

What to Expect if Accepted

Immediately After Being Accepted

Once accepted, awardees will be contacted by AMCHP during the week of March 18th and will be asked to complete the following initial items to get their project started and get their contract in place:

1. Complete a poll to schedule the Replication Project orientation webinar for the week of April 22nd.
2. Fill out a feedback survey on your application experience.
3. Review feedback from AMCHP and begin to incorporate any suggestions into your project plan.
4. Schedule an initial check-in with AMCHP to talk about your project, TA needs, project plan/timeline, and how to put together your budget during the week of April 1st.
5. Share the following information so AMCHP can draft your contract:
 - a. Basic contact information for the individual/organization AMCHP will contract with
 - b. A W-9 for the individual/organization AMCHP with contract with
 - c. A completed Risk Assessment for the individual/organization AMCHP will contract with.More info on this can be found in the Contracting and Procurement section.

Commitments from You

If awarded, you will be asked to commit to:

- Identifying at least two team members to represent your organization in webinars, check-ins, and communication with AMCHP.
- Co-developing a coaching scope of work with your assigned coach.
- Attending all required webinars to the best of your ability. In addition to a kickoff call in April, these quarterly webinars will take place in May, August, November, and February.
- Being responsive to AMCHP communications about the project.
- Participating in monthly check-ins with AMCHP staff.
- Documenting project expenses and submitting invoices in a timely manner.



Contact us at
evidence@amchp.org
if you have any questions



In addition, you will be asked to contribute to the following areas:

Reporting and Evaluation

Awardees are required to report on the outcomes of their project. The final report must include a summary of their activities, results/action steps determined, and progress made toward replication. Awardees will also be contacted six months after completion of the project to complete a follow-up report to elaborate on any successes, challenges, or changes made to the Replication Project following the completion of formal support from AMCHP.



Sharing Your Experiences

To capture the value of the connections fostered during the replication project, awardees will write a brief article for AMCHP's bi-monthly newsletter, Pulse. The contents of the article will include experiences, challenges, and lessons learned from practice replication and implementation. In addition, awardees may also be asked to share their experiences with others via webinar. Recipients may also be asked to provide a brief write-up of their project for inclusion in the MCH Innovations Database.



Sustaining Knowledge

To further support implementation and adaptation of practices in Innovation Hub, AMCHP will continue to develop tools and resources designed to assist U.S. jurisdictions to translate strategies into action steps. AMCHP may reach out to former awardees as thought leaders during resource development to foster increased peer-to-peer learning and improve practicality of tools such as AMCHP's MCH Innovations Database and Implementation Toolkits.



Project Funding

The award amount for this project is between \$15,000 to \$25,000 depending on the nature of support your project requires. The amount awarded will be determined by AMCHP staff based on your Exploratory Call and application and may differ from what you originally applied for. In addition, you will be asked to complete a project budget. Below are items previous awardees have used their awards on:



- Travel to/from the organization whose practice you are replicating to learn more about their work
- Consultant fees to develop reports, conduct meetings/focus groups, etc.
- Web development and support services
- Project or training materials
- Professional printing
- Stipends for parents/youth/community members/others with lived experience to participate in project activities
- Meeting/workshop or trainer associated costs
- Project dissemination/educational materials
- Translation or interpretation services
- Childcare for parents/community members



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Contracting and Procurement

AMCHP uses a contract to execute its Replication Projects.

- **The awardee may use a fiscal agent to handle their administrative work.**
- **The awardee can begin planning pre-award activities before the contract is executed. However, AMCHP will not approve pre-award expenditures.**
- **Awardees may not submit invoices until the contract is signed.**
- **The first invoice received must fall after the date of the signed contract.**

There are two main parts of the contract process: the risk assessment and the actual contract.

The Risk Assessment

The purpose of the risk assessment is to systematically evaluate the potential financial risks that may be involved if AMCHP supports an awardee to participate in the Replication Project. A high level of risk will not prevent you from participating; it means that AMCHP may provide you with additional support to manage your contract and invoices. Once the awardee completes the Risk Assessment, the contract process will be initiated.

We understand the risk assessment may be challenging for some awardees to complete. We recommend letting us know as soon as possible if you anticipate any barriers to completing the risk assessment. In this case, AMCHP will work with you to determine the best way to support your participation in the Replication Projects. This may involve being referred to small business financial training ahead of being awarded as well as AMCHP disbursing project funds in installments and requiring additional documentation/paperwork.

Note: The project budget, updated timeline/activities, risk assessment, and W-9 are due to AMCHP by April 30th.



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