

**North Carolina Health and Wellness Trust Fund
Commission**

**Eliminating Health Disparities
Request for Proposals**

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Note: This RFP outlines the purpose and background of this initiative and also provides useful resources to which applicants can refer. In order to apply for a grant under this RFP, you are encouraged to complete a Microsoft Office-based application available at HWTFC's Web site (www.HealthWellNC.com). However, if you do not have Internet access, you may contact the HWTFC office to obtain copies of these forms.

REVIEW CRITERIA FOR APPLICATIONS

TIMELINE

NC Health and Wellness Trust Fund Commission

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**7090 Mail Service Center
Raleigh, NC 27699**

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**501 N. Blount St.
Raleigh, NC 27604**

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North Carolina Health and Wellness Trust Fund Commission

Eliminating Health Disparities Initiative

PURPOSE

The NC Health and Wellness Trust Fund Commission (HWTF) announces the availability of new grant funding to reduce the disparities in the incidence, prevalence and mortality related to certain diseases in North Carolina, which are a result of race, ethnicity and socio-economic status.

Grants will be awarded to projects that specifically focus on reducing disparities, for both children / youth and adults relating to obesity and/or chronic diseases, including but not limited to: cardiovascular disease, diabetes and cancer. These three chronic diseases have been identified as three of the six major areas of health disparities in North Carolina.

The Eliminating Health Disparities Initiative will consider proposals from applicants to initiate new or expand existing services / programs through collaboratives / partnerships to reduce gaps in health status that exist as a result of race, ethnicity and socio-economic status. **Applicants are strongly encouraged to use a comprehensive approach and include outreach, intervention and policy goals to address the identified health disparity in the target population.** Programs that leverage local resources to develop or expand outreach, as well as care management services through paid and / or volunteer staff are encouraged to apply.

For history of HWTF funding initiatives, visit HWTF's Web site (www.HealthWellNC.com).

An applicant organization can only submit one proposal on which it serves as the lead applicant organization. Grant awards for successful applicants will be for the period July 1, 2006 through June 30, 2009.

BACKGROUND

The National Institutes of Health defines disparities as “the difference in the incidence, prevalence, mortality, and burden of disease and other adverse health conditions that exists among specific population groups in the United States.”¹ While some health professionals believe that most disparities can be attributable to socioeconomic status and biological or genetic differences, most have accepted the fact that race and ethnicity as well as socioeconomic factors have demonstrable effects on health status. In many cases a variety of factors simultaneously impact the health status of some racial, ethnic and socioeconomic groups that result in persistent disparities in health status. These may include cultural, institutional, political and structural conditions faced by certain population groups. The objective of this Eliminating Health

¹ National Institutes of Health, Addressing Health disparities: The NIH program of Action. What are disparities. Available at <http://healthdisparities.nih.gov/whatare.html>.

Disparities Initiative is to reduce disparities related to obesity and chronic diseases, including but not limited to: cardiovascular disease, diabetes and cancer. The targeted goals for this initiative in the chronic disease areas are those included in the North Carolina 2010 Health Objectives (www.healthcarolinians.org/2010objs/) which are based on the Healthy People 2010 objectives (www.healthypeople.gov/) for the nation. The 2003 Racial and Ethnic Disparities Report Card published by the North Carolina Office of Minority Health and Health Disparities (www.ncminorityhealth.org/omhhd/) shows that African American, Native American and Latino population groups experience the greatest disparities in most areas of health status including those targeted by this initiative. From 1997 to 2001, African Americans were 1.2 times more likely to die of heart disease and Native Americans were 1.3 more likely to die of heart disease than the White population. Similar disparity ratios currently exist for deaths due to diabetes, prostate cancer, breast cancer and stroke. For diabetes deaths during this period, the ratios for African Americans and Native Americans were 2.2 and 2.0 times as likely to die as Whites respectively.

While access to culturally appropriate high quality medical care is critical to sustaining any effort to reduce disparities that are the result of racial, ethnic and socioeconomic status, this initiative will focus on applied responses to interpersonal, behavioral, institutional and structural inequities that lead to disparate health status for the targeted populations. It is further designed to encourage collaboration among community stakeholders to develop culturally appropriate outreach, case management and other initiatives that help to improve access to resources that are available or developed to serve the targeted populations.

GENERAL GUIDELINES

Applicants are encouraged to use activities and strategies of proven effectiveness that best meet the needs identified in their communities. Intervention strategies should ideally be designed to utilize collaborative efforts that maximize the chances for sustainability, after HWTF funding is exhausted. The following list of Web sites provides state and national resources related to health disparities:

- National: www.cdc.gov
 www.thecommunityguide.org
 www.healthypeople.gov/
 www.omhrc.gov/
 <http://healthdisparities.nih.gov/whatare.html>
 www.ncmhd.nih.gov/
 www.kff.org
 www.wkkf.org
 www.cmwf.org
 www.iom.org
 www.accessproject.org
 www.diabetes.org
- State: www.ncminorityhealth.org
 www.communityhealth.dhhs.state.nc.us
 www.healthcarolinians.org/2010objs/hlthgoals.htm
 www.schs.state.nc.us
 www.nciom.org

THE PROGRAM

A. Who May Apply

Under the NC General Statutes, an organization is eligible to receive a grant from HWTFC if it fits into any of the following categories:

- A state agency
- A local government or other political subdivision of the state or a combination of such entities
- A nonprofit organization which has as a significant purpose promoting the public's health, improving access to health services, or reducing the disparities in health status for underserved populations

Other entities interested in reducing disparities amongst the target population may apply in partnership with an eligible organization, which is functioning as the lead applicant organization for the grant. This lead applicant organization is responsible for fiscal and overall grant program management including the performance of any subcontractor or partner. The lead applicant organization must act as the fiscal agent for the grant.

The Eliminating Health Disparities Initiative will consider grant applications from organizations to initiate new or expand existing services / programs through collaboratives / partnerships to reduce gaps in health status that exist as a result of race, ethnicity, and socio-economic status. Programs that leverage local resources to develop or expand outreach, as well as care management services through paid and / or volunteer staff are encouraged to apply.

It is anticipated that grants will be awarded to applicants that are structured as follows:

- **Lead Applicant Organization:** A governmental or nonprofit organization which has a significant purpose promoting the public's health. This lead applicant organization is responsible for fiscal and overall grant program management including the performance of any subcontractor or partner. The lead applicant must act as the fiscal agent for the grant.
- **Application Partnership:** This is a formal agreement among partnering organizations, including the lead applicant organization, to implement the proposed program. These organizations are listed as co-applicants, and could include additional college or university programs, other community-based organizations, voluntary agencies, non-profits, faith communities and substance abuse programs, among others.
- **Collaborating Organizations/Individuals:** HWTFC encourages the broadest possible coalition building among diverse organizations, dedicated to achieving the goals of this Initiative. Collaborating entities may include, but are not limited to, multiple college divisions or organizations, and individuals within those organizations, such as health care providers, student leaders, administrative leaders, and non-traditional partners. These entities are not listed as co-applicants.

B. Project Categories

HWTFC will consider grant applications from organizations for *either*:

- (1) An Implementation Project with a 6-month Planning Period followed by a 30-month Implementation Project, *or*
- (2) A 36 month Implementation Project

HWTFC recognizes that some applicants may need to devote some time during the first year of the project to plan and create basic infrastructure to implement the activities proposed. Thus, applicants may seek **(but are not required)** to include funds for up to six (6) months of planning time with implementation funding beginning thereafter, subject to successful completion of the planning phase. Approval must be requested in advance for a planning period longer than six (6) months.

Grant recipients will not be expected to utilize funds to develop new social marketing materials or paid media to achieve their goals. HWTFC will utilize a statewide media vendor to develop and promote a statewide media campaign (also funded by HWTFC) to raise awareness regarding health disparities. Grant recipients will be expected to help leverage this print and audio-visual media campaign through their coalitions. Grantees will also be expected to utilize social marketing materials developed by HWTFC, its media vendor and its technical assistance and training vendor.

Implementation Project with Planning Period

Grant awards for Planning Periods will be in an amount up to \$50,000 for the period July 1, 2006 through December 31, 2006. Grant awards that include a Planning Period and an Implementation Project should not exceed a total amount of \$450,000 for the three year period ending June 30, 2009. The goals of the planning project must clearly identify milestones to be achieved during the approved planning period. Implementation Project funding will be contingent upon successful completion of Planning Period goals. Initial planning activities may include documentation of local community health priorities, finalizing proven and innovative strategies to address community needs, identifying culturally appropriate stakeholders, obtaining commitments from coalition members to address the targeted disparities, and identifying additional resources *needed for implementation*.

Planning Period Project: Applications that can demonstrate two or more of the following will receive greater consideration:

- Recent history of organization/coalition members of addressing health disparities
- Recent success in implementing program(s) targeting one or more of the population groups targeted for this Initiative
- Ability to show administrative support for planned activities
- Documented support of relevant target populations, organizational and community stakeholders for targeted activities
- Prior demonstrated history of serving one or more of the target population groups in this Initiative

Implementation Projects

Funds will be available to eligible organizations that have documented experience and success in developing and implementing services to reduce disparities in health status by providing services to one or more of the groups targeted in this Initiative or facilitating the development of such services. Grant awards for Implementation Projects only will be in an amount not to exceed \$150,000 annually and \$450,000 total for the three year period ending June 30, 2009. Implementation Projects should focus on assisting with access to and use of current services as well as developing new services or expanding services to areas where access to and awareness of such services or programs have been limited or non-existent. Implementation Projects should specifically target at least one but not more than two of the priority disparity areas noted in this

Initiative. Implementation Project applicants may choose to focus on more than one target population identified in this Initiative.

Implementation Project: Applications that can demonstrate two or more of the following will receive greater consideration:

- Demonstrated experience and success in applying Best Practice activities to address health disparities.
- Prior demonstrated experience and success in participating in collaborative/community coalition efforts to address the needs of target groups/populations in this initiative.
- Ability to show current administrative support for planned activities.
- Demonstrated support of relevant target populations, organizational and community stakeholders for targeted activities.
- Ability to begin Implementation Project activities within 90 days of grant contract funding date.
- Prior history of providing services to one or more of the population groups targeted in this Initiative.

C. Proposal Specifications

HWTFC is most interested in funding proposals that are consistent with best practice activities and include interventions that are known to be effective. **Applicants are strongly encouraged to use a comprehensive approach and include outreach, intervention and policy goals to address the identified health disparity in the target population** Each successful applicant must use the funds to conduct activities that support the goals and objectives listed below. The sample activities associated with each goal and objective are intended to serve as clear guidance to grant applicants of the kinds of activities that might fit the needs of their community. Proposals should be based on identified / documented needs of the population group(s) and community to be served. While HWTFC does not require applications for Planning Period Projects to address all goal areas listed below, applications for Implementation Projects should carry out activities that support a targeted approach to reducing one or more of the disparities included in this Initiative. HWTFC encourages grantees to integrate multiple complementary strategies and activities when possible in order to impact each of the selected goal areas.

Successful proposals must include program plan activities that demonstrate the applicant organization(s) ability to create sustained community / coalition support for the proposed efforts among relevant stakeholders including those not traditionally involved in disparity reduction efforts.

Requested funding must be commensurate with the size and scope of the proposed project. The proposals of successful applicants will be incorporated into the grant agreement with HWTFC as the scope of work for the project.

As a condition of receiving a grant award, HWTFC requires that each grantee participate in a state-level outcomes study using a computer-based activity tracking system. The system tracks specific program indicators to measure project progress toward meeting goals and objectives. Grantees will receive training and support to utilize the system to track progress. Potential goals, objectives, activities and indicators to be used in the development of proposals are identified below.

D. Potential Program Indicators

Goal 1: To reduce the death rate from diabetes among African Americans, Native Americans and Hispanics in North Carolina to the target levels included in the North Carolina Healthy People 2010 goals.

Objective 1. Increase the number of target population members who have their risk factors for diabetes detected and treated.

Sample Activities:

1. Implement culturally appropriate outreach that includes paid and / or volunteer staff to reach out to the target population.
2. Implement culturally appropriate health literacy projects to improve health literacy of the target population.
3. Implement community awareness projects to increase the awareness local and other health resources of target population.
4. Develop collaborations with non-health care organizations and/or faith based institutions to implement ombudsman projects to assist target populations in navigating the health care system.

Objective 2. Increase the number of target population members who implement lifestyle or other changes/interventions to successfully control their diabetes

Sample Activities:

1. Develop culturally appropriate educational programs to increase awareness of needed lifestyle changes to manage diabetes
2. Develop peer support(i.e. Lay Health Advisors, Promotoras) programs using paid and/or volunteer peer group members to provide regular support for target group members
3. Develop liaisons with provider organizations to increase provider knowledge/sensitivity to the cultural needs that affect compliance of target group members
4. Develop collaborative projects to provide incentives for target group members to comply with disease control methods

Goal 2: To reduce the death rate from cancer with special emphasis on prostate and breast cancer among African Americans, Native Americans and Hispanics in North Carolina to the target levels included in the North Carolina Healthy People 2010 goals.

Objective 1. Increase the number of African Americans, Native Americans and Hispanics who recognize the symptoms and signs of Cancer and seek timely diagnosis and treatment

Sample Activities:

1. Develop culturally appropriate outreach programs that seek to inform target population of and test their knowledge and understanding of signs and symptoms of Cancer
2. Implement culturally appropriate outreach projects to inform target population of resources available to them for seeking timely diagnosis and treatment of cancer

3. Implement collaborative efforts to train family members/care givers of target group members suffering from cancer to provide support and assistance and to link them with resources that might be available to assist them

Objective 2. Increase the penetration of culturally appropriate health promotion programs that provide information and options for healthy lifestyles and health resources available in their community

Sample Activities:

1. Develop local coalitions to implement lessons learned through social marketing efforts to improve the effect of local health promotion initiatives
2. Use non-traditional methods and groups to increase the knowledge and understanding of issues that promote healthy lifestyles that can prevent cancer

Goal 3: To reduce the death rate from Cardiovascular Disease among African Americans, Native Americans, Hispanics and other population groups with low socio-economic status in North Carolina to the target levels included in the North Carolina Healthy People 2010 goals.

Objective 1. Improve health literacy of target group members related to cardiovascular disease and care management as means to improving compliance with treatment plans provided by medical providers

Sample Activities:

1. Develop, test and implement culturally appropriate materials and projects to help improve health literacy related to cardiovascular disease
2. Develop collaborative relationships with care givers and medical providers to increase their awareness of the impact of health literacy on outcomes of care plans
3. Identify existing cultural norms or behaviors that adversely affect the disease risks of target group members and raise their level of understanding of their impact

Objective 2. Increase the percentage of target group members who have detected their risk factors for cardiovascular disease and who implement lifestyle or other interventions to manage those risks

Sample Activities:

1. Implement targeted local social marketing efforts in conjunction with statewide plans to increase awareness of cardiovascular risk factors and options for successful management among target group members.
2. Develop culturally appropriate outreach projects to link target group members at risk of cardiovascular disease and premature death with local and non-local resources to help them manage their risk

Goal 4 To reduce the number of deaths resulting from diabetes, heart disease and/or cancer among the target group members consistent with the goals of the Healthy Carolinians 2010 goals.

- Objective 1. To collaborate with community stakeholders to seek changes in organizational, institutional and/or environmental policies that present barriers for target group members in developing and sustaining behaviors that promote healthy lifestyles.

Sample Activities:

1. Collaborating with or mobilizing area stakeholders to implement or change local or regional policies in selected organizations/institutions to promote healthy eating habits or increase opportunities for exercise among target group members.
2. Collaborating with or mobilizing area stakeholders to routinely provide full or partial payment for preventive health screening tests to detect risk of chronic disease among target group members.

GRANT TERMS

Each recipient must enter into an initial 12-month grant contract that will be renewed annually, subject to continued availability of funds and satisfactory program performance. Proposals that include a Planning Period will be reviewed at the end of the planning period for continued funding.

Grant awards for Implementation Projects that include a Planning Period should not exceed a total amount of \$450,000 for the three year period starting July 1, 2006 and ending June 30, 2009. Applicants can propose using up to \$50,000 (from the total grant request of \$450,000) for a Planning Period from July 1, 2006 through December 31, 2006. Grant awards for Implementation Projects will only be an amount not to exceed \$150,000 annually and \$450,000 total for the three year period starting July 1, 2006 and ending June 30, 2009.

Applicants should also allocate funds in their budget for attendance at an annual statewide meeting for grantees. Estimated registration and travel expenses are \$500 per person each year.

Applicants should also allocate an appropriate amount based on the size of the target population for local media and purchase of social marketing material developed by HWTFC, its media vendor and its technical assistance and training vendor.

Applications serving significantly larger populations or multiple counties may apply for funding over the limits established above with strong justification. Organizations that plan to submit proposals over the established limits *must notify HWTFC staff in writing prior to finalizing their application so that the rationale for the larger grant amount request can receive preliminary approval*. The notification should include a brief description of the proposed project and be submitted by email to HWTFC.GrantApps@ncmail.net.

HWTFC expects to receive more requests than can be funded. Therefore, submission of a grant application does not guarantee receipt of an award. Furthermore, grants that are awarded may not be funded at the requested amount. Final awards will be commensurate with the size and scope of the proposed activities. HWTFC reserves the right to conduct pre-award interviews or on-site assessments.

Successful applicants will designate one of the following methods for receipt of the grant funds. Successful applicants will be required to submit an action plan for the first year of operations prior to receipt of grant funds:

- An initial payment of 25% of the Planning Period or first term approved budget, whichever is less, followed by reimbursement of the amount submitted on the monthly expense report, until such time as the grand total of payments made to the grantee equals the total amount of the grant award.
- Reimbursement of the amount submitted on the monthly expense reports without the initial payment.

System requirements for the computer-based activity tracking system are listed in the Application. HWTFC staff or its Outcomes Evaluator may require specific reports or information, make periodic site visits and conduct telephone interviews as needed to document program implementation and operation. Grantees will be provided training and technical assistance in the proper use of the system and the submission of the information for central data processing, including 6-month and annual progress reports. Applicants should estimate 4-5 hours per month of staff time for the program activity tracking system and other state-level outcomes tracking. Additional local evaluation efforts are permitted but must be definitively different from the state-level outcomes study and fully described in the proposal narrative.

Grantees will be required to submit both 6-month and annual progress reports to HWTFC. Additionally, monthly grant expenditure reports to HWTFC will be required. A final cumulative progress report and comprehensive financial report will be due 30 days after the end of the grant period.

Use of HWTFC Grant Funds

Grant funds must be used exclusively to support the approved project and spent in accordance to the grant contract and approved project budget. Each year, all grantees must certify the proper use of the funds.

Grant funds may be used for staff salaries, project-related travel, supplies, limited amounts of equipment and other direct expenses essential to the project. These expenses must be budgeted to the categories and line items identified in the Budget and Financial Requirements section of the application for HWTFC grant funds. Applicants may include equipment and indirect costs in their budget proposals within the following limits:

- HWTFC allows a maximum of 10% of total awards to go toward indirect costs; and
- Not more than 25% of grant funds may be used for equipment

Grant funds may not support any efforts to engage in any political activities or lobbying including, but not limited to, support of or opposition to candidates, ballot initiatives, referenda, or other similar activities. Grant funds may not be used for research studies, unless this research is directly linked to evaluation purposes, or to substitute for funds currently supporting similar services.

Successful applicants who elect to receive the 25% initial payment described in the Grant Terms section above must place all sums not immediately spent in a segregated, interest bearing account that is fully insured for the maximum amount of money that will be placed in the account.

Auditing and Reporting Requirements

All grantees are required to comply with G.S. 143-6.2. Complete details are available at www.ncauditor.net. In general, this state law requires all recipients of state grant funds that are non-governmental entities to annually file a summary of program activities and a schedule of receipts and expenditures of the funds received.

APPLICATION PROCESS

Regional workshops will be held to provide assistance to potential applicants (see timeline at the end of this RFP). HWTFC's Technical Assistance Team at North Carolina Central University will provide direction and technical assistance to all applicants in preparing their application package through these regional workshops, emails and phone calls. Applicants can email questions at any time during the application process to HWTFC.GrantApps@ncmail.net.

Letter of Intent

To aid applicants in refining their proposal HWTFC **encourages** but **does not require** that potential applicants submit a letter indicating the applicant's intent to submit a complete application for this Initiative. Applicants can also email questions during the entire application process to HWTFC.GrantApps@ncmail.net. Letters of Intent are due to HWTFC by January 6, 2006 (see timeline at the end of this RFP). Submitting a Letter of Intent will improve HWTFC's ability to provide you with targeted technical assistance during the application process.

Applicants are encouraged to email their Letters of Intent as an attachment to HWTFC.GrantApps@ncmail.net. Letters of Intent will also be accepted through the mail. Mailed submissions must include three sets, an original and two copies. Faxed copies will not be accepted.

Letters of Intent should clearly describe the following (as succinctly as possible):

- A brief review of the lead applicant's history, mission, services offered, and recent accomplishments, and if any, of partnering organizations that will be listed as collaborators,
- Whether this is an application to create a new program/service or enhance an existing effort,
- The geographic area to be served
- A brief summary of the proposed program including the target population, goals, and objectives,
- Estimated budget for the project

Note: Submission of a Letter of Intent is not mandatory and will not be considered a prerequisite to submission of a full proposal. The Letter of Intent will not be considered a part of your full application for final evaluation.

Proposals

Only one proposal from each applicant organization will be accepted. All applicants must submit a complete written application by the deadline identified in the timeline section at the end of this RFP in order to be considered for a grant award. Applicants are strongly encouraged to use the Microsoft Word-based online application found at www.HealthWellNC.com, comprised of Parts I, II and III of the Application. Applicants also need to complete and submit the Microsoft Excel-based budget format (referenced in Part III of the Application and available on

the HWTFC website, www.HealthWellNC.com). In addition, for applications to be considered complete, the Additional Materials listed in Part IV are mandatory and must be sent by mail or delivery service in one package, postmarked by the application deadline identified in the timeline section at the end of this RFP.

For your convenience, following are brief descriptions of the application sections:

Part I: Standard HWTFC Grant Application

Applicant Organization(s)

Identifying and contact information for the lead applicant organization including the key contact person.

Grant Executive Summary

Summary of proposed plan of work to achieve the goals and objectives of the project, comprised of a brief synopsis of the proposal, the total amount of funds requested for all years, the counties served and a summary description of the overall project with a specific statement of how these goals and objectives meet the statutory purposes of HWTFC.

Co-Applicant/Partnership Summary

Identifying information for all partners whose efforts will be devoted to achieving project objectives.

Specific Areas of Service

Specific cultural / population group(s) targeted for project. Geographical areas covered by project.

Free Text

Part II: Proposed Project

Description of Need

Demographics, target community **and statistics clearly establishing the health disparity to be addressed in the target community**, infrastructure and current activities demonstrate the necessity for the proposed services/intervention.

Proposed Program Plan

Description of the proposed plan of work, including goals, objectives, intervention strategies, target audience, number of expected beneficiaries, timelines, sustainability plan for program continuation, plan to increase healthcare capacity and results of previous efforts.

Organizational Capacity

Overview of the lead applicant organization and co-applicants, including staffing, experience, and partnerships.

Outcomes and Local Evaluation Plan

Description of expected outcomes, procedures to measure progress toward goals and objectives and definition of long-term impact of the project.

Part III: Proposed Budget and Fiscal Information

Detailed budget and narrative for proposed plan of work including direct personnel support expenses, other personnel support expenses, travel expenses and indirect costs. Those applying for the Implementation Project with Planning Period OR Implementation Project need to use the appropriate budget for that Project Category. Separate Microsoft Excel-based budget formats and detailed descriptions of budget categories and line items are available on the HWTFC website, www.HealthWellNC.com.

Part IV: Additional Materials

For applications to be considered complete, the following items are mandatory and required by the NC Administrative Code or NC General Statutes, with the exception of item #5. These additional materials must be sent by mail or delivery service in one package, postmarked by the application deadline identified in the Timeline.

1. Completed and signed “Agreement and Certification” form (available on the HWTFC website, www.HealthWellNC.com).
2. Letters of Agreement (consent) from all partnering organization (agencies other than the fiscal agent/lead applicant organization that will be receiving funds from this grant as subcontractors to the lead applicant organization).
3. At least three (3) Letters of Support from collaborating individuals or organizations (other than partnering organizations submitting letters of agreement).
4. A list of three (3) references whom HWTFC may contact regarding the lead applicant organization’s ability to achieve results through grant funding.
5. Evidence of paid and earned media that resulted from previous efforts / activities of the applicant to reduce health disparities, if available.
6. Copy of letter of determination of nonprofit status from IRS or proof of lead applicant organization’s status as a state agency, local government or other political subdivision of the state.
7. Budget of the lead applicant organization, clearly demonstrating the source for all in-kind contributions included in the project budget and reflecting expected income from other sources which have been applied for or have been received that will be used as matching funds for the project.
8. Most recent audit of the lead applicant organization.
9. List of lead applicant organization’s health disparities reduction programs funded by grants or awards in the last five years, including the grant award amounts and the names of granting entities.
10. Nonprofit organizations must submit the following information for the lead applicant organization:
 - Mission statement and organizational goals
 - Organization’s policy addressing conflicts of interest that may arise involving the organizations management employees and members of its board of directors or other governing body. The policy must address situations in which any of these individuals may directly or indirectly benefit, except as the organizations employees or members of its board or other governing body from the organizations disbursing of State funds and shall include actions to be taken by the organization or the individual, or both to avoid conflicts of interest and the appearance of impropriety (typically referred to as a Conflict of Interest Policy, a sample is provided with the application materials).
 - A sworn statement that the organization does not have any overdue tax debts as defined by G.S. 105-243.1, at the federal, State, or local level (a sample form is provided with the application material).
 - List of the board of directors
 - Organizational history
 - Current programs, activities and accomplishments
 - List of contributors to the organization with the amounts given for the current year as reported on the Lead Applicant Organization’s IRS Form 990. Applicants may submit either the IRS Form 990 or another document with this same information such as an Annual Report. (This information will be used to determine potential conflicts

of interest and will be kept CONFIDENTIAL. This information will be shared only with HWTF Commissioners and select HWTF staff.)

Note: Applicants unable to submit the application by email must notify HWTF in writing via email or fax. Mailed applications submitted without notifying HWTF and faxed copies may not be considered for funding. Mailed applications must contain an original plus two copies and be postmarked by the deadline identified in the timeline section below. Mailed applications must be typed or printed on the approved application form provided by HWTF. Applicants unable to utilize the email application process are recommended to provide an electronic copy in a format such as a formatted diskette or CD-ROM using Microsoft Word, if at all possible.

Questions concerning application preparation should be submitted in writing via email to HWTF.GrantApps@ncmail.net or via fax at (919) 733-1240. Conference calls and regional meetings will be held to discuss the application process and initiative goals and objectives (please see timeline section for details).

REVIEW CRITERIA FOR APPLICATIONS

Applications submitted in response to this RFP will be evaluated and ranked by an objective review panel of HWTF Commissioners based on recommendations from HWTF staff as well as outside experts. During the review of the application, HWTF may consider who will benefit from the grant, how many will benefit from the grant, cost of administering the grant, capacity building and sustainability of the grant application, and whether the grant will benefit the health and wellness of the residents of the State in a measurable manner. HWTF may consider the applicants' past performance of grants and publicly funded projects when awarding grants. Additionally, the monthly grant expenditure reports and spending patterns of organizations that are currently receiving HWTF funding will be analyzed as part of the review process.

Proposals will be evaluated based upon the following criteria: **To be further defined**

- Description of Need: 10% of Total Score
- Proposed Program Plan: 45% of Total Score
- Organizational Capacity: 25% of Total Score
- Commitment to participation in Outcomes Evaluation: 10% of Total Score
- Proposed Budget and Fiscal Information: 10% of Total Score

TIMELINE

November 16	RFP announcement
<p>December 10 – Science Building, NCCU, Durham</p> <p>January 12 – Forsyth County HD, Winston-Salem</p> <p>January 18 – Carol Hoefner Community Services Center, Charlotte</p> <p>January 21 – Roberson Community College, Lumberton</p> <p>January 25 – Willis Bldg., ECU, Greenville</p> <p>February 1 – ECSU K.E.White Grad. Center, Elizabeth City</p> <p>February 6 – Mountain Area Health Education Center, Asheville</p>	<p>Regional workshops for potential applicants are 9:00am to 1:00 pm on the dates listed to the left.</p> <p>Pre-register for regional workshops with Sharon Spencer, NCCU at (877) 683-8560 or (919) 530-5334 by 5:00 p.m. at least 72 hours prior to the date required. Directions and meeting guidelines will be emailed upon completion of pre-registration.</p> <p>Email questions regarding the RFP anytime to HWTFC.GrantApps@ncmail.net</p>
January 6, 2006	LETTERS OF INTENT DUE
March 1, 2006	APPLICATIONS DUE
March—April 2006	Proposal Review Process
May 2006	Awards announced
July 1, 2006	Effective date of grant contracts for new HWTFC grant applicants