

February 2, 2024

Dr./Ms./Mr. Grantee Name

Grantee Organization

Address

City, State ZIP

Notice of Selection: RFA ##-### ("RFA NAME") Application

Dear Dr./Ms./Mr. LName:

On behalf of the Indiana Department of Health's Division of IDOH\_DIVISION\_NAME, I am pleased to inform you that your application titled, "XXXXX", was selected for funding in the amount of \$XXXXX for the periods of MMMM DD, YYYY to MMMM DD, YYYY. Congratulations on your successful application! We are excited to work with you.

<Insert any high level program requirements or announcements here. Include relevant background. Recommend no more than 2-3 paragraphs if possible.

Paragraph placeholder.

Paragraph placeholder.

Paragraph placeholder.>

Please be advised this award notification is not an official act and does not constitute an agency administrative action. Work on your project or proposal may not be considered funded or reimbursable until a separate grant agreement is fully executed and purchase order issued. Any actions taken prior to the effective date of the agreement and purchase order may be at your own risk. Your contact/project officer for this grant will be <name, title>. We will be in touch with you soon to discuss next steps, including a draft scope of work and budget. [Alternately, you can list those next steps here: Meanwhile, please take XXX action / verify these details / confirm XXX will be your signatory.... etc.]

Again, congratulations on your selection and best wishes with the project. I look forward to hearing more about your work once the grant agreement has been executed and formally begins.

Sincerely,

Division Director Name

Division

CC: IDOH Office of Finance

| Source                            | CFDA #                                     | Grant Name   | Authority                              |
|-----------------------------------|--|--|--|
| Federal Agency or State Fund/Prog | If Federal, include CFDA #. Otherwise N/A. | Name of project/grant (state or federal name). Identify if subrecipient. | Federal/State authority to issue grant |

## Instructions

1. Prior to completion of this form, ensure that the grant is appropriately competitive (i.e., posted online with clear requirements and sufficient time to review and submit applications for funding) and there is a strong, rigorous methodology to selecting awardees prior to applications being reviewed. A matrix for scoring applicants and notes/rationale is highly recommended to minimize biases.
  - a. It is recommended that all Requests for Application/grant funding opportunities have sections that require, as appropriate, applicants to identify their priority populations, disparities that exist, and relevant health equity policies (in accordance with [IDOH Health Equity policies](#) (including language access) and [Health Equity Council](#) goals. The goal of this requirement is to ensure health equity is always a consideration and that every program considers who is or is not impacted by disparities – and how to identify those populations. They need not necessarily have a solution for the disparities right away.
  - b. All RFAs, as a matter of best practice and fairness, should be posted to the [IDOH opportunities website](#) and notification sent from the Division and the Office of Public Affairs.
  - c. All RFAs and grant award documents should contain language that prohibits supplanting of local funding if the grantee is a local health department.
  - d. To improve processing times, it is advisable that all the items required to submit the RFC, issue a grant award, and purchase order be collected during the RFA submission and verified in the Award letter process.
2. Complete the highlighted areas with appropriate information including the funding information at the bottom. Paste into or use mail merge on the current version of [IDOH Letterhead](#). The funding amount awarded may be less than that for which they applied. The awarded amount should be listed, not the requested amount.
3. Make sure your Assistant Commissioner is aware of who was selected, who was not selected, and any potential concerns/issues that may be escalated to E-staff by external entities. (i.e., STOP before you GO)
4. Award letters must be issued/signed by the Division Director regardless of the program. Distribution may occur at any level (e.g. be delegated to send out once signed). Division Directors will be charged with ensuring compliance and adherence to the process since this directly impacts program/division budgets, reporting requirements, and more. Digital signatures can be accomplished via DocuSign or Adobe Digital Signatures (talk with the Office of Technology & Cybersecurity for details).
5. This template supersedes any previous format and version and must be submitted with your RFC/procurement packet to be included in the IDOH Office of Finance's

procurement files. Only the highlighted areas may be modified. Other changes must be approved by an Assistant Commissioner and the Office of Legal Affairs.