

STATE OF IOWA  
DEPARTMENT OF  
**Health**  
AND  
**Human**  
**SERVICES**

**DIVISION OF ACUTE DISEASE PREVENTION, EMERGENCY  
RESPONSE & ENVIRONMENTAL HEALTH**

Public Health Emergency Preparedness (PHEP) and EMS  
System Development

Request for Application  
(Year 4 of 58821001)

Fiscal Year 2024

**Project Period:** July 1, 2020 – June 30, 2025  
**Contract Period:** July 1, 2023 - June 30, 2024

## **Table of Contents**

### **SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES**

- 1.01 Purpose
- 1.02 Project and Contract Period
- 1.03 Eligible Applicants
- 1.04 Service Delivery Area
- 1.05 Funding
- 1.06 Schedule of Important Dates
- 1.07 Technical Assistance
- 1.08 Amendments to the RFA
- 1.09 Withdrawal of Application
- 1.10 Resubmission of Application
- 1.11 Right to Reject Applications/Cancellation of RFA
- 1.12 Acceptance of Terms and Conditions
- 1.13 Public Records and Requests for Confidential Treatment of Application Information
- 1.14 Appeal of Rejection Decision
- 1.15 Appeal of Award Decision

### **SECTION 2 – APPLICATION COMPONENTS**

- 2.01 Scope and Description of Services
- 2.02 Application Instructions
- 2.03 Application Forms

### **SECTION 3 – REVIEW PROCESS AND CRITERIA**

- 3.01 Review Process
- 3.02 Review Tool
- 3.03 Misleading or Inaccurate Information

### **SECTION 4 – CONTRACT**

- 4.01 Contract Conditions & State Agency Transition Period
- 4.02 Incorporation of Documents
- 4.03 Contractual Payments

### **SECTION 5 – ATTACHMENTS**

Attachments are posted as separate documents in the Attachment section of this Funding Opportunity.

### **SECTION 6 – LINKS**

Reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

## SECTION 1 – GENERAL AND ADMINISTRATIVE ISSUES

### 1.01 Purpose

The purpose of this RFA is to provide guidance for current contractors to submit continuation applications to the Iowa Department of Public Health (referred to as Department) to renew service provisions as described by and within the project period established by the RFP #58821001. Services covered by this application include taking the lead role for system development in coordinating and advancing public health emergency preparedness, and emergency medical service delivery within the service area.

This project supports health equity by ensuring that systems are developed to protect population safety, particularly among the most vulnerable. Systems should address the opportunities and challenges facing all people in the community, including older adults, young children, those without access to transportation, and those living in rural areas. Systems to coordinate and advance emergency preparedness in the identified service area must work to ensure equitable outcomes by creating organizational infrastructure that makes the healthy and safe choice easy and possible for all members of the community.

### 1.02 Project and Contract Period

FY2023-24 is the fourth year of a five-year project period. The Department expects the contract period to be a one-year term from July 1, 2023 to June 30, 2024. Continued funding during the defined project period is dependent on approval of the continuation application, contractor performance and compliance with general and special conditions of the contract, availability of project funds, program modifications, or any other grounds determined by the Department to be in the Department's best interest.

The issuance of this RFA in no way constitutes a commitment by the Department to award a contract.

### 1.03 Eligible Applicants

Applicants must meet each of the following eligibility requirements for consideration.

#### Eligible Applicants

Only current contractors are eligible to submit a continuation application under this RFA.

Current contractors:

- Buchanan County Board of Health
- Cerro Gordo County Board of Health
- Clinton County Board of Health
- Marion County Board of Health
- Mills County Board of Health
- Polk County Board of Health
- Woodbury County dba Siouxland District Board of Health
- Webster County Board of Health

#### Electronic Communication Requirements

Applicant is required to maintain and provide to the Department, upon application, a current and

valid email account for electronic communications with the Department.

Official email communication from the Department regarding this application will be issued from [iowa.grants@mail.webgrantscloud.com](mailto:iowa.grants@mail.webgrantscloud.com). Applicants are required to assure these communications are received and responded to accordingly.

#### 1.04 Service Delivery Area

Refer to the RFP #58821001 RFB pages 5 and 6 for service delivery area parameters. Any changes in the current service delivery area must adhere to these instructions. Any service delivery area changes for this RFA must be agreed to by existing contractors and applicable boards of health, and approved by the Department. Submit requests to John McMullen at [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov). Written approval must be obtained prior to submitting a continuation application.

Service Area	Counties
1A	Adair, Boone, Carroll, Dallas, Greene, Guthrie, Jasper, Madison, Marshall, Polk, Poweshiek, Story, Tama, Warren
1C	Appanoose, Clarke, Davis, Decatur, Lucas, Mahaska, Marion, Monroe, Ringgold, Union, Wayne
2	Butler, Cerro Gordo, Chickasaw, Floyd, Franklin, Hancock, Hardin, Kossuth, Mitchell, Winnebago, Worth, Wright
3	Cherokee, Ida, Lyon, Monona, O'Brien, Osceola, Plymouth, Sioux, Woodbury
4	Adams, Audubon, Cass, Crawford, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, Shelby, Taylor
5	Cedar, Clinton, Des Moines, Henry, Iowa, Jackson, Jefferson, Johnson, Keokuk, Lee, Louisa, Muscatine, Scott, Van Buren, Wapello, Washington
6	Allamakee, Benton, Black Hawk, Bremer, Buchanan, Clayton, Delaware, Dubuque, Fayette, Grundy, Howard, Jones, Linn, Winneshiek
7	Buena Vista, Calhoun, Clay, Dickinson, Emmet, Hamilton, Humboldt, Palo Alto, Pocahontas, Sac, Webster

#### 1.05 Funding

The source of funding includes both federal and state funding. The federal funding is from the U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC). Within the federal funding, counties federally identified for Cities Readiness Initiative/Metropolitan Statistical Area (CRI/MSA) funds are: Polk, Guthrie, Warren, Dallas, Madison, Jasper, Pottawattamie, Harrison, and Mills. The state funding is from Iowa Code section 135.25 and 147A

and 641 Iowa Administrative Code - Chapter 140-Emergency Medical Services System Development Grants Fund. Funds awarded under this RFP must be used within the scope of the Cooperative Agreement between the Department and CDC, refer to section 2 for more detail

Applicants may apply for up to the amounts listed for each service area within the Funding Allocation table below for the total contract period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Department to be in the Department's best interests.

**Match requirements:**

Applicants are responsible for the following match requirements:

- Ten (10) percent match is required by the successful applicant for all PHEP-CRI funds awarded through this RFP.
  - The match can be met with in-kind or local funds from the service area members. Federal funds cannot be used as match.
  - Costs used to satisfy match are subject to the same policies governing non-match costs.
  - Match goals must be met by the end of the contract period.
- Funding used for match to the PHEP-CRI funds must be provided on projects or activities associated with approved PHEP-CRI activities.
- Department will withhold ten (10) percent of each month's claim pending the Contractor's meeting of the required match for reported contract expenditures. Funds will be released as match requirements are met.

**EMS System Development Grant Fund Match Requirement:**

- Funds used for purchase of equipment require a 1:1 match of regional, county, or local funds. Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. Applicants that budget for equipment items will be required to reflect this match in the application forms, refer to sections 2 and 3. Because this will vary by applicant, the minimum match for this funding is not designated in the table below.

<b>Service Area</b>	<b>PHEP Available Funding</b>	<b>CRI Available Funding</b>	<b>EMS Available Funding</b>	<b>Total Funding</b>	<b>Minimum required match that must be obtained by contractor</b>
1A	\$718,495	\$188,446	\$121,914	\$1,028,855	\$90,694
1C	\$253,422		\$64,103	\$317,525	\$25,342
2	\$293,287		\$82,079	\$375,366	\$29,329
3	\$265,428		\$71,704	\$337,132	\$26,543

4	\$310,650	\$27,678	\$81,371	\$419,699	\$33,833
5	\$614,289		\$128,056	\$742,345	\$61,429
6	\$576,663		\$132,565	\$709,228	\$57,666
7	\$265,931		\$68,208	\$334,139	\$26,593

**1.06 Schedule of Important Dates** (All times and dates listed are local Iowa time.)

The table below lists critical dates in the application and contract award process. Contractors are encouraged to review the entire RFA for detailed information about events, dates, times and sites.

EVENT	DATE
RFA Issued	January 18, 2023
Written Questions and Responses	
Round 1 Questions Due Interim Responses Posted by	January 25, 2023 January 30, 2023
Round 2 Questions Due Interim Responses Posted by	February 10, 2023 February 16, 2023
Applications Due	March 2, 2023 by 4:00 p.m. Local Iowa Time
Post Notice of Intent to Award	March 23, 2023

**A. RFA Issued** – The Department will post the RFA under Grant Opportunities quick link at [www.iowaGrants.gov](http://www.iowaGrants.gov) on the date referenced in the Schedule of Events table above. The RFA will remain posted through the Applications Due date.

**B. Applicant’s Conference** – An applicant’s conference will not be held.

**C. Written Questions and Responses** – Written questions related to the RFA must be submitted through [www.iowaGrants.gov](http://www.iowaGrants.gov) no later than the dates specified in the table above. Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by the Department.

Applicant must be registered with IowaGrants in order to submit a question (Refer to the ‘New User Registration Instructions for IowaGrants.gov’ document posted under the Attachments section of this Funding Opportunity).

To submit a question:

- Registered Users login to [www.lowaGrants.gov](http://www.lowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Ask A Question' link located at the top right-hand side of the Opportunity Details page, and enter a single question in the 'Post Question' box;
- Click the 'Save' button;
- A post question confirmation box will appear stating the question is under review.

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFA, the section and page must be referenced. Verbal questions will not be accepted. Questions will not be displayed in IowaGrants until written responses are posted by the Department.

The Department will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Department's written responses will be considered part of the RFA.

To view posted questions and responses:

- Login to [www.lowaGrants.gov](http://www.lowaGrants.gov);
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Scroll to the bottom of the Opportunity Details page, under the **Questions** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in [www.lowaGrants.gov](http://www.lowaGrants.gov) periodically for written questions and responses to this RFA.

**D. Application Creation** – The application will consist of multiple required forms (refer to Section 2.02) available within the Electronic Grant Management system at [www.lowaGrants.gov](http://www.lowaGrants.gov). Each form of the application must be completed in its entirety or IowaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants (refer to section 2.01 and the 'New User Registration Instructions for IowaGrants.gov' document posted under the Attachments section of this Funding Opportunity). **The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will override any changes made by other users.

IowaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections 1.04) in response to

this RFA.

**E. Applications Due** – Applications must be submitted by 4:00 p.m. (local Iowa time) **February 23, 2023** in the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov). Attempted submission of a completed application after the stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating “The Funding Opportunity is closed”.

Applications submitted to the Department in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Department and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

**The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.**

**The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants website are mandatory requirements and will not be subject to waiver as a minor deficiency.**

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant’s sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

**F. Notice of Intent to Award** – A Notice of Intent to Award the contract(s) will be posted for 10 business days on the Department webpage <http://idph.iowa.gov/> under *Funding Opportunities* link by 4:30 pm on the date specified in the Schedule of Events table above. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

**G. Contract Negotiations and Execution of the Contract** – Following the posting of the Notice of Intent to Award, the Authorized Official for the successful applicant(s) will receive a contract document via email from the Department. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with the Department. If a contract has not been executed within ten (10) working days of applicant’s receipt, the Department reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Department. The Department may, at its sole discretion, extend the time period for negotiations of the contract.

### **1.07 Technical Assistance**

Technical assistance is available for developing program-specific components of the application. Contractors are encouraged to contact John Hallman at 515-336-1904 with questions about program issues.



For assistance regarding IowaGrants, please contact the IDPH IowaGrants Helpdesk at [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov) or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

In no case shall verbal communications override written communications. Only written communications are binding on the Department. The Department assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless representations are specifically incorporated into the RFA.

### **1.08 Amendments to the RFA**

The Department reserves the right to amend the RFA at any time. In the event the Department decides to amend, add to, or delete any part of this RFA, a written amendment will be posted at [www.iowaGrants.gov](http://www.iowaGrants.gov) under the Attachments section of this Funding Opportunity. The applicant is advised to check this website periodically for amendments to this RFA. In the event an amendment occurs after the Funding Opportunity is closed, the Department will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet - General Information Form.

### **1.09 Withdrawal of Applications**

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the application ID, title of the application, and the applicant organization name via email to [iowagrants.helpdesk@idph.iowa.gov](mailto:iowagrants.helpdesk@idph.iowa.gov).

After this funding opportunity closes, the Department may withdraw applications that have not been submitted.

### **1.10 Resubmission of Withdrawn Applications**

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to [www.iowaGrants.gov](http://www.iowaGrants.gov) as a returning user;
- Search Funding Opportunities;
- Select this Funding Opportunity;
- Click on 'Copy Existing Application';
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the application if necessary by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections in section 2 of this RFA.

Withdrawn applications for this RFA posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

### **1.11 Right to Reject Applications/Cancellation of RFA**

- A. The Department reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFA if it is in the best interests of the Department.
  
- B. Any application will be rejected outright and not evaluated for any of the following reasons:
  - 1. The applicant is not an eligible applicant as defined in section 1.03.
  - 2. An applicant submits more than one application for the same service area for the same funding opportunity.
  - 3. An application is submitted in a manner other than the Electronic Grant Management System at [www.iowaGrants.gov](http://www.iowaGrants.gov).
  
- C. Any application may be rejected outright and not evaluated for any one of the following reasons:
  - 1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFA requirement has been satisfied.
  - 2. The applicant fails to follow the application instructions or presents information requested by this RFA in a manner inconsistent with the instructions of the RFA.
  - 3. The applicant provides misleading or inaccurate answers.
  - 4. The applicant states that a mandatory requirement cannot be satisfied.
  - 5. The applicant's response materially changes a mandatory requirement.
  - 6. The applicant's response limits the right of the Department.
  - 7. The applicant fails to respond to the Department's request for information, documents, or references.
  - 8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFA.
  - 9. The applicant initiates unauthorized contact regarding the RFA with a state employee.

### **1.12 Acceptance of Terms and Conditions**

- A. An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and RFA and operates as a waiver of any and all objections to the contents of the RFP and RFA. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Department or the State of Iowa based on the terms or conditions of the RFP, RFA, or the procurement process.
  
- B. The Department reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of the RFP or this RFA. Should the successful applicant take

exception to the terms and conditions required by the Department, the successful applicant's exceptions may be rejected and the Department may elect to terminate negotiations with that applicant. However, the Department may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFA or the contents of the applicant's application.

### **1.13 Public Records and Requests for Confidential Treatment of Application Information**

The Department's release of public records is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with Chapter 22 before submitting an application in response to this RFA.

The Department will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by an applicant as non-confidential records unless applicant requests specific parts of the application be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Department personnel from any responsibility for maintaining the information in confidence. Applicants may not request confidential treatment with respect to pricing or budget information and transmittal letters. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

#### **A. Confidential Treatment of Information is Requested by the Applicant**

An applicant requesting confidential treatment of information contained in its application shall be required to submit two copies of its application (one complete application (containing confidential information) and one redacted version (with confidential information excised) and complete and submit Form 22 with both applications; as outlined herein:

##### **1. Complete and Submit Form 22 with both applications**

**APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED ONLY IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.**

In order to request information contained in an application to be treated as confidential, the applicant must complete and submit FORM 22 with both applications. Failure of the applicant to accurately and fully complete FORM 22 with the application submission may result in the application to be considered non-responsive and not evaluated. The Form 22 is available to download from a link located in the attachments section of the standard application form titled Application Certification and Conditions (refer to section 2 of this RFA). Applicant must download Form 22 from a link within this form, complete it, and upload it into the specific field of the electronic Application Certification and Conditions form in both applications.

Form 22 will not be considered fully complete unless, for **each** confidentiality request, the applicant: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Department concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive.

2. An applicant that submits an application containing confidential information must submit two copies of its application (one complete application and one redacted version of the application) for this RFP. Completed Form 22 shall be uploaded in the Application Certifications and Conditions form in **both** copies.

One copy of the application must be completed and submitted in its entirety, containing the confidential information. This is the application that will be reviewed.

The applicant must submit one copy of the application labeled “Redacted Copy” from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word ‘Redacted’ added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word ‘redacted’ in the required fields. The confidential material must be excised from the redacted version in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section 1.06 (E).

#### B. Public Requests

In the event the Department receives a public request for application information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction. If the Department receives a request for information that applicant has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If applicant fails to do so, Department may release the information or material with or without providing advance notice to the applicant and with or without affording the applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Additionally, if applicant fails to comply with the request process set forth herein, if applicant's request for confidentiality is unreasonable, or if applicant rescinds its request for confidential treatment, Department may release such information or material with or without providing advance notice to applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The applicant's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Department as a waiver of any right to confidentiality which the applicant may have had.

#### **1.14 Appeal of Rejection Decision**

The applicant's receipt of a rejection notice constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten (10) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document John McMullen, Department of Public Health, and shall be submitted via email, including a read receipt verification, to [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov). Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFP were not followed by the Department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

#### **1.15 Appeal of Award Decision**

The posting of the Notice of Intent to Award on the Department webpage constitutes receipt of notification of the adverse decision per 641 Iowa Administrative Code Chapter 176.8(1). Applicants may appeal the adverse decision only for a timely submitted application. The appeal shall be submitted in writing within ten (10) business days of the applicant's receipt of the notification of the adverse decision. The appeal shall be addressed to the contract compliance officer cited in this document John McMullen, Department of Public Health, and shall be submitted via email, including a read receipt verification, to [john.mcmullen@idph.iowa.gov](mailto:john.mcmullen@idph.iowa.gov). Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in the RFA were not followed by the Department. In the event of an appeal, the Department will continue working with the successful applicant(s) pending the outcome of the appeal.

## SECTION 2 – APPLICATION CONTENT

### 2.01 Scope and Description of Services

The Bureau of Preparedness and Response administers the Hospital Preparedness Program (HPP), Public Health Emergency Preparedness (PHEP), Emergency Medical Services (EMS), and Trauma programs for the State of Iowa. These programs collectively work to prevent, prepare for, respond to, and recover from incidents that affect the health of Iowans. Each program has leading guidance or regulatory authorities that drive the respective programs. Each of these programs has significant overlap and inter-dependence in meeting the respective program goals. Each of these programs has identified a need to coordinate EMS, public health, and healthcare services with emergency management to develop systems of operation. The active engagement of these entities in a collaborative system will reduce morbidity and mortality before, during and after emergency situations.

The CDC provides funding for emergency preparedness through an initiative called the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. This cooperative agreement is associated with the Pandemic and All-Hazards Preparedness and Advancing Innovation Act (PAHPAIA), (Public Law No. 113-5) <https://aspr.hhs.gov/legal/pahpa/Pages/pahpaia.aspx>. The PHEP program has developed capability guides and performance measures to assist in the evolution of preparedness efforts. These reference documents can be found on the IDPH website at: <https://idph.iowa.gov/BETS/preparedness/coalition>.

The EMS system is outlined in Iowa Code Chapter 147A Subchapter 1. This code is supported by multiple administrative rules specific to EMS providers and services. The Iowa Code and Administrative Rules associated with the EMS system can be referenced on the IDPH website (<http://idph.iowa.gov/BETS/EMS/rules>). There are approximately 902 EMS service locations and over 10,700 EMS providers in the State. Improvements to the EMS system are being driven by the April 2015 NHTSA report (<http://idph.iowa.gov/BETS/EMS>), Iowa's EMS System Standards (<http://idph.iowa.gov/bets/ems/system-standards>), the national EMS Compass initiative, data captured through the Iowa EMS Patient Data Registry and other relevant data sources, and nationally standardized practice.

The PHEP program focuses on community preparedness as described in Section 1.01. These preparedness efforts are designed to build relationships and capabilities before an emergency or disaster strikes. Community resilience is also a focus of this program. In essence, the program recognizes the strength of a system's day-to-day operations as it relates to the system's ability to scale up activities to address public health responses. This program recognizes engagement of a diverse group of partners and strengthens the overarching system.

Although the PHEP is no longer aligned with the HPP cooperative agreement within a single funding opportunity, these two distinct federal preparedness programs must continue to be aligned to enhance jurisdictional coordination and collaboration between the public health, health care, emergency medical services (EMS), and trauma systems.

The Iowa Department of Public Health has preparedness and response oversight authority under Iowa Code §135.140-.147. Iowa Code authorizes the Department to:

- Coordinate with the department of homeland security and emergency management, the administration of emergency planning matters which involve the public health, including development, administration, and execution of the public health components of the comprehensive emergency plan and emergency management program pursuant to Iowa Code section 29C.8.
- Coordinate with federal, state, and local agencies and officials, and private agencies, organizations, companies, and persons, the administration of emergency planning, response, and recovery matters that involve the public health.
- Conduct and maintain a statewide risk assessment of any present or potential danger to the public health from biological agents.

## 2.02 Application Instructions

Each user will complete the registration process, if not already registered. Follow the steps outlined in the 'New User Registration Instructions for IowaGrants.gov' as posted under the Attachment section of the Funding Opportunity. New Users should allow a few days for the registration to be processed. Refer to Section 1.06 (C) for instructions on Application Creation.

Note: The IowaGrants.gov system will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity. The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area.**

For general instructions on completing applications in IowaGrants.gov, as well as copying previously created applications, refer to the 'IDPH Application Instruction Guidance' as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFA.
- Promotional materials or other items not required by this RFA will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFA application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will title their application and identify the Organization they are representing. The registered applicant must be representing an eligible entity (refer to section 1.03). After clicking 'Save'; the applicant can re-open and edit this form to add other users registered with the represented organization in IowaGrants.gov as 'Additional Contacts'.

The saved **General Information** Form appears as the first form in your application.

## 2.03 Application Forms:

Applicants must complete each application form listed below following the instructions here and within the Electronic Grant Management System at [www.lowagrants.gov](http://www.lowagrants.gov). Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants will not permit the application to be submitted. Follow the

instructions for each section and field within the form in IowaGrants. A summary of each Form's contents is listed below.

**Cover Sheet - General Information:** This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

**Business Organization:** This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services, as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant, and disclosure of history of contract default or terminations.

**Application Certification and Conditions:** This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site in IowaGrants. Optional sections of this form include a section for the request for confidentiality in compliance with section 1.12 of this RFA and upload field for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant.

- o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

**Personnel:** This form requires specific information about the project personnel related to providing the services described in this RFP. Specifically applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants must identify the following personnel:

- Grant Coordinator
- CRI Coordinator (if applicable)
- EMS Coordinator

**Project Work Plan** This form requires applicants to identify the details for implementing the work and services as described in this RFP. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in Section 2.

**PHEP Project Work Plan:**

**Activity 1: HVA.** Service area must annually update and maintain the service area hazard



vulnerability assessment (HVA) to identify risks and impacts. All service area projects must be tied to a hazard or risk from the service area's HVA, an identified capability gap, or an activity identified during a corrective action process.

**Activity 2: EMResource.** Service area must maintain and update EMResource. Service area shall conduct an inventory assessment to identify public health services and resources, identified EMS resources, and service area level resources that could be coordinated and shared in an emergency. Service area will ensure that visibility on the members' resources and resource needs, such as personnel, facilities, equipment, and supplies are maintained. Primary and back up contacts for each LPH must be updated quarterly.

**Activity 3: Preparedness Plan.** Service area must annually update and maintain the current service area preparedness plan and/or following major incidents or exercises. The plan must be approved by all service area core member organizations. All of the non-core members should be given an opportunity to provide input into the preparedness plan. All member organizations must receive a final copy of the plan.

**Activity 4: NIMS.** Service area will assist the members with NIMS implementation throughout the project period to maintain service area NIMS compliance and must:

- Ensure service area leadership receives NIMS training based on evaluation of existing NIMS education levels and need
- Promote NIMS implementation among service area members, including training and exercises, to facilitate operational coordination with public safety and emergency management organizations during an emergency using an incident command structure
- Assist service area members with incorporating NIMS components into emergency operations plans
- Collect and submit all Department required documentation

**Activity 5: Training & Exercise Plan.** Service areas must annually conduct and complete an Integrated Preparedness Plan which includes, at a minimum, a three-year training plan and a five-year progressive exercise plan for the service area.

**Activity 6: Response Plan.** (Joint Activity) Service area must annually review and update the service area response plan by involving core members and other members so that, at a minimum, hospitals, EMS, emergency management organizations, and public health agencies are represented in the plan. Response plans should be updated following major incidents or exercises. The updated plan must be approved by all its core members. All of the additional member organizations should be given an opportunity to provide input into the response plan, and all member organizations must receive a final copy of the plan. The service area and its members must, at a minimum, define and integrate into their response plans procedures for sharing essential elements of information (EEl). The service area preparedness and/or response plan will document processes for members to manage staffing resources, including volunteers, within public health and other health care settings. This includes:

- Identifying situations that would require supplemental staffing to include volunteers.
- Developing rapid credential verification processes to facilitate emergency response.
- Identifying and addressing to the extent possible volunteer liability, licensure, workers compensation, scope of practice, and third-party reimbursement issues that may deter

volunteer use.

- Leveraging existing government and non-governmental volunteer registration programs, such as Iowa Statewide Emergency Registry of Volunteers (i-SERV) and Medical Reserve Corps (MRC) personnel, to identify and staff health care-centric roles during acute care medical surge response events.
- Incorporating hospital, HCC, jurisdictional, or state-based medical assistance teams into medical surge planning and response.

Service Area must provide an updated POD Standards Worksheet to establish primary and backup receipt locations within the service area, as well as identify any pre-planned POD locations with demand estimates.

**Activity 7: Information Sharing Platforms.** Service area will ensure the continuity of information flow and coordination activities. Multiple employees from each service area's member organization must have access to the service area's information sharing platforms.

**Activity 8: Communication & Coordination Role.** (Joint Activity) Service areas must provide a communication and coordination role within their respective jurisdiction. This coordination ensures the integration of public health and EMS into the broader community incident planning objectives and strategy development. It also ensures that resource needs that cannot be managed within the service area itself are rapidly passed along to the jurisdiction's ESF-8 lead agency. Service area coordination may occur at its own coordination center, the local EOC, or by virtual means – all of which are intended to interface with the jurisdiction's ESF-8 lead agency. Service areas should connect the medical response elements and provide the coordination mechanism among health care organizations, including hospitals, EMS, emergency management organizations, and public health agencies.

**Activity 9:** Future required activity from funder; respond "NA" for this field for application purposes.

**Activity 10: Specialty Surge Annex.** Service area public health members must collaborate with service area HPP awardee to identify public health's roles and responsibilities within the coalition-level chemical surge annexes. Service area members must also participate in surge annex tabletop exercise to test identified roles and responsibilities.

**Activity 11: emPOWER/SVI.** Service area must review emPOWER and Social Vulnerability Index (SVI) data minimally every six months, and identify the top five populations with health disparities or vulnerabilities to be considered during preparedness and response. The service area will use this data to identify individuals with access and functional needs that may be at risk of being disproportionately impacted by incidents with public health consequences. These populations should be considered when completing the HVA and any planning updates. Service area will choose a new (not previously chosen) top five-health-disparity population and determine how the population will specifically be addressed within its plans. Plans to be updated as needed.

**Activity 12 Communications.**

- All service area public health agencies and EMS program members must respond (message received) to at least 70% of all Health Alert Network (HAN) alerts.
- At a minimum Local public health agencies must respond to and 10 of 12 monthly radio

tests conducted by the Department.

- The service area will test the communication section of the response plan spaced evenly every six months by conducting redundant communication drills with service area members.

**Activity 13 Inventory Management.** Review, and update if necessary, the following:

- Strategies for acquisition, storage, rotation with day-to-day supplies, and use
- Inventory Management Program Protocols for all cached material
- Policies relating to the activation and deployment of their stockpile
- Policies relating to the disposal of expired materials.
- Regional procurement of PPE is encouraged.

**Activity 14:** Future required activity from funder; respond “NA” for this field for application purposes.

### **EMS Project Work Plan:**

**Activity 15: Implement Remedy.** Each county shall remedy a gap item identified in prior year utilizing the Department's provided template.

**Activity 16: Assessment Tool.** Each county within the service area will complete a county-wide assessment of EMS capabilities utilizing a tool provided by the Department.

**Activity 17: Public Meeting.** Results of the assessment must be shared in a public meeting with local stakeholders that includes at minimum a representative from each of the following disciplines: ER doctor and/or EMS service Physician Medical Director, an EMS provider representative, and a member of the county board of supervisors. Input from this meeting shall be incorporated into the action mitigation plan.

**Activity 18: Action-Mitigation Plan/ Successes & Challenges.** From the results of the assessment in Activity 16, each county must create an action plan to mitigate a minimum of one gap/deficiency identified within the assessment for correction in the following contract year. Additionally each county within the service area will document the challenges and successes of the assessment/mitigation planning process.

### **CRI Project Work Plan: (Service Areas 1A and 4 only)**

**Activity 19: PORTS.** Must input required data in PORTS in accordance with federal reporting guidance.

**Activity 20: Drills.** Must conduct the following drills utilizing the anthrax scenario:

- Facility Set Up Drill - the facility setup drill provides information on operational ability to standup a site with the necessary materiel, layout, and supplies for timely distribution and dispensing.
- Staff Notification and Assembly Drill - the staff notification and assembly drill provides information on operational functions specific to staff notification and assembly procedures for various facilities, including emergency operations center (EOCs), receipt, stage, store facility (RSSs), regional distribution site (RDSs), local distribution site (LDSs), and PODS.

The drill measures the accuracy of staff rosters, timeliness of staff confirmation to the notification, and staff ability to report for duty within a designated time frame.

Communication methods and processes also are measured. Must complete once annually for any of the facilities mentioned.

- Site Activation Drill - the site activation drill provides information on operational functions for procedures to open and activate various types of distribution and dispensing facilities. The drill measures the accuracy of site rosters, timeliness of site confirmation to the notification, and site function within a designated time frame. Communication methods and processes also are measured. The drill information should be completed for each site notified.

**Activity 21: Action Plan.** Must develop and complete the Medical Countermeasures (MCM) Action Plan and submit to the Department quarterly.

**Activity 22: Annual Exercise.** Complete PHEP exercise incorporating access and functional needs (AFN) partners. The exercise must incorporate at least one AFN partner in a drill, a tabletop, a functional, a full-scale exercise, or during an incident or public health event in which the AFN partner participates.

**Activity 23: TTX.** Complete a tabletop exercise to demonstrate readiness for an anthrax scenario.

**Activity 24: Future** required activity from funder; respond “NA” for this field for application purposes.

**IDPH Subcontract Plan:** This form requires specific information about applicant’s proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract.

**Required Additional Documents:** This form allows for the submission of the following four workbooks:

- FY2023-24 PHEP Budget and Budget Justification Workbook. This workbook shall be used to provide a detailed PHEP budget and justification.
- FY2023-24 CRI Budget and Budget Justification Workbook (SA1A and SA4 only). This form shall be used to provide a detailed CRI budget and justification.
- FY2023-24 EMS Budget and Budget Justification Workbook. This workbook shall be used to provide a detail EMS budget and justification.
- Core Membership Workbook: This workbook collects on all service area members as well as identifying key roles within the coalition.

**Standard Line Item Budget With Match:** This form requires the applicant to describe the details of proposed expenses to implement the project as described in the applicant’s application to accomplish the work as described in this RFA. Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application.

Complete the budget form in summary fashion using the completed workbooks listed above in

compliance with the following:

### **Line Item Budget:**

Applicants will demonstrate a budget adequate to support the work of the application based on the specific line item categories outlined below. A budget justification narrative shall describe how the budget was calculated and justify the expenses detailed.

### **Direct Costs Categories**

Allowable budget line categories for direct cost expenses include:

1. Salary and Fringe Benefits

The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds.

2. Subcontract

If services performed for any activities outlined in this RFA are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category. Refer to Section 1.18 of RFP Number 58821001 and Section 5 of the IDPH General Conditions for subcontract provisions and requirements.

3. Equipment

Equipment is defined as any item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more. If the item does not meet this definition, it should be included in "other" costs.

4. Other

This category may include items such as office supplies, educational supplies, project supplies, incentives, communication, rent and utilities (if not included in Administrative or Indirect Costs), training, information technology-related expense, travel\*, etc. and should reflect any major activities required to accomplish the action plan or work plan. This category also includes any items not meeting the above definition for equipment.

*\*The Department will not reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services.*

*Current in-state travel maximum allowable reimbursement amounts:*

- *Food for in-state travel: \$12.00/breakfast, \$15.00/lunch and \$29.00/dinner*
- *Lodging: \$120.00 plus taxes per night*
- *Mileage: \$0.50 per mile*

*Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.*

### **Indirect or Administrative Costs**

Applicants may charge an indirect rate in accordance with their federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state

cognizant agency must be submitted as an attachment to the application. The Department reserves the right to negotiate the application of the Indirect Rate per individual contract.

Only in the absence of a federally approved Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments), Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The total budget may not exceed total available funds. Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect/administrative costs.

The applicant shall maintain documentation to support the administrative cost allocation. The Department reserves the right to request the documentation at any time.

**Unallowable Costs:** See Section 2.04 of the RFP 58821001.

**Minority Impact Statement:** This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

## **SECTION 3 – EVALUATION PROCESS AND CRITERIA**

### **3.01 Review Process**

Technical Review: The submitted application will be reviewed by Department staff for the applicant's compliance with the mandatory requirements, such as eligibility and application content. Applications which fail to satisfy the mandatory requirements may be eliminated from the application review. These applications may be rejected. The Department will notify the applicant of a rejection that occurs during the technical review phase. The Department reserves the right to waive minor variances at the sole discretion of the Department.

Review Committee: All applications determined to be compliant with mandatory requirements and application content of this RFA will be assigned for review of content and completeness. In this continuing year of the project period, applications will be reviewed without awarding point scores.

Final Review and Award: The appropriate Bureau Chief(s) and the Division Director will review the evaluation and recommendation.

### **3.02 Review Tool**

Each application will be reviewed using the review tool included as an attachment to this funding opportunity.

### **3.03 Misleading or Inaccurate Information**

All materials submitted are subject to verification. Providing misleading or inaccurate information shall be grounds for rejection of the application.

**This space intentionally left blank, continue to the next page.**

## SECTION 4 – CONTRACT

### 4.01 Contract Conditions & State Agency Transition Period

**Contract Conditions:** Any contract awarded by the Department shall include specific contract provisions and the Iowa Department of Public Health [General Conditions Effective July 1, 2019](#) as posted on the Department’s website under Funding Opportunities. Refer to the Draft Contract Template Attachment under this Funding Opportunity. The Draft Contract Template included is for reference only and is subject to change at the sole discretion of the Department.

The contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFA and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFA. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$ 500,000, or if the contract together with other contracts awarded to the Contractor by the Department exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code Chapter 8F.

The Department requires contractors to link with the local board of health when providing services supported by Department funding. In particular, contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The contractor is expected to provide documentation of linkage efforts if requested by the Department.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.



**State Agency Transition Period:** Effective July 1, 2022, through July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services (DHS) shall be in a transition period as the agencies develop and implement transition plans to merge the agencies and become a new state agency, the Iowa Department of Health and Human Services (Iowa HHS). For purposes of this Procurement throughout the transition period, “Agency” or “Department” means either IDPH or DHS or Iowa HHS. Throughout the transition period, IDPH and DHS shall have and may exercise all legal powers and duties of IDPH, including executing all contractual rights and obligations.

Effective July 1, 2023, the Iowa Department of Public Health (IDPH) and the Iowa Department of Human Services shall merge and become the Iowa Department of Health and Human Services (Iowa HHS). For purposes of a resulting Contract on and after July 1, 2023, “Agency” or “Department” means Iowa HHS. On and after July 1, 2023, Iowa HHS shall have and may exercise all legal powers and duties of the former IDPH, including executing all contractual rights and obligations.

#### **4.02 Incorporation of Documents**

The RFA, any amendments, and written responses to applicant questions, and the application submitted in response to the RFA form a part of the contract. The parties are obligated to perform all services described in the RFP, RFA, and applications unless the contract specifically directs otherwise.

#### **4.03 Contractual payments**

The Department provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one-twelfth (1/12) of the contractual amount may be provided by the Department. One-third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> months of service.

**This space intentionally left blank, continue to the next page.**

## **SECTION 5 – ATTACHMENTS**

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A- FY24 RFA 58821001-04 Public Health Emergency Preparedness (PHEP) and EMS System Development
- B- New User Registration Instructions for IowaGrants.gov
- C- IDPH Application Instruction Guidance
- D- FY2023-24 Public Health Emergency Preparedness (PHEP) and EMS System Development Draft Contract Template
- E- FY2023-24 PHEP EMS System Development Draft Review Tool
- F- FY2023-24 PHEP Budget and Budget Justification Workbook
- G- FY2023-24 CRI Budget and Budget Justification Workbook
- H- FY2023-24 EMS Budget and Budget Justification Workbook
- I- FY2023-24 Core Membership Workbook

## **SECTION 6 – LINKS**

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

- A. IDPH General Conditions  
<http://idph.iowa.gov/finance/funding-opportunities/general-conditions>