

COVID-19 Vaccination Services for Hard-to- Reach Populations

Funding Opportunity Number: FO-CHA-PG- 00005-018

Frequently Asked Questions (FAQs)

NOTE: APPLICATION DEADLINE MOVED TO APRIL 4, 2023, 6 PM

1. Will the expectation of the grant be that the funds are used to purchase the vaccine directly from the manufacturer or is there a source from DC Health?

The funding for this opportunity is supported by the Immunizations and Vaccines for Children Cooperative Agreement which does not allow direct vaccine purchase. Vaccine supply may be obtained through our DC Health enrollment programs (i.e., COVID-19 and VFC), or federal partnerships at no cost, beyond the end of the public health emergency, and until the federal supply is exhausted. When COVID-19 vaccine products move to commercialization, grantee will be responsible for securing its own product, except what is available through VFC and any potential adult vaccination program.

2. If a patient is a DC Medicaid recipient or has third party insurance, can grantees collect insurance information from the patient?

Yes, grantees may collect Medicaid or Third-party insurance providers. However, grantees need to ensure that the billing process is not “double dipping” by collecting from an insurer and submitting for reimbursement by charging to the grant.

All grantees must vaccinate patients who are uninsured. No patient can be turned away for lack of insurance.

3. Would a letter of support be acceptable proof as a partnership or an agreement between a grantee and a health provider?

This would be acceptable at the application stage. The letter of support should clearly state the intent to serve as the vaccine access partner for this application and provide some background to justify why this partner is well suited to be the vaccine provider.

4. Are grantees the providers or will DC Health supply providers to come to health fairs/vaccination clinic events?

DC Health will not supply providers to come to health fairs/vaccination clinic events. The grantee must either be the provider or have a partnership with a provider.

5. Will DC venues be available to hold vaccination events such as through the Department of Parks & Recreation and other DC events?

Grantees are welcome to partner with public and private DC organizations, agencies, and events. They should actively look at a variety of ways to reach the priority population(s).

6. Referring to information in Appendix A, the Commercial Umbrella or Excess Liability insurance requirement states there is a \$10,000,000 per occurrence and \$10,000,000 annual aggregate limit, is that negotiable?

Insurance compliance will be verified upon award, not at the application phase. However, it is recommended that all applicants provide Appendix A to their insurance brokers for a review of their exposures. This level of coverage was established by the Office of Risk Management based on the types of activities that will occur under this program. If your organization would like a preliminary compliance review of your insurance, please email Jennifer Prats at jennifer.prats@dc.gov with a certificate of insurance and a copy of your cyber liability policy. It is possible for ORM to do a review of your organization's exposures to waive certain levels of insurance or coverages.

7. If applicants cannot negotiate the insurance coverage level, can they charge the budget directly to meet the difference?

Grantees may bill insurance to the award if the monitoring team finds it allowable, allocable, and reasonable, according to the fund source.

8. If an applicant might be able to negotiate the insurance level down, applies for the grant and is awarded, would it be possible to negotiate increasing the insurance level back up?

This is something that could be discussed during the pre-award negotiations.

9. My organization is having an issue that is preventing us from getting our Certificate of Clean Hands right now. Would it be possible to apply for this grant with a letter until this problem is resolved?

The Certificate of Clean Hands is a required document for an application. It is suggested that you work with the Office of Tax and Revenue to resolve the issue before the application due date.

10. Will there be one or two awards?

Refer to section 1.5.1 of the RFA.

11. Does the required 60 days for the Certificate of Clean Hands begin from the due date of application or from the June 2023 start date?

Refer to section 5.1 of the RFA.

12. Will DC Health provide specific guidance as to where and how to reach hard to reach populations?

DC Health will not provide any specific guidance. It is up to the applicants and grantees to propose how and where to work with hard-to-reach priority population(s).

13. Could a commercial partner like CVS be considered a health care partner to provide vaccinations?

Grantees can partner with any health care partner as long as the entity is enrolled as a vaccine provider in the CDC COVID-19 Vaccination Program.

14. How will the funds be allocated or distributed once grantees have been selected?

Once the award is granted, DC Health reimburses costs that have been expended according to the grantee's budget and accompanied by a corresponding receipt or proof of payment. The grantee invoices DC Health every month and allowable payments are paid via direct deposit or mailed check.

15. Is it acceptable for these funds to be used for administration of other vaccines beyond COVID-19 (i.e., ACIP childhood vaccines, pneumococcal, influenza, etc.)?

The primary focus of this funding is to administer COVID-19 vaccines. Therefore, applicants should not budget for any other ACIP-recommended childhood or adult vaccine supply or administration fees.

16. For payment reimbursements, can grantees take the annual price of expenditures, divide them by 12 and submit that on the invoice each month?

This practice is not allowed because costs must be associated with services that have already been provided.

17. With contracts there are usually two-line items, an initial payment and follow-on payments. Is this same with grants?

No, the budgeting and payment process for contracts is not the same as for grants. Payment requests are only allowable for reimbursement of funds expended according to the grantee's approved budget.

18. Who are the external reviewers for this grant?

Reviewer information is confidential; however, the review panel is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in public health program planning and implementation, health communications planning and evaluation, and social services planning and implementation.

19. Are home visits one of the methods of vaccinating target populations approvable under this solicitation?

No. In-home visits are not allowable for this funding opportunity. However, grantees may deliver services at congregate living facilities.

20. Are incentives an allowable cost and activity to support vaccine uptake?

Incentive(s) to encourage people to become fully vaccinated with a COVID-19 vaccine are an allowable cost. They should follow the following evidence-informed principles:

- 1) Incentive should be guaranteed.
- 2) Incentive should be immediate.
- 3) Incentive should be something valued by the population.
- 4) Incentive should not exceed \$50 per immunization.

The following incentives are NOT allowable costs. Provision of retroactive incentives to individuals who were partially or fully vaccinated prior to the implementation of the approved incentives plan. Lotteries, raffles, or other games of chance. Pooling of funds to create one, or limited opportunity, incentive(s). Incentives for recommended non-COVID-19 vaccinations. Entertainment or food and beverages at vaccination events.

21. Who is responsible for recording medical records to DOCIIS? Is that the awardee or DC Health?

The grantee shall be required to report or partner with a healthcare provider to report vaccine administration with responsibility to comply with the 24-hour vaccine administration reporting requirement to the District of Columbia Immunization Information System (DOCIIS).

22. Is the workplan included as part of the 20-page technical narrative package or is it considered a separate annex?

The work plan is not included in the narrative page limit. It should be included in the appendices.

23. How can we secure the commercialized vaccine if we cannot charge the cost to the agreement? Can/should we include cost of vaccines in our proposed budget?

The end of the public health emergency does not equate to commercialization of vaccines. Thus, even after May, the federal government will continue to provide vaccines until their supply is exhausted. Although uninsured adults are not covered, per the discretion of the provider, they can be billed for administrative fees or services can be provided free of charge.

Per CDC guidelines associated with this funding, the purchasing of vaccines is not allowed. Therefore, the cost of vaccines may not be included in the proposed budget. It is suggested that applicants determine or partner with a healthcare provider to determine their process for purchasing from vaccine manufacturers and billing the patient's insurance for reimbursement.

24. How long should we expect to have the vaccine supplied through the DC Health enrollment programs?

Currently, DC Health does not have information on when/if vaccine supplies from the federal government may end.

25. Would you be able to provide a copy of the grant agreement?

Grant agreements are provided to awardees only.

26. Expenses and invoices-We do not provide/release employees' pay. This is outlined in the program documents.

Applicants must provide all information listed under "Personnel Costs" in the budget justification narrative. Failure to include all required application components will result in an incomplete submission.

27. Can you explain the audit potential for the next three years? This would be from DCHCF or from a third party? Exactly what records would they check for?

Once a grant is awarded to you, it is incumbent on the awarding grantee to have these documents held for up to three years. Any audit would verify compliance with the federal award and District of Columbia regulations.

28. If we were to function in the capacity as a subcontractor or a vendor with another agency who is the recipient of the grant award, are we then required to comply to the terms of the Grant Agreement, if we are simply a subcontractor?

If you are in a capacity of a subcontractor or a vendor, you are working with a contract and not a grant agreement. A grant agreement is awarded to an outside entity, not a government agency. You would be required to comply with the terms and conditions of the grant agreement.

29. Is the amount of money we apply for considered in the winner selection decision?

Reviewers will not evaluate the amount of funding budgeted by applicants, but the annual amount must not exceed the award ceiling.

30. Will the vaccines be given to the grantee and healthcare provider free of charge, or will money need to be allocated to purchase the vaccines?

Please refer to the answer for #1.

31. For our nonprofit tax filings in the Eligibility Documents, 2022 taxes aren't due until 5/15/2023. Is it alright if we include our 2021 Form 990?

That is acceptable.

32. At the bottom of p. 22 of the RFP, was "4.3 Scope of Services" intended to be "4.3 Allowable Activities"?

This is an unintentional error. Section 4.3 (page 22) should read "Allowable Activities."

33. When submitting in EGMS, in the "Service Area Budget" tab, there's no breakout available, so should we enter the total requested dollar value there?

Yes. Then the budget table should have the break down by service area.

34. Are there any required documents that should be included in the Additional Documents section of the "Application Components" in EGMS?

No.

35. Given that this is for two years, should we submit one budget for two years, two one-year budgets, or combine everything in the budget and budget justification?

For this application, the budget should reflect the time periods, as follows:

- Year 1: June 1, 2023 – May 31, 2024: costs associated with vaccine administration, staffing, outreach, facility maintenance (if applicable), and advertisement.
- Year 2: June 1, 2024 – May 31, 2025: same as above.

36. For Evaluation Criterion 4: Capacity, where is the "Organizational Information" section?

This is an unintentional error. There is no "Organizational Information" section.

37. On p. 42 of the RFP, what does it mean to "secure a bond"?

Please refer to this website: <https://dslbd.dc.gov/page/bond-your-business>.

38. Is there a limit on the number of vaccines that our health care provider can request from the CDC/DC Health

There is not a limit on the number of vaccines that a health care provider can request. However, limitations do apply to the amount of vaccines that your organization can safely monitor and store according to CDC's Vaccine Storage & Handling Toolkit. This may vary based on equipment size and vaccine package quantities.

39. May we create a lottery for vaccine patients with these funds?

No.

Last updated: [March 27, 2023](#)