

Instructions for 2019-21 Regional Partnership proposals and budgets

Due date: August 23, 2019 by 5:00 pm

Submit to PublicHealth.Policy@state.or.us



Background:

For the 2019-21 biennium, a total of \$10 million will be distributed to local public health authorities (LPHAs) for public health modernization. These funds will be used to continue and leverage the work that started in the 2017-19 biennium and to invest in planning for full implementation of a public health system for the future.

Of the \$10 million in funding to LPHAs for the 2019-21 biennium:

- **\$3 million** will be used to support and build upon Regional Partnerships established in 2017-19 and to establish new Regional Partnerships; and
- **\$7 million** will be allocated to LPHAs through the public health modernization funding formula.

In order to receive funds through the \$3 million for Regional Partnerships, Fiscal Agents for each proposed Partnership must submit a high-level proposal and budget to OHA so that OHA can make funding decisions, with a comprehensive work plan and budget due after funding awards are announced. This document provides instructions to groups of LPHAs that would like to request a portion of the \$3 million in funding for Regional Partnerships.

Eligibility:

Eligible Partnerships must be comprised of at least two LPHAs and at least one non-LPHA partner. These funds are available for:

1. Existing Regional Partnerships established in 2017-19;
2. Existing Regional Partnerships established in 2017-19 with changes to Partnership configuration (i.e. LPHAs and/or non-LPHA partners have been added or removed from the Partnership, or there has been a change to which LPHA serves as the Fiscal Agent);
3. New Regional Partnerships.

Timeline:

August 23, 2019, by 5:00 pm	Fiscal Agent submits Regional Partnership high-level proposal and budget* to PublicHealth.Policy@state.or.us
August 29, 2019, by 5:00 pm	OHA notifies the Fiscal Agent for each Regional Partnership if the proposal has been approved or if changes are needed.
September 3, 2019	Fiscal Agent submits revised proposal and/or budget, if needed.
September 4, 2019	OHA notifies each Regional Partnership of the total funds they will receive.
October 1, 2019	Regional Partnership funding included in October 2019 contract amendment.
October 11, 2019	Fiscal Agent for each Regional Partnership submits comprehensive two-year work plan and budget. Final, approved work plan and budget due by November 8, 2019.

*The high-level proposal and budget will be used by OHA to make funding decisions. OHA reserves the right to negotiate with Proposers on both the proposal and budget. Regional Partnerships that are awarded funding will need to submit a comprehensive work plan and budget.

Instructions for Proposal:

Recommended length 2-3 pages. Proposals must address each item #1-10 listed below.

Eligibility

1. List each LPHA and non-LPHA partner participating in the Regional Partnership.
2. List the Fiscal Agent.
3. Provide primary contacts (name, position, email, phone number) for communication.
4. State whether this is a(n):
 - a. Existing Regional Partnership established in 2017-19 with no changes to Partnership configuration;
 - b. Existing Regional Partnership established in 2017-19 with changes to Partnership configuration. List changes to Partnership configuration, including changes to LPHA and/or non-LPHA partners, or change in Fiscal Agent;
 - c. New Regional Partnership not previously funded.

Description of regional project, intervention or initiative

5. Briefly describe the goals, activities and anticipated outcomes. Include in the response:
 - a. Anticipated improvements to regional infrastructure;
 - b. The communicable disease control area of focus and whether the focus area aligns with communicable disease-related public health accountability metrics. The list of accountability metrics available at:
<https://www.oregon.gov/oha/PH/ABOUT/Documents/accountability-metrics-process%20measures.pdf>;
 - c. How the Regional Partnership will engage partners and/or community members to address health disparities or health inequities.
6. Describe the benefits of doing the proposed work through a regional model.
7. Describe how the proposed work advances the work funded in 2017-19. If this is a new Regional Partnership, state “Not applicable”.
8. Describe how the goals, activities and anticipated outcomes align with what individual LPHAs in the partnership may prioritize under Program Element 51: Public Health Modernization, Section 1. If this is not known, state “unknown”.¹
9. Describe whether individual LPHAs intend to contribute local modernization funds to support Regional Partnership activities and goals (e.g. contribute funds for additional regional positions or contracts, or use local funds for local positions that will address the same areas as Regional Partnerships). If this is not known, state “unknown”.
10. Describe use of other in-kind funds to support the Regional Partnership activities and goals. If this is not known, state “unknown”.

¹ Items 8-10 are intended to reflect early ideas and initial thinking. Regional Partnerships will not be held to information provided.

Instructions for Budget Request

Recommended budget amount: Between \$200,000 and \$500,000. Note that this is a recommendation only. If a Regional Partnership anticipates needing a budget above \$500,000 to fulfill its work plan, the Regional Partnership should submit the full amount needed.

Budget period: 10/1/19-6/30/21 (21-month funding period)

Allowable budget items: Funds to Regional Partnerships must be used exclusively for regional functions that benefit all counties in the Partnership. Allowable budget items include:

- Regional positions that support all counties in the Partnership and/or work on regional projects, interventions or initiatives. Includes salary, fringe, and associated employee costs.
- Regional contracts (e.g. contract with Regional Health Equity Coalition, external evaluator, or external contractor to support regional planning and infrastructure development).
- Education, outreach and media campaigns that cover the entire region
- Community meetings or trainings for partners in the entire region or targeted to a specific group based on decisions of the Regional Partnership governance body.
- Administrator, fiscal or other local/county staff time dedicated to regional efforts
- Supplies, conference call lines, document sharing platforms that support regional efforts.

Budget Request:

Proposers may provide an estimated budget by completing the following table or using the OHA budget template provided in Excel.

If Proposers use the table below to submit an estimated budget, Proposers may add or delete rows as needed.

If Proposers use the OHA budget template provided in Excel, Proposers must submit a brief budget narrative that describes the role(s) of regional positions and states whether each is an existing regional position initially hired with 2017-19 modernization funding or a new position.

Expenditure	Regional Partnership funding request (in dollars)	OPTIONAL: other/in-kind resources to support the expenditure
Regional Positions (include salary, fringe, and associated employee costs)		
<i>List Regional Position #1, with brief description of position role</i>	<i>Include salary, fringe and associated employee costs</i>	

<i>Is this an existing position initially hired with 2017-19 modernization funding?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>List Regional Position #2, with brief description of position role</i> <i>Is this an existing position initially hired with 2017-19 modernization funding?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Include salary, fringe and associated employee costs</i>	
<i>List Regional Position #3, with brief description of position role</i> <i>Is this an existing position initially hired with 2017-19 modernization funding?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Include salary, fringe and associated employee costs</i>	
<i>List Regional Position #4, with brief description of position role</i> <i>Is this an existing position initially hired with 2017-19 modernization funding?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Include salary, fringe and associated employee costs</i>	
Regional Contracts, including subcontracts to LPHAs for participation in Regional Partnership governance		
<i>List Contract #1</i>		
<i>List Contract #2</i>		
<i>List Contract #3</i>		
<i>List Contract #4</i>		
Other (supplies, equipment, training, educational and outreach materials, incentives and stipends, travel, etc)		
<i>List Item #1</i>		
<i>List Item #2</i>		
<i>List Item #3</i>		
<i>List Item #4</i>		
Subtotal		
Indirect charges		
Total Request		