



February 2, 2023

TO ALL INTERESTED APPLICANTS:

The Fulton-DeKalb Hospital Authority (FDHA) seeks interested faith-based organizations to apply for 2023 Community Innovation Project (CIP) cooperative agreement for the period beginning April 1, 2023. Eligible faith-based organizations that serve communities in Fulton and DeKalb Counties, Georgia are eligible to apply. This is a competitive cooperative agreement opportunity.

The Request for Applications (RFA) announcement is attached. The RFA outlines the requirements for the FY 2023 project year. The FDHA respectfully requests that careful consideration and planning be made to ensure the maximum reach and impact of our efforts. Please submit a typed, signed-in-blue-ink, unbound original application and **four copies** in accordance with the request for application instructions. **Applications must be physically in The FDHA office by Friday, March 3, 2023, by 3:30 PM.** Applications will only be accepted by way of U.S. Mail, courier express mail, or hand delivery to the address provided in the RFA instructions. In addition to the hard copies of the application, we are requesting that an electronic copy of the entire application be sent to: communityinnovationprojects@thefdha.org

Also, a pre-application training session will be held for interested applicants on **Thursday, February 9, 2023 from 11:00am-12:30pm**. It is highly recommended that interested applicants attend this session in person at The FDHA, however a virtual option will be made available.

Interested applicants should email all questions or comments to communityinnovationprojects@thefdha.org. Thank you for your interest.

Sincerely,

Christine J. Wiggins,
Vice President, Community Health Systems
The Fulton DeKalb Hospital Authority

Enclosure

cc: Jevon Gibson, CEO, The Fulton DeKalb Hospital Authority

Technical Assistance on the Request for Application

It is strongly recommended that all applicants attend the pre-application training session to review the application process and reporting requirements. It is suggested that at least one (1) staff who will work closely with the program attend the session.

Technical assistance will be offered during this training session to address any questions regarding the posting of this funding announcement.

The pre-application training session will be held on the date and time listed below:

Date: Thursday, February 9, 2023

Time: 11:00am – 12:30pm

Location: The Fulton-DeKalb Hospital Authority

145 Edgewood Ave, SE

Second Floor

Atlanta, GA 30303

Join Zoom Meeting

<https://us02web.zoom.us/j/84431699814?pwd=OEIHN2JmbHBnT2xSeXZBbVdZNXZoQT09>

Meeting ID: 844 3169 9814

Passcode: 555658

One tap mobile: +13052241968,,84431699814#,,, *555658

Dial by phone: +1 301 715 8592

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REQUEST FOR APPLICATIONS (RFA)
COMMUNITY INNOVATION PROJECT (CIP)

The Fulton-DeKalb Hospital Authority

February 2023

A. BACKGROUND:

The FDHA was established to ensure that all residents of Fulton and DeKalb Counties have fair and equitable access to quality health care regardless of their social and/or economic condition. Our mission is through collaboration with Grady Health System and innovative strategies, we will improve health outcomes in Fulton and DeKalb Counties. We strive to promote health and wellness by actively seeking opportunities to strengthen the continuum of prevention and care resources available to residents of Fulton and DeKalb Counties. Working collaboratively with Grady and a cadre of committed community partners, we are focused on closing the gaps in our health ecosystem. As a hospital authority, a large subset of our efforts centers around ensuring that the under resourced and underserved residents of Fulton and DeKalb are connected to quality prevention and care services and resources.

As a quasi-governmental agency, The FDHA provides oversight and support for Fulton and DeKalb Counties' interests in the provision of quality healthcare through the Grady Health System. The FDHA is the material owner of Grady facilities and has a vested interest in the overall performance of the health system and its responsiveness to the healthcare needs of the residents of Fulton and Dekalb Counties.

B. STATEMENT OF NEED

There is often a stigma related to addressing one's mental health. It is important to note that "mental health" and "mental illness" are not synonymous. According to the CDC, **mental health** includes our emotional, psychological and social well-being. It affects how we think, feel and act. It also helps determine how we handle stress, relate to others and make healthy choices (CDC, 2021). **Mental illness**, on the other hand, is a condition that affects a person's thinking, feeling, behavior or mood. These conditions deeply impact day-to-day living and may also affect the ability to relate to others (NAMI, 2023).

A health ecosystem is the network and physical environment of an individual that impacts their overall health and well-being. The health ecosystem in Fulton and DeKalb Counties, as well as other counties throughout Georgia, has been challenged and strained the last few years. Several factors have contributed to this strain, but specifically COVID-19, a rise in chronic conditions, most recently the closure of two major hospitals in economically and socially disenfranchised areas, and the rising mental health crisis have made things drastically worse.

The mental health crisis in Georgia is well documented. In a report by Mental Health America (MHA), Georgia ranks #48 in Access to Care rankings. This measure includes access to insurance, access to mental health treatment, quality and cost of insurance, access to special education, and mental health workforce availability. According to the National Alliance on Mental Illness (NAMI), 4,911,327 people in Georgia live in a community that lacks ample mental health

professionals (NAMI, 2021). In addition, 1 in 6 unhoused Georgians live with serious mental illness. The mental health crisis is not lost on youth. In Georgia, 68.4% of youth age 12-17 who have depression did not receive any care in the last year. There is a confluence of factors that contribute to these outcomes including the stigma associated with mental illness that is pervasive in many communities. According to NAMI, the stigma (negative attitudes and beliefs) towards people who live with mental health conditions is pervasive in the U.S. and can be particularly strong in the Black community (NAMI, 2022). NAMI further states, “while other communities face mental health challenges, Black communities often deal with more stigma and discrimination, and can receive compromised care.” Shared cultural and lived experiences like family connections, personal values, and spirituality inform the how mental health is defined and expressed in the Black community. These same experiences can be a great source of support and strength during challenging times. Historically, faith-based institutions have served as “safe spaces” where the people seek support, comfort and even healing. According to the Pew Research Center (2021), 91% of Black Americans say religion is “somewhat” or “very important” in their lives. Therefore, engaging faith-based institutions as partners and collaborators in the effort to destigmatize mental health, raise awareness and link people to care and support services is a critical step in responding to the mental health crisis. Fulton and DeKalb Counties are the number one and number four most populated counties in Georgia. Racial and ethnic minorities comprise more than half the population in both counties, and the median age of residents is 35.2 years and 35.5 years respectively. While approximately 13% of Fulton County residents live below the federal poverty level compared to 16% of DeKalb County residents, the same is true as it relates to the percentage of uninsured adults 18-64 in both counties (13% and 16% respectively).

The FDHA has selected three core priority areas to focus on for a three-year period (2023-2026)- Access to Care, Social Determinants of Health, and Mental Health. **This RFA will specifically focus on the Mental Health priority.**

It is for the reasons mentioned above that The FDHA is committed to partnering with local churches and faith-based institutions to improve the lives of the residents in Fulton and DeKalb Counties and to serve as a facilitator in changing the current health and social service landscape.

The target audience for this opportunity include Black/African American and other racial and ethnic minorities. This RFA is particularly interested in supporting socially and economically disenfranchised minority communities with a disparate burden of mental health stigma.

C. ELIGIBILITY AND AWARD INFORMATION:

The following information outlines the criteria that is required for an organization to be eligible for a CIP cooperative agreement, as well as the structure of the cooperative agreement awards:

1. Eligibility Information

- a. Churches and faith-based institutions with a physical business address located within Fulton County or DeKalb County, Georgia are eligible to apply for the CIP cooperative agreement.

- b. Applicants **must** include a Certificate of Existence with Georgia State Government in the proposal. A Certificate of Existence can be obtained by requesting it from the Secretary of State.

2. Award Information

The FDHA will provide funding to churches and faith-based institutions in Fulton County and DeKalb County for a 12-month period. Awards will be issued as cooperative agreements, a form of grant that allows for substantial involvement from the issuing agency (The FDHA), to ensure project goals are being met and align with the overall strategic priorities for the organization.

Substantial involvement by The FDHA may include but is not limited to the following functions and activities:

- a. Review and approval of workplans and budgets before work can begin on a project during the identified funding period; or when a change in scope of work is proposed.
- b. Training and technical support for selected partners to build (and/or strengthen) capacity.
- c. If staffing or contract changes happen during the project period, The FDHA project manager must be notified within 15 days of the change.
- d. In accordance with applicable laws, regulations, and policies, the authority to take corrective action if detailed performance specifications (e.g. activities in this funding guidance; approved work plan activities; budgets; performance measures and reports) are not met.

Funding awards will not be less than \$15,000 and will not exceed \$25,000. Applicants should submit a project proposal and budget which reflects this funding range.

D. PROGRAM COMPONENTS

The purpose of the CIP is to provide funding support and technical assistance to community serving organizations interested in strengthening the health ecosystem in Fulton and DeKalb Counties. To strengthen the health of the community, a focus on providing preventive services over treatment must be imbedded into all outreach and engagement methods. To achieve this focus, CIP recipients must identify how the following components will be utilized to reach various target audiences.

The four program components are:

- 1. Screening and Testing
- 2. Education

3. Linkage to Services
4. Community Engagement

Screening and Testing

CIP recipients will partner with trained mental health service providers to use evidence-based (or best practice) screening methods to evaluate an individual's mental health.

Example 1: Coordinate and execute a depression screening and linkage to care program at your church or faith-based institution.

Sample Activities:

- *Identify a local (culturally and linguistically responsive) mental health or counseling provider to partner with*
- *Establish an MOU that outlines partnering agency's roles, responsibilities, and terms of engagement*
- *Raise awareness of screening events using multi-media outlets and institutional leaders*
- *Provide linkages to support services*

Education

CIP recipients will provide Mental Health First Aid training and education to members of their congregation, their constituents, and their respective circles of influence.

Example 2: Develop a series of Mental Health First Aid Trainings targeting institutional leaders, staff, the congregation and the surrounding community.

Sample Activities:

- *Identify a Mental Health First Aid training provider*
- *Develop and execute a comprehensive multi-media mental health awareness campaign*
- *Develop a training schedule and conduct trainings on a rolling basis*
- *Evaluate trainings for quality and responsiveness*

Linkage to Services

CIP recipients will serve as a resource link for additional health and social services available in Fulton and DeKalb Counties. Linkage to services involves connecting community members to needed health and social services.

Example 3: Connect individuals to care and support services

Sample Activities:

- *Partner and collaborate with various functions of Grady Health System to provide linkages to health services.*
- *Identify ways to effectively connect with counseling/mental health service providers, social service agencies (housing, transportation, food and nutrition, job placement, etc.) to provide needed resources to target populations.*

- *Identify gaps in services for the target population and provide innovative solutions to address these issues.*

Community Engagement

CIP recipients will identify opportunities to engage and coordinate with the community residents and leaders to sustain outreach efforts.

Example 4- Host a townhall meeting and invite local leaders to discuss faith-based strategies for addressing mental health issues in the targeted community

Sample Activities:

- *Establish or participate on a council, board, workgroup, or coalition geared towards addressing the mental health and/or social needs of the target population.*
- *Develop and execute a multi-media mental health awareness campaign*
- *Seek other State, Federal, and Private (e.g. foundations, philanthropic organizations) funding to ensure local sustainability of outreach efforts.*
- *Continuously share the needs of the target population with local representatives and stakeholders, along with recommendations to improve outcomes.*

E. PROGRAM AND FISCAL REPORTING REQUIREMENTS

Program: Each CIP grantee will be expected to comply with the following operational and reporting guidance:

1. **Progress Reports:** Program sites will submit quarterly statistical and narrative reports of progress towards action plan goals. The narrative report should highlight activities and accomplishments as well as any difficulties or barriers in attaining target goals for that quarter. Also, a plan of action of how the program site will overcome any barriers that were reported for the quarter should be stated. Copies of fliers of events, attendance records, any culturally appropriate or translated materials developed, pictures, screenshots from social media, and agendas developed for programs and coalition/committee meetings should be included in the narrative report.
2. **Reporting System:** Program sites must agree to participate in the electronic reporting system. This system allows the grantee to document activities completed, progress on performance measures, and evaluation of outcomes/impact of the proposed program.
3. **Action Plan:** Be able to demonstrate the implementation of the proposed work on an action plan template.
4. **Meetings:** Program sites must attend/participate in standing meetings with The FDHA and other project partners.

5. **Site Visits:** At minimum, one (1) site visit will occur, and staff will need to be available to answer questions, demonstrate program workflow, and review procedures and program materials with The FDHA staff.
6. **Operational Office:** Applicants must identify and maintain an operational office within Fulton and/or DeKalb County, Georgia. Home offices are not authorized. All official records must be maintained at this location for site visits and audits.

Fiscal: Each grantee will be expected to comply with the fiscal guidance for this cooperative agreement:

1. **Budget:** Submit a 12- month line-item budget and an accompanying budget narrative that explains in detail how each line-item budget figures are estimated.
2. **Fiscal Reports:** A fiscal report should be provided on a quarterly basis reflecting the spend down of awarded funds for the year.
3. **Available Funds:** Program funds will be made available a 12-month period, based on program performance, and timely submission of program and fiscal reports.
4. **Payment Terms and Process:** Successful applicants are eligible for an advance of 25% of the total grant award. Subsequent funds will be provided upon receipt of expense report, payment request and accompanied with timely progress reports on performance measures.
5. **Personnel:** Program funds used for personnel, contractors, consultants, subgrantees, etc. should be reasonable based on the program design. Program funds should be directed towards maximizing programmatic services and materials versus salaries, clinical services, and promotional materials.
6. **Accounting System:** Applicant should have the appropriate accounting/file storage/grant management systems in place to receive and account for grant funds.
7. **Administrative Costs:** For CIP awards, no more than 5% of the program budget should be used for administrative costs. This is to ensure that maximum funds are dedicated to direct program services.
8. **Certificate of Existence:** Applicants **must** include a Certificate of Existence with Georgia State Government in the proposal. A Certificate of Existence can be obtained by requesting it from the Secretary of State.

F. APPLICATION OUTLINE AND CONTENT

The application must contain the following **Sections 1-7** in succession using the specifications below:

1. **The Format:**

The CIP application should be no more than 5 pages long (not including budget pages, appendices, and written budget narrative justification), if submitting for one jurisdiction. If an applicant is submitting an application to provide services in two jurisdictions, the application should be no more than 8 pages long.

The application should be 12 pt font Times New Roman, double spaced, 1-inch margins, and each page numbered sequentially.

2. **Cover Letter:**

Place on your institution's letterhead a detailed cover letter that states your intent to apply for funding consideration. The purpose of the cover letter is to introduce the organization and the application. The authorizing official should sign and provide the contact name, title, email and phone number for CIP point of contact. The federal tax identification number should also be provided.

3. **The Narrative:**

The narrative section should be able to stand alone in terms of depth of information. This section should be succinct, self-explanatory, and well organized so that reviewers can understand the proposed program. It is strongly recommended that recipients follow the outline below when writing the narrative. The narrative should be written as if the reviewer knows nothing or very little about community outreach and engagement initiatives, specific to the target groups previously mentioned.

a. **CIP Narrative**

Provide a detailed description of how CIP funds will be used to implement the goals, objectives and performance standards. Present your program's plans to achieve the goals/objectives established by The FDHA, before the end of the project year. All performance standards must be achieved by the end of the project year.

b. **Applicant's Organizational Capability and Personnel:**

Provide a narrative outlining the institutions experience and/or abilities to account for/manage the proposed grant and to provide the identified services to the target group. Include information regarding the organization's ability and experience in promoting community health and health awareness if applicable. Additionally, provide the names, position titles (if applicable), and outreach experience of the proposed CIP Program Manager and all others who will work with the CIP. Describe the role and responsibilities of each person. Identify who will be responsible for financial management, submission of fiscal forms for your organization.

c. **Description of Target Community/Neighborhood:**

Describe the geographic area to be served where work is to be performed and explain why services are needed. Provide a demographic description of the target community which may include but is not limited to:

- (1) Race and ethnicity
- (2) Age group (0-18; 18-34; 35-64; 65+)

- (3) Gender (male, female, other- please specify)
- (4) Income levels
- (5) Insurance status (Insured, uninsured, underinsured)
- (6) Zip code

G. FY 2023 Program Goals, Objectives, and Performance Measures

The application should describe specific, measurable, achievable, realistic, and time-phased (SMART) project activities for each objective described in the application’s project plan. Objectives are steps towards accomplishing your goal, they are narrow, precise, tangible, and can be measured. They identify the target audience or community being served and they need to be realistic and capable of being accomplished within the grant period. The application should include measurable goals and aims based on one (1) year project period. Please identify the total number of participants to be reached at the end of the project period. This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. (NOTE: The FDHA will not fund any project that does not include measurable outcomes).

This section will also describe how the project's effectiveness will be measured: what will be measured, how will it be measured, and when it will be measured. You should describe how the outcome(s) will be measured and reported. “Measurable outcome” is an observable end-result that describes how a particular intervention benefits consumers. Measurable outcomes are planned evaluation of an aspect of the program that can be measured to determine a result, quantifiable outcomes are expressed as an amount, quantity, or numerical value. It demonstrates the functional status, mental well-being, knowledge, skill, attitude, awareness or behavior. It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Please list measurable outcomes, in addition to any discussion included in the narrative. Please include any potential obstacles to implementing the program performance evaluation and plan to address those obstacles.

A detailed description of how the applicant will achieve the following programmatic objectives is required in your narrative.

Applicants must select at least one (1) objective. Selecting more than one objective is also allowable.

1. **Goal Statement:**

The goal of the CIP is to create a sustainable and well-functioning network of care to improve the health ecosystem in Fulton and DeKalb Counties.

2. **Measurable Objectives:**

Objective 1: To improve access to care in Fulton and DeKalb Counties by strengthening care coordination and integrated wellness approaches through strategic partnerships with health systems, clinics, and care providers by 2026.

Performance Standard 1.1: Number of people connected to health and wellness resources (by target population)

Performance Standard 1.2: Number of linkages made to Grady Health Services

Performance Standard 1.3: Number of linkages made to other healthcare and/or mental health providers

Performance Standard 1.4: Number of new partnerships with health systems, clinics, and mental health providers

Objective 2: To increase the linkage of services between community-based organizations, health systems, clinics, and healthcare providers to social service agencies by 2026.

Performance Standard 2.1: Number of partnerships with social service agencies by agency type (ex. transportation, housing, education, etc.)

Performance Standard 2.2: Number of individuals connected to mental health and social determinants of health (SDOH) resources*

Performance Standard 2.3: Number of linkages that were completed (the individual received and utilized the referral)

**Social determinants of health- the conditions in the environment where people are born, live, learn, work, play, worship and age that affect a wide range of health functioning and quality of life outcomes and risks.*

H. SUPPORTING DOCUMENTATION

1. **CIP Action Plan-** The plan must contain SMART program goals, objectives, proposed activities, and evaluation methods geared towards the identified target population(s). The action plan seeks to address the questions of how you will carry out your activities and services to the community. The action plan developed will assist the applicant in providing a blueprint for the proposed activities. It will also serve as an administrative tool to evaluate whether performance is achieved.

The Action plan should do the following:

- a. Describe specific actions for the target population that will be undertaken to achieve each objective and list specific dates for completion of each task. Task or activity should relate to the objectives listed above.
- b. Describe how you will do the following action steps:
 - i. collect activity data
 - ii. monitor process [did the activities take place and how effective were they]
 - iii. present outcome [how did the target group benefit from the activity]
 - iv. evaluate program success/progress

Objectives:	The objective column should list objectives to achieve the stated program goals (refer to the goals, objectives and performance measures listed in Section G).
Activities:	The activities column should list the proposed activities planned to meet the goals and objectives.
Resources:	Identify the resources needed to support the activities.
Estimated Completion Dates:	The dates should give an estimate of when the proposed activity will be completed.
Target Groups Reached:	Each activity should target one or more racial/ethnic groups.
Staff Person(s) Responsible:	A staff person should be designated as the lead or authority on each proposed activity.

2. **Budget Justification Narrative**– A budget narrative justifying each line item must be included. Budget justification must explain how the applicant intends to utilize the funding.
3. **Letters of Support: Partners and Stakeholders-** Included in this section of the application, *letters of support or collaboration*, from established community stakeholders that the applicant has worked with in the past located in Fulton and/or DeKalb Counties if applicable. Each letter must be printed on the respective organization’s letterhead. Support letters should indicate the intent of the community stakeholder to collaborate with applicant on matters related to addressing community health. Letters of support are not acceptable from any affiliate associated with the primary applicant (ex. internal church ministry).

I. PAYMENT TERMS AND PROCESS:

Successful applicants are eligible for an advance of 25% of the total grant award. Subsequent funds will be provided upon receipt of expense report, payment request and accompanied with timely progress reports on performance measures. Payments will be made in the form of a check within 30 days of receipt and approval of required submitted documents.

J. APPLICATION SUBMISSION PROCESS AND DEADLINE:

Applications must be physically and electronically in The FDHA office by: **Friday, March 3, 2023; no later than 3:30 PM.**

IMPORTANT: Submit one original unbound copy along with four (4) additional copies. In addition to the hard copy of the application, we are requesting that an electronic copy of the entire application be sent to: communityinnovationprojects@thefdha.org

For additional information, please send an email to communityinnovationprojects@thefdha.org or call 404-489-1234.

The Fulton-DeKalb Hospital Authority
Community Innovation Project Application Checklist
FY 2023
Application Submission Deadline: March 3, 2023

The Fulton-DeKalb Hospital Authority (The FDHA) accepts only timely and completed applications for consideration of a Community Innovation Project (CIP) cooperative agreement. Your application will only be accepted if accompanied by all required documentation. It is your responsibility to ensure that all information is submitted with your application AND by the deadline stated. The checklist provided below is designed as an aid to guide applicants through the application process. Please include a completed copy of your CIP application checklist at the beginning of your application. Your application is considered incomplete if it does not include all that is mentioned in the checklist below OR does not include justification for missing documents.

Organization: _____

County: _____

Date of Submission: _____

Cover Letter	Yes/No	Page #	Comment
Name of Project Director			
Phone Number			
Federal Identification Number			
Office in Jurisdiction			
Application Content Section			
Format (no more than 10 pages, 12 pt font, 1 in margins)			
Program Narrative			
Organizational Capability and Personnel			
Community Experience and Partners			
Description of Target Community			
Action Plan			
Detailed Action Plan			
Letters of Support			
Optional			
Primary Forms			
Budget Narrative Justification			

Submitted an electronic copy to FDHA	Yes	No
Is your application signed?	Yes	No

Applicant's Signature

Date