

## **ATTACHMENT D**

### **Capacities and Plan**

**INSTRUCTIONS:** Please provide answers to the following questions detailing your organizations capacity and plan for carrying out the COVID-19 Disparities Initiative. Please convert the document into a PDF before uploading into Survey Monkey.

#### Organizational capacity

1. Describe your organizational capacity to take on a \$1 million contract, hire 15 new staff, lead a social change model, and champion anti-racist public health practice. (500 words)
2. Existing Partner Relationships: Please submit 3 letters of support from your neighborhood partner organizations using Attachment C: Letters of Support. These letters of support should be from a 1) local healthcare organization, 2) a local service provider, and 3) a local resident/business association. Please combine all 3 letters of support into 1 single PDF form and upload into Survey Monkey.
3. Describe your organization's: (300 words)
  - a. Formal structures in place to engage community members, obtain community input and feedback, and incorporate feedback into the work that you do (e.g. governance meetings with community residents, main methods employed to interface with community members and community partners, etc)
  - b. Systems and/or protocols to manage direct client services including resource navigation and counseling (include any tools you may have to document client services and referrals).

#### Implementation plan and timeline

4. Describe in more detail how you envision your organization delivering on the program activities using the proposed timeline. (1000 words) Be specific on:
  - a. How you will ensure the timely completion of First Quarter deliverables (first 6 weeks deliverables for T2CBOs applying for a UHF that includes current T2CBO catchment zip code(s))
  - b. Existing roles and infrastructure that will support deliverables
  - c. Plans for hiring new staff

#### Sustainability

5. Describe how your organization envisions being able to provide continuity to the activities initiated in this project via organization's existing capacity or alternative funding streams. (500 words)
6. Provide a short self-assessment of the technical assistance needs (clinical, financial, policy, communications) your organization would like to fulfill during the contract period to support your organization in being able to obtain external funding for the continuation of the activities initiated in this project. (300 words)