

REQUEST FOR PROPOSALS: Application Template
Oregon Domestic Well Safety Program (DWSP)

Building the Capacity of Local Public Health Authorities to Enhance Domestic Well Stewardship

Application Deadline: Monday, January 8th at 5:00 PM

Project and Funding Period: February 1, 2018 – September 28, 2018

APPLICATION TEMPLATE

This template is provided as an outline for your application. Please refer to the RFP to ensure that all requirements, including formatting and page limit, are met and reflected prior to submittal.

Part I – Eligibility

Applicant: *list local health authority (LPHA) and the office, section/program involved; if pass-through identify relevant local organization and describe public health’s role and involvement in project proposed.*

Project Contact: *include the name(s) and titles of key personnel and the lead project staff at the local health authority (or pass-through organization). Include resume/CV of the project lead.*

Attended or date viewed* OHA-DWSP “RFP Kick-Off” webinar: _____? (Yes/No or Date Viewed)

Webinar Date: **Wednesday, December 13th at 10:00 a.m.**

Register Here: <https://attendee.gotowebinar.com/register/8977113704670541058>

*Webinar recording will be available on DWSP’s homepage: www.healthoregon.org/wells

Part II – Narrative

County _____ City _____

Project goal(s): *create a goal for enhancing local domestic well stewardship*

Project objectives: *create objectives that support the overall goal of the project*

Project activities and timeline: *describe targeted vulnerable population, activities proposed, and how they help to fulfill the objectives for this project. Include a timeline that forecasts when activities will occur and assistance required from DWSP or partners. Activities **MUST** be measurable and evaluated throughout project and summarized in final report (see ‘Required’ section in RFP for details).*

Address how proposed activities will engage vulnerable communities among local residents, foster collaborations among diverse stakeholders, providing health-based education and recommendations or other priority area as defined by the LPHAs. **No more than 5 pages of text with single spaced, 12 point font, 1 inch margins.**

(Continued on page 2)

Part III – Budget

Complete budget template below to identify how funds will be used relevant to the timeline proposed.

Funding restrictions: Certain charges will not be allowable, for example the purchase of food or beverages. Allowable charges will be based on terms set forth under the grant obtained by OHA-DWSP; these terms will be specified to awardee upon selection.

PROJECT BUDGET

ITEM	DESCRIPTION OF ITEM	COST
Personnel		
Supplies		
Services		
Marketing		
Printing		
Travel		
Other		
TOTAL		\$ 7,000.00