

NACCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATIONS

Increasing the Capacity of Local Health Departments to Prevent HIV and STDs in Adolescents (10-19 years old) through CDC-Developed School-Based Approaches for Health Education, Health Services, and Safe and Supportive Environments

*****Applications are Due Friday, June 9, 2017, at 11:59 PM ET*****

OVERVIEW

The National Association of County and City Health Officials (NACCHO) is requesting applications for a new funding opportunity, “Increasing the Capacity of Local Health Departments to Prevent HIV and STDs in Adolescents (10-19 years old) through CDC-Developed School-Based Approaches for Health Education, Health Services, and Safe and Supportive Environments.”

As a leader, partner, catalyst, and voice for the nation’s nearly 3,000 local health departments (LHDs), NACCHO seeks to ensure the conditions that promote health, equity, and security for all people in their communities. Through a cooperative agreement with the Centers for Disease Control and Prevention (CDC) Division of Adolescent and School Health (DASH), NACCHO, along with three national partners, Advocates for Youth, the National Coalition of STD Directors, and the School-Based Health Alliance, have established a partnership to increase the awareness and implementation of CDC-developed school-based approaches for HIV and STD prevention among adolescents (10-19 years old). A key focus of this effort is to increase collaboration among public health and education partners.

NACCHO offers this funding opportunity to increase the capacity of LHDs to work in partnership with their local education agency (LEA) and other key community stakeholders to prevent HIV and STDs among adolescents through the implementation of CDC-developed school-based approaches for health education, health services, and safe and supportive environments. Through this project, LHDs will engage and collaborate with their LEA and other key partners in an action planning process; develop an action plan for the implementation of one of the CDC-developed school-based approaches; and initiate implementation of the action plan, in partnership with their LEA and other community stakeholders. NACCHO will provide funding and technical assistance to support project activities.

NACCHO will select up to four LHDs for participation in this project, and award up to \$20,000 per awardee. The project period is thirteen months (September 1, 2017 – September 29, 2018).

Applications are due on June 9, 2017, at 11:59 PM ET. Notification of award will be made on or around July 28, 2017. All necessary information regarding the project and application process may be found in this Request for Applications. A webinar to answer questions about the funding opportunity and application process will be held on **May 15, 2017, at 4:00 PM ET**. Register for the webinar at http://naccho.adobeconnect.com/e3rszsrbs1x/event/event_info.html. Potential applicants may also e-mail questions to Kat Kelley at kkelley@naccho.org.

BACKGROUND

Adolescents are disproportionately impacted by HIV and STDs. While rates of HIV infections have decreased among young people,¹ those aged 13-24 still account for 22 percent of new HIV infections,² illustrating a need for sustained commitment. Adolescent STD infections are on the rise, and cases of chlamydia, gonorrhea, and syphilis all increased among adolescents in 2015.³ In fact, adolescents account for 50 percent of new STD infections nationally. Behavioral,

biological, and social factors contribute to adolescents' risk for HIV and STDs, and lack of access to culturally responsive information and services are compounding factors.

As 91 percent of adolescents attend public or private school during critical years of their social and physical development, schools are key partners in shaping students' health knowledge and behaviors. School-based approaches for health education, health services, and safe and supportive environments can effectively reduce sexual risk behaviors and adverse health outcomes while providing students with resources and spaces to become healthy and productive adults.

In order to improve adolescents' health and well-being, CDC-developed school-based approaches for health education, health services, and safe and supportive environments to reduce HIV, other STDs, and unintended pregnancy, as well as reduce behaviors that contribute to health risks. A brief description of these approaches is provided in the textbox below. See here for more information:

https://www.cdc.gov/healthyyouth/fundedpartners/1308/pdf/program_guidance_final.pdf.

As leaders of HIV and STD prevention efforts in their communities, LHDs are key partners for school districts and schools in their efforts to increase prevention of HIV and STDs among adolescents. LHDs can strengthen school-based approaches for health education, health services, and safe and supportive environments by developing processes for selecting and implementing health education curricula, implementing referral systems and guides for adolescents to access key health services and providers through school staff, and facilitating parent engagement in school-based HIV and STD prevention-related activities, among other crucial activities.

CDC-developed school-based approaches:

- ***Sexual health education:*** Systematic approach to health education that is informed by scientific research and effective practice to help adolescents acquire the essential knowledge and critical skills needed to prevent HIV and STDs. It emphasizes planned, sequential learning across elementary, middle and high school grade levels and the use of grade-specific lessons and materials that are medically accurate and developmentally and culturally responsive.
- ***Sexual health services:*** Facilitating access to critical health services including HIV and STD testing and treatment, contraceptive services, pregnancy testing, condom provision, human papillomavirus (HPV) vaccines, and anticipatory guidance and health counseling.
- ***Safe and supportive environments:*** Promoting and providing safe and supportive district and school policies and practices to create positive learning and teaching environments for students and school staff by focusing in three areas: 1) preventing bullying and sexual harassment, including electronic aggression; 2) promoting school connectedness; and 3) promoting parent engagement in schools.

Centers for Disease Control and Prevention. (2014). *Program 1308 Guidance: Supporting State and Local Education Agencies to Reduce Adolescent Sexual Risk Behaviors and Adverse Health Outcomes Associated with HIV, Other STD, and Teen Pregnancy*. Retrieved from https://www.cdc.gov/healthyyouth/fundedpartners/1308/pdf/program_guidance_final.pdf.

LETTER OF INTENT

Letters of intent are not required, but are preferred. The letter of intent is not binding and will not be included in the review of a subsequent application. Letters of intent should be submitted via

email to Kat Kelley at kkelley@naccho.org by **May 26, 2017 at 11:59 PM ET**. Use as the Subject Line: "LOI for NACCHO RFA."

ELIGIBILITY AND CONTRACT TERMS

Eligible applicants include LHDs:

- That are active NACCHO members. To confirm membership status or to become a dues-paying NACCHO member, visit <http://www.naccho.org/membership>.
- NOT in the following cities/counties that currently receive funding under CDC FOA PS13-1308: Boston, MA; Broward County, FL; Chicago, IL; Cleveland, OH; District of Columbia Public Schools; Duval County, FL; Fort Worth, TX; Houston, TX; Los Angeles, CA; Miami Dade County, FL; New York, NY; Oakland, CA; Palm Beach County, FL; Philadelphia, PA; San Diego, CA; San Francisco, CA; Shelby County, TN.

Acceptance of NACCHO's [standard contract terms and conditions](#) is a requirement. Florida applicants are required to accept NACCHO's [Florida standard contract terms and conditions](#). Potential applicants should review all terms and conditions before applying.

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date
Request for Applications Release	May 1, 2017
Informational Webinar	May 15, 2017
Letters of Intent (optional)	May 26, 2017
Application Submission Deadline	June 9, 2017
Anticipated Award Notification	July 28, 2017
Project Start	September 1, 2017

SCOPE OF WORK AND PROJECT REQUIREMENTS

This project aims to increase the capacity of LHDs to advance and support, in partnership with their LEA and other key community stakeholders, implementation of the CDC-developed school-based approaches for health education, health services, and safe and supportive environments. With support and technical assistance from NACCHO, funded LHDs will be responsible for planning and conducting a collaborative process to develop an action plan for advancing the implementation of one of the CDC-developed approaches. This process will include partnership engagement and development, strategizing for the implementation of CDC-developed school-based approaches, and capacity building for action plan implementation. Given the focus on school-based approaches for HIV and STD prevention, LEAs will be critical to the success of this project. As such, applications must include a letter of support to serve as a project partner from the LEA.

Funded LHDs will be required to do the following:

1. Select a school-based approach (health education, health services, or safe and supportive environments) to focus on over the course of the project period. The approach of focus should be proposed in the application for this project, as described in the Application Instructions section below.
2. Plan and convene, in collaboration with NACCHO, a two-day, in-person action planning meeting with local stakeholders (e.g., LEA representatives, school health staff, healthcare providers, parents' groups, health educators) to participate in an action planning process. The purpose of the meeting will be to examine community needs and resources for HIV and STD prevention efforts among adolescents, strategize for the implementation of the selected school-based approach, and identify action steps to advance the implementation of the selected approach. LHDs will be responsible for participating in 3-4 planning calls with NACCHO to prepare for the in-person meeting, coordinating all meeting logistics, and completing an environmental scan to present at the meeting. NACCHO will guide funded LHDs through an action planning process, and will serve as external facilitators for the in-person meeting. We anticipate these meetings to be held within six months of the project start.
3. Based on the meeting outputs, expand upon and finalize an action plan to advance the implementation of the selected school-based approach. It is expected that LHDs will engage the meeting participants, as well as other stakeholders identified during the meeting, in the action plan development process and throughout project implementation.
4. Initiate implementation of the action plan, in collaboration with the LEA and other community stakeholders.
5. Participate in at least monthly phone calls with NACCHO to plan for project activities, assess project progress, document successes and lessons learned, and address challenges.
6. Participate in quarterly webinars with all funded LHDs and their LEA partners. Webinars will be conducted by NACCHO, in collaboration with our project partners (Advocates for Youth, National Coalition of STD Directors, and School-Based Health Alliance), and will focus on capacity building for action plan implementation.
7. Participate in an in-person meeting in summer 2018 (Washington, DC, or Atlanta, GA) with all funded LHDs and a representative from their LEA. The purpose of the meeting will be to share project successes and lessons learned and discuss sustainability plans beyond the project period. NACCHO will cover travel, lodging, and meal costs associated with attending the meeting.
8. Develop a final project report in the form of a success story about the collaborative action planning process and efforts to advance the implementation of school-based HIV and STD prevention approaches. The success story should include any tools or resources developed as a result of project activities. NACCHO will collaborate with the funded LHDs to share information and project successes with LHDs, LEAs, and other key stakeholders across the country.

As part of this award, NACCHO will provide:

1. One-on-one support for planning the in-person action planning meeting and implementing the action plan;

2. Expertise in meeting facilitation and facilitators for the in-person action planning meeting;
3. Information, resources, and technical assistance, including the quarterly webinars noted above, for the CDC-developed school-based approaches for health education, health services, and safe and supportive environments. Funded LHDs will have the opportunity to request topics of interest;
4. Coordination and facilitation of the All-Grantee meeting in summer 2018.

APPLICATION INSTRUCTIONS

The application should use single-spaced Calibri or Arial 12-point font and not exceed seven pages in length. The cover page, LEA letter of support, and budget and budget justification do not count against the page limit. All pages, charts, figures, and tables should be numbered.

Successful applications will contain the following information:

A. Cover Page

Include a cover page with contact information (name, title, e-mail, phone number) for the person who should be notified about the application, and the name, address, city, and state of the LHD.

B. Problem Statement (15 points)

- Describe the population served by your LHD, including community demographics and population size.
- Describe the epidemiologic profile of HIV and STDs among adolescents in your jurisdiction, including information on youth disproportionately affected by HIV and STDs.
- Describe the need in your community to advance school-based efforts for HIV and STD prevention among adolescents.
- Describe the need in your community to develop and maintain partnerships supportive of HIV and STD prevention among adolescents.

C. Project Approach (20 points)

- Describe which of the three CDC-developed school-based approaches you would like to prioritize for this project, and how the selected approach addresses the needs described in your Problem Statement.
- Describe how you will implement the project activities, including all of the requirements outlined in the Scope of Work and Project Requirements section. This description should include information about the community stakeholders you plan to engage in the action planning process.

D. Organizational Capacity and Experience (20 points)

- Provide the names, titles, and qualifications of the LHD staff that would support this project.
- Describe how the LHD is currently engaged in adolescent HIV and STD prevention efforts, and how LHD leadership is supportive of these efforts.
- Describe the LHD's existing partnerships, in particular with the LEA, in implementing adolescent health projects.
- Describe your LHD's ability to sustain efforts initiated through this project.

E. Letter of Support (5 points)

The LHD responding to this RFA must include a letter of support from their LEA. The letter should describe the existing partnership between the LHD and LEA and outline the LEA's intent to participate in and support project activities.

F. Budget (10 points)

Develop a thirteen-month line-item budget proposal not to exceed \$20,000 and a narrative cost justification for each line item. The budget justification should include all staff listed on the budget.

G. Application Package

Please include the following components, saved in one PDF document, with your application:

- Cover page
- Project Narrative (Problem Statement, Project Approach, and Organizational Capacity and Experience)
- Line-item budget & budget narrative
- LEA letter of support

SELECTION PROCESS

NACCHO staff will review and score applications for this RFA based on the following criteria:

- Eligibility based on the two requirements stated in the Eligibility and Contract Terms section
- Completeness (i.e., the extent to which the applicant's proposal fulfills NACCHO's stated requirements for the application)
- Clearly stated need for adolescent HIV and STD prevention efforts in school settings and a responsive project approach
- Clearly described approach that involves relevant partners and corresponds with stated project goals
- Evidence of agency readiness and capacity to carry out the proposed activities
- Evidence of partnership between LHD and LEA and commitment to support adolescent HIV and STD prevention activities
- Realistic and appropriate budget

Additionally, geographic distribution, population size, and proposed school-based approach will be considered to ensure diversity in sites selected.

SUBMISSION INSTRUCTIONS

Applications should be e-mailed to kkelley@naccho.org in ONE email **by 11:59 PM ET on June 9, 2017**. NACCHO will confirm receipt of the application within one business day of submission. Please use the subject line "NACCHO Local Action Planning RFA." Please call 202-507-4223 if you do not receive a confirmation of receipt within one full business day after submission. NACCHO will not accept any applications received after the deadline.

REFERENCES

¹ Centers for Disease Control and Prevention. (2017). *New HIV infections drop 18 percent in six years*. Retrieved March 1, 2017, from <https://www.cdc.gov/nchhstp/newsroom/2017/croi-hiv-incidence-press-release.html>

² Centers for Disease Control and Prevention. HIV Among Youth webpage. Retrieved March 1, 2017, from <https://www.cdc.gov/hiv/group/age/youth/index.html>

³ Centers for Disease Control and Prevention. (2016). *Sexually Transmitted Disease Surveillance 2015*. Retrieved March 1, 2017, from <https://www.cdc.gov/std/stats15/std-surveillance-2015-print.pdf>