

2023 Request for Proposals

Public Health Capacity-Building Mini-Grant Program for Michigan Local Health Departments and Tribal Public Health Agencies

Summary

The Michigan Department of Health and Human Services is offering a funding opportunity for local and tribal public health agencies to engage in activities that will demonstrate a measurable increase in their ability to work towards national and state standards for public health and strengthen the culture of quality in Michigan's public health system.

Three (3) awards of \$10,000 each will be provided for public health agencies to build capacity to meet national and state public health standards. Funding may be used to complete activities related to accreditation readiness, performance management, workforce development, quality improvement and/or integrating equity throughout the health department. Examples of past funded activities include:

- Incorporating learnings from COVID-19 activities to inform the development of a community health improvement plan (CHIP)
- Developing health equity data dashboards in partnerships with other organizations that include members who experience high levels of health disparities
- Developing an agency strategic plan led by an outside facilitator
- Conducting a performance management self-assessment and addressing identified areas of need
- Building a performance management system and developing staff performance management training
- Conducting a self-study to determine readiness to participate in national accreditation or reaccreditation, and beginning implementation of needed activities
- Developing and providing training on quality improvement to agency staff and members of the local governing entity
- Conducting a workforce development training needs assessment and develop workforce development plans

Eligible applicants must demonstrate an area of need for their agency in one of the following listed categories of accreditation readiness activities. Completed applications must be submitted by **5:00 pm EST on January 25, 2023**. Interested agencies should submit a letter of intent via email to Brittney Spitzley (bspitzle@mphi.org) by **January 13, 2023**. The project period will run from March 1, 2023, to August 31, 2023.

NOTE: Please submit questions pertaining to this request for proposals to Brittney Spitzley (bspitzle@mphi.org) by **5:00 pm on January 13, 2023**. A list of questions and answers will be emailed on **January 18, 2023**, to all agencies that submit a letter of intent.

Eligibility

Applicant organizations must:

- Be local or tribal public health agencies within the state of Michigan.
- Seek funding to support their agency's accreditation readiness activities.
- Apply funds to accreditation readiness activities the agency is planning to carry out but has not yet completed. These funds are not intended to replace funds already allocated for this work. Funds are intended to cover prospective costs, not costs already incurred by the applicant
- Have sufficient capacity to complete the planned project activities within the project timeframe.
- Have all project staff participate in the following accreditation readiness activities:
 - Complete the online training: *Embracing Quality in Public Health: A Practitioner's Performance Management Primer*, found online at <https://www.mphiaccredandqi.org/PMQITraining/>.
 - Create a username and password for the MI-NAC Corner Community (instructions will be provided).
 - Participate in the quarterly teleconference meetings of the Michigan Network for Accreditation Coordinators (MI-NAC). The project lead identified in submitted proposals will be added to the distribution list for meeting announcements.
 - Provide a short informal presentation during a MI-NAC quarterly call describing the agency's mini-grant project, sharing the results of mini-grant activities and any lessons learned.

Please note: Agencies do not have to be actively preparing to participate in national accreditation through Public Health Accreditation Board (PHAB) to be eligible for this funding opportunity.

Grant Period

Grants will begin on **March 1, 2023**. Funded activities must be completed by **August 31, 2023**.

Funded Activities

Applicants may apply to work on activities from one of the following categories:

Category 1: Completing Agency Plans

Projects supported under this category will use funds to develop a community health assessment, community health improvement plan, agency strategic plan, workforce development plan, public health emergency operations plan, quality improvement plan, performance management policy/system, or organizational branding strategy, in conformance with national (PHAB) standards. Appendix A in the RFP contains PHAB definitions and a link to the PHAB standards.

Category 2: Readiness Self-Assessments

Projects supported under this category will use funds to complete a self-assessment of the agency's readiness for accreditation activities such as, quality improvement, performance management, workforce development, accreditation readiness, health inequities, etc. Awardees will identify gaps in documentation needed to meet accreditation standards.

Category 3: Integrating Equity Throughout the Health Department

Projects supported under this category will use funds to incorporate accreditation activities that develop or update anti-racism, diversity, equity, inclusion (DEI) strategies to address structural racism and inequity within the department and the public health sector.

Category 4: Other Accreditation Readiness Activities

Projects supported under this category will use funds to complete activities to work towards national or state standards. Applicants may develop and/or implement other PHAB requirements or Michigan Accreditation activities needed for accreditation readiness. This award may also be applied to PHAB **reaccreditation** activities, and/or to addressing opportunities for improvement identified in the PHAB Site Visit Report.

Reminder: Agencies do not have to be actively preparing to participate in national accreditation through PHAB to be eligible for this funding opportunity.

Project Requirements

Each local or tribal public health agency selected will be required to do the following:

Project Management

- I. Identify leadership and staff support;
- II. Develop appropriate business processes to carry out project activities; and
- III. Develop and submit a project workplan by the beginning of the project period.

Project Activities

- Complete the activities indicated in the project workplan.

Deliverables

- Progress Report – due **June 2, 2023**;
- Proof (copy of certificates) that all project staff in the proposal completed the online Performance Management Primer training – due **June 2, 2023**;
- A list of project staff who have created a username and password for the MI-NAC Corner Community – due **September 8, 2023**;
- Final report – due **September 8, 2023**; and

- Any other documentation developed through use of grant funds (e.g. community health assessment, community health improvement plan, agency strategic plan, self-assessment results, etc.).

Review Criteria

All proposals will be reviewed by a selection committee. Individual critiques of applications will not be provided. Proposals will be rated based on the following criteria:

- ✓ Degree to which the proposal meets all RFP requirements;
- ✓ Degree to which the proposal demonstrates a need for the funding;
- ✓ Feasibility of achieving project objectives with the proposed team and within the estimated schedule and budget;
- ✓ Demonstrated willingness to complete all project activities within the time allotted; and
- ✓ Demonstrated willingness to share cross-jurisdictionally, grant deliverables and lessons learned.

Program Direction and Contact Information

The Michigan Department of Health and Human Services (MDHHS) is the lead agency for this project. The Michigan Public Health Institute (MPHI) Office of Accreditation and Quality Improvement (OAQI) will administer and manage this project.

Contact at MDHHS:

Jennifer Schuette, MPH
Accreditation and Performance Improvement
Consultant, OPIM
schuettej@michigan.gov

Contact at MPHI:

Brittney Spitzley, MPH
Public Health Improvement Specialist, OPHI
bspitzle@mphi.org

Jeanette Ball, MS
Public Health Improvement Coordinator,
OPHI
jball@mphi.org

Timetable

RFP Activities	Completion Dates
Release of the Request for Proposals (RFP)	December 12, 2022
Letter of Intent (recommended, but not required) due by email to Brittney Spitzley (bspitzle@mphi.org)	January 13, 2023
Questions due by email to Brittney Spitzley (bspitzle@mphi.org)	January 13, 2023
List of questions and answers sent to all agencies that submitted a Letter of Intent	January 18, 2023
Deadline for receipt of proposals. Proposals must be submitted electronically to Brittney Spitzley (bspitzle@mphi.org), by 5:00 pm, EST .	January 25, 2023

Announcement of Awards	February 1, 2023
Project begins	March 1, 2023
Progress Report due	June 2, 2022
Project ends	August 31, 2023
Final Report and Deliverables due	September 8, 2023

Available Funding

On a competitive basis, three (3) local and/or tribal public health agencies will be awarded \$10,000 each to support their efforts to meet national standards for public health. Funding for this project has been made available by the CDC's Preventive Health and Health Services Block Grant program through the Michigan Department of Health and Human Services (MDHHS).

How to Apply

The completed proposal must be submitted via email to Brittney Spitzley (bspitzle@mphi.org) on or before **5:00 pm EST on January 25, 2023**. Please indicate in the subject line of your email: Proposal for Accreditation Readiness Mini-Grant from [name of health agency].

The proposal must:

- Not exceed five (5) single spaced pages (The *Cover Page* and *Attachment A: Budget* will not be included in the page limit);
- Use 12 pt font;
- Have 1-inch margins on all sides; and
- Be responsive to this RFP.

Incomplete proposals will not be reviewed.

Proposal Sections:

I. Cover Page

On the cover page please indicate:

- Agency Name
- Street Address
- Name of health officer or tribal health director
- Official project contact – name, title, email address, and telephone number
- Category of activity for which the agency is applying:
 - Category 1: Completing Agency Plans
 - Category 2: Readiness Self-Assessment
 - Category 3: Integrating Equity Throughout the Health Department
 - Category 4: Other Accreditation Readiness Activities

II. Narrative

Provide a brief description addressing the agency's:

- Current level of readiness to engage in activities that will demonstrate a measurable increase in capacity to work towards national and state standards and strengthen the culture of quality in Michigan's public health system. Specifically indicate how required plans or accreditation readiness activities that will lead to national or state accreditation (e.g., completing a Community Health Assessment will drive effort to complete a Community Health Improvement Plan).
- Target date for PHAB application, if applicable
- Demonstrated need for funding to start or complete the accreditation readiness activity
- Brief project workplan describing the proposed project objectives, activities, and timeline. Include project deliverables and name of the person responsible for assuring project completion
- Team composition, including staff from multiple levels within the organization (highlighting opportunities for leadership development), if appropriate
 - Identify selected contractors and consultants who will assist with grant-related activities, if known
- How lessons learned and deliverables will be shared across jurisdictions

III. Attachment A: Budget

List how funds will be used. Include any in-kind contributions.

Agreement with the Michigan Public Health Institute & Use of Grant Funds

To participate in this grant opportunity, the selected agencies will be required to enter into a contractual agreement with the Michigan Public Health Institute. The selected agencies will receive half their award upon submission of their mid-point progress report. The other half will be released after the final report and deliverables have been submitted to MPHI, provided that *all project requirements were met*.

Grant funds may be used for project staff salaries, supplies, project-related travel, and other direct expenses. Grant funds may **not** be used to substitute for or replace funds already allocated or spent for the same activity. All deliverables, including documents resulting from grant activities (e.g. PHAB required plans) must be developed during the grant period. Grant funds may **not** be used for equipment, construction or renovation of facilities, lobbying, travel unrelated to the project, or as a substitute for funds currently being used to support similar activities.

Appendix A: Glossary of Terms

An electronic version of the Public Health Accreditation Board Standards and Measures Version 2022 is at: <https://phaboard.org/wp-content/uploads/Standards-Measures-Initial-Accreditation-Version-2022.pdf>

The following definition is taken from the PHAB Glossary of Terms Inclusion, Diversity, Equity and Antiracism. An electronic version of this document is at: <https://phaboard.org/wp-content/uploads/PHAB-IDEA-Glossary.pdf>

Health Equity

Achieved when everyone has a just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care.

It is integral that health departments be bold and explicit that health equity is central to governmental public health practice. Health equity should shape and guide health department strategic plans, health improvement efforts, and performance measures.

The definitions below are taken from the *Public Health Accreditation Board Acronyms and Glossary of Terms Version 1.5*. An electronic version of this document is at: [http://www.phaboard.org/wp-content/uploads/FINAL PHAB-Acronyms-and-Glossary-of-Terms-Version-1.5.pdf](http://www.phaboard.org/wp-content/uploads/FINAL_PHAB-Acronyms-and-Glossary-of-Terms-Version-1.5.pdf)

Accreditation

Accreditation for public health departments is defined as:

1. The development and acceptance of a set of national public health department accreditation standards;
2. The development and acceptance of a standardized process to measure health department performance against those standards;
3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and
4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition.

Branding

Branding is the marketing practice of creating a name, symbol or design that identifies and differentiates a product from other products.

(<http://www.entrepreneur.com/encyclopedia/branding>)

Capacity

Capacity consists of the resources and relationships necessary to carry out the core functions and essential services of public health; these include human resources, information resources, fiscal and physical resources, and appropriate relationships among the system components.

Community Health Assessment

A community health assessment is a systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation.

Community Health Improvement Plan

A community health improvement plan is a long-term, systematic effort to address public health problems based on the results of community health assessment activities and the community health improvement process. A plan is typically updated every three to five years.

This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and coordinate and target resources. A community health improvement plan is critical for developing policies and defining actions to target efforts that promote health. It should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community.

This definition of a community health improvement plan also refers to a Tribal, state, or territorial community health improvement plan.

Emergency Operations Plan (EOP)

An emergency operations plan is a document that assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; describes how people and property will be protected in emergencies and disasters; identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions for use during response and recovery operations; and identifies steps to address mitigation concerns during response and recovery activities. As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions.
(<http://www.fema.gov/pdf/plan/slg101.pdf>)

Infrastructure

Infrastructure denotes the systems, competencies, relationships, and resources that enable performance of public health's core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resources.

Performance Management System

A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes.

Public Health Workforce Development Plan

A public health workforce development plan sets forth objectives and strategies that are aimed at training and educational programs to bring public health employees up to date on the skills necessary to do their jobs better or to train the next generation of public health workers and leaders. (Rowitz, L. Public Health Leadership, 3rd Ed. Jones and Bartlett, 2014)

Quality Improvement (QI)

Quality improvement in public health is the use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community.

Strategic Plan

A strategic plan results from a deliberate decision-making process and defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward.

Workforce Assessment

Workforce assessment in public health is the process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services. This assessment includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps. It also includes the planning, implementation and evaluation of life-long learning to equip public health workers to develop new skills as needed. (Institute of Medicine. Who Will Keep the Public Healthy? National Academies Press. Washington, DC. 2003)

MI Public Health Capacity-Building Mini-Grant Proposal Checklist

My proposal meets all the requirements outlined in the application:

Cover Page includes:

- ☐ Agency name
- ☐ Street address
- ☐ Name of health officer or tribal health director
- ☐ Official project contact – name, title, email address, and telephone number
- ☐ Project lead (if different from project contact) – name, title, email address and telephone number
- ☐ Category of activity for which your agency is applying (Category 1, 2, 3, or 4)

Document includes:

- ☐ Five (5) single spaced pages or less (the Cover Page and Attachment A: Budget not included in the page limit);
- ☐ 12 pt font; and
- ☐ 1 inch margins on all sides.

Proposal includes:

- ☐ The proposal describes potential to build capacity to work towards national and state standards and build a culture of quality in Michigan's public health system.
- ☐ Your agency demonstrates a need of funds for accreditation readiness activities.
- ☐ A brief description of the public health agency's proposed project is provided.
- ☐ Acknowledges the required grant deliverables:
 - ☐ Progress report
 - ☐ Proof (copy of certificates) that all project staff in the proposal completed the on-line Performance Management Primer training
 - ☐ A list of project staff who have created a username and password for the MI-NAC Corner Community
 - ☐ Final report
 - ☐ Any other documentation developed through use of grant funds (e.g. community health assessment, community health improvement plan, agency strategic plan, self-assessment results, etc.)
- ☐ A budget is included.

Project description includes:

- ☐ Identifies funds will be used for either completing accreditation pre-requisites, completing self-assessments to identify readiness gaps, or to compile documentation for accreditation.
- ☐ Demonstrates capacity to complete project activities.
- ☐ Includes a descriptive workplan which consists of:
 - ☐ Project objectives
 - ☐ Activities
 - ☐ Timeline
 - ☐ Deliverables
 - ☐ Name of the person responsible for assuring project completion
- ☐ Indicates willingness to share cross-jurisdictionally grant deliverables and lessons learned.
- ☐ Can be completed within the estimated schedule and shows the ability to complete project documentation by August 31, 2023.
- ☐ The budget is realistic.
- ☐ Includes an appropriate team composition (includes opportunities for leadership development).