UNC | INJURY PREVENTION RESEARCH CENTER (IPRC)

SAFE STATES

Request for Proposals

Opportunity to Host an "Injury-Free Academy" on Shared Risk and Protective Factors

One award is available to implement an adapted version of North Carolina's Injury-Free Academy on Using a Shared Risk and Protective Factors Approach to Prevent Injuries and Violence in a new state.

Deadline to respond: September 18, 2024

ABOUT THE SAFE STATES ALLIANCE & UNIVERSITY OF NORTH CAROLINA INJURY PREVENTION RESEARCH CENTER

This opportunity is jointly hosted by Safe States Alliance (Safe States) and the University of North Carolina's Injury Prevention Research Center (UNC IPRC). Safe States is a national non-profit 501(c)(3) organization and professional association whose mission is to strengthen the practice of injury and violence prevention (IVP). The Safe States Alliance is the only national association comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States members primarily work in state and local health departments, hospitals, universities, and non-profit organizational settings. Learn more about the Safe States Alliance at www.safestates.org.

UNC IPRC is one of CDC's ten Injury Control Research Centers whose mission is to advance injury and violence prevention through conducting interdisciplinary research, engaging in strategic partnerships, and training the next generation of injury researchers and practitioners. UNC IPRC conducts applied research that translates into life-saving tools and strategies and leverages experts in injury and violence prevention to help practitioners and policy-makers make decisions based on evidence. Learn more about the University of North Carolina's Injury Prevention Research Center at iprc.unc.edu.

OVERVIEW OF THE OPPORTUNITY

Safe States & UNC IPRC are pleased to support one award to facilitate the adaptation and implementation of North Carolina's Injury-Free Academy on Using a Shared Risk and Protective Factors Approach to Prevent Injuries and Violence (SRPF Academy) in a new state. The goal of this project is to pilot the SRPF Academy outside of North Carolina and test the feasibility, accessibility, and acceptability of a newly developed manual created by the North Carolina team for use by other states.

Using Shared Risk and Protective Factor Approaches to Prevent Injuries and Violence

Shared risk and protective factor (SRPF) approaches are efforts to improve multiple population health and quality-of-life outcomes by aligning diverse, multi-sector interventions that positively impact the social

determinants of health. More broadly, there are three defining characteristics of SRPF approaches:

1. An SRPF approach improves **multiple population-level injury and violence outcomes**.
2. An SRPF approach impacts the **social determinants of injury and violence in positive and equitable ways**.
3. An SRPF approach engages partners across **multiple disciplines and sectors**.

Programs that utilize an SRPF approach often support this work by blending and braiding funds. By leveraging funding streams for one purpose, programs are more likely to be able to implement cross-cutting initiatives and achieve the individual goals of each program stream. These approaches are of critical importance in the injury and violence prevention field due to the many overlapping risk and protective factors affecting multiple injury and violence outcomes simultaneously.

The Injury-Free NC Academy Model

The Injury-Free NC Academy is a training program developed in 2012 through a partnership between the North Carolina Department of Health and Human Services' Injury and Violence Prevention Branch (IVPB) and the UNC IPRC to train practitioners across North Carolina in fundamentals of injury and violence prevention. Each year, the Academy invites multidisciplinary teams of practitioners to participate in multi-day sessions, focusing on using a public health approach to prevent injury and violence. These sessions equip participants with the knowledge and skills to implement and sustain evidence-based practices in their communities. Didactic content is paired with application-based activities, and each team receives hands-on support through coaching and technical assistance.

The SRPF Academy is a derivative of the Injury-Free NC Academy, training injury and violence practitioners on how to use a SRPF approach to prevent multiple forms of injuries and violence. The Academy focuses on primary prevention strategies (e.g., strategies that prevent injuries and violence from occurring) with emphasis on the community or societal level of the socio-ecological framework. These types of interventions are often referred to as "upstream interventions" because they prevent injury and violence on a population scale. The SRPF approach also encourages new partnerships and alignment between organizations that want to address the root causes of injuries and violence and allows them to leverage their resources/funding streams to achieve these goals. By attending the SRPF Academy, multidisciplinary teams learn how to utilize the SRPF framework and related tools to help them advance their work.

The primary audience of the SRPF Academy is local and regional multidisciplinary teams focused on injuries and violence prevention who would like to adopt a relevant, evidence-based strategy to address shared risk and protective factors. Teams come to the Academy with a project idea in mind that they then develop and grow through the Academy training. The SRPF Academy consists of three training sessions that are typically delivered over the course of several months, including time in between sessions for teams to apply what they've learned.

This Opportunity

Safe States and UNC IPRC are pleased to offer a partnership to one state to pilot the Injury-Free Academy model beyond the state of North Carolina. Safe States and UNC IPRC will work with the selected state to identify participants, plan logistics, and implement the pre-designed curriculum. The pilot structure will include three training sessions: two two-day sessions and one one-day session. At least two of the three training sessions are intended to be implemented in-person, with at least one month in between sessions.

The awardee will be provided with a detailed implementation manual and will work with the Academy Advisory Team (which includes members who have delivered the SRPF Academy in North Carolina) to implement the SRPF Academy with fidelity. The Academy Advisory Team will provide an orientation, ongoing technical assistance and hands-on support, and will conduct an evaluation to assess the effectiveness of the pilot.

Specifically, the host state will:

- Lead the recruitment of no fewer than three and up to seven multidisciplinary teams to participate in the

Academy;
- Manage the team application process;
- Serve as primary contact with participant teams;
- Identify and coordinate with injury and violence prevention practitioners to serve as subject matter expert presenters and/or coaches for participating teams;
- Develop meeting materials;
- Support the project team with identifying vendors for the in-person training elements (e.g., venue, AV, etc.);
- Participate in the Academy throughout the duration of the project (October 2024 – September 2025); and
- Conduct evaluation of Sessions 1-3 using a pre-developed evaluation guide and accompanying surveys.

The project team (Safe States and UNC IPRC) will:
- Provide overall project management;
- Provide implementation manual and evaluation guide, including sample agendas, slide templates, facilitator's agendas, etc.
- Support host state with curriculum implementation;
- Provide travel support for team coaches and subject matter experts (max 5 coaches and 5 subject matter experts across the sessions);
- Source and manage subcontracts (e.g., hotel, venue, AV, subject matter experts, coaches, etc.);
- Provide orientation and ongoing TA to host state throughout the duration of the project period; and
- Evaluate process and outcome measures of pilot Academy.

For your reference, we have provided a *suggested* timeline below for the activities for which the host state is responsible.

Host State Activity	**Suggested Timeline**
Create application form, informational packet, and selection criteria	October-November 2024
Support identification of training venue and hotel	November-December 2024
Identify and invite subject matter experts to present and act as team coaches at the Academy	October-November 2024
Conduct team application process	January-February 2025
Select and notify Academy teams	February 2025
Adapt curriculum to fit needs of host state	November 2024-March 2025
Host Session 1 (2-day training)	May 2025
Facilitate coaching check-ins with teams (virtual meeting)	June 2025
Host Session 2 (2-day training)	July 2025
Facilitate coaching check-ins with teams (virtual meeting)	August 2025
Host Session 3 (1-day training)	September 2025
Compile evaluation results from Sessions 1-3 and submit final report	September 2025

A budget is required as part of this application. The budget should include the following items:
- Personnel (direct labor, fringe rate) to staff the project; may include salaried employees, hourly employees, and consultants/contractors
- Staff travel, i.e., hotel rooms, mileage, per diem, parking
- Indirect rate (if applicable)

Eligible applicants include state and territorial health, tribes and tribal organizations, hospitals/health care organizations, academic institutions, community-based organizations, businesses, and not-for-profit organizations with statewide reach to recruit and support multisector teams spanning across the host state.

APPLICATION DETAILS

Please note that the project's timeline is fixed due to grant funding periods and is not flexible.

To support this project, the applicant will:

- Participate in a kick-off call with the Academy Advisory Team (completed no later than October 31, 2024).
- Finalize the scope of work and timeline by December 1, 2024.
- Participate in regular check-in calls with the Academy Advisory Team throughout the project period.
- Submit a minimum of quarterly reports of activities and invoices.
- Share a summary of the state's experience with a peer-based audience.

To support the applicant, Safe States and UNC IPRC will:

- Provide technological platforms (e.g. Zoom, conference lines, etc.) for any assessment activities.
- Provide technical assistance
- Review and provide feedback on quarterly reports.

TERM OF CONTRACT, FEE SCHEDULE, & INVOICING

The term of the funding opportunity is for up to 12 months (October 2024-September 2025), and the award will be a cost-reimbursement grant. The selected applicant will submit at least quarterly programmatic reports and invoices that align with their approved budget. Payment will be made within 30 days of receipt. Safe States will serve as the fiscal agent for this award, and an invoicing and payment schedule will be determined in collaboration with the selected grantee as a part of the award process.

The budget proposal should be submitted using CDC's budget guidelines found here. Expenses should be itemized according to the following categories: personnel, fringe benefits, consultant costs, supplies, travel, contractual, other, and indirect costs if applicable. A copy of the applicant's indirect rate agreement should be included with the budget proposal. Applicants should submit a budget using a template excel budget that can be downloaded here. The *Budget Narrative* tab in the excel budget template should provide the required details of each category found in the CDC budget guidelines.

Unapproved expenses in this award opportunity include: research, clinical care, lobbying, food (except for travel per diem), and the purchase of equipment, furniture, extra supplies to be used after the grant award ends, or giveaways or branded promotional items. All work must be completed during the period of performance, and all expenses must occur during the budget period.

The funds available to implement an adapted version of North Carolina's Injury-Free Academy on Using a Shared Risk and Protective Factors Approach to Prevent Injuries and Violence in a new state are made available through a cooperative agreement from the Centers for Disease Control and Prevention (*Creating Safer States by Advancing Health Equity, Injury, and Violence Prevention*), Award # 5 NU49CE000001-02, CFDA 93.136). The list of guidelines that will be passed through to the awarded applicant from the concerned federal agency (CDC) can be found on the *Federal Subrecipient Guidance* tab of the Excel budget template.

AWARD AMOUNT

The total award available for this opportunity is $70,000, inclusive of all expenses. Work completed and expenses incurred after September 29, 2025, will not be reimbursable.

PROPOSAL ELEMENTS & SELECTION CRITERIA

Please submit a narrative that includes all four (4) sections outlined below. The **narrative must be double-spaced and include section titles, one-inch margins, and Arial 11-point font**. The entire narrative should **not exceed a total of five (5) pages, excluding budget**.

A proposal in response to this opportunity must include the following elements:

1. **Organizational Context (30 Points)**
    a. Provide a summary of your organization, including ways in which your organization has statewide reach.
    b. Describe how adapting and implementing the SRPF Academy would be supportive to your local communities.
2. **Organizational Readiness (40 Points)**
    a. Provide a brief description of your organization's ability to recruit at least three local or regional multidisciplinary teams. What organizations/coalitions/community groups are you already partnering with? How will you leverage your existing partnerships to ensure success?
    b. What existing resources could your organization and any partnering organizations leverage as part of the effort (e.g., existing staff, funding, strategic plans, etc.)?
3. **Overall Benefit & Sustainability (20 Points)**
    a. Have you contacted any partners about the Academy and, if so, how are they involved in the preparation for this project?
    b. After the pilot funding ends, do you anticipate you will continue to offer the SRPF Academy?
4. **Budget (10 Points)**[1]
    a. Clearly describe how funds will be used to address project needs and implementation activities. All work must be completed by September 29, 2025.
    b. Complete the budget spreadsheet[2] template to include the following categories: direct labor, fringe rate, consultant/contractors, materials/supplies, travel, other expenses, and indirect rate (if applicable). The budget should include a clear and detailed narrative justification for all expenses. The template can be accessed and downloaded here. Applicants should follow the federal budgeting guidelines found here.
    c. The submitted budget is presumed to have the following expenses: personnel (direct labor, fringe rate) to staff the project (may include salaried employees, hourly employees, and consultants/contractors); staff travel (i.e., hotel rooms, mileage, per diem, parking), and indirect rate (if applicable).
    d. Safe States will serve as the fiscal agent for this subrecipient award. The following costs will be supported by Safe States and should not be included in the applicant budget: travel support for team coaches and subject matter experts (max 5 coaches and 5 subject matter experts across the three sessions) and meeting expenses associated with the sessions (i.e., meeting room rental, AV, etc.). Safe States will manage subcontracts (e.g., hotel, venue, AV, subject matter experts, coaches, etc.). Recipient will be asked to assist with local sourcing.
    e. The funds available to implement an adapted version of North Carolina's Injury-Free Academy on Using a Shared Risk and Protective Factors Approach to Prevent Injuries and Violence in a new state are made available through a cooperative agreement from the Centers for Disease Control and Prevention (*Creating Safer States by Advancing Health Equity, Injury, and Violence Prevention*), Award # 5 NU49CE000001-02, CFDA 93.136). The list of guidelines that will be passed through to the awarded applicant from the concerned federal agency (CDC) can be found on the *Federal Subrecipient Guidance* tab of the Excel budget template.

---

[1] *Budget revisions may be submitted during the awarded applicant's funding cycle if the reallocation of funds is consistent with the RFP, original proposal and award notice, and Safe States' requirements for how the funds may be used. Budget revisions must be submitted BEFORE funds are expended.*

[2] *Applicants must submit a budget file for submission using the required budget template. The budget template can be accessed here or by contacting info@SafeStates.org*

5. **A letter of support** (on agency letterhead) from the applicant organization must be submitted with the application. The letter should include confirmation that the direct supervisor or agency leadership agrees to and supports the applicant's participation in the *Scaling the Injury-Free Academy Model*. The letter must be formatted as a PDF document.

Reviewers from Safe States, the UNC Injury Prevention Research Center, and the North Carolina Department of Health and Human Services' Injury & Violence Prevention Branch will evaluate and score applications based on their quality and adherence to the proposal elements described above. All applicants will be notified of their proposal **status by or before October 1, 2024**. The anticipated start date for the contractor is on or before October 15, 2024.

APPLICATION SUBMISSION

Applications will be accepted through September 18, 2024 at 11:59 PM EST.

Submit your proposal to https://unc.az1.qualtrics.com/jfe/form/SV_1NcUpaAhgctWLno

Questions about this opportunity can be submitted to InjuryFreeAcademy@unc.edu.

OFFICE HOURS

All prospective applicants are encouraged to attend one of the following office hours sessions with Q&A:

- Thursday, August 29, 1:00-2:00 PM ET; or
- Wednesday, September 4, 12:00-1:00 PM ET

As an addendum to this RFP, a summary of all questions and answers will be published on the RFP website.

UNC | INJURY PREVENTION RESEARCH CENTER (IPRC)

SAFE STATES

Request for Proposals

Opportunity to Host an "Injury-Free Academy" on Shared Risk and Protective Factors

Frequently Asked Questions

Application/Selection Process

How are you assessing applicants' organizational readiness?

We will be considering several factors, including but not limited to:

- Capacity - demonstrate that there are people who have time and bandwidth to work weekly on this project
- Partners - illustrate that you have partner support. Ideally, organizations will have partners both locally and across the state
- Infrastructure - show that you have systems in place for communication, decision-making, and implementation

If two or more organizations are partnering together, does it matter which of them applies for this award?

No, either partner could apply. In fact, a partnership could provide a really strong application. In the application, be sure to indicate with whom you are partnering, and if possible, provide a letter of support for the partner as well (though this is not required).

Will you prioritize applications with a broader reach, or is it okay to be very specific (e.g., violence prevention as opposed to all injuries)?

Applicants are not being selected based on topic area. The purpose of this award is to recruit and train multidisciplinary teams, and the teams will identify the topic(s) relevant to their community.

Budget

Does the awardee need to factor in expenses for the training sessions (e.g., venue costs, printing) in their budget?

No, these costs will be covered by Safe States. While the awardee will be responsible for helping to identify a venue for the trainings, Safe States will contract with the venue directly to cover the cost. Similarly, Safe States will support costs related to coach and presenter travel, presenter honoraria, and printing for any materials. This award is primarily meant for covering personnel costs; though the funds may be used for other expenses if they fall within the traditional federal funding limitations.

Is it acceptable for the awardee to subcontract a portion of their $70,000 award to their partners?

Yes, if you can justify why the partnership and subcontract makes sense for the project, that is acceptable. It will be important to indicate how the partner is helping to move the Academy forward. Also, the subcontract should not cover the same things that Safe States is already covering (e.g., venues, travel for coaches and subject matter experts).

Multidisciplinary Teams

What do you mean by "multidisciplinary teams"?

Multidisciplinary teams will be formed by local communities who are applying to attend the Academy. The host state will be responsible for recruiting teams to apply for the Academy, but will not be responsible for forming the teams themselves. We consider multidisciplinary teams to be those that include individuals from a variety of organizations or sectors. Below is a non-exhaustive list of potential multidisciplinary partners that may be a good fit for the Academy. Engaging partners from a variety of sectors will help secure buy-in and strengthen the community team's capacity to prevent violence.

- ACEs/resilience task force
- Child advocacy centers
- Clinics/health systems
- Community Child Protection Team
- Community college/university campuses
- Community organizers/violence prevention activists
- Coordinated community response teams
- Domestic violence centers
- EMS/fire departments
- Exchange Clubs or civic organizations
- Faith communities
- Family resource centers
- Health departments
- Homeless shelters
- Housing authority
- LGBTQ+ resource centers
- Local management entities (LMEs)/ managed care organizations (MCOs)
- Rape crisis centers
- School system/Parent-Teacher Associations (PTAs)
- Smart Start
- Social services
- Suicide prevention programs
- Women's centers
- YMCA/YWCA
- Parks and recreation departments/community recreation centers

Does the awardee form the multidisciplinary teams? If so, are the teams supposed to be formed prior to applying?

No, the awardee is not responsible for creating teams. Rather, the awardee is expected to reach out to injury and violence prevention practitioners and stakeholders from a variety of sectors and inform them about the Academy. Organizations/community members who are interested in attending the Academy are expected to form a team prior to submitting their application to participate in the Academy. These teams do not need to be formed prior to your organization applying for this funding opportunity.

Will all of the teams be focused on one risk or protective factor, or can they focus on different ones?

Each community team will select at least one shared risk or protective factor to focus on during the Academy and will develop a plan to address the topic(s) most relevant to their own communities. We expect teams will have different priorities based on the specific needs of their communities.

Roles and Responsibilities

Who is responsible for hosting the Academy?

The awardee is responsible for hosting the Academy, using the training materials provided by the Academy Advisory Team (Safe States and UNC IPRC). The Academy Advisory Team will provide a training manual, agendas, talking points, and other materials to host the Academy. They will also provide technical support for implementing the training. While the awardee is responsible for hosting, they may invite others (e.g., local domestic violence expert, etc.) to present some of the material.

Does the awardee need to come to the Academy with a particular project in mind?

No, the awardee is not expected to identify a project. The purpose of this funding opportunity is to support one awardee to host the Academy in their home state and recruit multidisciplinary community teams so that *the teams* can address the shared risk and protective factor(s) that *they* identify as most relevant to their own communities. The awardee is responsible for hosting the Academy which includes reaching out to communities, encouraging them to form multidisciplinary teams, and recruiting them to participate in the Academy through an application process.

Who chooses the shared risk and protective factor(s) to address in the training - the awardee or multidisciplinary teams?

The community multidisciplinary teams are responsible for identifying the shared risk and protective factor(s) that they want to address based on what is most relevant for their own communities.

What are the expectations of the multidisciplinary teams? Are they supposed to have an "end product" from this training?

Community multi-disciplinary teams should walk away with a plan at the end of the training. They are NOT required to have a concrete project at the end. The expectations of the teams are that they will a) learn about shared risk and protective factors, b) identify at least one risk or protective factor to focus on, and c) work together to develop a plan for addressing that factor in their community. Each team is going to be different in terms of their chosen topics and readiness to address those topics. The overarching purpose of the Academy is to build their capacity to continue the work they are already doing, but with a deeper knowledge of shared risk and protective factors.

How much staff time should be dedicated to this project?

The amount of staff time needed is dependent on several factors, such as: the number of people on the awardee's team who are available to assist with hosting the Academy, the number of staff members who need salary support, whether the awardee subcontracts to a key partner, etc. Applicants are encouraged to weigh all these factors, as well as awardee responsibilities as detailed in the RFP, when deciding how much staff time they would need to allocate to this project.

Does the awardee need to handle contracts for guest speakers, venues, etc.?

No. We recognize that contracting can be a lengthy process. Thus, to streamline that process and reduce burden on the awardee, Safe States will manage all contracts.

Next Steps

What are the next steps after the pilot?

Safe States and UNC IPRC will refine the Injury-Free Academy curriculum based on findings from the pilot

program. The Academy Advisory Team will encourage the pilot state to share their experience with others through presentations and peer-based groups to infuse the overall approach and best practices across the workforce. The pilot state is also encouraged to explore ways to integrate the Academy model into their ongoing training and technical assistance efforts following the pilot period of performance. Future pilot opportunities for additional states will be evaluated following the completion of this iteration.

Will the Injury-Free Academy curriculum be publicly available?

Yes, the curriculum will be publicly available after the pilot program is finished and final revisions to the curriculum have been made.

Miscellaneous

What does “fidelity to the Academy” mean?

In this case, fidelity means remaining true to the Academy’s training model as much as possible, with the option to make small tweaks based on the specific needs of your state. For example, you may want to add state-specific statistics to one of the provided presentations. Revisions such as these are to be expected. As long as you maintain the structure of the Academy (e.g., three training sessions, covering shared risk and protective factors and the other topics in the manual) and adhere to adult learning principles, adjustments to the training are acceptable.

Is the Academy language based on the CDC’s definition of shared risk and protective factors?

The definition that is in the RFP is one that Safe States developed several years ago before a formal definition was available. However, while there might be some variations in language, the Academy holds true to the CDC’s definition of shared risk and protective factors.