



COOK COUNTY HEALTH

Leadership

Toni Preckwinkle
President
Cook County Board of Commissioners

Israel Rocha, Jr.
Chief Executive Officer
Cook County Health

Board of Directors

Lyndon Taylor
Chair of the Board

Hon. Dr. Dennis Deer, LCPC, CCFC
Vice Chair of the Board

Robert Currie
Raul Garza
Ada Mary Gugenheim
Joseph M. Harrington
Karen E. Kim, MD, MS

Mike Koetting
David Ernesto Munar
Heather M. Prendergast, MD, MS, MPH
Robert G. Reiter, Jr.
Otis L. Story, Sr.

COOK COUNTY HEALTH (CCH)

REQUEST FOR PROPOSAL RFP# H22-0028

TITLE: Building Healthy Communities (BHC): COVID-19 Recovery, Resiliency and Recovery in the City of Chicago

GENERAL DESCRIPTION: BHC in the City of Chicago aims to strengthen the capacity of organizations to advance community solutions for racial and health equity and overall well-being. This RFP aims to continue to lessen the health, social and economic impacts and support COVID-19 resiliency and recovery, especially in priority neighborhoods and with priority populations. Specifically, eligible community-based organizations can apply for funds to maintain or expand existing programs that promote mental health, food security, or positive youth development. This RFP, led by Cook County Health, is supported by funds from the U.S. Department of Treasury, under the American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.

DATE ISSUED: Tuesday, April 12, 2022

APPLICANT QUESTIONS DUE DATE: All questions must be received by 12:00 pm CST on Wednesday, May 4, 2022. Responses to questions will be added to a Frequently Asked Questions (FAQs) with updated versions posted on the BIDs & RFP webpage of the Cook County Health website (see schedule below).

Questions received by:

Wednesday, April 20, 2022, 12pm CST
Wednesday, April 27, 2022, 12 pm CST
Wednesday, May 4, 2022, 12 pm CST

Updated FAQ posted by:

Monday, April 25, 2022, 5pm CST
Monday, May 2, 2022, 5pm CST
Monday, May 9, 2022, 5 pm CST

PROPOSAL DUE DATE: Monday, May 16, 2022, no later than 5:00 pm CST

INFORMATION SESSION: A virtual session will be held Thursday, April 21 from 10:00 am – 11:30 am. Registration is required. Link to register is in the RFP on pg. 4.

QUESTIONS: All questions regarding this RFP should be submitted via a [Microsoft Form](#).

The RFP and related Addenda will be posted at <https://cookcountyhealth.org/about/doing-business-with-cook-county-health/> under the “Doing Business with Cook County Health” tab.

Building Healthy Communities: COVID-19 Response, Resiliency and Recovery in City of Chicago Request for Proposal (RFP) #H22-0028

TABLE OF CONTENTS

1. RFP At-A-Glance.....	2
2. Important Dates.....	4
3. Information Sessions – April 21, 2022	4
4. Background	5
5. Eligibility.....	5
6. Key Themes of the RFP	6
7. Benefits to Award Recipients.....	7
8. Use and Availability of Funding	8
9. Priority Populations and Communities.....	10
10. Program Description	11
11. Deliverables and Obligations of Award Recipients.....	13
12. Proposal Requirements and Review Process.....	13
13. Review Process	15
14. General Guidelines for Applicants	16
15. Summary of Contract Terms and Conditions.....	16
16. Questions	17

List of Attachments

The following attachments and Appendices are included electronically to this RFP. Applicants may access them by: 1) downloading and saving this RFP file to a local drive, 2) opening the RFP document using an Adobe application, and 3) expanding the navigation pane by clicking on the paper-clip icon on the left-hand side. Double-click on the attachment or Appendix to open the document.

Appendix A: Menu of Options

Appendix B: Checklist, Instructions and Application Worksheet

Appendix C: Work Plan Templates

Appendix D: Budget Preparation Guidelines and Budget Worksheets

Appendix E: Economic Disclosure Statement (EDS) Guidance and Instructions

Appendix F: Contract Template

Attachment 1: Table of Links

1. RFP At-A-Glance

Building Healthy Communities in the City of Chicago aims to strengthen the capacity of organizations to advance community solutions for racial and health equity and overall well-being. This RFP is integral to supporting on-going COVID-19 response, resiliency, and recovery, and aims to lessen the health, social and economic impacts --- especially for neighborhoods and populations hardest hit by the pandemic.

This initiative, led by the Cook County Health (CCH), is supported by funds from the U.S. Department of Treasury, under the American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.

Eligibility

Proposed projects must take place and impact communities within the City of Chicago. Community-based organizations (CBOs), defined as 501(c)(3) non-profit organizations that have demonstrated service delivery to specific populations and/or community areas are the only eligible organizations.

Award recipients must have the organizational capacity to conduct the work described in this RFP and have the fiscal and contracting capacity, as well as the accounting and administrative controls necessary to effectively manage a grant. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the contract.

If your agency also serves suburban Cook County, you may be eligible for an additional award. Please see the Cook County Department of Public Health's RFP #H22-0027 on the [Bids & RFPs webpage of the Cook County Health website](#) for additional information.

Use and Availability of Funding

Overall, the goals of this funding opportunity are to increase availability, access to, and provision of culturally and linguistically tailored programs and services; improve equitable distribution of resources, and strengthen the places where people live, work, learn and play in the City of Chicago.

Towards this end, eligible applicants may choose one or more strategies from the Menu of Options in the RFP (see Appendix A). Each award recipient may receive a funding amount between \$50,000 and \$150,000. A total of \$1 million is available.

Information Sessions: April 21, 2022

Cook County Health and Supply Chain Management will conduct virtual Information Sessions on Thursday, April 21, 2022 from 10 am – 11:30 am. CCH strongly encourages potential applicants to attend the session to have the chance to find out more about this funding opportunity. A recording of the session will be made available on the [Bids & RFPs webpage of the Cook County Health website](#) for RFP #H22-0028.

Proposal: Deadline – May 16, 2022

Proposals must be submitted by Monday, May 16, 2022, no later than 5 pm CST. You will find a checklist, instructions, and proposal form templates in Appendix B.

Initial Award Notification and Project Period

Applicants will be notified of funding status the week of June 20, 2022. The project period is for 12 months, beginning September 1, 2022 and ending August 31, 2023.

Project Administration Schedule

Be prepared to begin your project as soon as possible after notification of award, initial meeting with all award recipients and contract execution. CCH will administer all projects through subcontract agreements. A 25% advancement of the estimated budget will be paid to award recipients once contract is executed and P.O. is established to cover upfront costs, followed by disbursement of funds on a reimbursement basis. All project expenditures must be made by August 31, 2023, and final invoices submitted for reimbursement by September 16, 2023.

General Guidelines for Applicants & Summary Contract Terms and Conditions

Award recipients will be bound by the requirements set forth in the RFP, the General Guidelines for Applicants, and the Contract terms and conditions should the proposal be accepted and a Contract offered by CCH. Applicants may also download and view the full Contract template on the [Bids & RFPs webpage of the Cook County Health website](#).

Questions

You may ask questions via a Microsoft Form. Link is provided in the RFP. Responses will be added to a list of Frequently Asked Questions (FAQs) with updated versions posted on the [Bids & RFPs webpage of the Cook County Health website](#) on the following Mondays: April 25, May 2, and May 9. All questions must be received by 12 pm CST on Wednesday, May 4, 2022.

To download any RFP-related documents, including the FAQs, please visit [Bids & RFPs webpage of the Cook County Health website](#). Find RFP #H22-0028 and click on "VIEW RFP." You will then be prompted to complete a registration form. Once submitted, the RFP documents will display in the Documents column. Completion of the registration form is required every time the RFP documents are accessed.

2. Important Dates

April 12, 2022	RFP release date
April 21, 2022	Information sessions will be held for interested organizations to learn more about the RFP. See below for details on how to register.
May 16, 2022	Deadline for proposals
June 22, 2022 (estimate)	Notification of awards
July 15, 2022	Solidify statement(s) of work and budget(s) for contracts.
July 15 – August 30, 2022	Contracts are processed and executed.
September 1, 2022	Project period begins.

3. Information Sessions – April 21, 2022

Cook County Health and Supply Chain Management will conduct virtual Information Sessions on Thursday, April 21. CCH strongly encourages potential applicants to attend the session to have the chance to find out more about this funding opportunity.

Registration is required to participate in the Information Sessions. An email confirmation that includes information on how to join the meeting will be sent via email after registration is completed.

- Thursday, April 21, 2022
10 am – 11:30 am CST
[Click here to register.](#)

A recording of the session will be available on the [Bids & RFPs webpage of the Cook County Health website](#) for RFP #H22-0028, and all questions asked during the sessions will be included in the FAQs posted on Monday, April 25, 2022 by 5 pm CST.

4. Background

The Building Healthy Communities Initiative aims to strengthen the capacity of organizations to advance community solutions for racial and health equity and overall well-being. The Initiative will specifically support organizations in implementing evidence-informed programs and services, and [policy, systems and environmental improvements](#), that make the City of Chicago a healthier and more resilient place to live, work, learn and play. Working with grassroots and other local organizations is critical in reaching priority populations and building trust with communities for sustainable, transformative change. The impact across the region will be seen through the collective efforts of all organizations.

COVID-19 pandemic has amplified the need for the public health and healthcare sectors to address the profound inequities resulting from long-standing historical and structural racism. COVID-19 has unequally affected African American, Hispanic/Latinx, and Indigenous populations, putting them more at risk of getting sick and dying from COVID-19. In addition, several public health issues have worsened, including chronic diseases (like heart disease and obesity) and related risk factors such as nutrition and physical activity, food insecurity, and mental health. The pandemic further showcased broken systems and limited availability and access to programs, services and resources, and shed light on the existing inequities that have had devastating impacts on populations of color.

Building Healthy Communities builds upon previous initiatives with organizations and supports advancement of the Healthy Chicago 2025 vision: “A city where all people and all communities have power, are free from oppression and are strengthened by equitable access to resources, environments and opportunities that promote optimal health and well-being.”

Building Healthy Communities is supported by funds from the U.S. Department of Treasury, under the American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The content of this RFP is those of the authors and do not necessarily represent the official position of or endorsement by the U.S. Department of Treasury.

5. Eligibility

Proposed projects must take place and impact communities within the City of Chicago. Community-based organizations (CBOs), defined as 501(c)(3) non-profit organizations that have demonstrated service delivery to specific populations and/or community areas are the only eligible organizations.

Award recipients must have the organizational capacity to conduct the work described in this RFP and have the fiscal and contracting capacity, as well as the accounting and administrative controls necessary to effectively manage a grant. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the contract.

6. Key Themes of the RFP

Each applicant should keep the following areas of emphasis in mind when preparing their proposal.

Promote COVID-19 Recovery & Resiliency

While continued efforts are needed to prevent and control the spread of COVID-19 and to lessen the health, social and economic impacts from the pandemic, a simultaneous shift towards COVID-19 resiliency and recovery is needed. Research and experience have shown that communities with greater capacity – as defined by their access to human, social, political and economic capital – and greater capabilities in developing, acquiring or exchanging these resources, are more likely to adapt, withstand and rapidly recover from a disaster. COVID-19 exemplified how some communities are hit harder and will take longer to recover than others. Applicants should showcase their ability to reach priority communities and populations, and how their impact will be sustained.

Foster Collaborations and Authentic Community Engagement

A letter of commitment from the applicant organization is required. Partnerships among grassroots organizations and community residents are encouraged. If you choose to partner with an agency, a letter of commitment is required.

Engagement with priority populations in their proposals will ensure that people most affected by COVID-19 and inequities, contribute to the development and implementation of their programs. Applicants should highlight existing partnerships that can be leveraged, and how their existing programs and services are grounded in or driven by an understanding of the people they serve.

Applicants should also describe their ability to reach priority communities and/or populations targeted for the specific strategy. If an applicant proposes to implement a program or provide services, they should demonstrate experience in reaching priority communities and/or populations with positive outcomes. Commitment and buy-in of leadership within the organization and with partners is crucial for implementation and long-term sustainability of efforts through this program.

Advance Racial and Health Equity

“Health equity is assurance of the conditions for optimal health for all people. Achieving health equity requires valuing all individuals and populations equally, recognizing and rectifying historical injustices, and providing resources according need” (Camara Jones, 2014). This initiative strives to increase availability and access to culturally and linguistically tailored programs and services, improve equitable distribution of resources, and strengthen the places people live, work, learn and play in the City of Chicago. Additionally, funding is expected to be directed primarily to priority communities and populations. Applicants should ensure consideration of additional barriers they face.

7. Benefits to Award Recipients

Award recipients may be awarded funding between \$50,000 - \$150,000 for a 12-month period between September 1, 2022 – August 31, 2023 to advance proposed strategies. A total of \$1 million is available.

Award recipients will also receive the following key benefits from being a part of the Building Healthy Communities Initiative.

During the Grant Period

- **Technical Assistance**

Award recipients will have the opportunity to receive tailored technical assistance (TA) from CCH staff.

- **Performance Monitoring and Evaluation Data**

Award recipients will be tracking and submitting monthly information on their respective activities and outputs. This data can be used in real time for quality improvement to broaden and deepen impact and success stories to garner more support and resources.

Beyond the Grant Period

Benefits beyond the grant period include:

- Increased organizational capacity to sustain or expand community health initiatives.
- New partnerships to collaborate on future projects and funding opportunities.
- An ongoing, bi-directional relationship with CCH.

8. Use and Availability of Funding

Overall, the goal of this funding opportunity is to lessen the health, social and economic impacts of the pandemic, and support COVID resiliency and recovery --- especially for neighborhoods and populations most adversely affected by the pandemic.

8.1 Total Funding and Award Amounts

A total of \$1 million is available for community contracts. Eligible organizations can apply for funding between \$50,000 and \$150,000. More details are provided as part of the Program Description section.

If selected, the community contract will be made at an amount that aligns with scope of work and reach. Each organization will receive 25% of approved budget upon execution of the contract and establishment of a P.O. Remaining funds will be dispersed on a reimbursement basis.

8.2 Size of Funding Amount

Funding amounts will vary based on a number of factors including, but not limited to:

- Demonstrated need in the defined project area;
- Scope of work, including the number of priority populations or communities reached, resources being offered, partners involved and related activities to implement the programs or services; and
- Total number of people impacted by the work.

8.3 Use of Funds

In general, budgets must reflect the scope of work proposed. Funding must be used to implement strategies identified in the Menu of Options. may be used for:

- **Salary & Wages:** Include staff time supporting program activities. This may include percent time of existing staff or salaries of new staff.
- **Fringe Benefits:** Include costs of leave, employee insurance, pensions, unemployment benefit plans, etc. Should be based on actual costs or an established formula.
- **Consultant Costs:** Include costs related to hiring an individual who will give professional advice or services (e.g., training, expert consultant, etc.) for a fee. This individual is not and cannot be an employee of the organization.
- **Equipment:** Include costs of any item of property that has a per unit acquisition cost of \$5,000 or more and has an expected service life of more than one year.
- **Supplies:** Include costs for supplies that support program activities (e.g., computers, printers, computer software and applications, educational materials, COVID-19 test kits, and general office supplies).
- **Local Travel:** Include costs for local travel during project period, if this is applicable to your respective strategy. Travel mileage reimbursement rate is \$.585 per mile.
- **Other:** Include costs associated with your activities not covered in other categories.
- **Contractual Costs:** Include costs for: 1) work performed by an independent contractor requiring specialized knowledge, experience, expertise or similar capabilities. 2) purchase of a product or service to be procured by contract and an estimate of cost.
- **Indirect costs:** Capped at 10% of direct costs.

Guidelines and budget worksheets for each funding source are available in Appendix D to support budget preparation. A budget will need to be developed for each funding source in which strategies are selected.

8.4 Funding Restrictions

Funds may not be used as matching funds for any other grant program, or for:

- Political or religious purposes
- Contributions or donations
- Fundraising or legislative lobbying expenses
- Conference registration fees
- Payment of bad or non-program related debts, fines, or penalties
- Contribution to a contingency fund or provision for unforeseen events
- Food or beverages, including alcoholic beverages
- Membership fees, interest or financial payments, or other fines or penalties
- Purpose or improvement of land or purchase, improvement, or construction of a building
- Expenditures that may create conflict of interest or the perception of impropriety
- Exhibit fees of any kind
- Airfare
- Out of state travel costs
- Vaccines
- Laboratory or specimen collection costs associated with testing for SARS-CoV-2
- Purchase of vehicles
- Tuition reimbursement
- Bonus pay
- Cash assistance
- Research
- Reimbursement for pre-award costs

Use of funds for prohibited purposes may result in loss of community contract and/or place the community contractor at risk for recouping those funds used for the prohibited purposes.

9. Priority Populations and Communities

Populations who have been made more vulnerable, are at higher risk or harder to reach include:

- Racial and ethnic minorities, African American, Hispanic/Latinx, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- Persons adversely impacted by persistent poverty or inequality
- Individuals who are educationally disadvantaged
- Immigrants, refugees, and undocumented individuals
- Individuals who are housing insecure
- Older persons (65 and older), especially those with chronic conditions
- Individuals with disabilities
- Individuals with limited or no English proficiency
- Low income or low wage workers
- Individuals who are uninsured, underinsured, or have limited healthcare access
- Individuals with behavioral health challenges
- Individuals who are justice-involved
- Individuals with low technical literacy
- Sexual and gender minorities
- Youth especially those who are economically disadvantaged
- Individuals experiencing trauma, violence, and/or abuse

Other populations with strong justification will be considered for funding.

Priority communities include 30 City of Chicago neighborhoods, primarily located in the west and south sides, with the highest [Social Vulnerability Index](#) (SVI).

- Archer Heights
- Ashburn
- Auburn Gresham
- Austin
- Avalon Park
- Belmont Cragin
- Brighton Park
- Calumet Heights
- Chicago Lawn
- East Garfield Park
- Englewood
- Gage Park
- Garfield Ridge
- Greater Grand Crossing
- Hermosa
- Humboldt Park
- Lower West Side
- Montclare
- New City
- North Lawndale
- Pullman
- Roseland
- South Deering
- South Lawndale
- South Shore
- Washington Heights
- West Elsdon
- West Englewood
- West Garfield Park
- West Pullman

10. Program Description

Building Healthy Communities is integral to supporting on-going COVID-19 response, resiliency and recovery. This RFP aims to continue to lessen the health, social and economic impacts, especially among neighborhoods and populations hardest hit by the pandemic. This opportunity is intended to fund CBOs serving the City of Chicago.

Towards this end, \$1 million will be awarded to successful applicants who have the commitment and ability to quickly implement one or more strategies listed in the Menu of Options below within a 12-month period, September 1, 2022 – August 31, 2023. Collectively, award recipients will advance the following goals of increasing availability and access to culturally and linguistically tailored programs and services, distribute resources more equitably, and strengthening the places people live, work, learn and play in the City of Chicago.

Menu of Options

The Menu of Options are described and include who is eligible, and an estimated funding amount and number of awards for each strategy. More details about each strategy are shared in Appendix A. ***Eligible applicants may apply for more than one strategy.***

American Rescue Plan Act, Coronavirus State and Local Fiscal Recovery Funds

On March 11, 2021, President Biden signed into law the \$1.9 trillion American Rescue Plan Act (ARPA) package and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The SLFRF program provides support to State, territorial, local, and Tribal governments responding to the economic and public health impacts of COVID-19. As part of this RFP, Cook County Government has invested \$1 million to support existing programs and services promoting mental health, food security and positive youth development. Award recipients of ARPA funds are responsible for adhering to Federal award guidelines in the Uniform Guidance, a set of federal rules -- including administrative requirements, cost principles, and audit guidelines -- that apply to federal money.

Strategies	Description & Examples (where possible)	Eligible Applicant	Est. Funding
Mental Health	<p>Mental health is an essential part of overall health. It impacts the way in which people feel about themselves, how they build relationships and interact with others and the world around them, and how they perform at school, work, and throughout life. COVID-19 has impacted the mental health of people across all ages, whereby the country is currently experiencing a national mental health crisis. Funding will support the maintenance or expansion of existing programs and services that promote mental health. This may include mental health education and peer support groups, skills and training development, community-based treatment, resource coordinator and system navigation, evidence-based interventions, and outreach and education that minimizes stigma and increases access to care.</p>	<ul style="list-style-type: none"> • CBOs 	\$400,000 for 8-10 awards
Food Security	<p>COVID-19 increased food insecurity rates across the City of Chicago. Food insecurity is the continuous lack of access to enough food for every person in a household to live healthy and active lives, which increased as a result of the pandemic (Feeding America). People of color, children, older adults, people with disabilities and people experiencing homelessness are populations hardest hit. Funding will support the maintenance or expansion of existing programs and services that build program awareness of federal nutrition (e.g., SNAP, WIC, etc.) or other local programs, help people navigate these food programs, connect communities with food retail and nutrition programs, and improve availability of healthy foods.</p>	<ul style="list-style-type: none"> • CBOs 	\$300,000 for 6-8 awards
Positive Youth Development	<p>The COVID-19 pandemic has exacerbated mental health challenges of Chicago youth, with a disproportionate toll being placed among youth who are made to be even more vulnerable (e.g., youth with intellectual and developmental disabilities; youth of color; LGBTQ+ youth; youth living in poverty; youth in immigrant households; youth involved in the justice system, foster care, and child welfare systems; runaway youth; and youth experiencing homelessness). Promoting positive youth development is critical for COVID-19 recovery and resiliency. It is a prosocial approach that engages youth in a productive and constructive way; recognizes, uses, and enhances young people's strengths; and provides opportunities, fosters positive relationships, and furnishes support to build on leadership strengths (youth.gov). Funding will support organizations to maintain or expand an existing program or service that promotes positive youth development. This may include mentoring, youth leadership, youth entrepreneurship, and job training programs, internships, and service opportunities, as well as other programs that prevent abuse, violence, and risky sexual behaviors or promote social and emotional well-being.</p>	<ul style="list-style-type: none"> • CBOs 	\$300,000 for 6-8 awards

11. Deliverables and Obligations of Award Recipients

Project Activities

- a. Identify one individual to be the lead liaison and two individuals to serve as an alternate with CCH.
- b. Solidify work plan based on selected strategy or strategies outlining populations targeted and specific implementation steps. The work plan, where possible, should include explicit efforts to address identified population(s) most affected by racial and health inequities as well as strategies for continuing to sustain operations beyond this initial funding.
- c. Measure progress related to each strategy being implemented, as well as document outcomes, lessons learned, best practices and success stories during the project period.
- d. Submit monthly expense reports for reimbursement. Award recipients must have the capacity to pay for grant activities out of organizational funds, and separate expenses by funding source. An initial 25% of the budget will be paid upon contract execution and establishment of the P.O., followed by disbursement of funds exclusively through reimbursement.
- e. Submit monthly or quarterly progress reports pursuant to funding source requirements and as developed by CCH. A final report will be due by end of the contract period. Schedule and requirements will be finalized and shared with award recipients.

Other Related Activities

Award recipients will also be required to participate in required meetings including but not limited to: launch meeting, up to three contractor meetings, regular check-in calls with designated CCH coordinator, and closeout meeting. Applicants should include participation costs such as travel in their budgets.

12. Proposal Requirements and Review Process

Eligibility

Proposed projects must take place and impact communities within the City of Chicago. Only community-based organizations (CBOs), defined as 501(c)(3) non-profit organizations that have demonstrated service delivery to specific populations and/or community areas are eligible to apply.

Award recipients must have the organizational capacity to conduct the work described in this RFP and have the fiscal and contracting capacity, as well as the accounting and administrative controls necessary to effectively manage a grant. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the contract.

Proposal Submission

CCH intends to award funding to eligible applicants to support activities described in this RFP. Completed proposals must be submitted by **May 16, 2022 no later than 5 pm CST**. Proposals submitted beyond this deadline will not be considered.

A complete proposal comprises of:

- 1) A submission of an Application Form via Microsoft Forms, and
- 2) A submission of attachments, including letter(s) of commitment, work plan, budget(s) by ARPA topic area(s), and a signed and notarized Economic Disclosure Statement (EDS) packet, via e-mail.

Incomplete proposals will not be considered.

The Application Form will be submitted online using [Microsoft Forms](#). Work cannot be saved using this platform. Ensure that time is set aside to complete the Application Form in one sitting. To facilitate this process, use the application worksheet (Word version of the Application Form) found in Appendix B to compile the content for the application, and copy and paste the responses into the Application Form in [Microsoft Forms](#).

After submitting the Application Form, applicants will receive an email from BHC_Chi@cookcountyhhs.org acknowledging submission of the Application Form. Applicants will need to reply to this email, attaching all required documents. The required application documents include: letter(s) of commitment, work plan, budget(s), and the signed and notarized EDS packet. Please note that the application is not complete until these required application documents are also submitted.

General Instructions

1. Review Appendix B for a proposal checklist, detailed proposal instructions, and the application worksheet.
2. To prepare the content of your application before entering it into Microsoft Forms, complete the application worksheet available as a word document in Appendix B. You may copy and paste from this application worksheet into Microsoft Forms.
3. Complete the required application attachments using templates available in Appendix C and Appendix D, and the EDS packet in Appendix E.
4. [Click here](#) to access the Application Form in Microsoft Forms.
5. Cut and paste or type responses from the application worksheet into the Application Form in Microsoft Forms.
6. Submit the completed Application Form. *We recommend you print or download a copy of your submitted Application Form.*
7. Once the Application Form in Microsoft Forms is submitted, the liaisons listed in the application and the person who certified the application will receive an email acknowledging submission from BHC_Chi@cookcountyhhs.org. One person from the organization will need to reply to this email, attaching all required application documents including: letter of commitment, work plan, budget(s) by topic area, and the EDS packet.
8. The completed Application Form must be submitted and required application documents must be emailed by **Monday, May 16, 2022 no later than 5 pm CST**.

Proposal Sections

There are eight sections to the application and four required attachments (1. Letter(s) of commitment, 2. work plan, 3. budget(s), and 4. EDS packet). Each is very important. **Incomplete proposals will not be considered.**

Section I: Basic information (20 Points Total)

- Organization contact information (primary and two alternate points of contact)
- Organization type
- Organization description
- Previous funding from CCDPH
- Identification of selected strategies by funding source as part of the Menu of Options
- Populations and communities to be reached

- Section II: Organizational Capacity (40 Points Total)**
 - Rationale for funding proposal including description of community need and benefit
 - Description of organizational strengths, experience, and partnerships
 - Organization’s fiscal and contracting capacity
- Section III: Letter of Commitment (10 Points Total)**
 - Submit one letter of commitment from a partnering organization.
- Section IV: Work Plan (25 Points Total)**
 - Submit work plan. *Template available in Appendix C.*
- Section V: Budget by Topic Area**
 - Submit budget(s) by topic area. *Preparation Guidelines and Budget Worksheets available in Appendix D.*
- Section VI: Agreements**
 - Submit completed, signed and notarized EDS packet. *This packet is included in Appendix E.*
- Section VII: CCDPH Programmatic Risk Assessment Questionnaire (5 Points Total)**
- Section VIII: Certification**

Reply to email from BHC_Chi@cookcountyhhs.org that acknowledges submission of the Application Form and attach the following.

- Attachment 1: Letter of Commitment**
- Attachment 2: Work Plan**
- Attachment 3: Budget(s) by Topic Area**
- Attachment 4: EDS Packet**

Other Proposal Considerations

Proposals should speak to the following questions and issues, as each proposal will be evaluated in the context of the larger goals of the Building Healthy Communities Initiative.

- How the proposed activities address equity issues within your broader community.
- The assets and degree of need of the communities and populations identified in the proposal.
- The reach of the strategy and related activities (e.g., total number of people reached)
- How your proposal builds upon or utilizes existing and new partnerships and utilizes direct community involvement/input.
- The degree to which the proposal is tailored to meet the unique needs of the community.
- The ability of your organization and its partners to start your activities rapidly and complete your work within the grant period.

13. Review Process

The review process will consist of the following steps:

1. CCH Supply Chain Management will screen proposals for eligibility, completeness, and technical requirements.
2. CCH panels will review proposals, score them based on quality, and recommend full, partial or no funding. Proposals will be reviewed for consistency with prevailing public sector and relevant professional body ethics and conflict of interest codes of practice. CCH staff with potential conflicts of interest will not participate in scoring or selecting the affected proposals.

3. CCH committee will recommend a set of proposals for funding to CCH leadership. The selection will be based on scoring, as well as achieving an effective and integrated mix of strategies, geographic distribution across Chicago, and inclusion of priority communities and populations disproportionately affected by racial and health inequities.
4. CCH will notify each applicant of the decision about its proposal. CCH may determine that the recommended proposals for funding do not fully address the goals of the Building Healthier Communities Initiative and may try to fill any gaps by requesting changes to submitted proposals.
5. CCH will authorize the award of contracts to award recipients.

14. General Guidelines for Applicants

1. Applicants shall comply with all laws prohibiting discrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation; and/or any other legally protected classification group.
2. All submitted proposals and related materials shall become and remain the exclusive property of CCH.
3. All submitted proposals and evaluation materials become public information at the conclusion of the evaluation, negotiation and award process and may be reviewed pursuant to operation of law or court order. Any application which includes privileged and confidential information should contain a conspicuous notice of the same on such portions Applicant deems to be privileged and confidential. Full applications labeled privileged and confidential will not be accepted.
4. CCH is not liable for any costs incurred by the Applicant prior to issuing the Contract.
5. An authorized representative shall complete the certification and such completion and submission of a proposal constitutes agreement with subsequent contracting requirements and with conditions of participation in the Building Healthy Communities Initiative.
6. CCH reserves the right to reject any and all proposals that are deemed not responsive to its goals under the Building Healthy Communities Initiative.

15. Summary of Contract Terms and Conditions

The following summary outlines certain terms and conditions that will be used as the basis for contracts with Grantees. CCH anticipates entering into agreements with multiple award recipients and would prefer consistency in the terms and conditions contained in the Contract. Requests for changes or modifications will require multiple approval levels, could create delays in the contracting process and potentially result in the cancellation of negotiations with an award recipient. See Appendix F to review the full contract template.

1. Funding
Building Healthy Communities is supported by funds from the U.S. Department of Treasury, under the American Rescue Plan Act (ARPA), Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.
2. Method of Payment
Grantee must submit invoices to CCH in such detail as CCH requests and on a monthly basis. CCH will process payment within forty-five (45) days after receipt of invoices.
3. Grant Budget
CCH and Grantee shall jointly develop a detailed grant budget that is based upon and consistent with the funding source(s). Any revisions of a line item in the working budget shall be subject to approval by CCH.

4. Grantee Qualifications

Grantee shall ensure that all agents, employees and subcontractors performing the services agreed upon, meet and maintain any licensure, certification and accreditation required to carry out such services.

5. Reporting

Grantees shall submit monthly, quarterly and/or final reports pursuant to funding source requirements and as developed by CCH.

16. Questions

You may ask questions via a Microsoft Form from the time that the RFP is released until Wednesday, May 4, 2022. [Click here](#) to submit a question. Responses will be added to a list of Frequently Asked Questions (FAQs), and posted on the [Cook County Health website](#) as follows.

Questions received by:	Updated FAQ posted by:
Wednesday, April 20, 2022, 12 pm CST	Monday, April 25, 2022, 5 pm CST
Wednesday, April 27, 2022, 12 pm CST	Monday, May 2, 2022, 5 pm CST
Wednesday, May 4, 2022, 12 pm CST	Monday, May 9, 2022, 5 pm CST

To download any RFP-related documents, including the FAQs, please visit [Bids & RFPs webpage of the Cook County Health website](#). Find RFP #H22-0028 and click on "VIEW RFP." You will then be prompted to complete a registration form. Once submitted, the RFP documents will display in the Documents column. Completion of the registration form is required every time the RFP documents are accessed.