Agency Name: Alabama Department of Public Health (ADPH), Bureau of Family Health Services (BFHS), Alabama Newborn Screening Program (ANSP)

Funding Opportunity Title: Family Based Organization Newborn Hearing Engagement Grant

Funding Period: Project Budget Year 2020 (April 1, 2020 to March 31, 2021) through Project Budget Year 2024 as funds made available (April 1, 2021 – March 31, 2024)

Funding Type: Funding will be provided in the form of a grant, dependent on the availability of appropriated funds for the purpose of family engagement activities. Funding for subsequent budget periods will be dependent upon continued availability of federal funds, satisfactory grantee performance, and submission and approval of a competitive proposal for that year. ADPH maintains the right to approve/disapprove subsequent funding.

Funding Range of Individual Awards per Budget Period: Funding for this grant is provided by federal dollars from the ANSP, BFHS. The ADPH will offer up to $5,000.00 per project period to fund the grants. The maximum allowable award is $5,000.00 and the minimum is based on the number of eligible applicants.

Due Date for Application: Monday, September 14, 2020, by no later than 3:00 p.m., CST

I. OVERVIEW AND PURPOSE
   A. Overview
      The ANSP is currently accepting proposals to fund two people, one family member of a child identified through newborn hearing screening who is deaf or hard of hearing and one parent mentor to attend the annual Early Hearing Detection and Intervention (EHDI) meeting and/or to provide stipends to family members to participate on the state EHDI advisory committee. The Universal Newborn Hearing Screening and Intervention Program project is funded by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau, Division of Services for Children with Special Health Needs, HRSA-20-047.

   B. Purpose
      The purpose of this funding is to provide an opportunity to support families with hearing loss children to engage in the EHDI system by attending the national Annual EHDI Meeting organized by several national agencies and/or participate on the state EHDI advisory committee. The purpose of the ANSP is to develop statewide comprehensive and coordinated programs and systems of care targeted towards ensuring that newborns and infants are receiving appropriate and timely services including screening, evaluation, diagnosis, early intervention (EI), and support services.
II. PROPOSAL DETAILS

A. Project Description
The project will provide the opportunity for one parent mentor and one family member of a child identified through newborn hearing screening who is deaf or hard-of-hearing (DHH) to attend the Annual EHDI Meeting and/or to attend quarterly EHDI advisory committee meetings (many of which are held via video conference). Families should be provided with the opportunity to collaborate with various leaders and policy makers in addressing challenges to and providing solutions for the EHDI system such as through the Annual EHDI Meetings.

Major goals of the project include:
- Strengthen capacity to engage families with children who are DHH throughout the EHDI system.
- Engage and educate families with children who are DHH and identified through newborn screening.

B. Eligible Applicants
The ANSP is offering newborn hearing family engagement grants to eligible non-profit family-based organizations who wish to engage families of children identified through newborn hearing screening who are DHH. These grants will be awarded on a competitive basis.

The proposals will be accepted from applicant agencies with staff that have a minimum of two years of experience implementing/coordinating/managing programs that provide support to families of children with special health care needs and collaboration with other family-serving agencies that provide care for the population. The project coordinator must submit a resume or curriculum vitae (CV).

To qualify for funding, interested family based organizations must submit a grant application based on established guidelines.

To qualify, family based organizations must:
- Support families with hearing loss children (birth to 3 years of age).
- Be able to enter into a grant agreement with ADPH.

C. Scope of Work
Under the contractual agreement, the family-based organization will:
1. Provide travel reimbursement to one family member of a child who is DHH and one parent mentor to attend the Annual EHDI Meeting, to be held in Cincinnati, Ohio, February 28 – March 2, 2021. If the conference is held virtually, provisions will be made for remote participation if applicable.
2. Submit invoices for reimbursement with support documentation to include meeting agenda, itemized travel receipts, travel itinerary, and other requested documents as required per state travel policy.
D. Target Audience
Travel reimbursement will be provided to one parent mentor and one family member of a child identified with hearing loss through newborn hearing screening age birth to one year. The ADPH and HHS comply with applicable Federal civil rights laws and do not discriminate on the basis of race, ethnicity, national origin, age, disability, religion, or sex.

III. Funding and Budget Requirements
A. Funding
Funding for this grant will be provided by federal dollars from the ANSP. The ANSP will offer up to $5,000.00 per project period to fund the grants. The maximum allowable award will be $5,000.00 and the minimum would be based on the number of eligible applicants.

No costs can be incurred or reimbursements submitted prior to the full approval and execution of an ADPH grant. Costs incurred will be on a reimbursable basis, and paid invoices must be provided for reimbursement (see Project Reporting, Monthly Invoices).

Funds are to be used to reimburse travel expenses incurred by a family member of a child with hearing loss identified through newborn screening and one parent mentor to attend the annual EHDI meeting and/or to participate in the quarterly EHDI advisory committee meetings.

B. Budget Requirements
The applicant agency must submit a copy of the following items:
1. A budget summary table that uses the provided ADPH budget template with instructions (see attachment A).
   a) Travel – allowable expenses for transportation, lodging, subsistence, and related items incurred not to exceed charges normally allowed by state government policy. Such costs are charged on a per diem and/or mileage basis. Current state rates follow:
      i. Mileage Rate
         The current state mileage rate is $0.58/mile.
      ii. Per Diem Rates
         The per diem rate for a trip that is more than six (6) hours but less than 12 hours away from base for which an overnight stay is required is $12.75. The per diem rate for a trip that exceeds 12 hours away from base for which an overnight stay is required is $34.00. The overnight per diem rate for a trip that requires one or more nights away from base is $85.00 for one night and $100.00 for two or more nights. Per diem cannot be claimed for travel within your home or base county.
IV. PROPOSAL FORMAT AND REVIEW PROCESS

A. Proposal Format Required
   1. One complete, original ink-signed application and four additional copies
   2. All applications must be UNSTAPLED and UNBOUND
   3. Should be typed and single-spaced on a single side of 8.5 x 11 inch plain, white paper with a 1.5-inch top margin and 1-inch side and bottom margins using black Times New Roman print with 12-point size font
   4. Should not exceed 12 double-spaced, typed pages (attachments are not included in the 12-page limit)
   5. Required attachments include:
      a) budget (see attachment A)
      b) an organizational chart that reflects the structure of the applicant agency and role of parent mentor whose travel will be supported by grant funds
      c) parent mentor position (resume/CV)
   6. All applications should be submitted with a dated cover letter from the applicant on organizational letterhead requesting funds for the 2020 project periods signed by the authorized representative.

B. Proposal Evaluation
   State staff from ANSP and BFHS with federal program experience will evaluate proposals received by the due date for required documentation and attachments. Proposals deemed eligible to be considered for project year 2020 funding will be objectively evaluated against the required implementation and funding criteria outlined in this request for proposal (RFP).

   The panel’s scores, based on their assessments, will be the basis for approving or disapproving funding. ADPH will immediately notify approved applicant agencies by letter. Applicants that have not been awarded grant funding will not be contacted. All proposals submitted will remain with ADPH and shall not be returned to the applicant.

C. Scoring Criteria
   The following point system (100 total points) will be the criteria used to score all eligible applications:
   • 40 points = Plan for identification of a family member to attend EHDI meeting
   • 30 points = Plan for identification of a parent mentor to attend EHDI meeting
   • 20 points = Budget requirements (see attached budget template)
   • 10 points = Experience (resume or CV) of family based parent mentor
   100 points = Total

D. RFP Terms and Conditions
   ADPH maintains the right to withdraw this RFP if Alabama does not receive the expected funds from HRSA. ADPH reserves the right to alter, amend, or modify provisions of this RFP, or to withdraw this RFP, at any time prior to executing sub-grantee agreements between ADPH and the approved applicant agencies, if it is in the best interest of ADPH and the state of Alabama. The decision of ADPH will be final in this regard.
A. Proposal Submission

Deadline for Submission: Applications must be received by **Monday, September 14, 2020, at 3:00 p.m. CST.** All proposals received after this time will not be considered for award.

Evaluation of proposals will be conducted from September 15, 2020, until September 29, 2020. If additional information or discussions are needed with any respondents during this two week window, the respondent(s) will be notified.

The selection decision for the winning proposal will be made no later than September 30, 2020. The successful applicant will be notified by letter. Applicants that have not been contacted, by September 30, 2020, have not been awarded grant funding.

Please send completed proposals to:
Attn: Lynne Landry
Alabama Newborn Screening Program
Alabama Department of Public Health
RSA Tower, Suite 1350
201 Monroe Street
Montgomery, AL 36104

**CONTACT INFORMATION AND TECHNICAL ASSISTANCE**

For information or clarification, applicants may call (334) 206-5955 or e-mail inquiries to rachael.montgomery@adph.state.al.us.