screenings. Refer to Appendix A for guidance on recommended screening tools, time intervals, target populations, and applicable clinical guidelines. Describe how screening results will be communicated to participants and how referrals or recommendations for additional evaluation, treatment, or related services will be provided when appropriate.
   b) Confirm that all screening tools used are evidence-based, developmentally appropriate, and aligned with current clinical guidelines. Include a process for ensuring fidelity to standardized protocols. Briefly explain how your proposed project aligns with the program logic model provided in Appendix B.
   c) Describe the approach for redirecting resources to ensure the successful completion of the proposed project. Additionally, outline how the program will be sustained after the grant funding ends, ensuring its continuity and impact beyond the funding period.
3) Mobile Health Screenings (Optional) - For programs proposing mobile screening services, describe how these efforts will align with cost-effective principles. Include details on staffing, transportation methods, clinical oversight, equipment, participant privacy, quality assurance, referral coordination, and implementation specifics. Clarify how these services differ from any previous or existing activities and how mobile screening services will improve access to screening within the proposed service area.
4) Data Collection and Reporting - Describe the data collection plan for program activities. The recipient must be prepared to use any centralized data management portal provided by the Department. Minimum data requirements include type of screening, monthly screening totals, outreach efforts, education activities, referrals made, client follow-up and False Positive Rates (FPR) by method. Grant funds may not be used for the development of new data management systems, databases, software platforms, or data collection infrastructure. Reasonable modifications to existing systems, reporting processes, or data collection tools necessary to support approved grant activities may be allowable with Department prior written approval.
5) Addressing Barriers to Participation
   a) Identify potential barriers to screening participation and describe specific, actionable strategies to address them. Applicants should describe plans to monitor, track, and respond to barriers that arise during implementation and demonstrate a realistic and practical approach for delivering accessible and effective screening, education, referral, and follow-up services.
   b) Applicants should also describe barriers that may limit access to follow-up care (e.g., transportation, lack of a primary care provider) and explain how the proposed project will assist participants in navigating these challenges.
   c) Outline how the Applicant will address potential issues that may arise during project implementation, including remedies for any changes in the project timeline. Describe the contingency plans in place should the quarterly screening targets not be met or if key staff members leave the project. Include strategies for integrating replacements into project activities without disrupting progress.
6) Communications and Outreach Plan
   Applicants must provide a detailed communications and outreach plan that describes how they will promote the screening program using appropriate communication methods. Note

that an initial plan is due with the Application, and a modified and updated plan will be required in the post-award phase. The plan must include:

a) A strategy for targeted marketing designed to effectively reach the communities identified in the Application.
b) A commitment to promote the Florida Department of Health's public-facing healthcare screening portal https://healthcarescreenings.floridahealth.gov/, encouraging its use with patients and providers.
c) A description of how patient education will be provided and integrated into service delivery to ensure that individuals who are screened understand their results and are supported in taking appropriate next steps.
d) A description of how public outreach events will be promoted and entered into the Department's Healthcare Screenings Portal in accordance with Department requirements.
e) A process for sharing evaluation results with stakeholders and partner organizations.

7) Referral Process (To Related Health Services)
Describe how participants requiring additional evaluation, diagnostic services, treatment, or related health services will be referred following completion of a screening. Applicants should demonstrate a clear and practical pathway from screening through referral and appropriate follow-up care. Applicants must address the following:

a) Use of Active, Bi-directional Referrals - Active, bi-directional referral processes are strongly encouraged, as appropriate. These involve real-time communication and coordination between the referring organization and clinical or service providers to confirm that families are successfully connected to services.
b) Referral System Readiness - Clarify whether your referral system is currently in place or if it will be developed as part of the proposed project. If developing a system, provide a timeline and steps to ensure implementation during the grant period.
c) Explain how your organization will monitor referral completion, ensure service uptake, and track client progress post-referral. Mechanisms should be in place to follow up with both the provider and the family to ensure connection to care. Applicants are not expected to verify treatment outcomes when additional treatment is appropriate but should describe how referral activities and participant follow-up will be documented. For clients without an established primary care provider or medical home, describe how appropriate referral resources will be identified and offered to facilitate continuity of care when appropriate.

4.7.5 Collaboration (Partnership Plan)

The collaboration section should describe the past, current, and future efforts to partner with other organizations within the local community to deliver the proposed project as described in the Program Description (Section 4.7.4). Collaboration may also be considered as a means of ensuring program sustainability once grant funding ends and supporting participant access to follow-up care and related health services.
In narrative form, Applicants should address the following information, as applicable:

1. Briefly introduce partner organizations, highlighting each partner's expertise and success.
2. Define participation for each collaborative partner in program implementation. Describe the roles, activities, and expected outcomes because of partner input.
3. Specify contributions. Highlight the resources, staff, facilities, and expertise each partner will provide. If partners do not directly contribute to the program, detail how their partnership is beneficial to the organization's mission.
4. Referral Partnerships – Describe partnerships that support participant referral, follow-up, or linkage to care. Applicants should identify healthcare providers, health systems, Federally

Qualified Health Centers (FQHCs), county health departments (CHDs), specialty providers, or other community organizations that may receive referrals generated through the proposed screening activities. Explain how these partnerships will support continuity of care following screening services.

5. Explain subcontracts. If a portion of the grant will go to partner organizations as subcontracts, describe each subcontract in the narrative. Be sure the line-item budget shows how partners will spend the funds. Provide the name of organizations that you intend to work with in a subcontracting process. Demonstrate a clear process in place for handling subcontracts, making decisions, and managing joint efforts.
6. Provide current Letters of Support (LOS) or Memoranda of Understanding (MOUs). The LOS or MOUs should align with the partner roles and contributions specified in the narrative and budget if applicable. Identify the clinical or community partners involved in the referral process. Letters of Support are encouraged for referral partners that will play a significant role in participant follow-up or continuity of care but are not required unless otherwise specified by the Department. Detail any existing MOUs or coordination agreements. This documentation may be provided in the Attachments section of the Application and is not included in this section's page limit.
7. Partnerships may include alignment with the work of the local CHD and/or with the local FQHCs. A letter of support from these entities is recommended but not required.

4.7.6 Expected Outcomes (This completes the Project Narrative - 15-page limit)

1. List specific outcomes or changes anticipated because of program activities. These outcomes focus on measurable impacts, such as increased screening rates or improved follow-up. Expected outcomes should be realistic, measurable, and directly aligned with the proposed screening activities, target population(s), and project goals.
2. Describe the process for evaluating the proposed program's activities. Applicants should describe how program performance will be monitored throughout the grant period and identify the methods, measures, and data sources that will be used to evaluate project implementation and outcomes.
3. Clearly define the key outcome-oriented questions to be addressed—specifically how the program improves access to and completion of the proposed screenings and, when appropriate, referrals to related health services and participant follow-up.
4. Evaluation efforts are expected to begin at project inception to ensure early and ongoing documentation of activities and outcomes. The evaluation must generate documented evidence of how the funded strategies improved access to the screenings and referrals to related health services, as appropriate. Applicants should identify the primary performance measures that will be used to evaluate project success, including both process measures (e.g., outreach activities, screenings completed, referrals provided) and outcome measures (e.g., improved access to screening services, participant engagement, or linkage to care, when available).

4.8 Workplan (See Attachment 2 for required Word template)

Applicants must complete and submit a workplan addressing screening activity using the required template (Attachment 2). The Workplan should describe how the Applicant will implement the contractual tasks and deliverables in the template The Workplan should align with the Project Narrative, Budget Narrative, and proposed project timeline and demonstrate how the Applicant will successfully implement, manage, and monitor the proposed project throughout the grant period. Grantees will be required to provide quarterly reporting aligned with the objectives and strategies outlined in the Department-approved Workplan. Following award,

the approved workplan will serve as the basis for project implementation, contract monitoring, and quarterly progress reporting.

4.8.1 Screening-to-Care Continuum Workflow

Applicants must also complete and submit the required one-page Screening-to-Care Continuum Workflow included in Attachment 2 (add one page to the workplan template in Word or PDF format). The workflow must visually illustrate the participant pathway from outreach and screening through communication of screening results, referral, follow-up, and program reporting, as applicable to the proposed project. The workflow may be presented as a flowchart, process map, swim lane diagram, or similar visual format and should be consistent with the Project Narrative, Workplan, and proposed referral process. The workflow will be evaluated as part of the overall Workplan.

4.9 Proposed Budget Summary and Narrative (Use Excel templates)

The summary and narrative budgets must each provide a detailed description of proposed expenditures by type and an explanation of all requested cost items that will be incurred by the proposed project. The scoring for the Application will include a section for the Budget. All Applicants must use the budget forms provided and include a detailed narrative regarding expenditures. Do not modify the budget categories provided. All expenditures should fit within the categories provided.

4.9.1 Proposed Budget Summary (Attachment 3 - Excel template)

All costs contained in the Budget Summary must be directly related to the services and activities identified in the Application and clearly support the proposed Project Narrative, Workplan (Attachment 2), and contractual tasks as described in the post-award process. The minimum possible award amount is $250,000 and the maximum possible award amount is $750,000. All anticipated costs must be presented in the format outlined in this RFA. The method of cost presentation will be a line-item budget using the format specified in Attachments 3 and 4. Administrative or indirect costs should be directly related to project activities and may not exceed 15% of the total grant award. All requested costs must be reasonable and necessary, allocable, allowable, and directly related to the proposed project. This document must be submitted as an additional attachment to the submitted Application.

4.9.2 Proposed Budget Narrative- (Attachment 4 - Excel template)

Provide a brief justification for each budget line item. Applicants should demonstrate how the proposed expenditures relate to the activities in the Workplan or how the proposed expenditures will improve progress towards project objectives in a narrative format. Each budget justification should clearly explain why the cost is necessary, reasonable, allocable, allowable, and how it supports the successful implementation of the proposed project. Include only expenses directly related to the project and necessary for program implementation using only the standard heading listed on the budget form. This document must be submitted as an additional attachment to the submitted Application. For each line item, Applicants should provide sufficient detail to allow reviewers to understand how the requested amount was calculated (e.g., quantity, unit cost, frequency, salary calculations, estimated mileage, or other applicable cost assumptions).

If the proposed budget includes personnel, consultants, subcontracts, equipment, travel, supplies, or other significant expenditures, Applicants should explain how each expense supports the proposed screening activities and why the requested amount is reasonable. The Budget Narrative should be consistent with the Project Narrative, Workplan, and Budget Summary. Budget items that are not adequately justified or cannot be linked to proposed project activities may be determined to be unallowable during the application review or post-award budget negotiation process.

4.11 Attachments for Application

Applicants must include the following attachments in the table of contents and place them at the end of the Application. The attachments are not counted towards page limits. All attachments must be clearly referenced and support elements of the Project Narrative:

4.11.1 Attachment A – Organizational Information (required – no page limit)

1. An organizational table or chart. (See Section 4.7.1 – Organizational Overview) Include those positions that are potentially serving in the proposed program.
2. A current roster of the board of directors, if applicable.
3. A list of relevant program personnel who will have a role in the proposed new screening work. Include names, job titles, relevant education, certifications, and training, a description of current job functions, and potential role and responsibilities in the proposed project.
4. Contact Information for Representatives of the Applicant
    a. The name, mailing address, email address, and telephone number of Applicant's official payee to whom the payment will be made.
    b. The name of the contact person and street address where Applicant's financial and administrative records are maintained.
    c. The name, mailing address, email address, and telephone number of Applicant's representative responsible for administration of the program.
    d. The name, title, mailing address, email address, and telephone number of Applicant's signatory.
    e. The name and email address of up to two additional individuals that the Applicant would like copied on the notice of award and/or the Contract when routed for execution, if applicable.

4.11.2 Attachment B – Proposed data collection instruments (optional – no page limit)

This attachment captures any new tools for data collection, if any will be implemented specifically for this proposed grant effort. This is not a requirement. This is for reference only and is not a scored element.

4.11.3 Attachment C – Applicant's official status (required – no page limit)

Applicants must provide verification of the organization's official status (e.g. nonprofit entity, 501(c)(3), etc.). Acceptable documentation includes 1) appropriately filed articles of incorporation, 2) an IRS determination letter, or 3) a current tax-exempt certificate.

4.11.4 Attachment D – County Health Department letter (optional – no page limit)

Upload letter(s) from the CHDs where the screenings will be provided outlining any partnerships, referral agreements, and collaborations with the team leading the CHD's

Community's Health Improvement Plan (CHIP). Letters should be signed by the CHD Administrator, CHD Director, or a designee. This letter is recommended but not required.

4.11.5 Attachment E – Letter(s) of Support (required – no page limit)

Include at least one Letter of Support from at least one organization that will serve as a referral for your screening. Additional organizations may provide Letters of Support. Any letters should detail the collaborative partnerships described in the collaboration plan. A CHD letter does not count as the required Letter of Support for Attachment E.

4.11.6 Attachment F – Certification of Drug Free Workplace (required – no page limit)

Upload a Certification of Drug Free Workplace. The Applicant must provide the necessary organizational documentation. A one-page policy statement from the organizational perspective describing the Certification of a Drug Free Workplace is sufficient. There is no standard formatting for this response. This is a non-scored element.

4.12 Authorized Signatory

The signature on the Application must be that of an organization's authorized official who has legal authority to bind the organization to the provisions of the RFA and the subsequent grant award. This person is usually the President, Chairman of the Board, Chief Executive Officer, or Executive Director. If another person signs the Application, a document establishing delegated authority must be included with the Application. The authorized signature certifies that all information, facts, and figures are true and correct and that, if awarded a grant, the organization will comply with the RFA, the subsequent Contract, all applicable state and federal laws and regulations, and other instructions and procedures for program compliance and fiscal control. The signatory is certifying that these potential grant funds will not be used to supplant other resources or be used for any purposes other than the funded program.

SECTION 5.0: EVALUATION OF APPLICATIONS

5.1 Receipt of Applications

An automated email confirming receipt of the Application will be sent to the Applicant upon successful submission. Upon receipt, Applications will be reviewed for compliance with the requirements of this RFA. Applications that are incomplete or that do not conform to the requirements of this RFA will be considered non-responsive and will not be evaluated.
If an Application is determined to be incomplete or non-responsive, the Department will notify the Applicant by email.

5.2 Evaluation of Applications

Applications will be evaluated using the criteria identified in the sample scoring sheet provided below. This scoring sheet will be used to review each Application for completeness and alignment to the RFA. Applications will be evaluated by reviewers selected based on their expertise in chronic disease prevention, program management, and evidence-based intervention strategies.

Application scores are one component of the Department's funding decision and do not guarantee that an award will be made. Following the technical evaluation, the Department may conduct an administrative review of the highest-ranked Applications to verify applicant eligibility, assess programmatic feasibility, evaluate budget reasonableness, and confirm consistency with the requirements and objectives of this RFA. Grant awards are subject to the availability of funds. Final award amounts, approved budgets, performance measures, and contractual deliverables will be established through post-award negotiations with the Department and incorporated into the executed Contract.

Cinotti Grant Program: Application Evaluation Scoring Rubric RFA 26-005
How Applications are Scored: Each Application will be evaluated and scored based on the evaluation criteria identified in this RFA. Applications will be reviewed by objective review teams using standardized evaluation sheets to assign point values for each scoring category. The scores assigned by all review team members will be averaged to determine the final application score. The maximum possible score is **100 points**. Review team members shall assign only whole-number scores (no decimals) for each scoring category. Applications will be scored using the categories and maximum point values identified below.
Scoring Criteria:

Project Narrative - Organizational Overview and Staffing: Provides information on staffing levels and organizational capacity that indicates that the Applicant has the organizational and staffing capacity necessary to successfully implement and manage the proposed project. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 10.**	**Points**
1. The Applicant sufficiently demonstrates the administrative structure of the organization, its mission, current programs and services, and how its organizational infrastructure will support the proposed project activities. The Applicant has infrastructure in place to establish and sustain a new or expanded screening program. If the Applicant does not have previous experience managing a health care screening program, it demonstrates sufficient organizational capacity based on experience administering similar programs or by describing the proposed management structure for the new screening program.	3
2. The Applicant sufficiently demonstrates organizational experience relevant to the proposed project, including examples of similar or related programs that demonstrate the ability to successfully implement the proposed activities. For the proposed health care screenings, the Applicant demonstrates an understanding of evidence-based screening practices consistent with Appendix A: Health Screenings Table.	2
3. The Applicant clearly identifies the positions, roles, responsibilities, and experience of program staff, including the anticipated level of effort or percentage of time each position will dedicate to the project, as applicable. The Applicant clearly describes	3

medical and clinical oversight.	
4. The Applicant sufficiently demonstrates a contingency plan to ensure continuity of project operations. The Applicant explains how staff vacancies will be addressed and how replacement personnel will be recruited, trained, and integrated into project activities with minimal disruption. If volunteers are used, the Applicant explains how they will be recruited. The Applicant identifies how subcontractors will be used and explains their roles in project implementation, including their relevant qualifications or experience. The contingency plan should also describe how the Applicant will monitor progress toward proposed screening goals and the corrective actions that will be implemented if projected screening targets are not achieved.	2
Total Points for this section:	**10**

Project Narrative - Statement of Need: Provides information demonstrating the Applicant's understanding of the need for the proposed project and the health care screening services within the identified geographic service area. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 10.**	**Points**
1. The Applicant clearly identifies the proposed geographic service area and target population(s) to be served. The Applicant provides current, relevant demographic, epidemiological, and community data that demonstrate the need for the proposed screening activities within the service area. The Applicant sufficiently demonstrates existing gaps in access to health care screenings and related services within the community.	5
2. The Applicant describes barriers that may limit access to screening services and explains how the proposed project will address those barriers. The Applicant sufficiently demonstrates how the proposed project and requested funding will improve access to health care screenings within the identified geographic service area. The Applicant clearly explains how the proposed screening activities will expand the availability of screening services and improve access for the identified target population(s).	5
Total Points for this section:	**10**

Project Narrative – Program Description: Provides information describing how the proposed project will be implemented to address the identified need and achieve the objectives of the Cinotti Grant Program. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 20.**	**Points**
1. The Applicant clearly describes how the proposed screening activities will be provided. This response should include what type of screenings will be provided, the total number of individuals (duplicated and/or unduplicated clients as appropriate) that will benefit from each new or expanded screening activity, the area/s served and/or locations and settings in which activities will take place. Programs should include monthly screening targets, screening program outreach, patient education, referrals to related health services and client follow-up. Programs should also report on the False Positive Rate (FPR) and report on mitigation strategies to address false	5

positives with patients and clinical partners. See Appendix A for additional guidance on evaluation per screening type.	
2. The Applicant identifies any local, state, or federally funded programs that provide similar screening services within the proposed service area. If similar programs exist, the Applicant demonstrates that the proposed project will not duplicate existing services or supplant other funding sources and clearly explains how the proposed activities will complement, expand, or otherwise enhance available screening services.	3
3. The Applicant sufficiently describes outreach, participant education, community engagement, and communication strategies designed to reach the identified target population(s). The Applicant also explains how participants will receive screening results, referrals, and appropriate follow-up support, when applicable. For programs proposing mobile screening services, describe how these efforts will improve access to screening within the proposed service area.	5
4. The Applicant sufficiently demonstrates appropriate clinical or medical oversight for the proposed screening activities. The Applicant confirms that all screening tools used are evidence-based, developmentally appropriate, and aligned with current clinical guidelines. The Applicant identifies the medical or clinical oversight structure and explains how screening quality, participant safety, communication of screening results, referrals, and follow-up activities will be managed in accordance with current standards of practice.	5
5. The Applicant describes the data collection plan for program activities. Minimum data requirements include type of screening, monthly screening totals, outreach efforts, education activities, referrals made, client follow-up and False Positive Rates (FPR)	2
Total Score for Project Narrative	**20**

Project Narrative – Collaboration and Referral Process: Provides information describing the Applicant's collaboration and partnership strategy to support implementation of the proposed project and improve access to health care screening services. Criteria to be considered are listed below. **Maximum Possible Score for the section is 15.**	**Points**
1. The Applicant sufficiently demonstrates a strategic partnership plan describing how the organization will establish, maintain, and strengthen partnerships within the proposed service area. Partnerships are supported by current Letters of Support (LOS), Memoranda of Understanding (MOUs), or other documentation demonstrating active collaboration, as applicable. The Applicant clearly describes the process for ongoing communication and coordination with collaborative partners, including bi-directional communication when appropriate.	5
2. The Applicant demonstrates a comprehensive referral and follow-up plan that identifies the roles and responsibilities of the Applicant and its referral partners. The plan includes procedures for participant referral, communication with referral partners, follow-up activities, and bi-directional communication, when appropriate, to support	5

participant linkage to recommended services. The Applicant sufficiently demonstrates how collaboration will support the long-term sustainability of the proposed project beyond the grant period.	
3. The Applicant sufficiently demonstrates how the roles, responsibilities, and contributions of collaborative partners will support implementation of the proposed project and workplan. If a portion of the grant will go to partner organizations as subcontracts, demonstrate that a clear process is in place for handling subcontracts, making decisions, and managing joint efforts.	5
Total Score for Collaboration	**15**

Workplan and Screening-to-Care Continuum Workflow: Provides a coherent and understandable description of the proposed project that demonstrates how the Applicant will implement the proposed activities in accordance with Section 4.8 of this RFA. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 20.**	**Points**
1. The Applicant sufficiently demonstrates how the proposed screening activities will take place, including how screening services will be implemented, managed, and completed within a reasonable project timeline.	5
2. The workplan is clear, organized, and demonstrates a well-managed approach to project implementation. The Applicant sufficiently demonstrates how the proposed activities, performance measures, and implementation strategies support the expected outcomes identified in Appendix B – Logic Model and within the workplan template.	5
3 The required Screening-to-Care Continuum Workflow clearly illustrates the participant pathway from screening through referral, follow-up, and reporting and is consistent with the proposed workplan activities.	10
Total Score for Program Workplan	**20**

Project Narrative - Expected Outcomes: Provides information describing the anticipated outcomes of the proposed project and the Applicant's approach to evaluating program effectiveness. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 10.**	**Points**
1. The Applicant identified specific, measurable outcomes or changes anticipated because of the proposed program activities. The expected outcomes focus on measurable impacts, such as increased screening rates, improved access to screenings, and appropriate referral and follow-up. The Applicant sufficiently demonstrates the process for evaluating the proposed program activities and measuring progress toward the expected outcomes.	5
2. The Applicant sufficiently demonstrates how the impact of the proposed project will be measured within the identified service area. The evaluation approach includes assessment of outreach activities, participant education, screening services, referrals, follow-up, and other relevant performance measures, as applicable. The Applicant sufficiently demonstrates how evaluation findings will be analyzed, shared with	5

appropriate stakeholders, and used to support continuous quality improvement and ongoing program management.	
Total Score for Evaluation	**10**

Budget Summary and Narrative: Provides a proposed budget that clearly identifies all anticipated project expenditures and demonstrates that requested costs are reasonable, necessary, and directly related to the proposed project activities. Criteria to be considered are listed below. **Maximum Possible Score for the Section is 15.**	**Points**
1. The Applicant sufficiently demonstrates that the proposed budget is reasonable, necessary, and consistent with the purpose, objectives, and proposed activities of the project.	5
2. The Applicant sufficiently demonstrates that each budget line item includes an appropriate quantity or number of units, unit cost, total cost, and a clear justification that supports the proposed project activities. The Applicant sufficiently demonstrated that there are no unallowable costs included.	5
3. The Applicant sufficiently demonstrates that administrative or indirect costs do not exceed 15% of the total grant funds requested and that subcontract costs, if proposed, do not exceed 25% of the total grant funds requested.	5
Total Score for Budget	**15**

SCORE REVIEW (MAXIMUM POINTS)	
1. Organizational Overview and Staff:	**10**
2. Statement of Need:	**10**
3. Project Narrative:	**20**
4. Collaboration:	**15**
5. Workplan:	**20**
6. Expected Outcomes:	**10**
7. Budget Summary and Narrative:	**15**
TOTAL SCORE FOR ALL SECTIONS	**100**

SECTION 6.0: GRANT AWARDS

6.1 Grant Awards

The amount of each grant award shall be determined by the Department. The Department may establish a minimum amount or a maximum amount for grants and shall determine the amount of each award based on the merits of the Application. The Department reserves the right to evaluate the organizational capacity, administrative structure, economic viability, and the ability to deliver services by each Applicant prior to final award and execution of the Contract.

The authorized representative and/or the program director of successful Applicants will receive a Notice of Award (NOA) from the Department. Applicants not selected for funding will be notified by email.

6.2 Award Criteria

Funding decisions will be made by the Department after consideration of the recommendations and scores assigned by the application review team. Final funding decisions are at the sole discretion of the Department, notwithstanding the final evaluation scores.

6.3 Funding

The Department reserves the right to negotiate final budgets, workplans, performance measures, and contractual deliverables with Grantees prior to execution of the Contract.

6.4 Posting of Awards

Award information will be posted to the following website links:

1. www.FloridaHealth.gov/CinottiGrantProgram
2. www.floridahealth.gov/about/administrative-functions/purchasing/grant-funding-opportunities/index.html

6.5 Vendor Registration

To be eligible to receive a funding opportunity, all Applicants and their sub-contractors seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapter 617, Florida Statutes.

Each Applicant doing business with the State of Florida for the sale of commodities or contractual services as defined in Section 287.012, Florida Statutes, must register in the MyFloridaMarketPlace (MFMP) system, unless exempted under rule 60A- 1.030(3), Florida Administrative Code. Also, the Department will not enter into an agreement for the sale of commodities or contractual services as defined in Section 287.012, Florida Statutes, with any Applicant not registered in the MFMP system, unless exempted by rule. Any Applicant not currently registered in the MFMP system will need to register within five days of receiving the notice of award. Information about registration is available, and registration may be completed, on the MFMP website https://www.dms.myflorida.com/business_operations/state_purchasing/vendor_resources. Those lacking internet access may request assistance from the MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, Florida 32399.

Once MFMP registration is complete the vendor will have a sequence number automatically assigned to their account. This sequence number is required for post award management. If your organization already holds MFMP registration and knows the sequence number, please include this in the online portal where requested. If you do not know or do not have a sequence number yet leave this field blank.

SECTION 7.0: REPORTING AND OTHER REQUIREMENTS

7.1 Post Award Requirements

Grantees will be required to negotiate with the Contract Manager and grant staff to finalize the grant Workplan.

Grantees will be required to submit:
1. Quarterly Progress Reports
2. Quarterly/Annual Financial Status Reports

Report Type	Reporting Time Period	Report Due date
Quarterly Progress Report (QPR) and Financial Status Report (FSR)	July 1, 2027 – September 30, 2027 First Quarter of 2027 (Q1-27)	October 15, 2027
Quarterly Progress Report (QPR) and Financial Status Report (FSR)	October 1, 2027 – December 31, 2027 Second Quarter of 2027 (Q2-27)	January 15, 2028
Quarterly Progress Report (QPR) and Financial Status Report (FSR)	January 1, 2028 – March 31, 2028 Third Quarter of 2028 (Q3-28)	April 15, 2028
Annual Progress Report (APR) and Closeout Financial Status Report (FSR)	April 1, 2028 – June 30, 2028 Fourth Quarter of 202 (Q4-28)	August 15, 2028

The format of reporting requirements will be reviewed with Grantees in the post-award period. Grantees must complete reporting utilizing the systems and reporting tools provided by the Department.

SECTION 8.0: APPLICATION SUBMISSION CHECKLIST & REQUIRED FORMS

Documents must be submitted in either PDF, Word, or Excel format. The filenames for all files must begin with the name of the nonprofit entity and include the name of the document (For example “Generic Nonprofit-Budget Narrative.xlsx”). Applicants must carefully follow the instructions provided in the online application system.

1) Cover Page (One Page Limit) (See Attachment 1)
2) Table of Contents (Two-page limit)
3) Project Summary (One-page limit – minimum of 250 words)
4) Project Narrative (PDF or Word format) (15-page limit, as described above)
5) Appendices (To be included with the Application)
   a) Organizational Information
   b) Proposed Data Collection instruments (Optional)
   c) Applicant’s official status - IRS Nonprofit Status (501(c)(3)) and filed IRS Form 990
   d) Letter of Support (County Health Department) (Optional)
   e) Letters of Support (General) (One or more letters are required – Not including CHD letter)
   f) Certification of Drug Free Workplace – (Applicant will provide documentation)
6) Workplan (template) and Screening-to-Care Workflow (Word format / PDF Format) (Attachment 2)
7) Budget Summary (Attachment 3)

8) Budget Narrative (Attachment 4)

SECTION 9.0: APPENDICES AND ATTACHMENTS

Appendices provide reference information to assist Applicants in preparing their Applications.

Attachments are Department-provided forms and templates that Applicants must complete and submit unless otherwise indicated.

RFA Appendices:

Appendix A: Health Screenings Table
1. Screening Time Interval
2. Screening Populations (by age group, by gender, etc.)
3. Recommending Organization for Screening Guidelines
4. Screening Protocol Effective Dates

Appendix B: Program Logic Model

RFA Attachments:

There are four attachments required for responding to this RFA. Each provides additional information or a form necessary for the completion of the RFA.

- Attachment 1: Application Cover Page
- Attachment 2: Workplan - Attach the Screening-to-Care Continuum Workflow (completed by the organization, within the workplan document)
- Attachment 3: Budget Summary
- Attachment 4: Budget Narrative

Post Award Documentation

Post-award documentation is provided for reference only and will be pertinent for Grantees of this program. These documents are not necessary for completing an Application.

- Attachment 5: Standard Contract
- Attachment 6: Financial and Compliance Audit Attachment
- Attachment 7: Annual Executive Compensation Disclosure and Attestations Survey
- Attachment 8: Annual Executive Compensation Reporting Form
- Attachment 9: Reference Guide for State Expenditures
- Attachment 10: Travel Guidelines - State of FL Authorization to Incur travel
- Attachment 11: Recipient-Subrecipient and Contractor -Vendor Determination Checklist for State-Federal Funds
- Attachment 12: Subcontracting Request Form