

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

**RFP Applicant Questions**

*Revised on April 22, 2021*

**Q1.** Are there character/word limits for the responses?

**A1.** The responses to each item are limited to 4,000 characters. The recommended internet browsers for submitting this application are Google, Chrome or Firefox.

**Q2.** My organization is exploring applying for the *Supporting Community-based Organizations to Increase Vaccination Coverage Across Different Racial and Ethnic Adult Populations Currently Experiencing Disparities* program. 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?

**A2.** Yes, a foundation would be eligible to apply for funding, but not a hospital. It's a great way to ensure partnerships with service providers, the community and health departments.

**Q3.** Are Federally Qualified Health Centers eligible for this funding opportunity?

**A3.** No, Federally Qualified Health Centers are not eligible for this funding opportunity.

**Q4.** Are government agencies, state health departments eligible for this opportunity?

**A4.** No, government agencies and state health departments are not eligible for this opportunity.

**Q5.** Are organizations at universities eligible to apply as a CBO?

**A5.** Colleges, universities, hospitals, or health systems or their fiscal sponsors are not eligible for funding under this project.

**Q6.** What is your definition of “community-based organizations”?

**A6.** 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

**Q7.** Are CBOs from U.S. Territories such as Puerto Rico and the Territory of the Virgin Islands eligible to apply?

**A7.** 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 CBO and eligible to apply for this?

**A8.** 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?

**A9.** Individual affiliates can directly apply or the national headquarters can apply.

**Q10.** Please clarify what you mean by “sub-populations” to be reached by community level spokespersons.

**A10.** 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?

**A11.** Yes, organizations should keep track of the number of sub-populations reached with education and/or messaging. Examples of this tracking can include surveys, registration forms, and sign-up sheets.

**Q12.** For “audience-tested and culturally appropriate messages” to be tracked, 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.?

**Q12.** Audience-tested and culturally appropriate messages can be messages that are developed and tested by the awarded agency and/or use of existing approved messages from CDC and other credible organizations.

**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?

**A13.** 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?

**A14.** 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?

**A15.** 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?

**A16.** The RFP applicant call will not be recorded. However, the Q&A and presentation will be posted to the CDCF website shortly after the call.

**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?

**A17.** 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 an annual budget be submitted in place of an audited budget? Is there a minimum annual budget amount?

**A18.** Yes, an annual budget may be submitted in place of an audited budget. There is no minimum annual budget amount.

**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?

**A19.** 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.”

**A20.** 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?

**A21.** 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. Yes, this grant can service multiple states. This requested information can be found within the RFP document in Section III (Application Information page 6) and in the online application.

<https://app.smartsheet.com/b/form/8a7ca6629c61462bbd904cfcf86655b1>

**Q22.** Should an organization apply for Regional Outreach versus a National Outreach?

**A22.** 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 and database requirements are there for the program for tracking deliverables?

**A23.** 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?

**A24.** The COVID-19 community vulnerability index score 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 the project description portion of the application. However, the vulnerability scores will not be a part of the application review criteria.

**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?

**A25.** 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?

**A26.** 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 the online application.

**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?

**A27.** 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?

**A28.** 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?

**A29.** Yes, travel is an allowable expense.

**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?

**A30.** 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)(3).

**Q31.** 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 be a 501(c)(3) or categorized by an IRS code other than 501(c)(3). The list of other types of tax-exempt organizations can be accessed using the following link: <https://www.irs.gov/charities-non-profits/other-tax-exempt-organizations>

**Q32.** Is this a reimbursement grant, or are funds disbursed at time of award announcement?

**A32.** 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?

**A33.** 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?

**A34.** 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?

**A35.** Please review the funding restrictions that were provided with the RFP. CBOs are welcome to submit anticipated expenses for the proposed activities.

**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?

**A36.** 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?

**A37.** 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?

**A38.** One organization can apply and subcontract to the other organization.

**Q39.** Is there any organizational budget size limitation to an applicant?

**A39.** A proposal budget can range between \$50,000 and \$100,000.

**Q40.** Can an applicant subgrant to other nonprofits?

**A40.** An Awardee can execute subcontracts with other organizations for services related to the project activities. Please review the [CDC Budget Preparation Guidelines](#) for more information on how to list these costs under the consultant and subcontractor line items.

**Q41.** Would a chapter of the Red Cross be eligible to submit a grant?

**A41.** Yes

**Q42.** Is the application due by midnight or does 12PM mean “noon”?

**A42.** 12:00 PM EDT noon

**Q43.** You provide examples of Outputs/Outcomes for the first 2 bullets on the bottom of page 6 in the RFP. Are there examples of Outcomes/Outputs for the third bullet which reads:

“Describe changes anticipated to occur in people or conditions as a result of the activities and outputs by the end of the grant term.”

**A43.** Examples of changes anticipated to occur in people or conditions as a result of the activities and outputs by the end of the grant term can include the following: percentage increase of vaccine confidence among target populations served, percentage decrease of vaccine hesitancy among specific populations, increased capacity and competency among community level spokespersons to communicate the importance of vaccination, and increased collaborations among local community partners.

**Q44.** If a CBO is deemed worthy of funding, will funding be provided only at the level requested or will there be consideration for a lower level of funding?

**A44.** The final award amount is contingent upon the review and approval of the budget and funding availability.

**Q45.** Re: "subgrantee and make subaward" to other organizations. Do these other organizations also have to be 501c3?

**A45.** An Awardee can execute subcontracts with other organizations that are not 501(c)(3) for services related to the project activities. Please review the [CDC Budget Preparation Guidelines](#) for more information on how to list these costs under the consultant and subcontractor line items.

**Q46.** If a non-profit community organization applies for the grant, can we subcontract to a for-profit entity? If yes, what information do we need to submit for our subcontractor?

**A46.** Yes, an Awardee can subcontract to a for-profit entity for project related services. Please review the [CDC Budget Preparation Guidelines](#) for more information on the details to be included within the consultant and subcontractor line items.

**Q47.** If the non-profit submitting a response to the RFP does not have NICRA, how can we include indirect costs?

**A47.** If the applicant organization does not have an approved NICRA, the organization can charge a 10% de minimis rate of modified total direct costs. Modified total direct costs include all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. Indirect costs are expenses incurred for a common purpose that are too time consuming/costly to allocate to a specific cost objective. Additional information can be found in the budget narrative template that is provided on the CDCF RFP page.

**Q48.** If this grant is cost reimbursement, how often can we submit invoices?

**A48.** A mutually agreed upon invoice/payment schedule will be included in the subaward.

**Q49.** Would a Boys & Girls Club, as the community CBO applying, be able to partner with vaccine providers to provide accessible vaccines to the neighborhoods in which we have Club locations?

**A49.** Yes, the Boys & Girls Club is encouraged to partner with vaccine providers to provide access to vaccines in the communities experiencing disparities.

**Q50.** Can an agency provide services in two non-adjacent cities in adjacent states? Specifically, we have offices/service operations in New York City and Plainfield, New Jersey. So, it is not national but more regional. Is that acceptable or should the proposal fund on only one of the two cities.

**Q50.** Applicants can apply to serve one or more cities/towns in their application.

**Q51.** Are Tribal Governments (Federally recognized) or their tribal department designees eligible to apply for this funding opportunity? While the tribal nation is not a 501(c)3, it is classified as non-profit by the IRS by virtue of being a Tribal Government.

**A51.** No, governmental entities are not eligible for this funding.

**Q52.** Can an NGO who is part of a university be a sub-contractor on this grant? The agency we would like to sub-contract specializes in providing services to immigrant and refugee communities including interpretation/translation services and Community Health Workers who are from the ethnic/linguistic communities being served.

**A52.** Yes, an Awardee can subcontract to a university for project related services. Please review the [CDC Budget Preparation Guidelines](#) for more information on the details to be included within the consultant and subcontractor line items.

**Q53.** Can funds be used to purchase a computer, phones and tablets for use in service delivery under this grant? As new staff would be hired to work under this grant having the technology, they need to do the job is important.

**A53.** Yes, these types of supplies are an allowable expense, however if any item has a unit value of \$5,000 or more, it would be considered equipment. Equipment is not an allowable expense under this award. All budgeted supplies will be reviewed to ensure they are reasonable and allocable.

**Q54.** Is there a max of what each budget line-item can be?

**A54.** No, there is not a maximum amount for each budget line item. However, budgets will need to be reasonable, allowable and allocable.

**Q55.** Is admin/ evaluation only a certain percentage of the budget?

**A55.** If the applicant organization does not have an approved NICRA, the organization can charge a 10% de minimis rate of modified total direct costs. Modified total direct costs include all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. Indirect costs are expenses incurred for a common purpose that are too time consuming/costly to allocate to a specific cost objective. There is no set percentage for evaluation.

**Q56.** Can a 501(c)3 primary care clinic that is not an FQHC apply and use the funding for its vaccine promotion efforts?

**Q56.** No, a primary care clinic that is not eligible for this funding opportunity but could partner with a CBO.

**Q57.** Is it ok to list a specific amount for translation and interpretation? Can Interpretation during vaccine clinics be paid for under this grant? We would not be contracting a specific agency but professional interpreters for the languages needed. We generally do this on an hourly basis so could put in the budget that hourly rate with the number of hours they would be used.

**Q57.** Yes, this is an allowable cost. Please review the [CDC Budget Preparation Guidelines](#) for more information on the details to be included within the subcontractor line item.

**Q58.** We have strong connections with immigrant and refugee service providers around the state but will be focusing our work to our area of the state. If other areas around the state request remote assistance and access to our developed materials would that be allowable under the grant, even if they work outside of our stated service area?

**A58.** Yes, we encourage sharing materials and expertise with partners working in this space.

**Q59.** In regards to the geographical information, do the cities/zip codes refer to where our agency's offices are based out of? Or all the cities where clients are from and can be reached?

**A59.** The geographical information refers to the cities, counties, states, zip codes of the target populations to be reached with the activities from this funding opportunity.

**Q60.** How likely is a primarily media campaign to be awarded?

**A60.** Media campaigns could be an approved activity under this RFP.

**Q61.** Do we need training of community members to be considered?

**A61.** CBOs do NOT have to train community members to be funded for these awards. It was one of the proposed possible activities.

**Q62.** Do we need to do vaccine events?

**A62.** CBOs do NOT need to do vaccine events to be funded under this RFP. It was one of the proposed possible activities.

**Q63.** We are a 501(c)3 primary care association providing training and technical assistance to federally qualified health centers throughout FL. I understand that FQHCs are ineligible for funding. But are we? If so, will we be able to subcontract with them?

**A63.** No, medical and professional associations are not eligible for this funding opportunity.