



2024 Diabetes Self-Management Education Pilot Project Funding Opportunity

Request for Applications (RFA)

Application Guidance

Application Deadline: May 31, 2024, 5:00 p.m. CT

2024 BCBH-SD Diabetes Self-Management Education Funding Opportunity

RFA TIMELINE

Application Release: **May 10, 2024**

Application Submission Due Date: **May 31, 2024 at 5 pm CST**

Award Notice: On or before **June 10th, 2024**

Funding Period: **June 1, 2024 – May 31, 2025**

Final Report Due: **May 31, 2025**

Award Amount: **1 award, up to \$15,000 maximum**

For questions contact:

Megan Jacobson, Chronic Disease Management Field Specialist, SDSU Extension

Email: megan.jacobson@sdstate.edu

Overview, Purpose, and Requirements

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

South Dakota State University Extension (referred to as **Offeror**) is requesting proposals for a community or organization (referred to as **Contractor**) to implement the Better Choices, Better Health® SD (BCBH-SD) Diabetes Self-Management program (DSMP) to adults in their community and/or service area as a pilot project. The Contractor must incorporate certified Community Health Workers to offer DSME workshops, meeting all licensure and contract requirements. Over the 12 months of this grant opportunity, the Contractor will meet with the BCBH-SD staff to ensure successful completion of the pilot project deliverables.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

South Dakota State University (SDSU) Extension/Better Choices, Better Health SD (BCBH-SD), in collaboration with the SD Department of Health (ODPHP) is the issuing office for this RFA.

1.3 APPLICATION SUBMISSION GUIDELINES

All applications must be completed and received by the date and time indicated; late or incomplete applications will not be reviewed and ineligible for consideration. **All applications are to be sent by email to Megan Jacobson at megan.jacobson@sdstate.edu. Title the email submission “BCBH-SD DSME PROJECT”.**

Prior performance of organizations who have previously received funds will be considered when reviewing applications.

ELIGIBILITY: Must be familiar with BCBH-SD programming and use Community Health Workers (CHWs) to deliver BCBH-SD workshops in organization’s service area. Preference will be given to organizations already offering BCBH-SD, having staff trained as BCBH-SD leaders for chronic disease and /or diabetes self-management education.

1.4 NON-DISCRIMINATION STATEMENT

The Offeror requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their application, the Contractor certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

2.0 STANDARD CONTRACT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFA will include SDSU Extension standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

2.1 The Contractor will perform those services described in the Scope of Work in Section of the RFA. The Contractor’s services under this Agreement shall commence on **6/1/2024 and be completed by 5/31/2025**, unless sooner terminated pursuant to the terms hereof.

2.2 SDSU Extension, as the Offeror, will make payment for services detailed in the contract agreement, upon satisfactory completion of the services. Contractor will submit monthly invoices for payment. The total contract amount is not to exceed **\$15,000**. The Offeror will not pay

Contractor's expenses as a separate item. The Offeror reserves the right to grant less than the total amount requested.

2.3 While under the terms of the contract, the Contractor is recognized as an independent contractor and not an officer, agent, or employee of SDSU Extension.

2.4 Contractor acknowledges and agrees that all reports, plans, specifications, data, procedures, and all information contained therein provided to Offeror by the Contractor in connection with its performance of services as expected and required for this grant shall belong to and is the property of SDSU Extension and will not be used in any way by the Contractor without the written consent of SDSU Extension.

Scope of Work

South Dakota State University Extension is requesting proposals for a community or organization to implement the BCBH-SD diabetes self-management education program to adults in their community and/or service area as a pilot project. The community or organization will incorporate Community Health Workers to deliver DSME workshops, meeting all licensure and contract requirements. Over the 12 months of this grant opportunity, the community or organization awarded will regularly meet with the BCBH-SD staff to ensure successful completion of the pilot project objectives and deliverables.

Objectives:

1. Increase enrollment and participation in BCBH-SD Diabetes Self-Management program.

- Support CHW's time in attending virtual Diabetes Cross-Training (**3-hours**) to offer all BCBH-SD Diabetes workshops.
- Utilize clinical data to identify appropriate referrals to the BCBH-SD Diabetes program.
 - Develop a structured referral process within the clinic, involving providers and CHWs.
 - Obtain Medicare (third-party) reimbursement for BCBH-SD workshops provided by the CHW's to ensure sustainability.

2. Improvement in clinical data (HbA1c, weight Loss, LDL, HDL, TG, cholesterol, etc.) for those who participate in BCBH Diabetes workshops.

- Contractor will monitor and report data to SDSU Extension.
- Share pilot outcomes in Partner Success Story.

3. Create a sharable BCBH-SD implementation and referral process.

- Model in other healthcare settings to create a sustainable BCBH-SD program for rural communities and other CHW organizations.

Deliverables:

- Signed contract and MOU.
 - Support trained CHW's to offer workshops regularly
 - Promotion & Referrals

- Workshop Preparation
- Workshop Implementation (15 hours (2/12 per session for 6 weeks) + 6 hours (30 minute set up before and after each session) = 21 hours total
- Promote program and recruit / refer participants (see [BCBH-SD Referrals Model Policy](#))
- Monthly virtual check-in meetings on pilot progress with SDSU
- Quarterly reports; share deidentified clinical outcome data from pilot
- Annual report demonstrating accomplishments
- Submit monthly invoice for grant funds.
- The requirements and attributes include:
 - Agree to operate within the requirements of the organizational BCBH-SD license, required by SMRC, and owned by SDSU Extension.
 - Assure BCBH-SD program compliance, quality assurance, and program fidelity standards.
 - Teamwork approach for shared accountability
 - Display flexibility and collaboration.
- Assist with the following pilot project deliverables as listed in the tables below. (Note: there are other team members responsible for these initiatives as well, such as SDSU Evaluator, SDSU Project Directors, etc.).

Activity & Description	Method to determine completion
<ul style="list-style-type: none"> • Identified CHWs to register and successfully complete BCBH-SD Leader Training and/or virtual Diabetes Cross-Training 	Enrollment/Completion in training
<ul style="list-style-type: none"> • Formulate pilot idea with SDSU Extension that includes defining a referral process, selecting clinical outcome measures, identifying participant incentives and recruitment methods, etc. 	Pilot Program concept process developed
<ul style="list-style-type: none"> • Contractor (CHW's) will offer a minimum of 2 SME workshops in Year 1, with 8-16 participants in each workshop = a total of 16-32 participants reached. 	DSMP workshops held
<ul style="list-style-type: none"> • Recruit, implement, and evaluate the pilot program. Compile evaluation results, complete all reporting expectations. 	Complete success story. Evaluation results for Year 1 Grant Report.
<ul style="list-style-type: none"> • Create best practices process manual for use by other CHW organizations. 	Best practices manual finalized

Application Requirements & Scoring

The following components are required elements of a complete application and must be included to be eligible for funding consideration.

1. Table of Contents

2. Executive Summary (25 points)

- One page executive summary should briefly describe their proposal in accomplishing the scope of work by highlighting the major features of the proposal. The reader should be able to determine the essence of the proposal by reading the executive summary.

3. Timeline and Project Plan (40 points total)

- Applicants are required to submit a timeline for the project
- Applicants are required to submit a project plan
- Use the sample template provided below

4. Project Budget Justification (35 points total)

- Applicants must submit a budget to support the timeline and project plan.
- Using the template provided, formulate your budget request.

5. Organizational Information

- This information will be used for follow-up communications and to develop contracts for successful applicants. Must include:
 - Full Organization Name
 - Project Lead Name
 - Preferred E-mail
 - Organization Address, City, State, Zip Code
 - Phone Number
 - CHW certification date
 - BCBH-SD CDSME Trained Leader
 - Date of training completion
 - Cross-trained in DSME date/location/organization
 - Names of others included in
 - the project
 - CHW certification date
 - BCBH-SD CDSME Trained Leader
 - Date of training completion
 - Cross-trained in DSME date/location/organization
 - Organization's Fiscal Year
 - Name of Authorized Individual
 - E-mail of Authorized Individual

Progress Reporting

Awardees must report on activities outlined in their timeline and project plan to monitor compliance with funding objectives. A reporting schedule and template will be provided. All reports will be submitted to megan.jacobson@sdstate.edu. The minimum reporting requirements are listed below:

1. Participate in monthly check-in call with BCBH-SD.
2. Complete quarterly progress reports (Sept. 1, Dec. 1, 2024; March 1, May 31, 2025)
3. Full report after conclusion of the pilot (due 6/30/2025)

Funding to be used toward:

- Training CHW staff in CDSME and cross-training in DSME if not already completed.
- Salary support for CHW staff leading BCBH workshops and meeting RFA deliverables.
- Marketing efforts used to promote BCBH-SD workshops in service area.
- Contractor will provide a **minimum of two diabetes workshops** during the contract year.
- Incentivizing workshop participation
- In addition, the contractor will agree to **continue to promote and provide a minimum of one workshop annually** for adults in their service area.

Proposal Evaluation and Award Process

After determining that a proposal satisfies the mandatory requirements, the Offeror shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

- Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements.
- Resources available to perform the work, including the personnel (specifically CHWs) proposed to perform the requirements of this RFP, and any specialized services, within the specified time limits for the project. Therefore, the Contractor should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- Availability to and familiarity of the project and the BCBH-SD program.
- Ability and proven history including quality of work, ability to meet schedules, cost control, and contract administration.
- SDSU Extension reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of SDSU Extension and the BCBH-SD Program.
- Upon selection of the grant recipient, the Contractor will receive a contract to sign and, if not already in place, an MOA required by the BCBH-SD program.

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APPLICATION DOCUMENTS

Please complete the following application, save it digitally, and email it to megan.jacobson@sdstaate.edu

Name of Organization:		
Street Address:		
City:	State: SD	Zip Code:
*Project Lead Contact Name:		*Phone #:
*Project Lead Email:		*CHW: YES NO Date:
*BCBH-SD Trained: YES NO Date:	*DSME Cross-Trained: YES NO Date:	
Training location:	Training location:	
<i>*Include this information for all others involved in project:</i>		
Organization's Fiscal Year:		
Name of Authorized Individual (person who will sign contract):		
Email of Authorized Individual (email of person who will sign contract):		
Signature:	Date:	

Project Budget and Budget Justification

Proposal must include a fully completed budget, explaining the dollar amount requested and justification for the expenses. Find the template here. *(Reminder that grant funds may not be used for food and drink, construction, equipment purchases, or purchases outside of support for the scope of work.)*

Cost Key: BCBH-SD Leader Training \$250; DSME Cross-Training \$100-\$250; workshop/training materials provided by BCBH-SD at no cost. Workshops must be offered to adults only and free to attend.

Item	Justification	Total
<i>Example: staff salary % of time</i>	<i>Explain role in grant deliverables</i>	<i>\$ amount for % of time</i>
Total amount requested		