Preventing Mpox Resurgence by Increasing Vaccine Confidence & Community Immunity Through CBO Partnerships

Q1. Are fiscally sponsored organizations eligible for the Preventing Mpox Resurgence by Increasing Vaccine Confidence & Community Immunity Through CBO Partnerships Request for Proposals (RFP)?
A1. Fiscal agents can apply if they meet the eligibility requirement of being a non-profit, tax-exempt 501(c)(3) or under an IRS code other than 501(c)(3) and are applying on behalf of an organization that also meets the eligibility requirements.

Q2. Are Federally Recognized Tribes eligible to apply?
A2. Applicants must be a nonprofit tax-exempt under section 501(c)(3) or qualify for exemption under an IRS code other than 501(c)(3). If a tribe has created a charitable nonprofit organization, then they are eligible to apply.

Q3. Are state and/or local health departments eligible to apply?
A3. Health departments are ineligible to apply. Organizations that are interested in supporting these efforts should partner with an eligible organization in their community.

Q4. Could you please explain what LOE stands for in the budget template?
A4. Level of Effort is the amount of work needed to support the project's primary activities. It is reflected on the budget and as a percentage (0%-100%) and is synonymous with "Full Time Equivalent" or "FTE". For example, a full-time position fully allocated to this project would be 100% LOE.

Q5. How does the CDC Foundation differentiate between a consultant and contractor costs?
A5. Consultant costs should be used when hiring an individual to give professional advice or services (e.g., training, expert consultant, SME etc.) for a fee, but not as an employee of the subrecipient organization. Contractor costs should be used when hiring an individual to provide products or services needed to carry out the project, but not as an employee of the subrecipient organization.

Q6. Are universities eligible to apply?
A6. Yes, colleges and universities are eligible to apply.

Q7. Do you need a DUNS number to apply?
A7. Yes, a DUNS number is required to apply. Applicants can go to https://www.dnb.com/duns-number/get-a-duns.html to request a free DUNS number.

Q8. Does an organization need to have a high operating budget to apply?
A8. No, if the organization is in good financial standing and has sustainable operations, then they are eligible to apply.

Q9. May we subaward funds to more than one recipient?
A9. Yes, applicants may subaward funds to more than one recipient.
Q10. Will the prospective applicant call be recorded and shared?
Q10. A recording of the webinar will not be made available. However, the Q&A document and slide deck will be posted on the.

Q11. Our organization does not have an independently audited balance sheet yet. Are there other attachments that would be acceptable?
A11. A 990 form can be submitted in place of the audited balance sheet and income statement – preferably the most current year, but no older than 2021. An IRS 990-N is not sufficient.

Q12. Can our organization have a community partner assist with the administrative task of grant management? For example, progress reports, etc.
A12. Yes, organizations can have a community partner assist with the administrative tasks of grant management.

Q13. Can you submit proposals that will work in multiple states?
A13. Yes, an application can propose reaching communities in multiple states.

Q14. What can funds be used for?
A14. Please read the full RFP which provides significant details on how the funding can be used. Applicants can submit questions about whether a specific expense is allowable.

Q15. Is salary support an eligible expense, if a staff person will be responsible for the administration of the proposed project?
A15. Yes, salary support is an eligible expense if the staff person’s time is spent specifically on project activities.

Q16. Are letters of support required or highly encouraged from partners for this RFP?
A16. Letters of support are not required nor factored into the scoring criteria for this RFP.

Q17. Is a 990-N IRS postcard filing acceptable documentation?
A17. No, please provide a copy of your organization’s audited balance sheet and income statement or 990 form.

Q18. Do we need to have partnerships committed before we submit our proposal or if it is ok to have proposed partners and/or characteristics of partners we are seeking to partner with if we are selected for this opportunity?
A18. Applicants do not need to have committed partnerships prior to submitting a proposal, however, a description of how the organization will collaborate, build partnerships, and engage the community to achieving project objectives will need to be included in the proposal.

Q19. The consultants/contractors will not be selected in time to list them in the budget. Is it permissible to list broader examples of the types of consultants/contractors?
A19. Yes, please include TBD after the name or types of consultants/contractors.

Q20. Does an organization need to have experience managing federal funding to be eligible to apply?
A20. No, to apply, an organization must: Be headquartered in the United States, Be a nonprofit tax-exempt under section 501(c)(3) or qualify for exemption under an IRS code other than 501(c)(3), Have a
Unique Entity ID (UEI) issued by SAM.gov (see Get Started with Registration and the Unique Entity ID for additional information on obtaining a UEI), Be in good financial standing and have sustainable operations, and Be in existence for a minimum of 3 years

*Please note that the organization’s project plan will need to include a description of the capacity to manage funding as federal subrecipient in compliance with regulatory requirements listed in Section 4 of this RFP, including any experience with similar subawards or Federal awards directly from a Federal awarding agency if applicable.

Q21. Can a project implementation period be shorter than 8 months?
A21. Yes, there is flexibility for a shorter implementation period based on the organizational capacity.

Q22. What entities are eligible for this? Is it only CBOs?
A22. Entities that meet the eligibility criteria mentioned in Q20 (Section 5 in the RFP) are eligible to apply. Examples of potential awardees include associations, faith-based groups, advocacy, LGBTQ+ serving organizations, sexual health clinics, universities, Syringe Service Programs (SSPs), AIDS Service Organizations (ASOs), and social organizations that have the capacity to educate and engage communities. Hospitals, state and local health departments, school districts or their fiscal agents are not eligible to apply.

Q23. Is there an administrative rate allowed?
A23. To claim indirect costs (administrative costs), the subrecipient must have a current negotiated indirect cost rate agreement (NICRA) established with the cognizant federal agency. Indirect costs can be applied to total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), portion of each subaward in excess of $25,000, and flow-through funds. A copy of the most recent indirect cost agreement must be provided as an attachment with the budget narrative. If the subrecipient does not have an established indirect cost rate agreement, they can choose to elect the de minimus rate of 10% of the modified total direct costs (MTDC). MTDC: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

Q24. Will this program fund overtime for staff to provide weekend or evening vaccination clinics?
A24. All anticipated salary costs must be included in the proposed budget. Any changes to these salary amount during the project period will require prior approval from CDC Foundation. Vaccine administration, vaccine procurement, and salary to clinicians for patient care is not an allowable cost.

Q25. Does this mean this funding cannot cover the salary of medical staff who administer vaccines?
A25. Correct, this funding is not allowed to cover the salary of medical staff who administer vaccines.

Q26. We are currently a grantee of yours for COVID19 vaccine outreach. We are interested in doing the same for Monkeypox. If we are incorporating the Mpox into existing COVID19 outreach, how can we differentiate that in billing/reporting?
A26. This project is considered a separate project than the COVID-19 vaccine outreach project. Funds specifically for one project may not be used to support another and funds must not be comingled.
Please ensure your organization has an accounting system to track each project and report on project expenditures separately. This should be coded and tracked as a separate grant.

Q27. Is the cost reimbursement where costs are reimbursed as stated monthly with receipts either spot audited or all sent in quarterly / semi-annual, end of project, or are these requiring submission of each receipt every month, and lag time awaiting payment only upon all reviewed and approved?  
A27. No documentation is collected with the invoice, but organizations must maintain documentation (payroll register, receipts, consultant payments, etc.) which is subject to review by CDCF as part of compliance monitoring.

Q28. Will we have a template for the project narrative?  
A28. A required template is provided on the CDCF RFP page as Attachment A.

Q29. Are administrative costs allowable, such as Project Coordination? Or indirect costs?  
A29. Please see question and answer #23 above. If staff are included that are responsible solely for project administration, the accompanying justification must clearly demonstrate which administrative tasks they will be responsible for on this project. The applicant must also attest that their salary is not included in indirect costs.

Q30. What is the preferred format for the timeline?  
A30. There is no preferred format for the timeline. It only needs to clearly demonstrate a feasible plan to accomplish project activities within the project period.

Q31. Are FQHC clinics eligible for this funding?  
A31. FQHC clinics are eligible; however, funding cannot be used for vaccines, administration, or clinical care.

Q32. Will the CDCF fund a lesser amount than requested?  
A32. CDCF will evaluate submitted proposals for realism, appropriateness, cost-effectiveness and overall alignment with the applicant’s Project Plan. If this evaluation results in a lesser amount than originally requested, the applicant will be notified and provided with the chance to review and respond if the new amount is acceptable.

Q33. When we talk about advertising an expense, would that include paying the tabling fee for a community event? Is there a limit to that amount?  
A33. Tabling fees are allowable as long as the accompanying justification clearly demonstrates a connection with the project activities/strategies.

Q34. How are overhead costs determined to supplement staffing needs to implement this type of project for proper oversight? Can you provide guidance or suggestions?  
A34. Staffing costs or salary support is an eligible expense if the staff person’s time is spent specifically on project activities. Include the salary support costs required to provide the necessary oversight for the project. If supplemental staffing is what is needed, then you may hire a consultant or a contractor to assist. Consultant costs should be used when hiring an individual to give professional advice or services (e.g., training, expert consultant, SME etc.) for a fee, but not as an employee of the subrecipient organization. Contractor costs should be used when hiring an individual to provide products or services needed to carry out the project, but not as an employee of the subrecipient organization.
Q3.5. Since this is a cost-reimbursable funding opportunity, how do the gift card incentives for patients work? How many can be purchased at one time? When are the incentive forms completed and submitted?
A3.5. If the applicant is proposing the inclusion of gift card incentives, this should be included in the project budget and the incentive form will also need to be filled out and submitted with the application. The CDCF team will review both documents after submission and notify tentatively selected applicants if any edits should be made to the budget and/or incentive form. After the agreement negotiation has been finalized, the CDCF team will sign off on the incentive form.

Q3.6. Can we submit the organization’s audited financial statements instead of specific sheets contained within?
A3.6. Yes, you may submit your organization’s complete audited financial statements if they include the balance sheet and income statement.

Q3.7. For Financial Disclosure - we only need to submit one of the two on the two items on the lists and not both since it says and/or?
A3.7. Please submit both your Audited Balance Sheet and Income Statement and your IRS 990 tax form (preferably most current year, 2022, or no older than 2021 for both). If you do not have an Audited Balance Sheet and Income Statement, please submit just your IRS 990 tax form.

Q3.8. If we do not have an audited financial statement, will the IRS 990 suffice as financial documentation?
A3.8. Yes, if you do not have an Audited Balance Sheet and Income Statement, please submit just your IRS 990 tax form.

Q3.9. The RFP requires an incentive plan to be included if we include incentives in the budget. However, the incentive plan template has different instructions that suggest it should be submitted after funding is approved, as well as identifies sections the project officer should complete and sign. Could you provide further guidance on how you would like us to complete this form?
A3.9. Please see question and answer #35 above. The draft incentive form should be included with the application submission.