



## How to Apply for the CQI RFA

Go to the Clinical Quality Improvement Website at: [www.colorado.gov/cdphe/cqi-rfa](http://www.colorado.gov/cdphe/cqi-rfa)

- Download the application packet under the **Apply** section.
- Once downloaded, you can “right click” the Zip file and select “Extract All...” or “Extract Here...”
- This will open a zip folder containing the following 10 items:
  1. **RFA Cover Sheet (Attachment 1)** - Fill in company information and contact information. Ensure authorized signature is done in ink and form is scanned for sending.
  2. **FAQ Pre-Award Financial Risk Assessment Tool (Attachment 2)** - Provides information on what the risk assessment form is, why it needs to be filled in and whether or not you will need to submit the “Financial Sub-recipient Recipient Risk Assessment Questionnaire” (Attachment 3).
  3. **Financial Sub-recipient Recipient Risk Assessment Questionnaire (Attachment 3)** - All gray boxes should be filled in and page three needs to be signed in ink by both the organization’s Executive Director or authorized delegatee as well as the Financial Director. Please note you must include a copy of your most recent audit (questions 13 and 14).
  4. **Example SOW 1 (Attachment 4)** - Example Scope of Work 1. For reference only, nothing needs to be filled in. Does not need to be sent back.
  5. **Example SOW 2 (Attachment 5)** - Example Scope of Work 2. For reference only, nothing needs to be filled in. Does not need to be sent back.
  6. **Fillable Application Form (Attachment 6)** - Use this application form if you will be filling it out electronically. Please fill in all applicable blue boxes.
  7. **Application Form (Second Attachment 6)** - Use this application form if you will be printing off the form and filling it out by hand. Will need to be scanned in when complete and returned.
  8. **General and Special Provisions Contract (Attachment 7)** - This document provides general information about the contract. It is for your information only. There is nothing to be filled in or returned.



9. **Sample Letter of Support (Attachment 8)** - This document is a sample letter of support. It is to be used if you are applying on behalf of another organization that you will be using the CQI funds to support. The organization benefiting from the funds will need to complete the form to acknowledge this support.
  
10. **RFA\_CQI\_20160614** - This document provides more detailed information on the RFA process including purpose of the Clinical Quality Improvement Program, how to apply for the Request for Applications, submission instructions, etc.

The following items will need to be submitted electronically to [cdphe\\_healthinformatics@state.co.us](mailto:cdphe_healthinformatics@state.co.us):

- **RFA Cover Sheet & Signature Page (Attachment 1)**
- **Certification Letter** - this will be provided to you by CDPHE. It will be complete and filled in when you receive it.
- **Application Form (Attachment 6)** - Either the computer fillable or hand written version is acceptable.
- **Letter of Support (Attachment 8)** - This is only required if you are applying on behalf of another organization.
- **Pre-Award Risk Assessment Questionnaire (Attachment 3)** - Please ensure the last page has two signatures and a copy of your most recent audit is included.
- **Completed W9 Form** - This is to get you set up in the State financial system to receive payments.

Questions regarding this process can be sent to [cdphe\\_healthinformatics@state.co.us](mailto:cdphe_healthinformatics@state.co.us).

