

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**SAFE STARS EVALUATION PROJECT**

**RFA # 34347-86623**

**REQUEST FOR APPLICATION****STATE OF TENNESSEE****DEPARTMENT OF HEALTH****I. Introduction:**

Injury is a major public health problem across the U.S. and in Tennessee. It is the leading cause of death among children and young adults and leads to an overwhelming 132 thousand years of potential life lost (YPLL) due to death before the age of 75 in the state of Tennessee from one year alone. While fatal injuries are tragic, they represent only a small portion of the actual burden of injury in our population. Thousands of Tennesseans face disability and chronic pain for the rest of their lives due to injuries that are often predictable and preventable. In 2019, a total of 6,799 fatal injuries occurred in Tennessee. For every death, there were 6 hospitalizations and 94 emergency department (ED) visits due to an injury. The injuries include both unintentional injuries and those caused by acts of violence. Focusing on enhanced evaluation of specific strategies for prevention of injuries will lead to more lives saved and injuries prevented.

The Tennessee Department of Health recently received a \$400,000 grant award per year for enhanced injury prevention efforts over the next five years through the Centers for Disease Control and Prevention. Through this funding, TDH will focus on enhanced evaluation for injury prevention initiatives including the Safe Stars initiative.

**BACKGROUND:**

Safe Stars was launched in 2017. Safe Stars is a collaboration between the Tennessee Department of Health and the Program for Injury Prevention in Youth Sports at The Monroe Carell Jr. Children's Hospital at Vanderbilt. This program designates youth sports leagues as bronze, silver or gold depending on meeting specific evidence-based safety policies.

Safe Stars' goal is to provide resources and opportunities for every youth sports league to enhance their safety standards. The criteria for achieving recognition as a Safe Stars league has been developed by a committee of health professionals dedicated to reducing sports-related injuries among youth. Participation in Safe Stars is voluntary and free.

**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;
- Gift or gas cards;

- Child care services;
- Billable services provided by physicians or other providers conducting medical treatment services;
- Permanent equipment (e.g. computers, video monitors, software printers, furniture) unless essential to project implementation and not available from other sources;
- Anything considered medication;
- Advertising materials and purchase of media time/space that has not been pre-approved by the Tennessee Department of Health;
- Clothing; and
- Incentives.

The State is seeking applications to provide the services outlined in this RFA. The number and amount of grants awarded will depend on the number and budgets of the Applications received. The contract start date is January 15, 2023. Applicants may apply for a grant of up to 3 years and 6 months not to exceed \$148,000.00. No match will be required for grant awards.

## 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 narrative, goals and activities, and bio-sketches of key personnel.

**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 with a superscript 2 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 Safe Stars Evaluation Project. The State reserves the right to adjust the schedule as it deems necessary.

<b>EVENT</b>	<b>TIME (Central Time)</b>	<b>DATE (all dates are state business days)</b>
1. RFA Issued		October 21, 2022
2. Pre-response Teleconference	3:00 p.m.	October 27, 2022
3. Written "Questions & Comments" Deadline	2:00 p.m.	October 31, 2022
4. State Response to Written "Questions & Comments"		November 4, 2022
5. Deadline for Applications	2:00 p.m.	November 18, 2022
6. Evaluation Notice Released		December 9, 2022
7. Effective Start Date of Contract		January 15, 2023

**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: RFA 34347-86623 Teleconference  
 Meeting number (access code): 2317 769 2945  
 Meeting password: 3bjGQ3XiRw6  
 Meeting Link:  
<https://tn.webex.com/tn/j.php?MTID=m0b52997106520adfff607452cd35609c>  
 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](mailto:Competitive.Health@tn.gov)

**Checklist for Submission of Applications:**

- Application (**Attachment 1**)
- Competitive Requirements
- Project Narrative (**Exhibit 1**)
- Goals and Activities (**Exhibit 2**)
- Biosketch(es) for key personnel
- 2-page Budget Form (**Attachment 3**)
- State of Tennessee, Department of Finance and Administration ACH (Automated Clearing House) Credits and Instructions (**Mailed per instructions on 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:

- Organizational capacity and expertise of staff involved
- Organization experience with Safe Stars
- Stakeholder involvement
- Evaluation framework and tools
- Data collection and analysis plan
- Plan to develop evaluation products
- Detailed goals, activities and timeline
- Proposed expenses/budget

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications(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 Safe Stars Evaluation Project grant award and notify the State *in advance* if it cannot accept any terms or conditions. The Application for a Safe Stars Evaluation Project grant award asks the applicant to list any terms or conditions that its 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.**