

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**Maternal Violent Deaths Evaluation Project**

**RFA # 34347-86523**

## I. Introduction:

Maternal Mortality, including those maternal deaths due to violence, continues to be a growing public health problem in Tennessee. In 2017, TDH began a maternal mortality review committee to review all deaths occurring during pregnancy or within a year of pregnancy. In October 2021, Health and Human Services provided TDH with funding to address the prevention of maternal deaths due to violence.

The purpose of this funding is to support the health department to improve data, implement interventions and improve sustainability to prevent violent maternal deaths. Specifically, these funds support the implementation of evidence-based interventions to reduce maternal homicide and suicide deaths. Applicant must be able to demonstrate the ability to monitor and assess the effectiveness of each maternal violent death strategy and activity by creating and implementing an evaluation plan that identifies key questions, stakeholders, indicators, short, medium, and long-term outcome measures and data sources.

This request for application is supported by the Office of the Assistant Secretary of Health (OASH) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$300,000 with 100 percent funded by OASH/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by OASH/HHS, or the U.S. Government. For more information, please visit [www.hhs.gov/ash/about-ash/leadership/index.html](http://www.hhs.gov/ash/about-ash/leadership/index.html).

When developing a budget for this grant, Applicants must NOT include the following expenses as they are considered **Non-Allowable** Costs by the State:

- 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;
- Child care 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; and
- Advertising materials and purchase of media time/space that has not been pre-approved by the Tennessee Department of Health.

The State is seeking applications to provide the services outlined in this RFA. The State will offer **One** grant for **\$20,000** per year, up to four years, for a maximum total of **\$80,000.00**. The project period is expected to begin on **December 1, 2022** and will last for 46 months. At this time, no additional funding is expected beyond the 46-month project period.

## II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. 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. Please provide a project timeline and evaluation plan, detailing the services you will provide to our organization and your willingness to continue to provide those services.

**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 that has a superscript two on the end, 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) for your use 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](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf)

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

## III. Schedule of Events

The following is the anticipated schedule for awarding grants for the Maternal Violent Deaths Evaluation Project. 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		September 2, 2022
2. Pre-response Teleconference	10:00 a.m.	September 8, 2022

3. Written “Questions & Comments” Deadline	2:00 p.m.	September 12, 2022
4. State Response to Written “Questions & Comments”		September 16, 2022
5. Deadline for Applications	2:00 p.m.	September 30, 2022
6. Evaluation Notice Released		October 12, 2022
7. Effective Start Date of Contract		December 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: 34347-86523 Pre-response Teleconference

Meeting number (access code): 2305 676 8913

Meeting password: wdUkKMIP353

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=m644ec75607d422899bdd07e569bf5aeb>

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>

The Competitive Procurement Coordinator at the address shown below is the sole point of contact for 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, 5<sup>th</sup> 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)
- Competitive Requirements
- Project Timeline (max of 2 pages)
- Biosketch(es) for key personnel
- 2-page Budget Form (**Attachment 3**)
- Goals and Activities (**Exhibit 1**)
- Project Narrative (**Exhibit 2**)
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions of form.**)
- Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

## 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:

- *Adequacy of plan of operation*
- *Access to data needed*
- *Proposed expenses and cost effectiveness*
- *Plan for project execution*
- *Past experience with similar projects*
- *Experience of key project personnel*
- *Collaboration with relevant partners*
- *Level of projected impact*

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the application which is 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 Maternal Violent Deaths Evaluation Project grant award and notify the State *in advance* if it cannot accept any terms or conditions. The Application for a Maternal Violent Deaths Evaluation Project 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.**