



**ALBUQUERQUE AREA SOUTHWEST TRIBAL
EPIDEMIOLOGY CENTER**

REQUEST FOR APPLICATIONS

**TRIBAL EPIDEMIOLOGY CENTER PUBLIC HEALTH
INFRASTRUCTURE (TEC-PHI) PROGRAM**

FY 2021 TRIBAL COVID-19 SUB-AWARD

APPLICATION DEADLINE: DECEMBER 18, 2020

Background

This project's purpose is to enhance tribal public health capacity and to support tribal communities on tribal health preparedness related to the Coronavirus Disease 2019 (COVID-19) pandemic. The Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC), a program of the Albuquerque Area Indian Health Board, Inc., is offering at least three tribal sub-awards of up to \$40,000 each.

Eligible Applicants

The following 27 Tribes, Bands, Pueblos and Nations are eligible to apply for a sub-award:

Alamo Navajo, Acoma Pueblo, Cochiti Pueblo, Isleta Pueblo, Jemez Pueblo, Jicarilla Apache, Laguna Pueblo, Mescalero Apache, Nambe Pueblo, Ohkay Owingeh, Picuris Pueblo, Pojoaque Pueblo, Ramah Navajo, Sandia Pueblo, San Felipe Pueblo, San Ildefonso Pueblo, Santa Ana Pueblo, Santa Clara Pueblo, Santo Domingo Pueblo, Southern Ute Tribe, TóHajiilee Navajo, Taos Pueblo, Tesuque Pueblo, Ute Mountain Ute Tribe, Ysleta del Sur Pueblo, Zia Pueblo, and Zuni Pueblo.

- Applicants must include a letter of support or tribal resolution from tribal leadership.
- Only one application will be accepted per eligible tribal community.
- Independent contractors and non-tribal entities are not eligible to apply.

Letter of Support or Tribal Resolution

A letter of support or a tribal resolution from tribal leadership must be included in the application. If applying from Ramah Navajo, TóHajiilee Navajo, or Alamo Navajo a letter of support or resolution from Chapter/School Board Officials will be accepted. Letters of support from external partners may also be included but are optional.

Application Submission

Please submit your completed application to Lucinda Cowboy in one of the following ways:

- **Email** complete application (PDF preferred) to: lcowboy@aaihb.org
- **Fax** complete application with ATTENTION: LUCINDA COWBOY to: (505) 764-0446
- **Mail/FedEx** complete application to:
ATTENTION: LUCINDA COWBOY
Albuquerque Area Indian Health Board
7001 Prospect Place NE
Albuquerque, New Mexico 87110
- **Hand deliver** complete application to address listed above.

All applications must be received at the Albuquerque Area Indian Health Board (AAIHB) by 5:00 PM (MST) on Friday, December 18, 2020. Exceptions cannot be made.

Number of Projects to be awarded and Level of Funding

The maximum award will be \$40,000 inclusive of direct and indirect costs with at least three (3) sub-awards granted.

Sub-Award Memorandum of Agreement (MOA)

All funded Tribes will need to sign a sub-award agreement with the Albuquerque Area Indian Health Board, Inc. (AAIHB), the parent organization of AASTEC. This will include procedures for invoicing and reporting, data sharing, protecting participant confidentiality, and awardee meetings, etc. A MOA will be provided to successful applicants for review.

IMPORTANT DATES	
Application Deadline:	Friday, December 18, 2020 Applications must be received no later than 5:00 PM (MST) . No exceptions will be made.
Award Announcement:	Friday, January 8, 2021
Period of Grant Activity:	January 11, 2021 through September 29, 2021

Announcement of Project Awards

Announcements will be emailed from AASTEC to the authorized representative listed on the contact form no later than January 8, 2021.

Payment and Reporting

Payment will be made by invoice only. Projects are ***required*** to submit invoices with bullet or narrative report at least quarterly. **All spending must be completed by September 29, 2021.**

Contact/Questions

Please address all questions to Lucinda Cowboy at (505) 269-9947 or lcowboy@aaih.org.

Application Components

Applicants must use the attached application template. *Additional details on how to complete the application are included in the remaining pages of this request for applications.*

In order to be considered complete, the application should adequately address all four sections:

- Part 1: Project Activities
- Part 2: Project Narrative
- Part 3: Budget
- Part 4: Partner Table
- Tribal Resolution or Letter of Support

APPLICATION SECTIONS

PART 1. PROJECT ACTIVITIES

Please check all activities that you propose to implement. All applicants must select at least two activities.

ACTIVITY 1: Tribal Public Health Preparedness Plans/Policies/Protocols	
<input type="checkbox"/>	Establish or enhance a public health preparedness plan for your tribal community to strengthen tribal public health system infrastructure in preparation for public health emergencies, including the current COVID-19 pandemic.
ACTIVITY 2: COVID-19 Recovery Plans	
<input type="checkbox"/>	Establish a COVID-19 resiliency and recovery plan that outlines steps that the community will take during and after the pandemic to better recover from its social, economic, and emotional impacts, restore wellness, and empower the community to support long-term resiliency and capacity to weather future events.
ACTIVITY 3: COVID-19 Vaccination Plans	
<input type="checkbox"/>	Develop a community COVID-19 vaccination plan in partnership with local, state, and federal entities.
ACTIVITY 4: COVID-19 Response Evaluation	
<input type="checkbox"/>	Conduct a comprehensive evaluation of tribal COVID-19 response activities that identifies a) key successful strategies and assets; b) key service gaps, resource needs, and lessons learned; and c) recommendations for quality improvement in response to the COVID-19 pandemic and future public health threats/emergency.

PART 2. PROJECT NARRATIVE

The project narrative consists of responding to the following 2 questions:

- 1.) How do you plan to implement the selected core activities in your community?

- 2.) How would you describe your organizational and community readiness to implement this project?

PART 3. PROJECT BUDGET

This sub-award will utilize a **deliverables-based budget**. A **deliverable** is a good or service produced as a result of a project that could be a report, a document such as a survey, meeting, or report, or any other building block or product of an overall project.

The total allowable budget is \$40,000. Below we have provided a sample deliverables budget (the first 3 are required). These are not meant to limit the deliverables, they are meant as suggestions, with suggested amounts and can be negotiated with the AASTEC. Please complete the budget form following this list and request deliverables that fit your community and your scope of work, and total \$40,000 or less. Additionally, a budget justification is required for any activity exceeding the suggested amount provided below.

Indirect Costs

The maximum allowable budget of \$40,000 is inclusive of direct and indirect costs (also referred to as facilities and administrative or F&A). **Indirect costs should not be listed as a separate line item/deliverable in your budget.** Rather they should be factored into the amount that is requested for each deliverable.

Funding Restrictions (from CDC)

The following costs are not allowable per policy of the project funding source – the Centers for Disease Control and Prevention:

- Sub-awardees may not use funds for research
- Sub-awardees may not use funds for clinical care
- Sub-awardees may use funds only for reasonable program purposes
- Generally, awardees may not use funds to purchase furniture or equipment

Supplemental Budget Information

No.	Deliverables for FY 2021 (January 11, 2021 – September 29, 2021)	Amount
1	Submit Memorandum of Agreement (MOA)	\$2,000
2	Submit mid-term progress report	\$2,000
3	Submit final progress report	\$2,000
4	Plan and identify multidisciplinary team	\$500
5	Conduct multidisciplinary team meeting (\$500 per meeting)	\$500 per meeting
10	Comprehensive review of existing response plans	\$3,000
8	Conduct evaluation of COVID-19 response in tribal community	\$5,000- 10,000
9	Draft new or enhanced plan, protocol, and/or policy	\$5,000 each
11	Present draft plans to community or tribal leadership (\$500 per presentation)	\$500 per presentation
12	Participate in virtual training that supports COVID-19 project goals	\$3,000 maximum
13	Print and Disseminate plans, policies, protocols, and/or reports	\$2,000 maximum
13	Other	Estimate associated costs to calculate amount
	TOTAL	NOT TO EXCEED \$40,000

PART 4. PARTNER TABLE

All projects should assemble a multi-sector team that will work together to complete the tribal health preparedness activities. Please complete the partner table to inform us of who will be working together in your community to complete the activities.

TRIBAL RESOLUTION OR LETTER OF SUPPORT

Please include a letter of support or tribal resolution on official tribal letterhead as an attachment to your application.

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