

Association of Asian Pacific Community Health Organizations (AAPCHO)

Hep B United Mini-grants Request for Funding Proposal

1) Introduction:

The Association of Asian Pacific Community Health Organizations is offering funding for one (1) year to local community coalitions working on hepatitis B activities. Up to four awards will be given with an award amount of up to \$10,000 each.

Eligibility: In order to qualify for this funding, applicants should be able to demonstrate that they have in place an existing, active, local coalition focusing on Hepatitis B activities. Eligible applicants must be current, active Hep B United members with a coalition that has a fiscal intermediary. Applicants must submit a project narrative and work plan which will be evaluated by members of the Association of Asian and Pacific Community Health Organizations (AAPCHO) staff.

The emphasis of these hepatitis B projects will be focused on AA & NHOPI communities and supporting activities at the local coalition level to advance the Health and Human Services' National Viral Hepatitis Action Plan hepatitis B priority areas. Hep B United has developed a draft strategic plan based on these priority areas which include: **1) Educating providers and communities to reduce health disparities, 2) Improving testing and linkage to care to prevent Hepatitis B-related liver disease and cancer, and 3) Eliminating perinatal transmission.** Applicants are to base their proposals on one of the three priority areas and develop activities to support their work to address the selected area. Activities can include: developing educational tools and resources for AA & NHOPI communities, sharing best practice models, developing and promoting physician/provider clinical champions, addressing specific barriers to HBV care, identifying/developing systems to increase HBV screening, etc. Project sites will be expected to track the evaluation of their projects.

2) Project Site requirements:

- Communication with AAPCHO: monthly phone calls with Hep B United Coordinator to discuss project and provide opportunity to answer any questions about your project. Schedule will be determined at a mutually convenient, regular date.
- Participation in monthly Hep B United coalition calls.
- Reporting: Semi-annual and final report with evaluation will be required.

3) Submission deadline:

All items must be submitted to Melinda Martin, Program Director, AAPCHO, via email to mmartin@aapcho.org by **5:00pm PST on Monday, January 14, 2013.**

4) Format:

The application should be no longer than 20 pages in length, double-spaced. Application should be printed on 8 ½" x 11" paper, in 12-point Times New Roman font. Pages should be numbered clearly and sequentially. Cover letter should be included. Cover letter and appendices do not count toward page limit.

Association of Asian Pacific Community Health Organizations (AAPCHO)

a) Project Narrative: up to 60 points total

Include proposed description of the following categories related to the selected hepatitis B priority area within the NVHAP that applicant will be addressing:

Section 1: Experience and Capacity (Up to 10 points)

- Does the applicant demonstrate that an active, multi-sector coalition exists? (2 pts)
- Does the coalition demonstrate experience and success in addressing hepatitis B health disparities among AA&NHOPi communities? (8 pts)
 - Has the applicant described previous hepatitis B-related activities?
 - Does the applicant describe previous or current methods of collecting HBV-related data?
 - Has the applicant described previous efforts to address the chosen priority area and the capacity to do so?
 - If the applicant has not had previous experience in the chosen priority area, have they described how they will realistically and practically respond to this lack of experience?
- If applicant is currently receiving funding for hepatitis B activities, does the applicant describe how their proposed activities will be complementary and not duplicative? (Not scored)

Section 2: Project Goals, SMART Objectives, Activities, Measures (Up to 20 points)

- Are goals, objectives, activities, and measures aligned with the Hep B United Strategic Plan? Are the objectives/activities in alignment with measurable indicators noted in the RFP? (10 pts)
- Are objectives in SMART form? (Specific, Measurable, Achievable, Relevant, Time-bound?) (5 pts)
- Are the activities described feasible given the resources such as time, funding, staffing? (5 pts)

Section 3: Evaluation Narrative and Work Plan (Up to 20 points)

- Does evaluation plan include both process and outcome measures, examples of expected indicators, data sources, and timelines? (4 pts)
- Does applicant describe how data will be collected, including baseline measures? (4 pts)
- Do process measures include the “who-what-when-where-how” of the activities? (6 pts)
- Do outcome measures demonstrate the immediate results of the activities, e.g. changes in skills, knowledge, attitudes and behavior? (6 pts)

Section 4: Budget Narrative and Budget Justification (Up to 10 points)

- Does applicant include an itemized budget for the program year with detailed justification for activities? (5 pts)
- Does applicant demonstrate planned activities can be realistically accomplished within the proposed budget range of \$10,000 for one year? (5 pts)

Association of Asian Pacific Community Health Organizations (AAPCHO)

b) Appendices:

Appendices do not count toward the page limit and must include:

- Project Work Plan (include timeline)

- Supporting documents can include:
 - Letters of Support
 - Local Coalition Work Plan
 - Coalition Roster

c) Additional Information:

- Q & A conference call will be held on Tuesday, December 18, 10:00-11:00am PST to answer questions. Participants are required to RSVP ahead of time – conference call information will be sent at a later date. To ensure a timely and comprehensive response, participants are strongly encouraged to email questions beforehand to Michelle Ninde, Program Coordinator, at mninde@aapcho.org.