

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 Latinx, Hispanic and/or immigrant communities in HPI Quartile 1 zip codes of California. The EE should provide an estimated number of persons within the priority populations who can be served by the various activities of the project. Projects should focus on COVID-19 at a minimum and are encouraged to consider other additional vaccinations focuses depending on local data. Projects should explain why the priority groups were selected, and rationale for including other vaccinations, if applicable.

2. Required Community Engagement and Outreach Activities

The EE must complete the following: 1) Describe how EE will provide services that are culturally and linguistically appropriate; 2) Describe how the EE plans to engage the priority population(s); 3) Describe how the proposed project will meet the identified needs of the priority population(s); 4) Describe your project's basis: For example, proposed projects may 1) utilize best-practices and evidence-based approaches, those which have been shown to be effective within the proposed priority population; and/or 2) be innovative, involving the application of new ideas or promising practices which address the needs of priority populations.

3. Capacity

- a. 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.
- b. 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.
- c. 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.

- d. Describe current and proposed staffing and staff capacity to complete the award activities. Describe any planned activities such as trainings to increase staff capacity.
- e. Describe the EE administrative systems and accountability mechanisms for grant management.

4. Program Monitoring and Evaluation

The EE must describe how they will address the following:

- a. Budget funds should be allocated to evaluation activities, which should include data collection (e.g., number of promotores trained, number of community members reached by each activity, number of community members vaccinated [if feasible] and type of outreach activities).
- b. Eligible entities will meet with CDPH and provide progress report summaries at appropriate intervals and at the end of the grant period.
- c. 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.
- d. Eligible entities should provide SMART (specific, measurable, achievable, relevant, and time-bound) objectives. (E.g., By October 31, 2024, 50 promotores will be trained on how to increase COVID-19 vaccine confidence among Latinx/Hispanics living in HPI Quartile 1 zip codes; By December 31, 2025, 25 community health workers will outreach to 100 Ukrainian refugees via door-to-door campaign).

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

- a. Eligible entities must discuss strategies for providing COVID-19 vaccine and/or facilitating COVID-19 vaccination for the priority population. Administration and/or referrals for flu and RSV immunizations is preferred but not required.
- b. 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” followed by confirmation of service delivery.