REQUEST FOR APPLICATIONS (RFA)
CORE Community Organized Relief Effort
Improving COVID-19 Health Disparities
Fulton County COVID-19 Health Equity Grant

Summary Information

The goal of this funding opportunity is to reduce COVID-19 related health disparities by improving and increasing testing and contact tracing among populations at higher risk and that are underserved, including racial and ethnic minority groups by focusing on health education, resource coordination, and community outreach. CORE will provide funding for up to two community-based organizations that will demonstrate effective techniques for reducing health inequalities among minorities in Fulton County.

Proposal Due Date and Time: January 28th, 2022 by 5pm ET
Selection Announcement Date: February 11th, 2022 by 5pm ET
Maximum Funding Amount: Up to $126,000 USD if one organization is selected, or up to $63,000 USD if two organizations are selected
Estimated Period of Performance: July 31, 2022
Eligibility: Must be a 501 (c) 3 operating in Fulton County (Please see Section A below for more details.)
Contact: rfa@coreresponse.org

CORE will hold an informational webinar where all interested CBOs can ask questions of the program staff. Official webinar will be held January 21st, 2022 at 1pm ET.
I. Description of RFA

Background
The goal of this funding opportunity is to reduce COVID-19 related health disparities by improving and increasing testing and contact tracing among underserved populations at higher risk, including racial and ethnic minority groups by focusing on health education, resource coordination, and community outreach. CORE will provide funding for up to two community-based organizations that will demonstrate effective techniques for reducing health disparities among minorities.

Up to two community-based organizations will be contracted by CORE under a Fulton County Board of Health and CDC funded project as a grantee. The grantee will be chosen through a competitive RFA process and will receive up to $126,000 USD through July 31, 2022 to implement activities aimed at reducing COVID-19 related health disparities among Fulton County residents.

Purpose
The purpose of this funding opportunity is for local CBOs to work alongside communities of South Fulton County to address COVID-19 related disparities. The CBO will work to improve and increase COVID-19 vaccination, testing, and contact tracing capacities across the populations they service, which must be inclusive of underserved populations who are at higher risk for COVID-19, such as racial and ethnic minority groups. The CBO will promote COVID-19 related health education, as well as provide isolation and quarantine support. The CBO(s) will be responsible for working directly with their service populations to spread awareness of COVID-19 throughout the duration of the health disparities project.

Project Activities/Expected Outcomes/Expectations and Deliverables:
CBOs will disseminate messaging to address COVID-19 related health disparities, particularly across communities who have been disproportionately impacted by COVID-19 and have relatively low rates of vaccination.

Scope of Work:

1. The CBO will be responsible for educating and directing community members to CORE household services and providing COVID-19 related health education. The CBO will hire or designate a Community Vaccine Ambassador who will aid clients in navigating the health care system and empower individuals to recognize signs and symptoms of physical health needs.
2. Disseminate regular messaging to target populations about services provided by
the CORE household visit teams (antigen testing of symptomatic individuals, contact tracing, resource coordination, vaccination).

3. Direct clients and community members to CORE household services for COVID testing and vaccination.

**Expected Outputs and Outcomes:**
The following outcomes are expected of the CBO:

*Appointment of Community Vaccine Ambassador(s)*
The CBO will use funding to support at least one COVID-19 Community Vaccine Ambassador. All Community Vaccine Ambassadors will receive training from Georgia State University's School of Public Health and Adult Literacy Research Center in health literacy for vaccine confidence and vaccine hesitancy as it relates to COVID-19. Additionally, Community Vaccine Ambassadors are expected to refer eligible community members to CORE’s at-home COVID-19 services.

*Community-Wide Health Education Events*
The CBO will be expected to host a number of community-wide events that center residents of South/Fulton County. Every event hosted by the CBO must disseminate regular and consistent messaging to target populations. Content should be inclusive of COVID-19 disease, vaccination, testing, contact tracing/case investigation, and CORE resource coordination.

*Vaccine Referrals*
The CBO will be responsible for referring eligible residents of Fulton County to CORE’s free at-home COVID-19 vaccines. The CBO will be responsible for directing interested and eligible Fulton County residents to the [Fulton At-Home COVID-19 Services Portal](#), where residents will be able to request their free at-home COVID-19 vaccine.

*Antigen Testing Referrals*
The CBO will be responsible for referring eligible residents of Fulton County to CORE’s free at-home rapid antigen testing. The CBO will be responsible for directing interested and eligible Fulton County residents to the [Fulton At-Home COVID-19 Services Portal](#), where residents will be able to request their free at-home rapid antigen test.

The above deliverables are what is required of each CBO at a minimum. CORE will provide oversight to each CBO, which will primarily be specific to COVID-19 related health education, directing residents to CORE’s at-home testing, vaccination, and contact tracing services, and community resource coordination. Marketing materials will also go through an internal approval process prior to being disseminated to the public.
To measure the impact of the community-based organization’s (CBOs) activities, CORE personnel will collaborate closely with the selected organization. Best practices, obstacles, lessons learned, and realized outcomes will be documented and shared with relevant stakeholders.

**Optional Activities:**
The CBO will also have the option to propose additional activities that align with the project’s scope. In the event that a CBO decides to propose additional activities or deliverables, the CBO will be expected to notify the CORE project team. Below are some optional activities that fall within the scope of the project:

*Media Channels*
The CBO has the option of developing and delivering content for various media and digital channels. The content must be relevant to the project and will have to be consistent with CORE’s marketing guidelines.

*Health Literacy Workshops*
The CBO will have the option of hosting in-person or virtual health literacy workshops. The subject matter can include information such as COVID-19, vaccination, testing, contact tracing/case investigation. The learning objectives should include understanding what a vaccine is and how they protect individuals and the community against disease, understanding risks and benefits of getting a COVID vaccine, and knowing how to navigate services for community members affected by COVID-19. Although the CBO will have some flexibility with how health literacy workshops are structured, they should still service and engage residents of South Fulton County.
Eligibility:
The following eligibility requirement must be met:

- Community based organizations that are registered as a 501(c)3 with the State of Georgia and will need to provide proof of their 501(c)3 status.

ALL items from Section A are required and must be included in order for the application to be processed. Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

☐ A. Also, please submit one (1) copy of these exhibits:
1. □ Letter from the Internal Revenue Service recognizing the agency as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year.
2. □ A copy of the agency’s Certificate, Articles of Incorporation (including agency / program mission), and Amendments from the Secretary of State – Georgia.
3. □ An original Certificate or Declaration of Insurance, (listing CORE as a Certificate Holder), for proof of insurance with a minimum of $1 million (aggregate) coverage and a ‘current’ one (1) year term.
4. □ All mandated Federal, State, and local permits, licenses and certifications applicable to operations.
5. □ Copy of Program Evaluation Forms and Tools.
6. Organizations must provide two (2) years of performance measure outcomes, working with targeted populations.
7. □ U.S. Homeland Security and Georgia Security and Immigration Compliance Act Documents:
9. •Georgia Security and Immigration Contractor Affidavit, and the
10. •Georgia Security and Immigration Subcontractor Affidavit
11. •All three (3) documents are necessary to fulfill this requirement. Documents must contain the appropriate signatures from Homeland Security, your agency, and subcontractors, if applicable.
Criteria for Review of RFAs

PLEASE NOTE: All applicants must use the templates provided below, including the Full Proposal Template (Attachment A) to complete and submit the RFA. *Please submit completed RFA to rfa@coreresponse.org*

A 100-point system will be used to evaluate application criteria as follows:

*Personnel (10 points)* - The organization must demonstrate that its personnel work closely with high risk and underserved communities, and that current positions and personnel reflect the communities they serve. Please provide no more than ½ page single spaced, Times New Roman.

*Program Description (30 points)* - The program description should describe how the organization will achieve the goals of the program. Please briefly describe where the organization proposes to work, proposed activities, detailed workplan (Attachment B), and how the organization will report on monthly milestones and performance towards expected results. CBOs will provide programmatic descriptions, plans, partnerships, resources, and intended and achieved outcomes throughout the program development and implementation phase. The program description shall be evaluated based on the likelihood of achieving the expected outcomes within the proposed time frame and budget. Please provide no more than two pages double spaced, 12 inch, Times New Roman.

*Institutional Capability/Past Performance (40 points)* - CBOs will be selected based on their demonstrated and tangible outcomes addressing health disparities among high-risk or underserved populations. The CBO must have demonstrated operations within Fulton County, preferably with an emphasis on areas in southern Fulton and City of Atlanta. CBOs who have good collaboration with local and/or state public health departments will be given priority by reviewers. The organization should demonstrate the following: a strong track record in community outreach program; effective past performance in the implementation of similar programs and results achievement; good relationships with former and current partners and beneficiaries; strong, proven financial management and internal control systems; and the ability to rapidly deploy qualified personnel to implement new programs. Please provide up to two past performance references from other donors/funders using the past performance
reference form attached (See Attachment C). Please provide no more than 2 pages double spaced, 12 in, Times New Roman.

Cost (20 points) - Please provide a detailed budget (See Attachment D) of your expected costs that include at least the following categories: personnel costs, direct implementation costs, and overhead. The budget must include at least one full time personnel dedicated to the program. Evaluation of cost applications will include cost realism, how it ties to the program description, and demonstrated good stewards of funding. The Cost Review will consist of a thorough review of the applicant’s comprehensive budget and accompanying budget notes. No grant should be awarded without a detailed plan for 100% of service funding.
Attachment A. Full Proposal Template *(REQUIRED)*

This template should be used by applicants to prepare a Request for Applications (RFA). Applicants must complete the template in full, not exceeding the prescribed length of each section. The recommended font is Times New Romans size 12. You can delete all instruction texts that are in italic.

The following documents are required to be submitted with the Full Proposals:

1. A signed declaration by the applicant organization must be submitted on an appropriate letterhead, including the following:
   “I, the undersigned being the person responsible in the Applicant’s organization for the proposed Project, do hereby certify that the information given is true and correct at the time of submission.”, with signature, name, position, place, date.

2. Applicant organization 501c3 status

3. Applicant organization evaluation forms and tools

4. Applicant organization Past Performance References (at least two with work completed within the last three years.) Template attached.
1. Project Summary

<table>
<thead>
<tr>
<th><strong>Project Title:</strong></th>
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<tbody>
<tr>
<td><strong>Applicant Organization Legal Name:</strong></td>
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<tr>
<td><strong>Short Name/Acronym:</strong></td>
<td></td>
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<tr>
<td><strong>Organization Type:</strong></td>
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<td><strong>Telephone:</strong></td>
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<td><strong>Project Goal:</strong></td>
<td>As stated in the logical framework</td>
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<td><strong>Project Duration:</strong></td>
<td>In Months</td>
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<tr>
<td><strong>Total Amount Requested from CORE:</strong></td>
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</tbody>
</table>

2. Personnel

*Staff assigned to the project*

Describe who will be involved in the project implementation, including name, full title, background and role in the project. CVs for lead personnel may be also submitted. *(maximum 150 words)*
3. Program Description

Project Background and Proposed Project Location(s), Target Population
Describe the context relevant to the project, including factors that can increase or perpetuate the problem. Include in the description information of the proposed project locations, communities and target populations for the proposed interventions. (maximum 500 words; maps and images can be used here or attached to the submission)

Approach
Explain the project approach and how it will fulfill the expected outcomes of the Fulton County COVID-19 Health Equity Grant. (maximum 500 words)

Synergies to Other Initiatives
Indicate possible synergies and links to other projects in target communities. Explain if the project will leverage successful previous experience and detail this experience. (maximum 350 words)
**Attachment B. Workplan Proposed Activities and Timeline (REQUIRED)**

List in the table below the activities to be carried out under each outcome that is included in the logical framework. Add more columns if needed, depending on your project duration.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Mark with an ‘X’ in which the month the activity is expected to be carried out.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>Outcome 1.1</td>
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<tr>
<td>Activity 1</td>
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<td>Activity 1</td>
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</tbody>
</table>
4. Institutional Capacity/Past Performance

Applicant Organization Description
Describe the organization purpose, history and current work.
(maximum 150 words)

Applicant Organization Relevant Experience
Describe the previous experience of the organization in managing grants of similar amounts and technical area.
(maximum 150 words)

Applicant Organization Current Structure
Describe how many people are employed by the organization including how many work in the proposed targeted implementation area.
(maximum 50 words)

5. Cost (Budget)

Complete the table (Attachment D), which must be coherent with the activities listed above. Provide here a brief narrative description of your budget. Highlight if there is any other support to the project (in cash or in kind) or not, keeping in mind this is not a requirement. Present your main budget categories explaining which represent the highest proportion from the total. Please include at least one full time staff person on the project.
Attachment C. Past Performance References *(At least 2 REQUIRED within past 2 years)*

<table>
<thead>
<tr>
<th>Program Name:</th>
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<tbody>
<tr>
<td>Geographical Focus of Program</td>
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<tr>
<td>Contact Name, Title, and Address of Representatives (Donor):</td>
</tr>
<tr>
<td>Brief Description of Program:</td>
</tr>
</tbody>
</table>
Attachment D. Budget Template *(REQUIRED, separate Excel attachment) *

END OF RFA APPLICATION