Supporting Community-Based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities

RFP Applicant Call
April 19, 2021
2:00 pm ET

CDC Foundation

Together our impact is greater

Agenda

1. Q&A

2. Eligibility Information

3. Activities and Key Performance Indicators

4. Funding Availability/ Application Review Criteria/ Application Submission Information
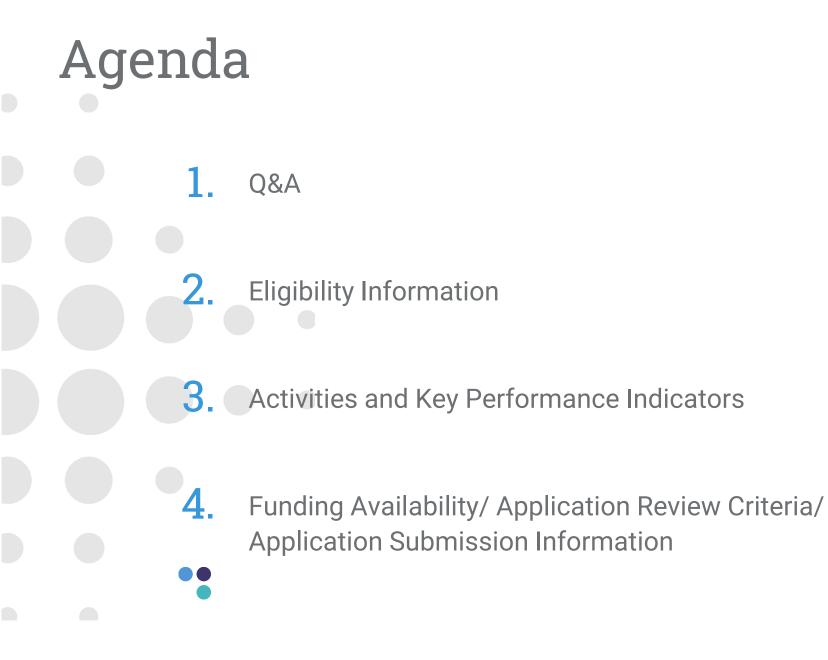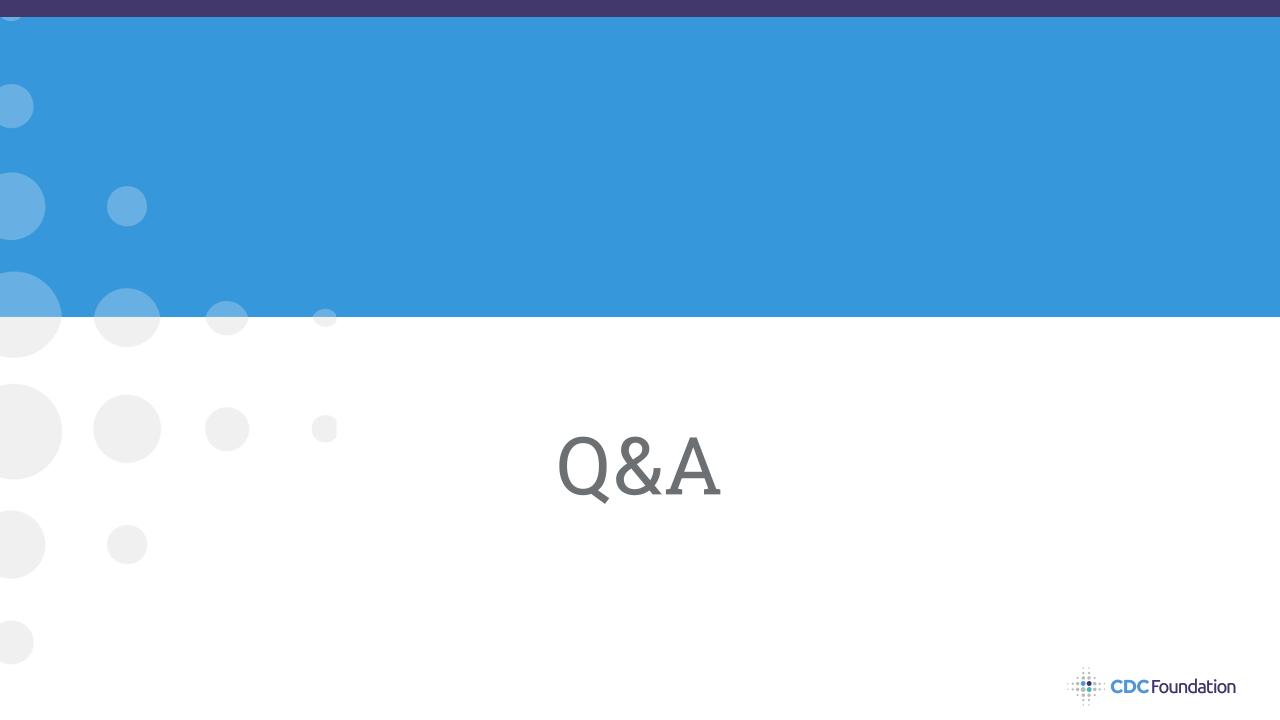
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Q&A

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Q&A

Q1. Can you please clarify the eligibility? We are a teaching hospital that has a 501c3 foundation. Would our Foundation be eligible to apply for funding through this program?
- ❑ Yes, the Foundation would be eligible to apply for funding, but not the hospital. It's a great way to ensure partnerships with service providers, the community and health departments.

Q2. Are there character/word limits for the responses?
- ❑ There are no character/word limits for the responses. However, we encourage concise responses to the questions.

Q3. Are Federally Qualified Health Centers eligible for this funding opportunity?
- ❑ No, Federally Qualified Health Centers are not eligible for this funding opportunity.

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Q4. Are government agency, state health departments eligible for this opportunity?
- ❑ No, government agencies and state health departments are not eligible for this opportunity.

Q5. Are organizations at Universities eligible to apply as a CBO?
- ❑ Colleges, universities, hospitals, health systems or their fiscal sponsors are not eligible for funding under this project.

Q6. What is your definition of "community-based organizations"?
- ❑ A public or private nonprofit organization of demonstrated effectiveness that - (A) is representative of a community or significant segments of a community; and (B) provides educational, health, social support or other related services to individuals in the community. The following are examples of community-based organizations:
  - Faith-based organizations
  - Immigrant/Migrant support or advocacy organizations
  - Community organizing/mobilization organizations
  - Community coalitions/network/partnership organizations
  - Social service organizations

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Q7. Are CBOs from U.S. Territories such as Puerto Rico and the Territory of the Virgin Islands eligible to apply?
- ❑ Yes, U.S. Territories such as Puerto Rico and the Virgin Islands are eligible to apply for this funding opportunity.

Q8. Are local public health departments considered a CBO and eligible for this opportunity?
- ❑ No, local public health departments are not eligible to apply for this funding opportunity.

Q9. On behalf of a national nonprofit organization with five locations across multiple states we are looking to apply for the RFP. Would CDC Foundation consider grant applications from multiple affiliates of a national nonprofit organization, who are locally incorporated in their respective states and share a group exemption with the parent entity? Would each affiliated organization be able to apply separately for this grant program so that they could adequately serve the unique demographics of the targeted populations within their communities?
- ❑ Individual affiliates can apply directly or the national headquarters can apply.

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Q10. Please clarify what you mean by "sub-populations" to be reached by community level spokespersons.
- ❑ A sub-population is a specific portion or part of a larger population such as gender, race/ethnicity, age, location, etc.

Q11. Are we to track, and have trained spokespersons track sub-populations reached with education and/or messaging?
- ❑ Yes, organizations should keep track of the sub-populations reached with education and/or messaging. Examples of how this information can be tracked are through surveys, registration forms and sign-up sheets.

Q12. For "audience-tested and culturally appropriate messages" is the expectation that the awarded agency develop and test these messages (for example, through focus groups), or use existing approved messages from CDC, etc.?
- ❑ Audience-tested and culturally appropriate messages can be developed and tested by the awarded agency and/or use existing approved messages from CDC and other organizations.

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Q13. Could you please clarify what you consider an event vs. a campaign? Would a social media post be considered an event? Would a sub-campaign (themed week, etc.) within the overall social media campaign strategy be counted as a separate campaign?
- ❏ A campaign is a series of coordinated activities designed to achieve a specific goal. Campaigns can include social media posts. A sub-campaign within the overall social media campaign strategy can be counted as one campaign. CBOs will be reporting on Key Performance Indicators that are relevant to the project activities.

Q14. Can you confirm that a church non-profit qualifies for a DUNS number?
- ❏ Yes, a non-profit church qualifies to receive a DUNS number. A DUNS number is a unique number used to identify an organization.

Q15. Are letters of support required or encouraged?
- ❏ Letters of support are not required or encouraged for this funding opportunity.

Q16. Will the conference call be recorded and posted to the CDCF website?
- ❏ The RFP applicant call will not be recorded. However, the presentation and Q&A will be posted to the CDCF website shortly after the call.

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Q17. Do collaborations and partners proposed need to be in place prior to submitting the application? Do we need to have contracts with proposed partners? Or can we submit a plan for partnership/collaboration?

❑ Applicants will need to describe experience in engaging community stakeholders in the development of community-driven, culturally appropriate initiatives. However, applicants can submit a plan for partnership and collaboration.

Q18. As a community-based organization, may annual budget be submitted in place of an audited budget? Is there a minimum annual budget amount?

❑ Yes, an annual budget may be submitted in place of an audited budget. There is no minimum annual budget amount.

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Q19. Our organization received an invitation to apply for up to $65,000 for "*2021 RFP – Community-Based Organization Grants, Local Community COVID Vaccine Partnerships*", we also received information on this current grant $50,000 to $100,000 for "*Supporting Community-Based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities*". There seem to be many similarities in the purposes of the two opportunities. Are they distinctly different? Can we apply for both?

❑ The two funding opportunities are similar in purpose but come from different funding sources. CBOs may apply for both opportunities as the funding opportunities have separate processes for reviewing and scoring proposals.

Q20. In reference to a costed extension, please clarify. Is this related to a no cost extension? "Based on funding availability and performance, funded projects may request and receive costed extensions to continue activities beyond the current Year 1 end date of April 14, 2022."

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❑ The current anticipated period of performance that should be included in the budgets to be submitted with the application is June 1, 2021-April 14, 2022. Project awardees may submit approval requests for no cost extensions and costed extensions on projects. Costed extensions and no cost extensions should not be requested in this application.

Q21. In terms of targeted communities, do we need to list the communities we wish to serve by state, county, zip code? Can this grant service multiples states?

❑ Applicants are required to provide geographical information for the communities to be served and will need to list cities, states, and zip codes. In addition, applicants will need to describe the demographics and characteristics of the target populations in the community. This requested information can be found within the RFP document located in Section III for Application Information (page 6) and in the online application. https://app.smartsheet.com/b/form/8a7ca6629c61462bbd904cfcf86655b1

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Q22. Should an organization apply for Regional Outreach versus National Outreach?
- ❑ Organizations can apply for regional or national outreach but will be required to provide information on the cities, states and zip codes to be reached with this project. The focus of this RFP is meant to be at the grassroots level.

Q23. What type of software requirements/database are there for the program for tracking deliverables?
- ❑ There are no software or database requirements for tracking deliverables.

Q24. How relevant are the COVID-19 community vulnerability index scores to the targeted populations in the grant, and will that be a factor in the scoring of proposals?
- ❑ The COVID-19 community vulnerability index scores is a tool that was shared to help applicants to determine the appropriate populations to be targeted in this project proposal, and this information can be included in project description portion of the application. However, the vulnerability scores will not be a part of the application review criteria.

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Q25. Given the rapidly changing landscape of COVID-19 testing and vaccination coverage and uptake in the U.S., will this contract, if awarded, be open to revisions or allowed the malleability needed to respond effectively to any changes in circumstances/conditions by the project implementation date of June 2021 – April 2022? In other words, will awarded CBOs be given some flexibility to be agile in program design given changes in local contexts/circumstances by June, or will they be proscribed by what was originally proposed?
- ❑ CBO awardees will have the ability to reprogram budget funding if required.

Q26. Does the online application allow the user to save the application so that they can return and continue working on it at a later time?
- ❑ No, the online application does not have an option to save and continue. It is recommended that applicants save responses in a word document before submitting in the online application.

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Q27. Will this grant allow grantees to collaborate with the local health department and offer the vaccine to the community from the grantee's facility?

❑ Yes, one of the example activities listed for this funding opportunity is to connect vaccination providers with places of worship, community organizations, recreation programs, food banks/pantries, schools and colleges/universities, grocery stores, salons/barber shops/beauticians, major employers, elder housing locations and other key community institutions to set up temporary and/or mobile influenza and COVID-19 vaccination sites, especially in communities experiencing disparities.

Q28. Is there a minimum amount that should be allocated for evaluation activities?

❑ No, there is not a minimum amount that should be allocated for evaluation activities.

Q29. Are wrap-around services such as transportation to vaccination sites for at-risk individuals an allowable expense under this RFP?

❑ Yes, travel is an allowable expense.

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Q30. Are costs to improve existing data systems to collect data that contextualizes ethnic and racial health data and to support robust analysis and reporting of these data an allowable cost under this RFP?

❑ Data is important to inform decision making. Please include all relevant costs essential to program activities.

Q31. We are not clear as to the meaning of the first sentence in Section II "tax-exempt 501 (c)(3) OR under an IRS code other than 501(c).

❑ Organizations described in section 501(c)(3) are commonly referred to as charitable organizations. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170. An organization will need to a 501 (c)(3) or categorized by an IRS code other than 501(c)(3). The list of other types tax-exempt organizations can be accessed using the following link: https://www.irs.gov/charities-non-profits/other-tax-exempt-organizations

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Q32. Is this a reimbursement grant, or are funds disbursed at the time of the award announcement?
- ❑ CDCF will award cost reimbursable agreements. Advances will be allowed based upon request.

Q33. Does it matter which of the four organizations receive my application?
- ❑ No, CDCF will share proposals with the other prime partners, but CBOs will only receive funding from one of the prime partners.

Q34. What are the differences between the four receiving organizations?
- ❑ The four prime partners have different networks and reach.

Q35. Is it possible to use budget funds to rent an instructional space (office) in the heart of our interest area?
- ❑ Please review the funding restrictions that were provided with the RFP. CBOs are welcome to submit anticipated expenses for the proposed activities.

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Q36. CDC is offering funds to reach communities that appear to be less than 50% responsive to its relevant health promotion. Is it possible to receive a report covering outreach strategies of the CDC and its associates on this matter with lessons learned and best practices?
- ❑ Funded partners will have many opportunities to share and hear about lessons learned and best practices throughout the project implementation period.

Q37. Are the funders interested in proposals representing two-city or one city and one town joint effort?
- ❑ Applicants can apply to serve one or more cities/towns in their application.

Q38. Can this application be submitted by a collaboration of 2 organizations?
- ❑ One organization can apply and subcontract with the other organization.

Q39. Is there any organizational budget size limitation to an applicant?
- ❑ A proposal budget can range between $50,000 and $100,000.

Q40. Can an applicant subgrant to other nonprofits?
- ❑ Awardees can execute subcontracts with other organizations for services related to the project activities. Please review the CDC Budget Preperation Guidelines for more information on how to list these costs under the consultant and subcontractor line items.

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Eligibility Information

Eligible Applicants

- Eligible applicants are nonprofit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3).
- Examples of CBOs can include faith-based organizations, vaccine advocacy organizations, public health focused associations, and civic and social organizations that have the capacity to educate and engage communities of color.
- Colleges, universities, hospitals, health systems or their fiscal sponsors are not eligible for funding under this project.

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Activities and Key Performance Indicators

Potential Activities

Developing and tailoring education and outreach materials

Technology literacy trainings to support increased understanding of virtual technologies commonly employed to schedule vaccination appointments

Training trusted community-level spokespersons to communicate the burdens of influenza and COVID-19 and the importance of vaccination through media outlets

Developing or implementing social media campaign strategies

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Potential Key Performance Indicators

Percentage of trained community-level spokespersons showing increased competence in implementing training

Number and sub-populations reached by community-level spokespersons

Number and types of local leaders and community members trained

Number and types of people reached by social media messaging promoting COVID-19 vaccination

Number of individuals reached by activities

Number and types of events/campaigns held to promote COVID-19 vaccination

Number and types of audience-tested and culturally appropriate messages promoting COVID-19 vaccination

Survey: Increased Awareness of vaccine opportunities

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Funding Availability Application Review Criteria Application Submission

Funds Available

- CDC Foundation intends to award 100 CBOs ranging from $50,000 - $100,000 per funded project.
- The final award amount is contingent on submission of a detailed and reasonable budget proposal to be approved by the CDC Foundation.
- Based on funding availability and performance, funded projects may request and receive costed extensions to continue activities beyond the current Year 1 end date of April 14, 2022.

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Submitting a Proposal

Application materials should be submitted by **12:00pm ET on Monday, May 3, 2021 through the online application form - [Supporting Community-Based Organizations to Increase Vaccine Coverage](#)**. Notification of receipt of the application will be sent. (please note that the deadline has been revised since the call on 04/19/21)

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Required Application Attachments

1. Copy of your organization's annual budget
2. Copy of your organization's most recent audited financial statement (Note: If one is not available, send a copy of your most recent annual report)
3. Project budget narrative using the template provided on the CDC Foundation RFP page. The budget narrative template will download as a word document. https://www.cdcfoundation.org/CBO-VaccineConfidence-RFP-Budget-Template
4. Negotiated Indirect Cost Rate Agreement (NICRA)-if your organization has one.

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Application Review Criteria

Organizational Mission, Populations Served and Past Experience (25 Points)

- Project title, problem statement and objectives
- Description of demographics and relevant health characteristics of the at-risk populations in the community.
- Demonstrated experience in engaging community stakeholders in the development of community-driven, culturally appropriate initiatives.
- Prior experience or progress with providing science-based information to at risk populations.

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Application Review Criteria

Well-defined Community Engagement Approach and Activities (Project Plan) (25 Points)

- Feasibility of proposed plan.
- Detailed proposed strategies, activities, and timeline for completing work.
- Description of how your organization will engage the community through all aspects of the project.
- Description of how and with whom organization will collaborate to achieve project objectives.

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Application Review Criteria

Clear outputs, outcomes, and impact (M&E) (25 Points)

- Detailed deliverables specific to the proposed project.
- Estimate number of individuals who will be reached by the proposed activities
- Description of populations that will be reached (race/ethnicity, age, special needs)
- Description of direct, tangible results of activities
- Description of changes anticipated to occur in people or conditions as a result of the implemented activities and outputs by the end of the grant term.

Detailed Budget and Budget Narrative (25 Points)

- Detailed budget and narrative that follows the CDC Budget Preparation Guidelines
  - Please review the funding restrictions that are located on CDCF's RFP page under this funding opportunity.

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Timeline

May 3, 2021	RFP Submission Deadline
May 17, 2021	Selection Notification
May 17-31, 2021	Finalize Agreements and Transfer of Initial Funding
June 1, 2021	Anticipated Project Implementation Start Date
TBD	Project Kickoff Call
June 1, 2021- April 14, 2022	Implementation period of up to 10.5 months

Please note that the timeline has been revised since the applicant call on 04/19/21

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