

Request for Proposals

Mini Grant Opportunity for Florida Asthma Coalitions and Asthma Care Teams to Implement a New Program or Enhance an Existing Program to Deliver Asthma-Self Management Education

The Florida Department of Health is working with the Florida Asthma Coalition to manage a mini-grant distribution and to provide technical assistance to all organizations in Florida which have developed a plan to deliver asthma self-management education at a local level using a team-based care approach.

Programs which receive a mini-grant through this competitive Request for Proposals will be required to implement a program delivering asthma-self management education and tracking health outcomes of participants. To qualify, programs must **either**:

- 1) Be a member of a local asthma coalition in Florida as recognized by the Florida Asthma Coalition:
 - a. Community Asthma Partnership – Wolfson Children’s Hospital (CAPW)
 - b. Tampa Bay Asthma Coalition (TBAC)
 - c. South Florida Asthma Consortium
 - d. Suncoast Pediatric Asthma Coalition
- 2) Be a current or create a new local Asthma Care Team (ACT) in the state of Florida: comprised of representatives from a provider group (eg. Federally Qualified Health Center or Patient Center Medical Home), school, hospital, pharmacy, local public health agency, housing entity and other partners the community deems beneficial.

Funding Objectives

1. Increase the number of people with asthma who receive asthma self-management education
2. Increase knowledge and skills for Floridians with Asthma
3. Reduce the need for hospitalizations and ED visits for Floridians with Asthma
4. Promote tobacco cessation
5. Address health equity in your community

Funding Available

- Total amount of funding available: \$77,400.00
- Maximum amount of funding to an organization: \$77,400.00

This is a competitive funding opportunity. Priority will be given to applicants who are active members of the Florida Asthma Coalition.

Funding Available: July 1, 2017

Application Deadline: 5:00 p.m. EDT, Friday, June 2, 2017

Funding Requirements and Reporting

Implement a new program or enhance an existing program to provide Asthma Self-Management Education: Provide the following performance measures:

- Number and demographics of participants (a) initiating and (b) attending at least 60% of sessions of guidelines-based intensive asthma self-management education:
 - Identify partner delivering ASME
 - ASME curriculum name, description, curriculum setting, # of sessions, Type of instructor, how it is age-appropriate for your clients
 - Asthma Control Test, # of participants initiating, # of participants attending at least 60%, # of participants attending 100%
 - Age of participants upon enrollment (0-4, 5-11, 12-17, 18-65, 65+), racial/ethnic characteristics of participants, additionally for adult participants - annual household income, information about other chronic health conditions/disabilities, gender identity, sexuality
 - # of participants with well-controlled asthma, # of participants with poorly controlled asthma, # of participants upon enrollment with any hospitalizations or ED visits for asthma
 - # of participants who attended at least 60% who successfully demonstrate basic knowledge and skills, # of participants who attended at least 100% who successfully demonstrate basic knowledge and skills
 - Provide knowledge and skills test/instrument
 - Provide number of referrals to primary or specialty care
 - Provide number of referrals to tobacco cessation
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- ✓ Submit a progress report by **5:00 p.m. EDT, Monday, October 16, 2017** describing progress on activities above, covering **July 1, 2017 through August 31, 2017**.
 - ✓ Submit an Expenditure Report by **5:00 p.m. EDT, Monday, January 15, 2018**, covering the service period from **July 1, 2017 through December 31, 2017**.
 - ✓ Submit a final report and a final expenditure report by **5:00 p.m. EDT, Monday, July 16, 2018** describing activities above, covering the service period from **July 1, 2017 through June 30, 2018**.

Examples of allowable expenses:

- Printing, promotional and educational items, which may include: posters, flyers, prescription pads, brochures, information racks
- Mail list purchase
- Postage and shipping
- Staff travel to contact health care providers or their office managers
- Staff time to contact health care providers or their office managers
- Staff time to report outcomes
- Purchase supplies necessary to provide curriculum

The following items are not allowed:

- Food
- Payments to health care professionals
- Overhead/indirect expenses

Resources

The following are resources that may be helpful to you in developing your request for funding:

- Technical Assistance Call to review this funding opportunity, the application process, answer any questions and provide a brief overview of other resources provided by the Association will be held **Wednesday, May 10, Noon to 1:00 p.m. EDT**. Applicants are strongly encouraged to join the Technical Assistance Call.
- [Asthma Self-Management Education: A Compilation of Selected Resources](#)
- [Budget Template](#)
- [Performance Measure Template](#)
- [Proposal FAQs](#)

Application Instructions

To request funding, the following information must be emailed to The Florida Asthma Coalition at flasthmacoalition@gmail.com by **5:00 p.m. EDT, Friday, June 2, 2017**:

- Completed Application (see page 5 for application outline/layout)
- Memoranda of Understanding or Letters of Support from individual partners
- A description of, and timeline for activities that will be implemented to meet the funding objectives
- Description of current strategies and activities associated with funding objectives
- Detailed description of proposed strategies to achieve funding goals

Review Process

Applicants may be contacted regarding their applications during the review process should the reviewers have any questions. Based on the review of the applications, a panel will develop funding recommendations and a final determination regarding funding. Applicants will be notified of the determination by approximately **June 19, 2017**.

Inquiries About the RFP and Application

Questions about the RFP and application content may be asked during the Technical Assistance Call; otherwise, these types of questions should be submitted in writing via e-mail to Celine Ginsburg, Director of Planning, at flasthmacoalition@gmail.com. Responses to submitted questions will be posted the Florida Asthma Coalition website at <http://floridaasthmacoalition.com/helpful-links/grant-opportunities/>.

Contact: Celine Ginsburg, MPH, CPH
flasthmacoalition@gmail.com
The Florida Asthma Coalition

TITLE PAGE**REQUEST FOR PROPOSALS (RFP)**

Funding Opportunity for Florida asthma coalitions or asthma care teams to implement a new program to deliver asthma self- management education.

Organization: _____

Contact Name: _____

Applicant Mailing Address: _____

City, State, Zip: _____

Telephone: _____ **Fax Number:** _____

Email Address: _____

Additional Contact Name & Email: _____

Organization Website: _____

Federal Employer Identification Number (FEIN): _____

Amount of funding requested: \$ _____

Please indicate if you are:

- A regional asthma coalition
- A local Asthma Care Team

BY AFFIXING MY SIGNATURE ON THIS TITLE PAGE, I HEREBY STATE THAT I HAVE READ THE ENTIRE RFP TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS AND ALL ITS ATTACHMENTS. I hereby certify that my company, its employees, and its principals agree to abide by all the terms, conditions, provisions and specifications during the solicitation and any resulting funding.

Signature of Authorized Representative: _____

Printed (Typed) Name and Title: _____

Date: _____

Required Documents

Please ensure your application is complete, with all documents compiled in the following order:

1. Completed Application, including title page (no more than 5 pages total)
2. Proposed budget, with budget justification (not included in 5-page limit)
3. Financial Statements including balance sheet and income statement or most recently completed financial audit
4. Signed [IRS Form W-9](#)
5. Certificate of Status of Fiscal Agent from the Florida Department of State Division of Corporations

Application

Limit to **5 (five) pages including cover page, plus budget and required attachments.**

Applications should be typed with a minimum font size of 12 pts., line spacing of 1.15, 1-inch margins, and pages numbered. Applications must follow the format/order identified below and include all numbered headings.

I. Completed Cover Page

II. Organization Information

- a. Name of asthma coalition or asthma care team
- b. Team member experience delivering asthma self-management education
- c. Please indicate the fiscal agent for your project and provide a copy of the Certificate of Status from the Florida Department of State Division of Corporations indicating an “Active” status.

III. Proposed new activities/strategies to meet funding objectives

- a. Description of new activities this proposal will fund to promote comprehensive asthma control.
- b. Goal and strategies to increase the number of participants receiving asthma self-management education.
- c. Targeted number of participants.
- d. Team member roles, responsibilities and qualifications/certifications
- e. Identify proposed service delivery location(s)
- f. Targeted number of health care systems and practices that will be contacted during the service period
- g. Strategies to encourage health care practices to adopt a policy to refer people with asthma
- h. How is your proposal innovative? How will funding help you achieve the stated funding objectives?

IV. **Timeline and Milestones**

- a. List major dates, deadlines, deliverables and milestones indicating success

V. **Budget and budget narrative**

- a. Provide a detailed budget for this project

VI. **Required Attachments**

- a. [Budget and Narrative](#)
- b. Financial Statements including balance sheet and income statement or most recently completed financial audit
- c. Signed [IRS Form W-9](#)
- d. Certificate of Status of Fiscal Agent from the Florida Department of State Division of Corporations

About the CDC's National Asthma Control Program

CDC's National Asthma Control Program (NACP) was created in 1999 to help the millions of people with asthma in the United States gain control over their disease.

The program's goals include reducing the number of deaths, hospitalizations, emergency department visits, school days or workdays missed, and limitations on activity due to asthma. The NACP funds states, cities, school programs, and non-government organizations to help them improve surveillance of asthma, train health professionals, educate individuals with asthma and their families, and explain asthma to the public.

The program has improved asthma treatment, management, and control in the U.S. The NACP collects data on state-specific levels to focus efforts and resources where they are needed. CDC's funded programs have improved the quality of asthma care, improved asthma management in schools, and fostered policies to help reduce air pollution.

About the Florida Asthma Coalition

Since its inception in the spring of 2009, the Florida Asthma Coalition (FAC) has grown to more than 350 members, representing over 65 organizations across Florida. This partnership unites a diverse group of professionals including, but not limited to, environmental experts, nurses, pharmacists, physicians, schools, state and local government from across the state to increase the efficacy of asthma programs. Asthma is a complex disease that requires a multi-faceted and comprehensive approach to effective management at both the individual and population levels. For this reason, the Florida Asthma Coalition divided into four workgroups targeting focus areas to address this public health priority: **Schools and Child Care, Home Visiting, Primary Care Providers, and Hospitals**. These workgroups work to collaboratively identify innovative opportunities and approaches to address the burden of asthma in Florida and will work through its dedicated partners to implement the objectives and activities outlined in this plan.