

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

TOBACCO USE PREVENTION & CESSATION FOR LGBTQ+ COMMUNITIES

RFA # 34347-81222

REQUEST FOR APPLICATION

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I. Introduction:

According to America's Health Rankings, Tennessee ranks 44th in overall health, 46th for smoking, 41st for low birth weight, 45th for cardiovascular deaths, 43rd for premature death, and 45th for cancer deaths in 2019. Each of these conditions is heavily influenced by tobacco use, and all of these rankings could improve if Tennessee reduced its dependence upon tobacco-related products.

Public health interventions addressing tobacco use and dependence lead to short-term health benefits and curb the tobacco death burden in the long term. Investments in effective prevention and cessation strategies provide the best opportunity to improve the health of Tennesseans.

Several groups within Tennessee face significant tobacco use disparities and subsequent negative health outcomes. One of the most notable of these groups are Lesbian, Gay, Bisexual, Transgender, Queer, plus other sexual identities (LGBTQ+) Tennesseans. In 2019, the current smoking rate among Tennesseans who identified as LGBTQ+ (23.4%) was 3.5 percentage points higher than the general population in the state. Similarly, LGBTQ+ Tennesseans are more likely to have ever smoked and to have ever used e-cigarettes than Tennessee's general population.

Tennessee Department of Health's Tobacco Use Prevention and Control Program has collaborated with stakeholders, local, state, and national partners to reduce tobacco use, dependence, and exposure through targeted interventions related to preventing youth initiation, eliminating secondhand smoke exposure, and promoting tobacco cessation.

In order to achieve these long-term outcomes of decreasing youth initiation, secondhand smoke exposure, tobacco use and dependence among youth and young adults, and reducing disparities in tobacco use, dependence and cessation, the Tennessee Department of Health (TDH) is investing in the implementation and evaluation of evidence-based tobacco prevention policy, systems and environmental approaches to reduce tobacco-related disparities among the LGTBQ+ community. TDH is seeking to fund one lead local agency with the capacity to implement well-defined strategies/activities designed to achieve reductions in tobacco use and dependence and the associated health risks within the LGBTQ+ communities and populations across Tennessee.

The purpose of this Request for Application (RFA) is to implement and evaluate evidence-based strategies (scientifically proven to produce positive results; best practices used in the field) to decrease tobacco-related disparities among the LGBTQ+ population across Tennessee. The target populations to be impacted are LGBTQ+ communities disproportionately impacted by tobacco use and dependence prevalence, exposure to secondhand smoke, and health disparities in tobacco cessation such as inadequate access to care and social support services.

The Tennessee Department of Health (TDH) seeks to fund one lead local agency with the capacity to implement interventions (key aspects of promising approaches put into practice to meet local needs of specific populations) that are designed to achieve measurable outcomes (changes in conditions, behavior, or attitudes that indicate progress toward a project's goals) by reducing health risks associated with tobacco related disparities among LGBTQ+ populations and communities. The goal of this funding opportunity is to improve health outcomes for the LGBTQ+ population/communities by reducing tobacco use and dependence. Tobacco cessation has immediate health benefits and can reduce tobacco-related mortality in short term in comparison to other preventive measures for tobacco control.

The State is seeking applications to provide the services outlined in this RFA. The State will offer one (1) grant for a total of **\$50,000** per year for a total of period of 4 years. The project period is expected to begin on February 1, 2022 and will end April 30, 2025. Year 1 will be 3 months in length. All subsequent years will function on a 12-month budget period (May 1st–April 30th).

TDH seeks to fund projects that create or support evidence-based tobacco prevention and cessation activities among the LGBTQ+ population in Tennessee. The awardee must have a demonstrated track record of successfully working with the LGBTQ+ community.

Successful applicants will be required to perform the following deliverables (Please see the sample contract Section A. Scope of Service and Deliverables for the complete list.):

1. On an annual basis the recipient will submit a work plan that at minimum includes the following activities:
 - Collaborate with TDH to develop and implement culturally appropriate policy, systems, and environmental (PSE) strategies and activities.
2. Engage the Tobacco Free Tennessee coalition.
3. In collaboration with TDH and CDC's LGBTQ+ Cancer Network:
 - Provide a demographic description that demonstrates the health needs of this targeted population;
 - Establish a baseline for the selected population; and
 - Collaborate with TDH and CDC's LGBT Cancer Network to determine the minimum number of people within the selected population that will be reached by the PSE strategies and activities.

4. In collaboration with TDH, the coalition, and community stakeholders, the recipient will complete the following activities:
 - Build new relationships and strengthen current relationships;
 - Engage community leaders, stakeholders, and organizations;
 - Provide training opportunities;
 - Conduct data collection; and
 - Conduct a joint readiness assessment (with technical assistance provided by TDH and CDC)
5. Collaborate with TDH to develop a best practices document/publication based on lessons learned.

Non-Allowable Costs Include:

- Construction, alteration, maintenance of buildings or building space;
- Dues for organizational membership in professional societies;
- Food and drinks;
- Research projects;
- Lobbying;
- Clothing;
- Gift or gas cards;
- Childcare services;
- Billable services provided by physicians or other providers conducting medical treatment services;
- Permanent equipment not essential to project implementation (e.g., computers, printers, video monitors, furniture);
- Anything considered medication;
- Advertising materials and purchase of media time/space that has not been pre-approved by the Tennessee Department of Health; and
- Mental health or crisis services.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application**. See also IRS Form W9 and State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions for completion. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

Attachment 3 is the Grant Budget. This section shall contain all information relating to cost, based on a line item budget. Complete the Grant Budget form and the attached Line Item Details form. A description of how dollars will be used must be provided for each line item completed, as applicable for the Budget form.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16 of that policy) in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf

III. Schedule of Events

The following is the anticipated schedule for awarding grants for Tobacco Use Prevention & Cessation for LGBTQ+ Communities. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		November 29, 2021
2. Pre-response Teleconference	9:00 a.m.	December 1, 2021
3. Written “Questions & Comments” Deadline	2:00 p.m.	December 3, 2021
4. State Response to Written “Questions & Comments”		December 8, 2021
5. Deadline for Applications	2:00 p.m.	December 15, 2021
6. Evaluation Notice Released	2:00 p.m.	December 23, 2021
7. Effective Start Date of Contract		February 1, 2022

Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: 34347-81222 Pre-response Teleconference

Meeting number (access code): 2311 153 6237

Meeting password: yzPpaBwJ235

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=m211b565e3318a03f2d7e43019f2ade7d>

Join by phone: +1-415-655-0003 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference; however, attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be faxed, emailed, mailed or hand-carried to the Competitive Procurement Coordinator. The State's responses will be emailed and posted as an Amendment to the following website: <https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

Please contact the Competitive Procurement Coordinator at the address shown below with any questions concerning this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840

Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- Application Form (Attachment 1) (Expand up to max of 5 pages if needed), signed
- Project Narrative (Exhibit 1)
- Goals and activities template (Exhibit 2)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Please mail with ACH form**)
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Please see form for mailing instructions**)
- 2-page Budget Form (Attachment 3)

V. **Application Evaluation:**

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- *Project Abstract (Overview) - 10 Points Maximum*
- *Project Narrative - 30 Points Maximum*
- *Project Management - 20 Points Maximum*
- *Evaluation - 20 Points Maximum*
- *Budget - 20 Points Maximum*

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the application(s) which is(are) most responsive to the State's needs.

- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. **Sample Grant Contract:**

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Tobacco Use Prevention & Cessation for LGBTQ+ Communities grant award and notify the State in advance if it cannot accept any terms or conditions. The Application for a Tobacco Use Prevention & Cessation for

LGBTQ+ Communities grant award asks you to list any terms or conditions that your organization cannot accept. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**