

**DC Immunization Coalition Funding RFA  
FO# CHA-DC ICF-5.10.24**

**Frequently Asked Questions (FAQ)**

1. **Question:** Is a logic model mandatory or optional?  
**Answer:** A logic model is optional.
  
2. **Question:** Under “Service Area 3: Sustainability” (see RFA page 18) it states that a key performance indicator is participation in the National Conference for Immunization Coalitions and Partnerships. The next NCICP will be held in 2026. To meet this performance indicator, will participation in a similar national conference be required?  
**Answer:** In consideration of the next NCICP date of 2026, please identify a coalition conference to attend during the performance period. The Philadelphia Immunization Coalition Conference is an option and is tentatively planned for April 2025.
  
3. **Question:** The OMB indirect rate is scheduled to change from 10% to 15% in October 2024. How should applicants account for this change in their application?  
**Answer:** Applicants who do not have a Negotiated Indirect Cost Rate Agreement should apply the 10% rate through September 30, 2024, and then adjust to the 15% rate until June 30, 2025, in their proposed budget.
  
4. **Question:** In the Budget Table and Budget Justification, should applicants list the names and provide a full description of their role(s) under “Personnel” and “Consultants/Contractual” or will only listing the persons’ or organizations’ name suffice?  
**Answer:** It is preferred that applicants list the names of all personnel and consultants/contract organizations, position title or role, and include a brief description of their responsibilities.
  
5. **Question:** Do letters of support count toward the narrative page limit?  
**Answer:** No. Letters of support do not count toward the narrative page limit.
  
6. **Question:** If an applicant has an existing website, will they need to develop a new website for this coalition under the terms of this grant or will an update to the current website be allowed?  
**Answer:** This is a matter that would be determined by the awardee and Grant Manager during the pre-award negotiation process.

7. **Question:** What is the possibility that DC health will renew or extend this grant beyond the period listed in this RFA?

**Answer:** At this time, DC Health cannot specify if this grant will be renewable or extended beyond June 30, 2025. However, DC Health would like to see a sustained immunization coalition serving the residents of the District of Columbia.