

REQUEST FOR PROPOSALS

Pennsylvania Department of Health and Federal Funding for:

Healthy Food Access Grants

**PLEASE READ ALL INFORMATION THOROUGHLY
PROPOSALS ACCEPTED BEGINNING SEPTEMBER 15, 2023**

Note: If an organization intends to apply to the current RFP, please email nutrition@jhf.org with the intent to be included on all communications regarding the current RFP.

JEWISH HEALTHCARE FOUNDATION
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BACKGROUND

I. Grant Overview

a. Purpose & Background

The Jewish Healthcare Foundation (JHF) is operating as the fiscal agent for Coronavirus State Fiscal Recovery Funds provided through the Pennsylvania Department of Human Services. A portion of this funding is being made available for this RFP under a component titled “Healthy Food Access.”

Proposals are being sought from interested and qualified organizations that will provide food-is-medicine style programs to make healthy, nutritious foods available to low-income pregnant people to demonstrate the impact this has on their overall health, maternity outcomes, and infant outcomes.

Funding available through this RFP is intended to provide short-term **healthy food access grants** that directly impact low-income pregnant individuals and new families in Pennsylvania.

A nationwide survey completed by Michigan State University reported that 31 percent of people report that the pandemic has affected their ability to feed their family. Several risk factors of maternal mortality, such as hypertension, cardiovascular disease, and diabetes, rely on a healthy diet; however, accessing healthy food can be a real challenge for low-income pregnant individuals.

Grants may include but are not limited to programs and activities that: directly provide healthy foods or food prescription boxes to the targeted populations; pair cooking classes or nutritional education with the provision of healthy foods; support super food pantries, food banks, and other similar operations; or otherwise expand access to healthy foods for low-income pregnant people and new families in Pennsylvania.

A goal of this funding is to demonstrate how food is an important part of overall health by providing innovative opportunities to expand access to healthy foods for low-income pregnant people and new families. Therefore, evaluation of the impact of healthy food access to health outcomes for participating pregnant people and new families is required as part of this opportunity. Evaluation may be qualitative or quantitative.

Organizations are encouraged to apply that provide services and support to populations experiencing disproportionately high rates of maternal mortality

and/or morbidity as well as pregnant individuals and new families that have been disproportionately affected by the COVID-19 pandemic, including but not limited to:

- Black or African American persons
- Hispanic or Latino persons
- LGBTQ populations
- Refugee populations and people with undocumented status
- People who live in rural/sparsely populated areas
- People with lower incomes and people experiencing poverty
- People experiencing homelessness
- People who are medically underserved
- People with substance use disorder
- People and families of people who are incarcerated, detained, or formerly incarcerated
- People living in food deserts

Awards are intended to be made until funding is fully expended. Grantees may be awarded for a one or two-year period. Funding amounts and Applicant's requested budget should reflect the full scope of proposed activities.

A percentage of the total budget request shall be made to awardees as an initial upfront payment. Additional payments may be made to awardee following successful demonstration of the proposed work and regular reporting from awardee, following a schedule to be determined by JHF and detailed in the agreement. Any amount not fully expended by the end of the contract must be returned to JHF in full.

b. Minimum Applicant Requirements

- i. Applicant must be a recognized government, education, public housing, nonprofit, or for-profit organization. Individuals and foreign applications will not be considered.
- ii. Applicant must demonstrate their ability to serve Pennsylvania-based populations.
- iii. Applicant can have no record of unsatisfactory performance. Applicant must not be presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any local, state, or federal department or agency.
- iv. Applicant must have the ability to maintain adequate files and records to meet reporting requirements.
- v. Applicant must have the ability to manage funds provided on an up-front basis and account for all appropriate expenditures of awarded funds, understanding that any unspent funding at the end of the grant period must be returned to JHF.

- vi. Applicant must have the administrative and fiscal capability to provide and manage the proposed activities and ensure that adequate documentation related to the activities can be provided.
- vii. Applicant must demonstrate the capability to perform all elements of the proposed scope of work and have the capacity to enter a Subgrant Agreement with JHF.
- viii. Applicant must possess the appropriate licenses and certifications issued by the Commonwealth of Pennsylvania, if required based on the services proposed.
- ix. Applicant must be legally authorized to conduct business in Pennsylvania and must have established administrative and programmatic resources to work in Pennsylvania.
- x. Applicant must meet other presentation and participation requirements listed in this RFP.

II. Proposal Conditions

a. Modifications

JHF is not obligated to make any awards under the RFP. JHF has the right to issue amendments to this RFP. JHF also reserves the right to terminate this RFP process at any time.

b. Inaccuracies or Misrepresentations

During the RFP process or in the administration of a resulting Subgrant, if JHF determines that the Applicant has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to JHF, JHF may terminate the Applicant from the RFP process. In the event a Subgrant has been awarded, JHF may immediately terminate the Subgrant.

c. Incurred Costs

This RFP does not commit JHF to pay any costs incurred in the preparation of a proposal in response to this request and the Applicant agree that all costs incurred in developing this proposal are the Applicant's responsibility.

III. Services & Funding Available

JHF intends to award Healthy Food Access grants ranging between \$15,000 - \$100,000 per year, for up to two years.

JHF is operating as the fiscal agent for Coronavirus State Fiscal Recovery Funds provided through the Pennsylvania Department of Human Services, and intends to issue this funding as subawards to address maternal health needs in Pennsylvania.

Proposals are being sought from interested and qualified organizations that will provide food-is-medicine style programs to make healthy, nutritious foods available to low-income expecting mothers in Pennsylvania to demonstrate the impact this has on their overall health, maternity outcomes, and infant outcomes.

Grantees may submit for up to two years of activities. Budgets should reflect the full scope of proposed activities. A second year of funding may be awarded upon successful demonstration of the proposed work and regular reporting from grantee.

Funding for this opportunity is being provided for a limited amount of time and for projects with limited scopes. No funding is guaranteed outside of the two-year window.

JHF will continue to consider applications under this RFP through September, 2024 or until funding is fully expended.

IV. Program Requirements

a. If awarded a subgrant, Applicant agrees to:

- i. Adhere to all programmatic and financial reporting requirements and due dates established by JHF and the Commonwealth of Pennsylvania.
- ii. Maintain all documentation of work under this agreement in accordance with federal Right to Know laws.
- iii. Maintain detailed expenditure reports for all funding spent under this agreement.
- iv. Sign and comply with a Lobbying Certification Form, to be provided as part of the agreement.
- v. Maintain legal authorization to conduct business in Pennsylvania and maintain established administrative and program resources to conduct proposed activities within Pennsylvania.

V. SUBGRANT REQUIREMENTS

a. General

Agencies awarded funding will enter into Subgrant Agreements with JHF and will be required to agree to the terms listed below:

1. Representation

In the performance of the Subgrant, the Subgrantee, its agents, and its employees will act in an independent capacity and not as officers, employees, or agents of JHF.

2. Point of Contact

The Subgrantee will designate an individual to serve as the primary point of contact for the Subgrant. The designated individual must respond to JHF inquiries within two business days.

3. Change of Address

Subgrantee will notify JHF in writing of any change in mailing address within ten business days of the address change.

4. Grant Assignment

Without the prior consent of JHF, the Subgrant is not assignable by the Subgrantee either in whole or in part.

5. Subcontracting

Subgrantee agrees not to enter into any subcontracts for work described under the Subgrant without prior consent of JHF.

6. Subgrant Amendments

The Subgrantee agrees any changes to the Subgrant will be valid only when they have been written, signed, and attached to the original copy of the Subgrant and approved by the required persons or agencies.

7. Conflict of Interest

The Subgrantee must have in place an agency-specific conflict of interest policy that strives to ensure that no conflict of interest exists between its officers, employees, or grantees and JHF. The Subgrantee will make a reasonable effort to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of, being motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.

8. Confidentiality

The Subgrantee will ensure confidentiality of any individual served under this grant in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Subgrantee will make adequate provisions for system security and protection of individual privacy to ensure confidentiality of client information.

9. Records

The Subgrantee will maintain all records and management books pertaining to local service delivery, if applicable, and demonstrate accountability for Subgrant performance. The subgrantee will maintain all fiscal, statistical, and management books and records pertaining to the program. The Subgrantee will make all relevant records and documents available to JHF during on-site monitoring and by request. Fiscal records will be kept in accordance with generally accepted accounting principles and must account for all funds, tangible assets, revenue, and expenditures. Fiscal records must also comply with the OMB Circular A-122 (Cost Principles for Non-Profit Organizations), if applicable. All records will remain complete and current and comply with all Subgrant Agreement requirements. Failure to maintain acceptable records per these requirements will be considered grounds for withholding payments for invoices submitted and for termination of the Subgrant Agreement.

10. Health and Safety

The Subgrantee will comply will all applicable local health and safety clearances for any activity conducted under the terms of the Subgrant Agreement.

11. Pro-Children Act of 2001

The Subgrantee will comply with Environmental Tobacco Smoke Act, also known as the Pro-Children Act of 2001.

12. Americans with Disabilities Act

The Subgrantee will comply with all applicable provisions of the Americans with Disabilities Act (ADA).

13. Notification

In the event of a problem or potential problem that will impact the quality or quantity of work, or the level of performance under the Subgrant Agreement, notification is required within one business day in writing via email and by telephone to JHF.

14. Administrative Reporting Requirements

Subgrantees are required to submit quarterly narrative and financial reports in accordance with a schedule that will be specified in the Subgrant Agreement, a final narrative and fiscal report at the end of the contract period, as well as any other reports required by the Commonwealth of Pennsylvania. Failure to submit required reports in a timely manner may jeopardize JHF's compliance with Pennsylvania Department of Human Services and Federal reporting requirements and may result in JHF withholding payment.

15. Equal Employment Opportunity Program

- a. The Applicant will not discriminate against any employee, Applicant for employment, recipient of services, or any other persons because of race, color, religion, ancestry, national origin, age, sex, sexual preference, gender identity, or the presence of a non-job-related medical condition/disability. Applicants must comply with the Pennsylvania Human Relations Act (PHRA), which is available at: [http://www.phrc.pa.gov/Resources/Law-and-Legal/Documents/PA%20Human%20Relations%20Act%20\(1\).pdf](http://www.phrc.pa.gov/Resources/Law-and-Legal/Documents/PA%20Human%20Relations%20Act%20(1).pdf).
- b. The Applicant agrees that sexual harassment is a form of discrimination based on sex and prohibited by Title VII of the Civil Rights Act of 1964.

b. Insurance Requirements

- i. The Subgrantee will secure and maintain throughout the Subgrant period the following types of insurance with limits as shown:
 1. **Workers' Compensation:** A program of Workers' Compensation Insurance or a state approved self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the Commonwealth of Pennsylvania, including Employer's Liability covering all persons providing services on behalf of the Subgrantee and all risks to such persons under this Subgrant. With respect to Subgrantees that are non-profit corporations organized under Pennsylvania or Federal law, volunteers for such entities are required to be covered by Workers' Compensation Insurance. Workers' Compensation insurance limits are based on the number of employees, the payroll of the employees, the classification of the agency and past loss experience. This amount may vary between agencies.
 2. **Comprehensive General, Property, and Automobile Liability Insurance:** This coverage is to include contractual coverage and automotive liability coverage with combined single limits for bodily injury and property (fire, theft) damage. If the Subgrantee provides transportation to one or more clients at any time, the automotive liability coverage will have combined single limits for bodily injury and property damage. The policy will cover owned, rented, or not-owned vehicles. For Automobile Liability Insurance, Pennsylvania requires as a minimum coverage up to \$30,000 for all persons injured in an accident, subject to a limit of

\$15,000 for one individual and \$5,000 coverage for property damage. Comprehensive General Liability Insurance and Property Insurance limits are based on various factors unique to each agency.

3. **Unemployment Compensation.** Subgrantee must maintain proof of Unemployment Compensation through the “Employers Report for Unemployment Compensation,” PA Form UC-2 REV 3-03.
 4. **Fidelity Bond:** This protects the Subgrantee against dishonest or fraudulent acts of employees, such as embezzlement, fraud, or theft of money. This coverage must be no less than 1/6th of the total cost of the annual Subgrant amount and must name JHF as co-insured.
- ii. **Additional Named Insured:** All General Liability and Fidelity policies must contain additional endorsements naming JHF and its officers, employees, agents, and volunteers as additional named insured with respect to liabilities arising out of the performance of Subgrant activities.
 - iii. **Proof of Coverage:** Subgrantee will furnish Certificates of Insurance to JHF evidencing the insurance coverage, including endorsements required above, prior to the signing of the Subgrant Agreement and commencement of activities. Certificates will provide that insurance will not be terminated or expire without 30 days of written notice to JHF and Subgrantee will maintain such insurance from the time Subgrant activities begin through the end of the grant term.

c. **Right to monitor & Audit**

- i. **Right to monitor:** JHF and the Commonwealth of Pennsylvania will have right to inspect and review all records and documents related to programmatic and financial activities of the Subgrantee in the use of Subgrant funds and will have the right to monitor the performance of the Subgrantee’s activities provided under the Subgrant (at minimum on a quarterly and annual basis). The Subgrantee agrees to fully cooperate in any auditing or monitoring, including quarterly on-site monitoring visits that JHF staff will conduct. The Subgrantee will cooperate with JHF in the implementation, monitoring, and evaluation of the Subgrant and comply with any and all reporting requirements established by JHF.
- ii. **Availability of records:** All records pertaining to activities funded under this subgrant and all fiscal, statistical, and management books and records will be available for examination and audit by JHF, Federal, and State representatives for a period of four years after final payment under the Subgrant or until all pending JHF, Federal, and State audits are completed, whichever is later. The Subgrantee will retain program data locally and will make it available upon

request to JHF. Records of the Subgrantee which do not pertain to the program may be subject to audit.

- iii. **Independent Audit Provisions:** Subgrantees who receive \$750,000 or more in Federal funding, per the Single Audit Act of 1996, must complete an A-133 audit. Subgrantees must make these fiscal audits available to JHF during on-site monitoring visits and by request. The Subgrantees will hire a licensed Certified Public Accountant (CPA), who will prepare a certified fiscal audit of related expenditures during the term of the Subgrant and a program compliance audit.

VI. IMPROPER CONSIDERATION

Applicant will not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, services, the provision of travel or entertainment, or any items of value to any officer, employee, or agent of JHF in an attempt to secure favorable treatment regarding this RFP. JHF, by written notice, may terminate any Subgrant if it determines that any improper consideration as described above was offered to any officer, employee, or agent of JHF with respect to the proposal and award process. This prohibition will apply to any amendment, extension, or evaluation process once a Subgrant has been awarded. Applicant will immediately report any attempt by a JHF officer, employee, or agent to solicit (either directly or through an intermediary) improper consideration from Applicant. The report will be made to the supervisor or manager charged with supervision of the employee or to the JHF Administrative Office. In the event of a termination under this provision, JHF is entitled to pursue any available legal remedies.

GRANT PROPOSAL

I. PROPOSAL SUBMISSION

The Applicant should submit one copy of the proposal by email to nutrition@jhf.org no sooner than 12:00am September 15, 2023. The application period will extend until September 30, 2024, or such time as JHF has expended the funding available.

Funding recommendations will be made by a review committee to be convened regularly until funding is expended. To be considered for funding in the first round of reviews, proposals must be submitted by 11:59pm October 20th, 2023. First-round awards are expected to be announced by December 1, 2023, and funding is expected to be distributed as early as February, 2024. Proposals submitted after October 20th, 2023, will be reviewed and awarded in early 2024. Awards will continue to be made in review cycles until funding has been expended.

A public announcement will be made on the JHF website when funding has been fully expended and/or additional proposals are no longer being accepted. Applicants who have submitted an intent to apply will be notified via email.

Proposals should be submitted using Time New Roman font, size 12, and should follow the format outlined below. The anticipated timeline for submission and awarding will be as follows:

RFP made available:	August 21, 2023
Proposals accepted beginning:	September 15, 2023
Deadline for first review round:	October 20, 2023
Notification of awards to begin:	December 1, 2023
Subgrant Agreements review (estimated – first round):	January 1, 2024
Subgrant Agreements to begin (estimated – first round):	February 1, 2024

Note: If agency intends to apply to the current RFP, please email nutrition@jhf.org with the intent to be included on all communications regarding the current RFP. Answers to all questions received regarding this request for proposal will be answered in a timely manner and the question and response will be shared with all Applicants who are included in the RFP email list. Please ensure you are included in the mailing list to receive information about this RFP and to receive answers to all questions asked. No individual assistance or consultation will be provided by JHF other than responses to questions.

Submission of intent to apply is not required to apply, however, if not submitted, the Applicant may not receive certain communications sent to Applicants.

The notification of awards date, date in which subgrant agreements will be provided for review, and date signed subgrant agreements are due are contingent on the dates JHF receives proposals.

II. PROPOSAL FORMAT

a. Table of contents

b. Organization Background

Please briefly describe the organization applying for funding in 1 page.

c. Description of activities to be funded:

Please describe the activities for which funding has been requested in 1-2 pages per activity (do not exceed 2 pages per activity).

- i. Describe the activity and how it will be implemented. Specify if the activity is currently implemented, will be an expansion of services, or will be new to the organization.
- ii. Describe how many families or individuals will be served or reached, and what populations will be targeted.

- iii. Describe what needs the activity addresses, where the impact will be centered, and how the proposed work will fit into the overall care continuum to improve maternal and family health outcomes in Pennsylvania.
- iv. Describe the personnel who will support the work and the organization's capacity to provide the programming and/or services (i.e., describe history of service provision in the region and associated successes if applicable).
- v. Describe the organization's capacity and ability to expand access to healthy foods for low-income pregnant people and new families.
- vi. Describe the organization's capacity to meet Subgrant requirements as outlined in this RFP.

d. Goals and outcome-based objectives:

Please list goals that describe the overall intent of each activity. When establishing goals, it is recommended to use the SMART goal criteria (i.e., goals should be specific, measurable, achievable, relevant, and time-bound).

In addition, list a minimum of two outcome-based objectives per activity that clearly define measurable results that each activity expects to accomplish. Objectives should be relevant to goals and capable of being evaluated. Objectives may be altered by JHF in the event the Subgrant is awarded to the Applicant

e. Sustainability:

Please describe how the proposed activities or impact of the proposed activities will be sustained beyond the end of the grant period.

f. Evaluation:

Please describe how activities will be evaluated to determine whether goals and objectives are being met, whether the program is adhering to the fidelity of the Subgrant Agreement, and the overall impact of the activities.

A goal of this funding is to demonstrate how food is an important part of overall health by providing innovative opportunities to expand access to healthy foods for low-income pregnant people and new families. Therefore, ***evaluation of the impact of healthy food access to health outcomes for participating pregnant people and new families is required as part of this opportunity.*** Evaluation may be qualitative or quantitative.

g. Budget:

Please complete a detailed budget table for the entire grant and include a budget narrative.

Indirect rates cannot be supported at this time. Reasonable administrative costs are allowable.

h. Letters of Support:

Please include letters of support indicating partnerships with other organizations, if applicable.

i. Documentation:

JHF reserves the right to request additional documentation as needed. Applicants who have not received funding through the Jewish Healthcare Foundation previously may be subject to a review of their financial systems to ensure they have the capacity to meet the Subgrant Agreement requirements.

III. PROPOSAL REVIEW AND SELECTION

a. Evaluation and Subgrant award

Grantees will be selected based on the Applicant's ability to expand healthy food access for low-income pregnant people and new families, the capacity to carry out proposed activities and meet the Subgrant requirements, and the potential impact of the proposed activities on improving maternal health outcomes in Pennsylvania.

An independent review committee will review proposals and provide funding recommendations. A conflict of interest recusal model will be employed for all review committee members. Review committee members will be comprised of parties knowledgeable about the services sought by this RFP from diverse backgrounds and across Pennsylvania.

The Jewish Healthcare Foundation does not discriminate against any Applicant because of race, color, religion, ancestry, national origin, age, sex, sexual preference, gender identity, or the presence of a non-job-related medical condition/disability.