

FUNDING FOR COMMUNITY RESPONSE AND PREPAREDNESS

2024 REQUEST FOR PROPOSAL

Release Date: March 22, 2024

Due Date: April 19, 2024



FUNDING OPPORTUNITY SUMMARY

RFP NUMBER:	RFP #13027-0-2024-AM												
RFP TITLE:	Funding for Community Response and Preparedness												
FUNDING PRIORITY:	<p>We are seeking to provide funds to agencies that provide community support for responding and preparing to moments of natural or other disasters.</p> <p>Funds can be used for responding directly to moments of crisis and implementing preemptive strategies and support to ensure communities are prepared before a crisis occurs.</p>												
DEADLINE FOR SUBMISSION OF PROPOSALS	11:59 P.M. CDT, Friday, April 19, 2024 Proposals received after the deadline will not be considered.												
APPROXIMATE NUMBER OF AWARDS	5												
TOTAL FUNDS AVAILABLE	\$70,000												
INDIVIDUAL FUND LIMIT:	\$ 14,000												
APPLICATION FORM	All application material must be submitted on our application portal site: https://vpgrant.smapply.io/												
DIRECT ALL INQUIRES TO:	Contact: Ahmad Moghadam Email: amoghadam@publichealthmdc.com Phone: 608-243-0326												
ANTICIPATED TIMELINE (Please Note: These dates are for planning purposes. They represent PHMDC's desired timeline for implementing this project. All dates may be adjusted without notice, as needs and circumstances dictate.)	<table border="1"> <thead> <tr> <th>DATE</th> <th>RFP ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>March 22, 2024</td> <td>RFP Released</td> </tr> <tr> <td>April 19, 2024</td> <td>Application Due Date – no later than 11:59 P.M. CDT</td> </tr> <tr> <td>June 6, 2024</td> <td>Intent to Award Notifications</td> </tr> <tr> <td>July 1, 2024</td> <td>Project Start Date</td> </tr> <tr> <td>December 31, 2024</td> <td>Project End Date</td> </tr> </tbody> </table>	DATE	RFP ACTIVITY	March 22, 2024	RFP Released	April 19, 2024	Application Due Date – no later than 11:59 P.M. CDT	June 6, 2024	Intent to Award Notifications	July 1, 2024	Project Start Date	December 31, 2024	Project End Date
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Table of Contents

SECTION 1: OVERVIEW	3
Background	3
What are we looking to fund?	3
Eligibility and Allowable Expenses	4
SECTION 2: HOW TO APPLY	4
Application Process.....	4
Review Process.....	5
RFP Reviewers will utilize the following rubric to score submitted applications:	5
SECTION 3: POST-AWARD	6
Contract and Reporting.....	6
Post-Award Reporting & Evaluation	6
SECTION 4: GENERAL ADMINISTRATIVE INFORMATION	6
Contracting Entity	6
Official Communications from PHMDC.....	7
Acceptance/Rejection of Proposals	7
Incurring Costs	7
Applicant Qualifications & Risk Assessment.....	7
Proposal Content	7
Withdrawal or Revision of Proposals.....	8
Contract Documents	8
Designation of Proprietary Information	8
Clarification Of Proposals.....	9
Budget Analysis	9
Negotiation	9
Process	9
Communication With Selection Committee	9
Right To Reject Proposals and Negotiate Final Terms	9

SECTION 1: OVERVIEW

Background

Funds for this RFP are made possible through allocation by Public Health Emergency Preparedness cooperative agreement which is a program through the Centers for Disease Control and Prevention (CDC) that provides for health departments in “in preparing for and responding to all types of disasters, including bioterrorism, natural disasters, and infectious disease outbreaks.”

What are we looking to fund?

We are seeking to provide funds to increase the ability for agencies to support communities responding and preparing for moments of natural, other disasters, or emergencies. This means using funds to support communities experiencing crisis, but also creating projects that seek to ensure that communities are provided the resources and education to be prepared before the crisis occurs.

Examples of response resources:

- *Back-up generator for moments of power outages*
- *Resources for individuals during ice storms or extreme heat*
- *Air filters to improve and address air quality*

Examples of preparedness resources:

- *Community outreach and education training around subjects of cyber security or home improvements to anticipate inclement weather*
- *Development of educational toolkits to support awareness of addressing emerging issues like pandemic or epidemic through vaccination*
- *Encouraging people to have a preparedness kit in their home*

Either category of projects is eligible; however, it is encouraged that projects take a holistic view of how they can use funds to create resiliency within their communities by considering both areas.

Our goal in this RFP to provide funds specifically to increase the capacity for community spaces to meet the needs of their community during these events through direct investments aimed at making a space resilient and responsive.

We are focusing funds on response/preparedness projects that address high level priorities identified by our Emergency Preparedness Team in their 2024 Hazard Vulnerability/Risk Assessment (HVA). These priorities include:

- Cyber Attack
- Epidemic/Pandemic
- Computer Failure
- Supply Disruption
- Power Outage (Sustained)
- Air Quality Emergency
- Biological Disease Outbreak – Pandemic flu
- Flooding
- Ice Storm

- Extreme Heat
- Major Communications Disruption

**Applicants may choose to address multiple areas on the HVA list.*

Eligibility and Allowable Expenses

Eligibility:

Eligibility is open to non-profit organizations that have obtained tax-exempt status under 26 USC 501(c)(3) or for-profit organizations that apply with non-profit organization as a partnering co-applicant.

Allowable Expenses:

This RFP is providing one-time funding for each awarded project. Therefore, we are only seeking to fund projects with expenses that are tied directly to immediate improvements in emergency response and support in the areas identified in “What are we looking to fund?”

Eligible expenses include **personnel, supplies, equipment, or consultant fees** that support training, education, or evaluation addressing one or more of the defined priority areas. See below for details for eligible expenses.

Personnel

Costs associated with staff employed by the applying agency, this includes salary and fringes benefits related to the implementation of the proposed project.

Supplies

Supplies are tangible items that have an on-going or short-term use with a cost less than \$5,000 (i.e. masks, hand sanitizer, printer paper, etc.).

Equipment

Equipment is defined as tangible, non-expendable personal property (including exempt property) that has a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Consultant Costs

This category includes hiring an individual to give professional advice or services (e.g., training, evaluation, for a fee, but not as an employee of the recipient organization.

*Capital expenses related to the purchase of vehicles or property are not eligible. All awarded funds must be utilized in the timeline outlined in resultant contracts. Expenses not incurred by the contract end date will not be reimbursed. In awarding grants, we may identify specific uses for allocations.

SECTION 2: HOW TO APPLY

Application Process

All documents and information related to this RFP are available on the [our Website](#). **All application material must be submitted on our application portal site:** <https://vpgrant.smapply.io/>

Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.

Applications are due no later than Friday, April 19, 2024. No exceptions will be made.

Document	Submission Format	Requirement
A. RFP Application	Application Portal	REQUIRED
B. IRS Determination Letter (Document confirming your agencies non-profit status)	Upload to Portal	REQUIRED
C. Organizational Budget (Your agency budget for the most recent year)	Upload to Portal	REQUIRED
D. Budget Template (Budget for the proposed program)	Upload to Portal	REQUIRED
E. Collaborative Agreements or MOUs (If applicable)	Upload to Portal	IF APPLICABLE
F. Fiscal Agent Form (If applicable)	Upload to Portal	IF APPLICABLE

Review Process

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration.

Our designated RFP Reviewers will score submitted proposals. Our staff may contact applicants during the review process for clarification on submitted items. However, we may make preliminary selection(s) on the basis of the original proposals only, without negotiation, or communications with any applicants.

Our staff will make final determination of funding recommendations to present for final approval to the Board of Health.

RFP Reviewers will utilize the following rubric to score submitted applications:

REVIEWER CRITERIA	POINTS
PROGRAM DESCRIPTION	
Response provides complete description of proposed activities and their connections to the RFP priority areas. Applicant also includes details about how their program was developed utilizing best practice and research driven information.	25
SERVICE AREA AND TARGET POPULATION	
Response indicated the intended service area for the initiative/project and includes a description of the community being reached and its assurances of cultural relevancy.	20
IMPLEMENTATION	
Implementation plan is clearly outlined. Response also discusses the timeline for the project and with identified benchmarks included in the timeline.	20
GOALS AND OBJECTIVES	

Response discusses how this initiative/project will measure success and includes evaluation methods. Response discusses which data and evaluation measures the applicant/initiative intends to use.	25
PARTNERSHIPS AND COLLABORATION	
Response includes any partnerships and collaborations planned for the initiative/project. Relationships and the responsibilities of the partners are included, as well as how they strengthen the initiative/project. Applicant completed the Collaboration table.	5
BUDGET	
Applicant completed and submitted the Budget Template with their application materials. Response includes a budget justification that explains how expenses directly connect to the program activities.	5

SECTION 3: POST-AWARD

Contract and Reporting

Selected organizations will be required to sign an agreement with Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County. We will administer all allocated funds. We reserve the right to negotiate the final terms of an agreement with the selected organization, including the final details of the Scope of Work.

Post-Award Reporting & Evaluation

Funds Distribution

All contracted agencies will be awarded their full grant amount upon the completed execution of their contract. A final financial report detailing how funds were expensed will be required at the end of the project period. If funds are used to purchase ineligible expenses, the contracted agency will be required to refund us the amount expended on ineligible expenses.

Program Report

Successful applicants will be required to submit a mid-period and final program report and complete monitoring meetings with us as requested. Program reports will be narrative based and will include standard questions. It will also include fields for quantitative and measurable data. The final report will include an evaluation of the project and a final expense report requirement that details and accounts for the use of funds.

The funded agency agrees to participate in 1-2 engagement meeting(s) to build relationships and discuss community resilience that focuses on formalizing partnerships for different types of emergencies. These discussions could include the funded agency being considered as a referral space and/or added to a referral list based on the specific capacity and resources needed for different types of emergencies.

SECTION 4: GENERAL ADMINISTRATIVE INFORMATION

Contracting Entity

The Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County will administer the sub-recipient agreement(s) resulting from this RFP.

Official Communications from us

During the application process for this RFP, all official communication from us will be made via our website. We will post such notices, which will include, but not be limited to, an FAQ, any addenda (changes) to this RFP, clarifications to requirements, and public announcement of the selected applicant(s). It is your responsibility to regularly monitor this website for any such postings. Failure to monitor the website for FAQ and any addenda and include appropriate provisions in your response may result in your proposal being disqualified.

Acceptance/Rejection of Proposals

1. We reserve the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at our discretion is determined to be in our best interests. Further, we make no representations that a contract will be awarded to any applicant responding to this request. We expressly reserve the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. We reserve the right to postpone due dates and openings for our own convenience and to withdraw this solicitation at any time without prior notice.

Incurring Costs

This request for proposals does not commit us to make an award or contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

Applicant Qualifications & Risk Assessment

We may make such investigations as we deem necessary to determine the ability of the applicant to perform the work and carry out the program, and the applicant shall furnish to us all such information and data for this purpose, as we may request. We reserve the right to reject any proposal if the evidence submitted by, or investigated of, such applicant fails to satisfy us that the applicant understands the full scope of work and is properly qualified to carry out the obligations of the agreement and to complete the work. We also reserve the right to make adjustments based on the outcome of our assessment of risk for potential recipients, which could include increased reporting and monitoring obligations or a decision not to make the award.

Proposal Content

The evaluation and selection of recipient(s) and the contract will be based on the information submitted in the applicant's proposal plus any additional information required. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, and letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant beyond the information required by this RFP may not be considered in the evaluation of the proposal.

Please consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Withdrawal or Revision of Proposals

1. An applicant may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

Contract Documents

We will provide a grant agreement to the selected applicants at the time of award.

Designation of Proprietary Information

Applicants are hereby notified that all information submitted in response to this RFP may be accessible to the public through our website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, applicants are encouraged to refrain from submitting information that cannot be open for public inspection. However, if applicants must include information deemed confidential and proprietary by the applicant, applicant must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the applicant prior to the proposal submission date.

Requests shall use the following process:

- Email the RFP contact to discuss your concern.
 - Any information to be considered confidential or proprietary must clearly be stated on the attached "Designation of Confidential and Proprietary Information" form and must be submitted with the application package.
 - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
 - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including RFP section, page number, topic and specific concern that supports claim.
2. Your proposal will be subject to public records requests. Information usually cannot be kept confidential unless it involves a trade secret as defined in Section 134.90(1)(c) of the Wisconsin Statutes. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
 3. Proprietary information submitted in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, we cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. We will not provide advance notice to an applicant prior to release of any requested record.
 4. Applicants agree to hold us harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the selected contractor also agrees to provide legal counsel or other

necessary assistance to defend the designation of confidentiality and, further, agrees to hold us harmless from any penalties, costs, damages and fees, including attorney's fees, awarded to the requestor and ordered to be paid by us, in any such legal action.

5. To the extent permitted by law, it is our intention to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in our opinion. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

Clarification Of Proposals

During the evaluation of proposals, we reserve the right to contact any or all applicants to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at our sole discretion, waive disqualifying errors or gain clarification of error or information.

Budget Analysis

We reserve the right to conduct a price and/or cost analysis to determine if the proposed budget is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single applicant. Applicants shall cooperate as needed with our efforts to perform said analyses.

Negotiation

We reserve the right to negotiate all final details with selected recipients, consistent with the requirements of this RFP.

Process

At any phase, we reserve the right to terminate, suspend, or modify this selection process; reject any or all proposals; and waive any informalities, irregularities, or omissions in submittals, all as deemed in our best interests.

Communication With Selection Committee

Applicants may not contact our staff or members of the Selection Committee at any time during the evaluation process, except at our specific request.

Right To Reject Proposals and Negotiate Final Terms

We reserve the right to reject all proposals and to negotiate the terms of the resulting sub recipient agreements, including the approved budget, prior to entering into an agreement.