EXECUTIVE SUMMARY
The American Public Health Association (APHA), with support from the Office of State, Tribal, Local and Territorial Support within the Centers for Disease Control and Prevention (CDC), is accepting applications for funding to support strategic partnerships that advance national public health accreditation readiness. This funding is for Affiliates who have established or propose to establish partnerships with local, tribal, state or territorial health departments to assist them in achieving public health quality. All Affiliates interested and/or engaged in public health quality activities that support the national voluntary public health accreditation of health departments by the Public Health Accreditation Board (PHAB) are invited to apply. Affiliates that intend to apply for this funding should familiarize themselves with the eligibility criteria and similar projects previously funded by APHA. Resources and other helpful information on accreditation are available from the Public Health Accreditation Board and CDC.

This Request for Proposals is open to all 54 state and regional public health associations. Affiliates awarded funding during a previous grant cycle may reapply for funding if they can clearly demonstrate success in having assisted health departments achieve or make significant progress towards national accreditation. Funded initiatives may include, but are not limited to, the development, implementation and dissemination of trainings, tools and resources to assist health departments in preparing and applying for accreditation and developing a culture of quality improvement.

PURPOSE
To support Affiliates seeking to undertake activities leading to the national accreditation of their local, tribal, state and territorial health department(s).

BACKGROUND
APHA recognizes the importance of public health quality, and the achievement of standards for health departments that improve leadership and enhance the public’s health. APHA has been at the forefront of public health quality and recognizes the unique and critical role that Affiliates have in informing the accreditation process in local communities.

Over the past few years, APHA has issued funding opportunities to support strategic partnerships with state, local, tribal and territorial health departments that advance national accreditation and quality improvement efforts. Through a collaborative five year initiative funded by the Office for State, Tribal, Local and Territorial Support at CDC, a total of thirty three Affiliates received funding over the previous three fiscal years. APHA’s public health accreditation support initiative (ASI) focuses on the dissemination of resources, tools and promising practices. All sub-grantees are encouraged to share and discuss lessons learned across the Affiliate network and CDC’s partnership network. In addition to the provision of direct grants, APHA coordinates webinars, scientific sessions held at the APHA Annual Meeting &
Expo, as well as leveraging invitations for sub-grantees to attend national partner meetings to facilitate discussions and present on topics related to national public health accreditation. For more information on the previous funding cycles and project activities, please refer to the Affiliate Online Community.

APHA seeks to build upon this momentum by strengthening the capacity of Affiliates to advance national accreditation and to increase access to public health resources, tools and promising practices. APHA is continuing to fund national accreditation readiness efforts and is issuing this Request for Proposals for the FY 2017 project year. To be eligible, Affiliates must have established or propose to establish a close working relationship with their local, tribal, state or territorial health departments. This funding will support Affiliates’ activities that focus on increasing the readiness of health departments to apply for accreditation from PHAB. Consideration will be given to Affiliates that propose work with a diverse cohort of health departments based on size, location, jurisdiction type and other characteristics. Affiliates must use a portion of the award to attend at least one educational session hosted by a national organization, which supports their proposed activities and will contribute to meeting their objectives. Educational sessions include webinars, meetings, conferences and trainings. Multi-Affiliate applications will not be accepted; however, APHA encourages Affiliates to share information related to their accreditation efforts at the state and national levels.

APHA continues to work towards increased accountability, placing greater emphasis on the measurement of program impact between and across the affiliate network. For more information on national accreditation, visit www.phaboard.org. Please note that all materials obtained from PHAB are copyrighted and should not be altered or distributed without their express consent.

**Award Information**

Based on the quality of applications received, APHA anticipates funding awards as follows:

- **Funding Instrument Type: Sub-awards**
- **Average award:** $5,000 per Affiliate
- **Number of awards:** 10 - 15 Affiliates
- **Project Period:** October 1, 2016 to June 30, 2017

**Eligibility Criteria**

All Affiliates who meet the eligibility criteria may apply for funding, which will be awarded on a competitive basis. To qualify for funding, Affiliates must:

- Be in good standing with APHA and have a signed Memorandum of Understanding and addendum on file by the application deadline (templates will be provided if needed).
- Submit a Letter of Intent (LOI) and a completed proposal that clearly demonstrates activities that will lead to the national accreditation of local, tribal, state and territorial health departments.
- Adhere to all evaluation and reporting requirements associated with accreditation funding.
- Attend at least one educational session (e.g. webinars, workshops, trainings) hosted by a national organization
- Agree to disseminate project outcomes via annual conferences, association websites, newsletters and other communication channels as appropriate.
Other eligibility considerations:

- Affiliates awarded funding during a previous grant cycle must demonstrate success having assisted health departments achieve national accreditation or significant progress towards it in order to be considered for subsequent funding.
- Affiliates that are engaged in any public health quality activities may include these activities in their application for funding; however, it is expected that additional activities leading to national accreditation will be pursued.
- Affiliates may be invited to share promising practices and lessons learned during scientific sessions held at APHA’s Annual Meeting & Expo, via the Affiliate Online Community and webinars.

**Grant Application Submission**

Please submit an application using the interactive templates provided. Your application should clearly address all of the following items:

1. **Contact Information:** Name of Affiliate, contact person, mailing address, phone number, fax number, email address, and website.

2. **Purpose Statement:** Provide a short statement about the need for ASI funding, the health departments who will engage in project activities, how your Affiliate plans to use the funding and what you expect to accomplish with the grant. Please provide one to two clear goals and one to two measurable objectives for the proposed project.

3. **Proposal:** Clearly outline the activities that will be completed within the overall project timeline. Describe your proposed methods, organizational capacity, and timeline for completing each activity selected.

4. **Budget and Justification:** Submit your proposed budget using the budget template provided. A separate budget justification must also be submitted. APHA does not allow for indirect costs; however, administrative costs, such as phone expenses, printing, supplies, etc. may be allowable as direct costs if they directly support the planned activity or activities. Please remember that while federal funds can be used to support conferences on accreditation, they cannot be used towards the purchase of food or beverages.

**Grant Application Submission Instructions**

The deadline for eligible applicants to submit a LOI is August 15, 2016, 5:00 pm ET. The deadline for applicants to submit their full proposal is September 2, 2016, 5:00 pm ET. LOIs and applications must be submitted electronically to Melissa McNeily, Deputy Director of Affiliate Affairs, at melissa.mcneily@apha.org.

Please note that Affiliates who submit a LOI should proceed through the entire application process as invitations for full proposals are not administered. Letters of support from partnering
health departments are appreciated and may be submitted with the application, but are not required.

**APPLICATION REVIEW AND SELECTION PROCESS**

Grant applications will be evaluated on how well they:

- Demonstrate the need for accreditation support
- Identify the health departments who will engage in project activities
- Show a clear understanding of public health accreditation
- State clear goals and measurable objectives
- Demonstrate a likelihood that the stated goals and activities can be achieved successfully
- Propose a cost-effective budget
- Build on recent participation in public health quality activities at the local, state, and/or national levels

The review committee will be comprised of an appointed panel of experts from APHA staff, Affiliate leaders/ Council of Affiliates members, APHA members, and the CDC. There will be three reviewers for each application.

**AWARD NOTICES**

Successful applicants will be notified through the issuance of an Award letter, which sets forth the amount of funding that will be awarded, the terms and conditions of the grant, and the funding period. Affiliates whose applications are not funded will be notified in writing.

**PROJECT RESOURCES AND MATERIALS**

Materials developed in association with this funding may be shared among CDC’s network as part of their broader dissemination efforts; thus all Affiliates will be expected to add a statement about the partnership between their organization, APHA and CDC to all project materials.

**REPORTING REQUIREMENTS**

All successful applicants must designate a primary point of contact that will oversee the grant and participate in evaluation and reporting activities. APHA has contracted with The Policy & Research Group to conduct evaluation activities with sub-award recipients. All grant recipients will be required to submit a final report no later than 30 days after the end of the grant period (due July 28, 2017). Grant recipients must also submit copies of all materials developed in association with funding prior to the final report deadline. The final report must provide a comprehensive record of the activities conducted and demonstrate how these activities contributed to achieving the goal(s) set forth in the original proposal. Final report guidance will be provided by APHA in May 2017.
**Projected Timeline**
August 1, 2016: APHA announces funding and provides application to Affiliates
August 15, 2016: Electronic LOI due to APHA
August 16, 2016: Conference call to discuss RFP (2:00 pm ET)
September 2, 2016: Deadline to submit applications via email
October 1, 2016: Grant period begins
October 7, 2016: APHA provides notification of awards
June 30, 2017: Grant period ends
July 28, 2016: Final reports due to APHA

**APHA Contact**
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American Public Health Association
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Washington, DC 20001-3710
Phone: (202) 777-2508
Fax: (202) 777-2534
E-mail: melissa.mcneily@apha.org
### APPLICANT CONTACT INFORMATION

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**Purpose Statement**
Please provide a short statement (max. 300 words) about the need for or importance of national accreditation, the number and types of health departments (e.g. state, tribal, etc.) who will engage in project activities, how your Affiliate plans to use the funding and what you expect to accomplish with the sub-award. Please provide one to two clear goals and one to two measurable objectives for your project.
**Previous accomplishments**
If your Affiliate was funded in previous grant cycles, describe your success in completing your proposed activities and with assisting health departments achieve national accreditation or make significant progress.
Instructions for completing the proposal template(s):
Using the templates on the following pages, please describe your organization’s capacity and timeline to successfully achieve the selected activities. In addition, describe your proposed activity or combination of activities and your proposed methods for completing the activity or activities at the funding level requested.

Proposal Template – Public Health Accreditation

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<th>Activity</th>
<th>Health departments who will engage in project activities</th>
<th>Proposed method(s) and organizational capacity to complete activity</th>
<th>Timeline (Months)</th>
<th>Budgeted Amount</th>
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Budget Template – Public Health Accreditation *

Total Requested Budget: ____________________________ (average award is $5,000)

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* APHA does not allow for indirect costs; however, administrative costs, such as phone expenses, printing, supplies, etc. may be allowable as direct costs if they directly support the planned activity or activities. Please remember that while federal funds can be used to support conferences on accreditation, they cannot be used towards the purchase of food or beverages.
Budget Justification – Public Health Accreditation *
Please provide appropriate rationale for the cost of the items identified above. Be specific (e.g. number of hours, number of FTEs, etc.) and provide sufficient justification for each line item.

* APHA does not allow for indirect costs; however, administrative costs, such as phone expenses, printing, supplies, etc. may be allowable as direct costs if they directly support the planned activity or activities. Please remember that while federal funds can be used to support conferences on accreditation, they cannot be used towards the purchase of food or beverages.