

Request for Applications (RFA) Addendum

ADDENDUM DATE ISSUED: May 23, 2024

ORIGINAL DATE ADVERTISED: [May 6, 2024](#)

Title: **Community Partnership and Engagement**

Number: **2024ODIR584RFA**

Updated Due Date: No later than May 28, 2024 2:00 PM

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This Addendum provides the following clarifications and additional information about the referenced solicitation:

1. Change the due date to Tuesday, May 28, 2024, 2:00 PM.
2. Attached questions and answers and a posting of the recording from the pre-application conference.

All other terms of Request for Applications (RFA) 2024ODIR584RFA remain unchanged.

Questions from the Pre-Application Conference

Q - If an organization applies can it have one individual represent the organization in the program?

A – Yes, a single person can serve as a navigator within your organization

Q -If an organization applies, do we need to name the person in the application?

A – The individual can be named later, since the contract will be with the organization.

Q - Are there any specific language groups you are looking to reach - where you feel you don't currently have enough coverage?

A – We feel like we have a good coverage and will use maps to make sure we are covering all areas.

Q – Does this funding exclusively cover the cost of the navigator, or is there flexibility to use it for urgent community needs, such as emergency housing, since we know the needs are there? For example, In May there was funding available to communities to provides costs related to gun violence related to burial.

A – The only available funds are to compensate the community manager at \$55/hour.

Q- If we don't have insurance can w still apply?

A – Yes, we encourage you to still apply even if you don't have insurance and will consider waiving the requirement at the time issuing an award.

Q – Can we have more than one Navigator per organization?

A – Yes, two or more navigators can work under an organization under this award, but that would be determined and approved by the program on a case-by-case basis depending on the need.

Q - Does this funding cover administrative cost for organizations?

A – The only compensation available is the hourly rate of \$55 times the total number of hours worked on allowable activities. An organization can determine how to best distribute those funds on it's expenses.

Q – Can we apply if we are located outside of King County?

A – Need to be serving King County population. They can live outside of King County but have a King County population they serve.

Q – Are School districts eligible

A – Anyone meeting minimum qualification in Section 4 can apply.

Q – What kinds of time spent and hours are available for billing for compensation?

A – We will have activities listed in the scope that are billable, examples including going to meetings, meeting with Justin/Sili, completing timesheet, and working on activities in the scope.

Q – We understand that we can't apply specifically for flexible funds for navigators to support clients, but we could use part of the award that is supposed to go toward the navigator for this? For example, if a client needed help paying for transportation to make an appointment, that would not be an allowable cost for this, correct?

A – W pay independent contractors or organization a lump sum every month for billable work. Often we see folks use the money we pay them to offset costs for community members. The monthly take him from an organization can go towards the cost of their employee working in our program or they could use the money from us to pay for community needs like housing or items.

Q -If you are replacing the person's salary with the navigator funding could we use the money you would have used towards those salaries in a flexible way?

A – Yes

Q - It looks like one of the two federal awards is focused on 'strengthening public health infrastructure' and 'data systems,' yet I don't see any mention of funds being allocated for implementing data system/IT infrastructure. Is there a separate RFA / Scope of Work that addresses this gap?

A – IT and system improvement for community organizations is not part of this grant, but we do have these grant funds to support the community navigator program.

Q – Is there a page limit to the application?

A – No

Q - Is there a minimum number or maximum hours expected ?

A – Current contracts are about 34 hours per month, but we will determine the expectation when we award and even during the scope depending on how many activities are occurring. The minimum expected is 3 hours per month to attend mandatory meetings and the maximum should be around 27 hours per month. Total number of navigators we expect to award under this RFA is 22.

Q – If navigators are focused in a specific area (i.e. youth mental health/internal child health), is that okay to apply with that focus or are you looking for a general practitioner navigator?

A – Both scenarios work. We will also look at location where are you serving, where is highest need, do we have coverage.

Q – Can the applicant be an individual or a staff person from an organization, is that right?

A – Yes, it could be either. Please indicate whether it is you as an individual or if it is your organization applying for the application.

Q - Please list all of the areas that are currently served by the Navigator program

A – We serve all of King County. We have a large focus in South King County where we have a large presence of Navigators serving the Kent, Auburn, Tukwila areas.

Q – Is it an allowable cost to work an event centering around health and wellness?

A – The funds we have cannot pay for the event, but you can bill time spent to work on an event for a community. We can't pay for actual expenses such as tables or other event fees.

Q - Is there a citizen status requirement to serve as a Navigator?

A – We can contract with an individual or agency who has a federal tax id number. Certain non-citizens are eligible for a federal tax ID number.

Q - If we live in South King County but serve all over King County, would we be considered?

A – Yes

Q - Do you want applicants to submit a proposed budget?

A – This is not needed as everyone is compensated at the same rate.

Q – How many months years has this program been around?

A – We have funding for 2 more years, which would make 5 years since implementation of the program.

Additional questions:

Q - The RFA notes that we must include the RFA Response Cover Sheet, Minimum Qualifications Responses, and Required Application Questions, if previously worked as navigator & if certified interpreter. In the RFA PDF, the cover sheet is page 1 and the application response is page 14-15. We intend to pull page 14-15 out of the PDF and attach pages with narrative addressing the listed criteria. Will this suffice as the format to provide responses?

A - Yes that would suffice.

Q - Does it suffice to provide narrative of our budget for this funding request, or do you have/prefer a budget template to attach to the submission? How much detail should the budget reflect for program components? In listing out budget categories, can admin costs be included as a line item? How do we calculate the cost to participate for Community Navigators in the listed one-on-one meetings, check-in meetings with Project Monitors, and Community Monitor meetings? Deliverable 1 lists mandatory 3 hours per month plus compensation of \$55/hour for Deliverable 2 for community engagement and operations. How detailed should this breakdown be to illustrate the time of our Navigators?

A - There is no need for you to provide a narrative around your budget. The Community Navigator program provides independent contractors or Organizations the funding on a monthly basis based on the hours worked. What that independent contractor or organization does with that money is up to them. Example; that money can be used to supplement their hourly wage, to pay for essential needs for community members, or to offset an organizations cost for the employee they send as a representative to sit in on the mandatory meetings for the program. The detail needed for deliverables will be highlighted on the monthly invoice. This will help paint a picture of work done throughout the month to justify the invoice.

Q - What do you anticipate the average organizational funding commitment to be with a total of 26 selected Navigators for your opportunity? Presenters at the webinar noted the two pools of federal funding sources allocated for this grant but did not note a maximum allowable ask for the June 2024-May 2026 grant period.

A - There will be 22 Community Navigators selected. We have a monthly guarantee of \$1500.00 a month. This will be for 3 hours of meeting time a month for Navigators and 24 hours a month dedicated to all work around COVID and social determinants of Health.

Q - We would be applying as an organization which can provide services in ~7 cultures/languages over ~10 staff. Would all of our staff engaged in this work need to attend the mandatory meetings? Or could we designate 1-3 staff to attend meetings and then disseminate that information back to the larger team? In general, we would appreciate more guidance on how the program/contract would work for us as an organization.

A - We ask that you designate 1-2 individuals for the mandatory meetings a month. You can rotate those folks if desired but no need for the entire staff to show up to those meetings. The work on COVID and Social determinants of Health can be worked on by your entire Organization.

Q Is there a cap on how many hours we can bill monthly?

A - We have a cap of 27 hours a month for the Community Navigator program. 3 hours for mandatory meetings and 24 hours for Community work around COVID and Social Determinants of Health. We have other opportunities that we call “to be determined” funding which allows Community Navigators the

opportunity to work more hours a month to obtain more funding. This is not guaranteed work or guaranteed funding. The cap on “to be determined” work is 70 hours a month.

Q - In the scoring section, it says that 15 points are awarded for "social determinants of health" and 5 for "language"; however, I don't see questions relating to those topics in section 1. Is there somewhere else I can find narrative questions? I want to be sure we're submitting a complete application package. I also don't see anywhere to detail what services we are proposing, or the amount we are asking for. Is there any guidance on these topics?

A - The amount for work done in the Community Navigator program is for 27 hours of work a month; 55/hr for a total of \$1500.00 a month. We are looking for individuals or organizations who are already tapped into Communities hardest hit by Social detyerminants of health. We want to meet individuals and organizations where they are already tapped into.

Q - Can you clarify my understanding that the only funding guaranteed is 3 hours at \$55/hour for monthly meetings? Is the remaining work done via work order from other departments? Do we need to consider having 1 FTE to dedicate to this work?

A - Our contracts will be for 27 hours a month at 55/hr. Of those 27 hours a month we require 3 hours of mandatory meetings a month. This leaves 24 hours a month for folks to work in Community at their own discretion. Those 24 hours a month do not need to be billed for; however given the work folks are doing on a monthly basis we have not run into a scenario where folks leave these hours unbilled for.

Q - Is there a percentage cap on the amount of the \$55 that can be used toward indirect expenses?

A - It is up to the independent contractor or Organization on how they spend the money they receive from this program. Invoices are sent out to the person or organization and what they chose to do with those funds is up to them.

Q - One of our team members is a certified interpreter, but will be serving in a supervisory capacity for this opportunity. Given this, is it appropriate for us to check the yes box or the no box on the application?

A - Yes please do. This just helps us understand who on our team is a certified interpreter as we often partner with our language access department and some language access needs can only be met by a certified interpreter.

Q - I have been reviewing the Community Partnership and Engagement RFA, but have a question. Is the purpose of the RFA to recruit individuals who will contract with Public Health - Seattle & King County and serve as Community Navigators, or is the purpose to provide grants to organizations who will undertake projects to provide the services described in the RFA?

A - The purpose of the RFA is to recruit individuals who will contract with Public Health Seattle King County to serve as Navigators. We relay information on grants to our team when they arrive to help folks capacity build

for their organization, but our goal is to have a diverse team throughout the County who is working with individuals who are hardest hit by the social determinants of health.