

Applicant Name: _____

Attachment 5 Application Narrative

Please copy all sections below into a single separate document and address them using Calibri 12-point font with 1-inch margins on all sides. The total response, including the copied sections, may not exceed 15 pages. Responses beyond the 15-page limit will not be reviewed or scored. Submit as a PDF as Attachment 5.

1. Priority Populations & Communities

Projects should provide a justification for the selection of the priority population and an estimated number of persons who can be served by the various activities of the project. They should conduct education/outreach and/or other evidence-based strategies to address vaccine hesitancy among community members within the identified community and increase the number of persons within the identified priority population who are up-to-date on COVID-19 (required), RSV, and/or Flu vaccinations (recommended). Projects should explain why the priority groups were selected, and why additional vaccinations will be included if applicable.

2. Community Engagement & Outreach Activities

Describe: (1) how EE will provide services that are culturally and linguistically appropriate; (2) Describe how the EE will engage the priority population(s) in planning and design of the project; (3) Describe how the proposed project will meet the identified needs of the priority population, (4) Describe how proposed activities will either utilize best-practices and evidence-based approaches, those which have been shown to be effective within the proposed priority population; and/or be innovative.

3. Capacity

- If the EE has received any letters of correction or written notices of breach or inadequate performance from CDPH/IZB related to any concurrent or prior contract/grant relationships, please describe them.
- Describe EE's existing ability to serve identified priority population community members and provide linkages or referrals to COVID-19 vaccination services and other vaccine-preventable diseases (if applicable). If a referral model is planned, describe the EE's relationships with those entities and how they demonstrate expertise, history, and credibility working successfully in engaging the identified priority population(s) proposed. Specify the policies

and protocols that will ensure the services are delivered. **Attach letters of support if collaborations are planned.**

- Describe the EE's experience in implementing evidence-based* and/or strength-based programs or innovative strategies that will lead to outcomes that are aligned with goals of this project.
- Describe current and proposed staffing and staff capacity to complete the award activities. Describe any planned activities such as trainings to increase staff capacity.
- Describe the EE administrative systems and accountability mechanisms for grant management.

4. Program Monitoring and Evaluation

- Budget funds should be allocated to evaluation activities, which should include data collection (e.g., number reached, number vaccinated, number and type of outreach activity).
- Eligible entities will meet with CDPH and provide progress report summaries at appropriate intervals and a final report at end of grant period.
- Eligible entities must demonstrate the capacity to collect and monitor project data, including established processes for data collection, entry, and routine monitoring, sufficient staffing, and inter-agency agreements as needed.
- Eligible entities should provide SMART (specific, measurable, achievable, relevant, and time-bound) objectives. Sample objectives: "By June 30, 2025, ABC organization will partner with XYZ clinic services to conduct at least 5 mobile clinic events in Main County HPI Quartile 1 neighborhoods;" "By June 30, 2025 ABC Organization will conduct at least 2 community events sharing education and referral to vaccine clinics, resulting in at least a 10% increase in vaccine confidence as measured by a pre-post "intent to vaccinate" questionnaire."

5. Linkage or Referral to Immunization Services (COVID-19 Required)

- Eligible entities must discuss strategies for providing COVID-19 vaccine and/or facilitating COVID-19 vaccination for HPI Quartile 1 and/or rural community members. Administration and/or referrals for flu and RSV immunizations in addition is preferred but not required.
- If the EE does not have capacity to vaccinate, they should describe a referral strategy, for example linking patients who have Medi-Cal coverage to a pharmacy that can provide and bill for the vaccine. EEs that intend to partner with another entity to provide vaccination must include in their narrative response a detailed explanation of how services will be delivered and how patients will be referred. All referrals or handoffs of clients for service provision must be "warm handoffs."