

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 Served

The EE must currently serve priority populations that include but are not limited to adolescents within the target community. Other populations for which local data indicates a need for improved vaccine confidence and vaccination appointment attendance (e.g., family members of adolescents) may also be included. Along with the EE, adolescents (age 14-18) should create content and/or education/outreach for adolescents of the same age range addressing COVID-19 vaccination and HPV vaccination at a minimum. Projects can also consider other vaccination focuses depending on local data. Projects should explain why the priority groups were selected, and why additional vaccinations will be included if applicable.

2. Required Community Engagement

The EE must complete the following: (1) Describe how EE will provide services that are culturally and linguistically appropriate; (2) Describe how the EE will engage the priority population(s)(adolescents) in planning and design of the project; (3) Describe how the proposed project will meet the identified needs of the priority population; (4) Proposed projects should be innovative and/or employ evidence-based strategies for improving vaccine confidence among adolescents.

3. Capacity

- List any concurrent or prior contract/grant relationships with CDPH/IZB over the last five years. 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 adolescents. Depending on proposed activities (e.g., creation of social media, in-person outreach, other methods such as radio, arts-programming, etc.), specify the process that will ensure the services proposed 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 the 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 to conduct vaccine-related work.
- 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).
- EEs will meet with CDPH and provide progress report summaries at appropriate intervals and a final report at end of grant period.
- EEs 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.
- EEs should provide SMART (specific, measurable, achievable, relevant, and time-bound) objectives. Sample objectives: "By June 30, 2025, ABC organization will create 10 social media posts on TikTok reaching at least 100 adolescents in Main High School, resulting in a 10% increase in adolescent vaccination appointment attendance at a school-based clinic."

5. COVID-19 / HPV Vaccination

- EEs must describe strategies for educating adolescents about the importance of HPV and COVID-19 vaccination, disparities among adolescents related to vaccination, and confidence in vaccine efficacy.
- The EE should describe the process by which they will prepare adolescents to utilize best practices in the creation and dissemination of social media materials and/or the conducting of outreach/education efforts within the community.
- If the EE does not have capacity to vaccinate, they should describe a referral strategy to link patients to vaccination appointments and a mechanism for measuring efficacy of referrals.