



Community Initiatives Bureau

Boston Community Health Workers for COVID Response and
Resilient Communities ("Boston CCR") Grant

Community Health Worker 1-Year Learning Collaborative

Participation and Funding

Request for Proposal (RFP)

RFP Timeline

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| <i>June 23, 2023</i> | RFP Legal Notice publication in The Boston Globe |
| <i>June 23, 2023</i> | RFP available online at http://www.bphc.org/RFP 10:00 AM EST |
| <i>July 10, 2023</i> | Applicants can participate in office hours to learn more about the grant. Office hours will be from 10am-12:00pm. Please email chwrfp@bphc.org for a Zoom link to the office hours. Participation is NOT required. |
| <i>July 10, 2023</i> | Questions due in writing by 5:00 PM EST to: chwrfp@bphc.org |
| | Email Subject: RFP Questions for CHW RFP |
| <i>July 18, 2023</i> | Responses to questions available for viewing on www.bphc.org/RFP by 5:00 PM EST |
| <i>July 28, 2023</i> | <p>RFP Due</p> <p>RFP and required supporting documents due by 5:00 PM EST. Submit application and email required supporting documents to chwrfp@bphc.org</p> <p>Email Subject: Organization Name – RFP Response</p> <p style="text-align: center;">NO EXCEPTIONS TO THIS DEADLINE</p> |
| <i>August 14, 2023</i> | <p>Notification of Decision</p> <p>Desired date to notify selected organizations, however, BPHC has the discretion to extend this date without notice. BPHC will email each awarded organization a subaward agreement for review, and to be completed and signed within 14 days</p> |
| <i>September 1, 2023</i> | Organizations may submit for reimbursement of expenses incurred from September 1, 2023 subject to receipt of completed and signed subaward agreement. BPHC will send subaward agreement with both parties' signatures within 14 days. Organizations must invoice at least quarterly and may invoice as often as monthly. |
| <i>July 31, 2024</i> | <p>Grant end date.</p> <p>All funds must be expensed on or before July 31, 2024, which is the end date of this project. Products and goods in support of operations must be received and in use prior to this date to be an eligible expense.</p> |
| <i>August 9, 2024</i> | Final invoice submitted, accompanied by a narrative report detailing the grant's outcomes and effects. |

Background / Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston (COB). BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. In fulfillment of its mission, the Commission works collaboratively with area hospitals, community health centers and community-based organizations to foster access to health services for the culturally and economically diverse communities of Boston.

The Community Initiatives Bureau (CIB) strives to reduce health inequities. We define health equity as the opportunity for

everyone to reach their full health potential. Since the beginning of the COVID-19 pandemic, CIB has focused many of its health equity efforts specifically on communities hit hardest by COVID-19, taking into account case rates as well as the social determinants of health and the disproportionate impact of COVID-19 on people of color.

Part of CIB's strategy in reducing health inequities is the engagement of community health workers (CHWs). CHWs are public health workers who apply their unique understanding of the experience, language and/or culture of the populations they serve to support individuals in achieving their full health potential. Some examples of CHW work include, but are not limited to, providing culturally appropriate health education in community-based settings (homes, schools, shelters); assisting people to access the services they need; providing direct services such as care coordination and health screenings; and advocating for individual and community needs. Boston Public Health Commission has decades of experience working with clinical and community organizations to train, deploy and engage CHWs to address health inequities. Our training efforts are led by BPHC's Community Health Education Center (CHEC), which provides standardized training for CHWs and engages a network of 2,000+ CHWs who work in communities throughout Massachusetts. BPHC deploys CHWs in a variety of programs including: peer recovery specialists to support individuals in their recovery from substance use; asthma home visitors to help children and teens control asthma; peer health specialists to support asthma control in public housing; and as family partners, who support parents of children with mental health concerns.

The CDC has designated funds through the Community Health and Resilient Communities Grant (CCR) to address the impacts of COVID-19 through the training, deployment, and engagement of CHWs. More information about the CCR Grant is available [here](#).

The Boston CCR Grant seeks to award funding to Boston Community-Based Organizations (CBOs) and Faith-Based Organizations (FBOs) who are leading and implementing work to engage CHWs in one or more of the Boston neighborhoods hit hardest by COVID-19: Dorchester, East Boston, Hyde Park, Mattapan and or Roxbury. This funding opportunity will be accompanied by inclusion in a learning collaborative consisting of other awardees along with BPHC-employed CHWs. Learning collaborative participants will convene to share resources and explore best practices for supporting and utilizing CHWs.

Awards will be up to \$50,000 for each organization selected for these cost-reimbursable grants. BPHC intends to award up to 8 organizations through this grant. Only one application will be considered per organization. Organizations that are currently funded by BPHC through the CDC CCR grant, are not eligible for this round of funding.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFP.

Scope of Service

The Boston CCR Grant seeks to award CBOs and FBOs who employ at least [1 CHW](#) and serve residents who live in at least 1 of the following neighborhoods: Dorchester, East Boston, Hyde Park, Mattapan, Roxbury.

Grant funds will support organizations to achieve the following:

1. Increase capacity of funded organization to support their CHW workforce
2. Increase skills and competencies of practicing CHWs
3. Build management, supervisory skills, and competencies for CHW supervisors
4. Increase community among CHWs

Examples of potential use of grant funds include but are not limited to, funds to cover staff time (including CHWs, CHW supervisors, administrative staff, or any other staff needed to support CHW work), CHW transportation expenses, equipment costs, CHW uniforms, continuing education or training opportunities for CHWs, outreach and education materials, etc. Organizations using funds to primarily cover salary will be prioritized.

Award recipients will be required to do the following during the funding period:

- Person responsible for submitting invoices will attend invoicing and reimbursement workshop hosted by BPHC
- Identify at least 1 CHW to participate in the learning collaborative, which will include:
 - Attending quarterly in-person luncheons hosted by BPHC
 - Attending at least 1 training per month hosted by BPHC (with the option to attend all trainings offered)
- Identify at least 1 CHW supervisor to participate in trainings, which will include:
 - Attending 4-day Foundations of CHW Supervision workshop hosted by BPHC
 - Attending 4 additional follow-up CHW Supervision trainings hosted by BPHC
 - Attending at least 2 in-person luncheons hosted by BPHC
 - Option to attend monthly trainings hosted by BPHC
- Demonstrate a commitment to CHW voices being heard at the decision-making level of their organization.
- Support BPHC in conducting its evaluation, which may include but is not limited to:
 - Tracking impact of CHW work in the community using metrics which could include but is not limited to: number of patient / client / resident encounters by CHW; population served demographics; number of educational activities completed by CHW
 - Submitting monthly reports on above metrics to BPHC
 - Assisting BPHC in gathering data from community served
 - CHW and CHW supervisor participating in learning collaborative will complete evaluations of trainings and attend evaluation focus groups/interviews as necessary

BPHC reserves the right to request rebudgets or proposal modifications during the agreement negotiation phase. Once an application has been selected for funding, and any negotiations are completed, BPHC will issue a subaward agreement to be signed by both parties. Once fully executed, the grantee may then submit invoices for eligible expenses that were incurred after the start date of the agreement.

Organizations may submit for reimbursement of eligible expenses incurred during the period of September 1, 2023 through July 31, 2024. These grants are “cost reimbursable,” and grantees must submit detailed invoices with backup for reimbursement. For example, if invoicing for staff time, appropriate backup documentation would include timesheets showing hours worked by date by individual and proof of payment in the form of a payroll check register or stub. Organization will receive payment for submitted invoices with detailed backup once reviewed and approved by the BPHC. Invoice payments are preferred to be made by Electronic Funds Transfer (EFT). Final invoices must be accompanied by a narrative report detailing the grant’s outcomes and effects.

IMPORTANT: These grants are being made with Federal Funding and their use for Lobbying or Advocacy work is strictly prohibited. All expenses submitted for reimbursement on this project are subject to the Cost Principles and Audit Requirements of the Uniform Grant Guidance (2 C.F.R. 200).

Subject to funding availability, BPHC retains the right to amend or extend awarded grants beyond the July 31, 2024 end date.

Minimum Qualifications

Qualified organizations must meet the following requirements:

- At the time of application, organizations must employ at least 1 CHW. This role does not need to be titled “CHW”, but must have been hired primarily for their understanding of the population/community they serve, and their responsibilities must include at least 2 of the following:
 1. Providing culturally appropriate health education, information, and outreach in community-based settings, such as homes, schools, clinics, shelters, local businesses and community centers. Outreach and education should constitute a significant portion of time.
 2. Bridging and/or culturally mediating between individuals, communities and health and human services, including actively building individual and community capacity.
 3. Assisting people to access the health and social services they need.
 4. Providing direct services, such as informal counseling, social support, care coordination and health screenings.
 5. Advocating for individual and community needs.
 6. Serve residents who live in at least 1 of the following neighborhoods: Dorchester, East Boston, Hyde Park, Mattapan, Roxbury.
- Have experience conducting outreach and education designed to improve health outcomes for the community served.
- Have at least 5 years of experience providing culturally and linguistically relevant community outreach and education.
- Organizations must have the capacity to manage a cost-reimbursable grant, including tracking all grant expenses separate from other organizational expenses; and confirm ability via BPHC Financial Capability Form (must be submitted along with application – included below).
- Funds cannot be used for lobbying or advocacy activities.
- Organization must have an active SAM.gov registration prior to invoicing. Organizations must register on SAM.gov within 30 days of the agreement being executed. (Registration process takes 30 days for new registrants)

Application

This RFP is due **July 28**, by 5:00 PM EST:

RFP response and supporting documents (listed below) sent via email to chwrfp@bphc.org. Supporting documents:

1. Completed and signed BPHC Vendor Add Form (form includes W-9)
2. Completed and signed BPHC Financial Capability Form
3. Applicant’s proposed program budget. Please use attached budget form and submit budget narrative to explain each cost (budget narrative cannot exceed 500 words).

Invoice Requirements: All expenses incurred must be approved cost-reimbursable expenses. Grantees must submit detailed invoices with backup for reimbursement. Invoices must include grant identifying information such as subaward number and PO number, as well as budget to actual and remaining balances. Examples of cost-reimbursable documents are:

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| Operations: Payroll for CHWs*, CHW managers, other staff directly supporting grant activities | – Copy of employee timesheets plus copy of bank statements showing payroll was paid |
| Operations: Outreach and education materials | – Copy of invoice plus copy of bank statements showing the invoice was paid |
| Operations: Uniforms for staff supporting grant | – Copy of invoice plus copy of bank statements showing the invoice was paid |
| Programming: Supplement existing programming or new proposed programming | – Receipts and card payment statements for program materials, supplies, equipment, consultant costs |
| Programming: Training or coaching for staff supporting grant activities | - Copy of training invoice plus copy of bank statements showing the invoice was paid |

**Note: Priority will be given to organizations using funds for salary.*

Submission Instructions

Submit your application and supporting documents via email to chwrp@bphc.org. Applications and supporting documents are due **July 28**, by 5:00 PM EST. Late, partial, or incomplete submissions will not be accepted.

NO EXCEPTIONS TO THIS DEADLINE, July 28 by 5:00 PM EST

Section 1: Applicant Organization Information:

1. Name of Organization
2. Organization Physical Address
3. Mailing Address, if different from physical address
4. Contact Person Name
5. Contact Person Email Address and Phone Number

Section 2: Please answer the following questions about the applicant organization:

6. Describe your organization's mission and core programming, Boston neighborhoods served, and the population(s) that your organization serves, including but not limited to languages spoken, socio economic status, immigration status. Please limit response to 300 words.
7. Describe your organization's experience conducting culturally and linguistically relevant community education and/or programming designed to advance health equity. Please limit response to 150 words.
8. Has your organization managed a federal cost-reimbursable grant? If yes, please give one example. Please limit response to 50 words.
9. Grant funds will support your organization's capacity to support its CHWs. Please identify the position title of the CHW you intend to include in the learning collaborative and describe their role and how long the CHW has been employed by your organization. Please limit your response to 100 words.
 - Community Health Worker
 - Family Partner
 - Peer Support Specialist
 - Recovery Specialist
 - Public Health Advocate
 - Other:
10. Total amount of funding requested. Applicants may request up to \$50,000.
11. Please describe how you will use the requested funds to support your CHWs and residents of Boston. Please limit your response to 500 words.