APPLY NOW!

COVID-19 CONTACT TRACING COMMUNITY SUPPORTS PROGRAM

Letter of Intent Deadline: September 21, 2020, 5 p.m.
Application Deadline: October 2, 2020, 5 p.m.

Made possible with funding from the Illinois Dept of Public Health to the Cook County Department of Public Health.
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Background
Contact tracing and case investigation by local health departments is a core disease control measure, and has been employed by state and local health officials for decades. Contact tracing is a key strategy to mitigate the spread of COVID-19 and protect communities. To effectively implement contact tracing, individuals who are COVID-19 positive must participate in contact tracing efforts. This allows for the opportunity to inform contacts of their potential exposure so that they can isolate, get tested, and stop the spread of COVID-19. If individuals who are COVID-19 positive are not able to effectively isolate, community transmission can occur rapidly. If community transmission occurs, and COVID-19 cases increase significantly, strict mitigation strategies will again be needed to contain the virus. (Source: Centers for Disease Control and Prevention)

Given the magnitude of COVID-19, it is critical that the Cook County Department of Public Health (CCDPH) rapidly stand up a more expansive and enhanced contact tracing effort to ensure that individuals and communities are safe. To support this effort, the Illinois Department of Public Health allocated nearly $41 million to CCDPH as part of the COVID-19 Local Health Department Contact Tracing Grant. Contact tracing is crucial in the process of safely lifting regulations and increasing COVID-19 testing that will require additional case investigations and contact tracing. As part of this initiative, CCDPH has contracted with Hektoen to provide contract management and oversight for the Suburban Cook County COVID-19 Contact Tracing Community Supports program.

Nearly $5.5 million will be awarded to successful applicants who have the commitment and ability to quickly implement activities within a 6 month period that will ensure effectiveness of the CCDPH COVID-19 contact tracing program, slow the spread of COVID-19, and lessen the social and economic impacts especially for communities and populations most adversely affected by the pandemic. Toward this end, successful applicants will disseminate relevant COVID-19 information to priority populations; conduct education and outreach; expand existing programs or services that can help households with isolation and quarantine or lessen the social and economic impacts of COVID-19; and increase availability and access to testing. They will also collaborate with CCDPH to establish two-way, regional Learning & Action Networks in the north, west, southwest and south suburbs of Cook County that foster community trust and real-time feedback on how communities are experiencing the impacts of COVID-19. Refer to Map 1: Suburban Cook County by District on pg. 16.

Eligibility
Proposed projects must take place and impact communities within suburban Cook County, excluding Evanston, Oak Park, Skokie, and Stickney Township which are served by their own state-certified public health department.

All community-based organizations (CBOs) serving suburban Cook County, except Evanston, Oak Park, Skokie and Stickney Township, are eligible to apply. For the purpose of this RFP, a community-based organization is defined as a 501(c)(3) not-for-profit organization that has demonstrated service delivery to specific populations and/or community areas. Service delivery includes programming driven by an understanding of, or directed by, community voice. Collaborations and partnerships between organizations are strongly encouraged.
Additionally, CBOs must have the organizational capacity to conduct the work described in this RFP and have the fiscal and administrative capacity and controls necessary to effectively manage this contract. Requirements include financial stability, fiscal solvency, ability to provide separate reporting for use of funds, and staff to oversee the scope of work and comply with the contract.

**Key Themes of the RFP**
This funding opportunity places emphasis on education and outreach, and resources to support the CCDPH COVID-19 contact tracing initiative. Each applicant should keep these areas of emphasis in mind when preparing their proposal.

**Slow the Spread and Lessen the Social and Economic Impacts of COVID-19**
Towards this end, this RFP specifically supports:
- Education and outreach efforts to promote preventive actions to slow the spread of COVID-19 and provide factual information that dispels myths and rumors, especially in priority communities and populations at greater risk of infection;
- Expansion of existing programs or services that can help households with isolation and quarantine or lessen the social and economic impacts of COVID-19; and
- Increased availability and access to testing.

Applicants should showcase their ability to reach communities and populations in suburban Cook County communities within CCDPH’s jurisdiction, especially those who are being adversely impacted by COVID-19. If proposing to conduct education and outreach or expand existing programs or services, applicants should demonstrate their experience providing services that resulted in positive outcomes.

**Authentic Community Engagement**
Collaborations and partnerships will maximize a proposal’s impact and are strongly encouraged. Coordination among multiple entities within a single community, across multiple communities, or both are acceptable. Applicants are recommended to include community engagement and community voice. Engagement with priority populations in their proposals will ensure that people most affected by COVID-19 contribute to the development and implementation of their programs. Applicants should highlight existing partnerships that can be leveraged, and how their existing programs and services are grounded in or driven by an understanding of the people they serve.

**Reduce Health Inequities**
This program supports community-level efforts aimed at ensuring the contact tracing initiative slows the spread of COVID-19 and lessens its social and economic impacts in communities and populations most affected by the pandemic. Applicants should ensure consideration of additional barriers priority communities and populations face.
Benefits to Community Contractors
In addition to funding, community contractors will also receive a number of other key benefits.

Training
All community contractors will engage in an equity lab, “Changing Hearts and Minds for Leadership,” throughout the project period. The equity lab will enable community contractors to augment their knowledge, skills and resources to meet program deliverables, advance other projects in their organization and respective communities, and support sustainability of the regional Learning & Action Networks. A series of three on-line sessions will be held by CCDPH and partners in December 2020, February 2021, and May 2021, where community contractors will learn accurate, timely COVID-19-related information and engage in active, informed and problem-based learning.

Technical Assistance
Community contractors will have the opportunity to receive individualized, customized technical assistance (TA) from CCDPH staff and a network of experts who can help plan and implement projects. This TA may focus on content-related resources and training for implementation; engagement of key stakeholders and community members; connections to other regional and local partners; systems for performance management and reporting; and strategies to increase the likelihood of sustaining the work beyond the community contract period.

Networking
Community contractors will have the opportunity to cultivate vibrant relationships within their regional Learning & Action Network and with other CBOs across suburban Cook County.

Beyond the Grant Period
Benefits beyond the grant period include:
- Increased organizational capacity to sustain or expand community health initiatives;
- New partnerships to collaborate on future projects and funding opportunities; and
- An on-going, bi-directional relationship with CCDPH via the regional Learning & Action Networks beyond the community contract period.
Availability and Use of Funds
Overall, the goal of this funding opportunity is to slow the spread of COVID-19, and lessen the social and economic impacts of the pandemic.

Total Funding and Community Contract Amounts
The total funding available for community contracts is $5,450,000. CBOs have two options:

Option 1: Submit a brief application to participate in one of the regional community communication networks. If selected, the community contract will be made at $20,000. Each CBO will receive $5,000 upon execution of the contract and $15,000 at the end of the project period if all deliverables are met.

Option 2: Submit a full application to be considered for conducting education and outreach; expanding an existing program or service that can help households with isolation and quarantine or lessen the social and economic impacts of COVID-19; and/or increasing availability and access to testing. CBOs can apply for funding between $50,000 and $300,000. If selected, the community contract will be made at an amount that aligns with scope of work and reach. Each CBO will receive 20% of approved budget upon execution of the contract and remaining funds will be dispersed on a reimbursement basis.

Size of Funding Amount
For Option 1, the funding amount is $20,000. For Option 2, funding amounts will vary based on a number of factors including, but not limited to:

- Defined project area
- Scope of work, including the number of priority populations or communities reached, resources being offered, partners involved and related activities to implement the programs or services.
- Total number of people impacted by work

Use of Funds
Funding must be used to implement activities necessary to conduct education and outreach; expand an existing program or service; and/or increase availability or access to testing and must be in compliance with all applicable laws. In general, budgets must reflect the scope of work proposed.

Funding may be used for:

- **Salary & Wages**: Include staff time supporting program activities. Recommend covering a percent time of existing staff vs. hiring new staff, given the short project period.
- **Fringe Benefits**: Include costs of leave, employee insurance, pensions, unemployment benefit plans, etc. Should be based on actual costs or an established formula.
- **Supplies**: Include costs for supplies that support program activities (e.g., computers, printers, computer software and applications, educational materials and general office supplies).
- **Travel**: Include costs for local travel during project period, if this is applicable to your respective community support. Travel mileage reimbursement rate is $.575 per mile.
- **Contractual Costs**: Include costs for work performed by an independent contractor requiring specialized knowledge, experience, expertise or similar capabilities or a product or service to be
procured by contract and an estimate of cost. A contractor’s role is generally to evaluate the client’s needs and actually perform the work.

- **Equipment**: Include costs of any item of property that has a per unit acquisition cost of $5,000 or more and has an expected service life of more than one year.
- **Other**: Include costs associated with your activities not covered in other categories.
- **Indirect costs**: Capped at 10% of direct costs.

**Funding Restrictions**

Funds may not be used as matching funds for any other grant program, or for:

- Political or religious purposes
- Contributions or donations
- Fundraising or legislative lobbying expenses
- Conference registration fees
- Payment of bad or non-program related debts, fines or penalties
- Contribution to a contingency fund or provision for unforeseen events
- Food or beverages, including alcoholic beverages
- Membership fees, interest or financial payments, or other fines or penalties
- Purpose or improvement of land or purchase, improvement or construction of a building
- Expenditures that may create conflict of interest or the perception of impropriety
- Exhibit fees of any kind
- Airfare
- Out of state travel costs
- Vaccines
- Laboratory or specimen collection costs associated with testing for SARS-CoV-2
- Purchase of vehicles
- Tuition reimbursement
- Bonus pay
- Media campaigns
- Cash assistance
- Research
- Reimbursement for pre-award costs

Use of funds for prohibited purposes may result in loss of community contract and/or place the community contractor at risk for recouping those funds used for the prohibited purpose.
Priority Populations and Communities
COVID-19 has adversely impacted certain populations and communities that should be reached through this funding opportunity. Priority populations and communities are listed below. Others with a strong justification will be considered for funding.

Populations include, but are not limited to:
- Racial and ethnic minorities, including, but not limited to: African-American/Black, Arab American, Asian American/Pacific Islander, Hispanic/Latino, American Indian/Alaska Native
- Foreign-born individuals
- People with limited English proficiency
- Undocumented immigrants
- People living close to or below the federal poverty line
- Justice-involved individuals
- Disconnected youth
- People experiencing homelessness or domestic violence
- People with disabilities (including deaf and hard of hearing)
- Lesbian, Gay, Bisexual, Transgender, and Questioning or Queer people
- Older adults

Communities with a higher COVID-19 Community Vulnerability Index (refer to Map 2 and related table on pgs. 17-18) coupled with a greater disease burden or disproportionate impact include, but are not limited to:
- Alsip
- Bellwood
- Berkeley
- Berwyn
- Blue Island
- Bridgeview
- Burnham
- Calumet City
- Calumet Park
- Chicago Heights
- Cicero
- Des Plaines
- Dolton
- Harvey
- Hazel Crest
- Hickory Hills
- Lansing
- Markham
- Maywood
- Melrose Park
- Niles
- Northlake
- Oak Lawn
- Palos Hills
- Park Forest
- Riverdale
- Sauk Village
- South Holland
- Stone Park
- Streamwood
- Summit
- Wheeling
Program Description
The Suburban Cook County COVID-19 Contact Tracing Community Supports Program is integral to the success of the contact tracing initiative. The program aims to prevent and control the spread of COVID-19 and its impacts through education and outreach to priority communities and populations; expansion of existing programs and services that can help households isolate and quarantine, or address social and economic challenges; and increased availability and access to testing. This opportunity is intended to fund CBOs serving suburban Cook County, excluding Evanston, Oak Park, Skokie and Stickney Township.

Option 1: Participate in a regional Learning & Action Network.
All applicants selected to participate in a regional Learning & Action Network will be required to participate in a series of three on-line meetings of the equity lab, “Changing Hearts and Minds for Leadership” (refer to pg. 3) and all network meetings anticipated to be held twice a month for the duration of the grant period. Additionally, all grantees will be required to disseminate timely, relevant COVID-19 information to the communities they serve.

Option 2: Provide a community support(s) and participate in a regional Learning & Action Network.
In addition to participating in a regional Learning & Action Network, CBOs may select to provide one or more of the following community supports described on pgs. 7 - 9.

Community Support - Education and Outreach
Success of the CCDPH COVID-19 contract tracing initiative hinges on people answering the phone when a contact tracer calls. Working with communities in the development and implementation of a culturally-informed initiative is a critical approach to gain the public’s trust. One key strategy is education and outreach.

CBOs, as credible, trusted institutions, play an important role in assuring accurate and timely COVID-19-related information is shared with communities and populations CCDPH serves, especially those who have been hardest hit by COVID-19. They also serve as a resource to dispel myths and provide a better understanding of contact tracing and how this process helps to slow the spread of this disease.

What are CBOs expected to do?
For this selection, CBOs are expected to establish and execute a localized outreach and education campaign to residents in suburban Cook County communities within CCDPH’s jurisdiction that uses materials developed by the Illinois Department of Public Health and/or CCDPH. If the community contractor determines a need to create their own materials, they must communicate this need with CCDPH and ensure that evidence and data are used. As appropriate, the campaign should leverage relevant community institutions (e.g., neighborhood block clubs, school civic organizations, beauty salons and barber shops). Information disseminated may include general facts about COVID-19; information about contact tracing, the importance of physical distancing, wearing masks, and washing hands; where to get tested; and how to find resources.
Community Support – Expansion of Existing Program or Service
COVID-19 is having health, social and economic impacts. In addition to COVID-19 exacerbating health disparities, the pandemic has also resulted in increases in food insecurity, housing instability, unemployment, deaths by suicide and drugs, and violence (i.e., domestic, gun and child abuse) and needs for behavioral and mental health services; language proficiency support, and linkages to primary care medical homes, benefits, and childcare services. Many CBOs have maintained, stood up, or made referrals to essential programs or services to ensure needs were addressed and the health, social and economic impacts were minimized.

What are CBOs expected to do?
For this selection, CBOs are expected to expand upon an existing program or service that can either help households to isolate and quarantine or lessen the social and economic impacts. Based on community feedback and reports, key priorities aligned with this funding opportunity include some of the following community supports:

- Masks, cleaning supplies, and other necessities to lessen spread of COVID-19 and/or to stay at home
- Access to food
- Connections to housing and employment resources
- Linkages to a primary care medical home, behavioral or mental health services, and benefits
- Assistance with navigating health systems and telehealth
- Childcare services

Once CBOs are selected by Hektoen, CCDPH will explore opportunities for coordination with the Care Coordination Team of the COVID-19 Contact Tracing Initiative depending on services and programs offered by community contractors. The Care Coordination Team will support cases and contacts in accessing resources to remain in isolation or quarantine, and with addressing other needs.

Community Support – Testing
Testing is critical to slow the spread of coronavirus (COVID-19) and mitigate its threat to public health; however, it has not been widespread across the region. Since contact tracing starts with identifying cases, testing plays an integral role in identifying who actually has the virus. As CCDPH ramps up its contact tracing program, two testing strategies will be key.

- Community-wide Testing: CCDPH wants to support expansion of testing through existing sites in the hope of reaching people who have not been tested. The additional testing capacity is in response to a growing need to identify COVID-19-positive patients as the virus spreads. At this stage, it is critical to conduct more comprehensive testing for COVID-19 in the communities CCDPH serves and ensure appropriate follow-up mitigation strategies and support services. More testing can facilitate isolation of those who are infected to minimize ongoing transmission. Also, as additional testing options are approved and become available to the public, CCDPH will need assistance from CBOs to make these new options accessible in the community.
• **Testing in Congregate Settings:** Minimizing the spread of COVID-19 in congregate settings is crucial. Congregate settings are settings in which a group of people reside, meet or gather for an extended period of time in close physical proximity. This strategy excludes testing in Long-Term Care Facilities, where resources have already been deployed by the Illinois Department of Public Health. This funding can support regular, on-going testing in priority congregate settings such as homeless shelters, assisted living facilities, and residential treatment centers.

**What are CBOs expected to do?**
For this selection, CBOs are expected to: (1) develop, manage, and conduct a comprehensive testing program, along with critical mitigation strategies, at a congregate setting; and/or (2) build current testing capacity for increased community-wide testing. Priority will be given to CBOs serving communities where there are gaps in testing, or who are reaching priority populations. Coordination with CCDPH will further be required. Please note that this funding opportunity does **not** support mobile testing since the Illinois Department of Public Health is conducting this type of testing across the state.

**Deliverables and Obligations of Community Contractors**
Community contractors will be expected to conduct the following program-specific activities:

**For contractors participating on a regional Learning & Action Network**
- a. Identify one individual to be the lead liaison with Hektoen and CCDPH and one individual to serve as an alternate.
- b. Engage in one to two regional Learning & Action Network meetings per month, and three on-line sessions of the equity lab, “Changing Hearts and Minds for Leadership.” Designate three individuals to represent your organization or collaboration/partnership at meetings and the equity lab. Liaisons can also represent the CBO on the Network, or liaisons can be different individuals. If designated liaisons will not be representing the CBO or collaboration/partnership on the network, it is critical they receive all information shared by CCDPH (and others) on the network in a timely fashion. While we encourage all three representatives to participate, at least one individual must be in attendance.
- c. Disseminate relevant information with the population(s) your organization serves.
- d. Complete a monthly form that captures basic information related to your efforts in disseminating COVID-19-related information.
- e. Participate in any additional contractor meetings and evaluation activities.

**For contractors providing a community support(s) and participating on a regional Learning & Action Network:**
- a. Identify one individual to be the lead liaison with Hektoen and CCDPH and one individual to serve as an alternate.
- b. Engage in one to two regional Learning & Action Network meetings per month, and three on-line sessions of the equity lab, “Changing Hearts and Minds for Leadership.” Designate three individuals to represent your organization or collaboration/partnership at meetings
and the equity lab. Liaisons can also represent the CBO on the Network, or liaisons can be different individuals. If designated liaisons will not be representing the CBO or collaboration/partnership on the network, it is critical they receive all information shared by CCDPH (and others) on the network in a timely fashion. While we encourage all three representatives to participate, at least one individual must be in attendance.

c. Disseminate relevant and timely information with the population(s) your organization serves.

d. Implement a work plan outlining populations targeted and specific implementation steps. The work plan must include measurable outcomes that are relevant to the goals and objectives of this funding and, where possible, should include explicit efforts to reach identified communities and population(s) most affected by COVID-19, as well as strategies for continuing to sustain operations beyond this funding.

e. Measure progress for your program during the project period, as well as disseminate information describing outcomes, lessons learned and best practices identified during the project.

f. Submit monthly expense reports for reimbursement. Note: Community contractors providing community supports must have the capacity to pay for grant activities out of organizational funds. Upon execution of contract, CBOs will be paid 20% of approved budget. Remaining funds will be provided through reimbursement.

g. Submit monthly progress reports, including financials, on the 15th of the following month.

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A comprehensive final report may also be due by end of June 2021. Note: Community contractors must have a financial system that is able to prepare reports and separate these program funds from other organization expenses.

h. Participate in any additional contractor meetings and evaluation activities.
Proposal Requirements and Review Process

Letter of Intent
Hektoen strongly encourages potential applicants to submit a Letter of Intent (LOI) that expresses your organization’s intent (not obligation) to submit a proposal. This information will help Hektoen determine the number of reviewers that will be needed to assess applications. You will find complete instructions and a copy of the LOI in Appendix A. The deadline for submission is September 21, 2020, 5 p.m. CST. Click here to submit a LOI.

Proposal Sections and Attachments
For Option 1, applicants will complete an on-line form that only includes Section I: Basic Information and Section V: Certification (see below). For Option 2, applicants will complete an on-line form that includes the following six sections and required attachments.

- **Section I: Basic information** (25 Points Total)
  - Contact information and a description of the primary applicant, including verification of eligibility, communities and populations reached, and organizational capacity and commitment to meet program deliverables
  - Identification of selected work and communities and populations the strategy will impact

- **Section II: Proposed Project** (60 Points Total)
  - An overview of how COVID-19 is impacting the populations your proposal intends to reach and current efforts of your organization or collaboration/partnership to address impacts of COVID-19
  - Proposed community support(s), milestones and outcomes; where possible, account for additional barriers faced by population(s) most affected by COVID-19
  - A description of organizations with whom your organization plans to collaborate, ways in which you have worked together previously (if applicable), and the role they will play to ensure successful implementation of the proposed community support(s)
  - Sustainability

- **Section III: Work Plan and Budget** (10 Points Total)
  - A preliminary work plan and budget are required attachments.

- **Section IV: Letters of Support from project partners** (5 Points)
  - A minimum of three letters of support are required attachments.

- **Section V: Certification**

In addition to the proposal, Option 2 applicants are also required to complete a Risk Assessment. This questionnaire will evaluate the programmatic risk of an applicant is also required. Limited program experience, protocols and internal control governing program delivery will increase an applicant’s degree of risk but will not preclude the applicant from becoming a community contractor.
Other Proposal Considerations

Your proposal should speak to the following questions and issues, as they may affect how your proposal is evaluated in the context of the larger goals of the Suburban Cook County COVID-19 Contact Tracing Community Supports Program.

- How your proposed activities address health equity issues within your broader community.
- The degree of need within your community.
- The reach of your activities (e.g. total number of people reached, percentage of target population reached, etc.)
- How your proposal uses existing or builds new partnerships in your community, and includes direct community involvement.
- The degree to which your proposal is tailored to meet the unique needs of your community.
- The degree to which your proposal builds sustainable activities beyond funding period.
- The ability of your organization and its partners to start your activities rapidly and complete your work within the project period.

Proposal Submission

Proposals must be submitted online on the Hektoen website by Friday, October 2, 2020 at 5 p.m. CST. Any applications submitted after the deadline will not be reviewed.

To apply to participate in only a Regional Learning & Action Network, please complete the form found at: Option 1 Application.

To apply to participate in a Regional Learning & Action Network and provide additional community supports, please complete the form and required attachments found at: Option 2 Application. For Option 2, a Risk Assessment must also be completed. Click here to submit the assessment.

You will find complete instructions and the proposal forms in Appendix A.

Review Process

The review process will consist of the following steps:

1. Proposals will be screened for eligibility, completeness and technical requirements, such as page limits.
2. Panels will review proposals, score them based on quality, and recommend full, partial or no funding.
3. Proposals which pass the initial screening and review will go through a second review, with selection based on initial scoring, as well as achieving an effective and integrated mix of activities, geographic distribution across communities CCDPH serves, inclusion of communities of populations disproportionately affected by COVID-19 and its impacts. We may also identify partnerships and coordination needed in order to receive funding.
4. Award of contracts to CBOs will be authorized.
5. Each applicant will be notified of the decision about its proposal.
Proposals will be reviewed for consistency with prevailing public sector and relevant professional body ethics and conflict of interest codes of practice. Reviewers with potential conflicts of interest will not participate in scoring or selecting the affected proposals. Reviewers may determine that the approved proposals do not fully address the goals of the Suburban Cook County COVID-19 Contact Tracing Community Supports Program. We may try to fill any gaps by requesting changes to submitted proposals or seeking additional proposals.

Questions & Technical Assistance
You may ask questions and request technical assistance via email at CBORFP@hektoen.org. Responses will be added to a list of Frequently Asked Questions (FAQs), posted on the Hektoen website. All questions or requests for technical assistance must be received by 5 p.m. CST on Tuesday, September 29.

For general questions about the RFP and how to apply or to download forms, FAQs, and other resources, please visit the Hektoen website.
Suburban Cook County District Map

Municipalities
1 Arlington Heights
2 Barrington
3 Barrington Hills (pt.)
4 Barrington Crossroads (pt.)
5 Buffalo Grove (pt.)
6 Des Plaines
7 Elgin (pt.)
8 Elk Grove Village
9 Glenview
10 Golf
11 Hanover Park (pt.)
12 Hoffman Estates
13 Inverness
14 Kenilworth
15 Lincolnwood
16 Morton Grove
17 Mt Prospect
18 Niles
19 Northbrook
20 Norridge
21 Park Ridge
22 Park Ridge Heights
23 Palatine
24 Park Place
25 Prospect Heights
26 Rolling Meadows
27 Roselle (pt.)
28 Schaumburg
29 South Barrington
30 Streamwood
31 Lombard
32 Wheeling
33 Wilmette
34 Winnetka
35 Evanston
36 Skokie
37 Bellwood
38 Bensenville
39 Berwyn
40 Bridgeview

Cook County Department of Public Health Jurisdiction

North District
West District
Southwest District
South District
Outside of Jurisdiction

Cook County Department of Public Health, Epidemiology Unit
COVID-19 Community Vulnerability Index (CCVI)
Suburban Cook County by Municipality

CCVI Level*

- **5** (Highest Vulnerability)
- **4**
- **3**
- **2**
- **1** (Lowest Vulnerability)

*CCVI scoring methodology by Surgo Foundation (precisionforcovid.org)
CCDPh Epidemiology Unit, 08/2020
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<td>South Barrington</td>
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<td>South Chicago Heights</td>
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<tr>
<td>Hickory Hills</td>
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<td>South Holland</td>
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<td>Hillside</td>
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<td>Hinsdale</td>
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<td>Tinley Park</td>
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<td>0.908</td>
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<td>Justice</td>
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<td>Willow Springs</td>
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<td>Wilmette</td>
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<td>Lemont</td>
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<td>Winnetka</td>
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<tr>
<td>Lincolnwood</td>
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<td>Worth</td>
<td>0.713</td>
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</table>

CCVI Level based on Average CCVI categorized into quintiles: 5 = Highest Vulnerability, 1 = Lowest Vulnerability
# SUBURBAN COOK COUNTY COVID-19 CONTACT TRACING COMMUNITY SUPPORTS PROGRAM PROPOSAL

## Section I: Basic Information (25 points total)

### A. Contact Information

Include the contact information for the *lead* organization responsible for this application. You will have the opportunity to list any partners in a subsequent section.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Street Address</th>
<th>City, State, Zip Code</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Secondary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

### B. About Your Proposal

1. The proposed project takes place and impact communities within suburban Cook County, excluding Evanston, Oak Park, Skokie, and Stickney Township?*
   - [ ] Yes  [ ] No

   If you answered “no,” your project is ineligible for this funding opportunity. Refer to “Eligibility Requirements” in the RFP (pg. 3-4).

2. Our organization is selecting to submit an application to:
   - [ ] Participate only on one of the regional Learning & Action Networks.
   - [ ] Provide community supports and participate on one of the regional Learning & Action Networks. Check which community support(s) your proposal addresses.

   If applying to provide community supports, check which community support(s) your proposal addresses.
   - [ ] Education and Outreach
   - [ ] Existing Program or Service
   - [ ] Testing

   Answer required if applying for Option 2: Providing Community Supports and participating on one of the regional Learning & Action Networks.

3. Please select region(s) in suburban Cook County that your organization proposes to serve. Check all that apply.
   - [ ] North
   - [ ] West
   - [ ] Southwest
   - [ ] South
4. Define your project area. Include the community or communities in suburban Cook County your organization plans to impact.

1500 character limit

5. Tell us what population(s) your organization will reach.

1500 character limit

C. Applicant: Organizational Summary, Capacity and Commitment

All text entries have a 1500 character limit.

1. Provide a brief description of your organization, its mission, and reach.*
2. Identify lead and alternate liaison for Hektoen and CCDPH, and three representatives for the Network. Liaisons to Hektoen and CCDPH can also serve as representatives for the Network.*

<table>
<thead>
<tr>
<th>Lead Liaison</th>
<th>Alternate Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Organization</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

Please name the three representatives for the Network. Liaisons to Hektoen and CCDPH can also serve as representatives for the Network.*
3. Describe how you have met funder requirements for providing invoices and periodic progress reports.*
4. Does your organization have the financial resources to pay for grant activities up front and wait for payment at the end (Option 1) or reimbursement (Option 2)?*
   - Yes □ No □
   - While there will be an initial payment once contract is executed, community contractors for Option 1 will be paid the remaining funds at end of project period and for Option 2 will be allocated funding on a monthly reimbursement basis.
5. Does your organization and/or your respective partners have the resources to commit to all required activities listed in the RFP Guidance (pgs. 11 - 12)?*
   - Yes □ No □
6. We agree to provide project reports as requested and required by Hektoen.*
   - Yes □ No □
7. We agree to participate in the equity lab, “Changing Hearts and Minds for Leadership,” as described in the RFP (see pg. 5).*
   - Yes □ No □
8. We agree to participate in and attend meetings of our designated regional Learning & Action Network in which our project area is located.*
   - Yes □ No □
9. We agree to participate in additional contractor meetings and evaluation activities.*
   - Yes □ No □
10. What are ways in which you plan to disseminate COVID-19-related information or materials shared by CCDPH?*
# Section II: Proposed Project (60 points total)

## A. Issue Statement – 3000 Character Limit (10 points)*

Explain how COVID-19 or related factors have an impact on the population(s) your organization intends to reach and how the community support(s) selected address the issues. Use data-driven statements to support your explanation.

## B. Current Efforts – 6000 Character Limit (15 points)*

Projects are to maximize their impact by expanding on current efforts. Describe:
- Up to 3 outcome goals of your current efforts,
- 3-5 accomplishments between March – August 2020,
- 3-5 barriers you have faced over this time period, and,
- What resources you have in place to support your current efforts (e.g., staffing, partnerships, funding, etc.).

## C. Proposed Outcomes & Activities – 6000 Character Limit (20 points)*

Based on the community support(s) selected, provide a narrative that:
- Describes how you plan to expand your current activities.
- Identifies measurable outcomes you intend to achieve. In all cases, please indicate how you intend to measure the specified outcome and specify any barriers you anticipate to achieving your outcomes.
- Outlines specific activities to successfully develop and implement your community support(s).

## D. Partnerships – 3000 Character Limit (10 points)*

Projects are to maximize their impact by working with partners. Provide a description of:
- Organizations with whom your organization plans to collaborate,
- Ways in which you have worked together previously (if applicable), and,
- The role they will play to ensure successful implementation of the proposed community support(s).

**Note:** You will need a signed letter of support from a minimum of three partner organizations.

## E. Sustainability – 1500 Character Limit (5 points)*

Describe the lasting impact of the activities you propose beyond the completion of the community contract; and concrete steps your organization and its partners will take to ensure continued collaboration beyond the project period.

**Note:** There is no match requirement for this program. However, leveraging other resources and related on-going efforts to promote sustainability is encouraged.
### A. Work Plan

Identify below specific action steps, the responsible organization, and the expected month of completion towards successfully implementing the community support(s).

<table>
<thead>
<tr>
<th>ACTION STEPS</th>
<th>RESPONSIBLE ORGANIZATION</th>
<th>MONTH OF COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Review funding opportunity and deliverables with staff and partner organizations.</td>
<td>Lead Applicant</td>
<td>December 2020</td>
</tr>
<tr>
<td>Example: Participate in contractor meeting and kick-off for equity lab.</td>
<td>Lead Applicant</td>
<td>December 2020</td>
</tr>
<tr>
<td>Example: Coordinate and facilitate monthly meetings with partner organizations.</td>
<td>Lead Applicant</td>
<td>On-going</td>
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</table>
# REQUEST FOR PROPOSAL: CBO OPTION 2
## PROPOSED BUDGET

### Applicant Name

### City

### FEIN Number

### Budget Summary

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<thead>
<tr>
<th>Line Item</th>
<th>Amount Requested</th>
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<tbody>
<tr>
<td>Salary &amp; Wages</td>
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<tr>
<td>Fringe Benefits</td>
<td>$0</td>
</tr>
<tr>
<td>Contractual Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Local Travel</td>
<td>$0</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$0</td>
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<tr>
<td><strong>Grand Total</strong></td>
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### Budget Detail

### Salary and Wages

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<th>Staff Name</th>
<th>Position Title</th>
<th>Monthly Salary</th>
<th>Percent Time on Grant</th>
<th>Number of Months</th>
<th>Sub-total</th>
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<tbody>
<tr>
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<td></td>
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Work Plan and Budget Templates to be uploaded as separate attachments.
Justification: Salaries and Wages

### Fringe Benefits

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<th>Salaries</th>
<th>Rate</th>
<th>Sub-total</th>
<th>Amount Requested</th>
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</table>

Justification: Fringe Benefits

### Contractual Costs

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<th>Description of Contracted Item or Service</th>
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Justification: Contractual Costs
### Local Travel (Mileage Reimbursement at $.575)

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<th>Trips</th>
<th>Purpose of Travel</th>
<th>Description of Cost</th>
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**Justification: Local Travel**

### Supplies

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<th>Unit Cost</th>
<th>Total Units</th>
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**Justification: Supplies**

### Other

<table>
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<th>Rate or</th>
<th>Unit</th>
<th>Months or</th>
<th>Amount Requested</th>
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<tr>
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</table>

**Justification: Other**
<table>
<thead>
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<th>Item(s) Requested</th>
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<th>Cost Applied</th>
<th>Amount Requested</th>
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Justification: Indirect Costs

Justification: Other

Indirect Costs (Capped at 10% of Total Direct Costs)

<table>
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<tr>
<th>Item(s) Requested</th>
<th>Percentage</th>
<th>Cost Applied</th>
<th>Amount Requested</th>
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Justification: Other

Indirect Costs (Capped at 10% of Total Direct Costs)

<table>
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<tr>
<th>Item(s) Requested</th>
<th>Percentage</th>
<th>Cost Applied</th>
<th>Amount Requested</th>
</tr>
</thead>
</table>

Justification: Indirect Costs
Section IV: Letters of Support (5 points)
Please attach electronic copies of all letters of support from partners listed in Section II that clearly identifies their respective role in the project. Note: You will need a signed letter of support from a minimum of three partner organizations.
Section V: Certification
Applicants must complete, sign, and return the form below with their proposal.

Agreement and Signature
By submitting a proposal and signing below, I certify that I am the duly authorized representative of the organization and that I have reviewed and fully understand the information set forth in the Suburban Cook County COVID-19 Contact Tracing Community Supports Program Request for Proposal (RFP).

I further agree to be bound by the requirements set forth in the Suburban Cook County COVID-19 Contact Tracing Community Supports Program RFP should the proposal be accepted and a contract offered by Hektoen.

Signature Date
Name (printed):
Title:
Organization:
SUBURBAN COOK COUNTY COVID-19 CONTACT TRACING COMMUNITY SUPPORTS LETTER OF INTENT

For proposals to be considered under this RFP, applicants are required to complete and submit this Letter of Intent no later than Sept. 21st by 5 PM CST. You must submit the LOI using this link:

https://forms.office.com/Pages/ResponsePage.aspx?id=mPapUi9iA0mXKAR8XW38_L2cH18Z9xIOleXAabH3gpFUQRMS0xLMU9MWFA2Rk9XRVIQRVY0U0s0UC4u

Sending this form expresses your organization’s intent (not obligation) to submit a proposal. For any questions, please email CBORFP@hektoen.org.

### A. ABOUT THE ORGANIZATION

Include the contact information for the lead organization responsible for this application.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Street Address</th>
<th>City, State, Zip Code</th>
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<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Website</th>
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### B. Description

<table>
<thead>
<tr>
<th>Type of Applicant (ex. non-profit, FQHC)</th>
<th>Type of Organization (ex. behavioral health)</th>
<th>If Other, please specify</th>
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### C. Individual(s) Preparing the Proposal

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Secondary Contact</th>
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<table>
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<tr>
<th>Phone Number</th>
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<tr>
<th>E-mail Address</th>
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### A. ABOUT THE PROPOSAL

1. Our organization is selecting to submit an application to:
   - [ ] Participate only on one of the regional Learning & Action Networks.
   - [ ] Provide community supports and participate on one of the regional Learning & Action Networks. Check which community support(s) your proposal addresses.
     - [ ] Education and Outreach
     - [ ] Existing Program or Service
     - [ ] Testing

2. Please select region(s) in suburban Cook County that your organization proposes to serve. Check all that apply.
   - [ ] North
   - [ ] Southwest
   - [ ] West
   - [ ] South

By signing below, I, as an authorized official of the organization, affirm our intention to submit a proposal for the Suburban Cook County COVID-19 Contact Tracing Program no later than October 2, 2020, 5 PM CST.

<table>
<thead>
<tr>
<th>Name (printed)</th>
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<table>
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<th>Signature</th>
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