

Vaccine Equity and Access Program Frequently Asked Questions

Please note these FAQs are organized into the below categories:

- Administrative
- Eligibility
- National Partner Collaboration
- Programmatic
- Budget
- Reporting
- Selection

Administrative

- 1. Is there a possibility this grant will be more than one year?*
Yes, the expectation is that this will be a 5-year initiative, subject to available funding, with contract decisions made on an annual basis.
- 2. If my organization is currently working under a Community Catalyst grant and I have an existing technical assistance provider or contact, can they help me with the application?*
No. While our technical assistance providers can assist you with a wide range of requests and our staff pride ourselves on friendly, helpful service, all questions about this opportunity should be directed to VEAP@communitycatalyst.org to ensure a timely and accurate response.
- 3. Does the funding opportunity need to be a new program or are existing programs that fit the criteria eligible?*
No, the opportunity can be for any program, new or existing.
- 4. Can you save your applications and submit it at a later date? Does the application require a username and password?*
Applications cannot be saved. It is advised that you complete the application in one sitting. You can access the tool prior to submitting in order to review the question Section. No username or password is required.
- 5. We are going to have partner organizations. Are you going to request letter of commitment of support letter?*
Not at the time of application. If you are funding an organization as part of your project, we will ask for additional information about that organization after the award selection.
- 6. What are the character limits in the field?*
There is no word limit within the tool, however, we provide a suggested word limit to give you an idea about what a typical proposal will look like and to lessen your burden as applicants. These are meant to be short applications.
- 7. Is there a funding match required for these funds?*
No, there is no match required for the funds.
- 8. Will public health data be collected?*
We are not collecting public health data. However, we will be tracking information on a month-to-month basis using metrics like: how many community events a grantee organization has held, how many leaders have been trained and equipped to be able to help spread the word about vaccines in the community, if the organization was able to get a mobile clinic site or how many mobile clinics it was able to set up or if it was able to work in partnership with a public health organization, etc. (a full list of indicators is

provided on page 5 of the RFP). This information will be collected monthly. Additionally, you are required to submit a semi-annual report and a final report. These reports will also capture qualitative data about best practices that you have incorporated into your work.

9. *If working in a diverse coalition, can organizations apply separately with an agreement to work together?*

Yes. However, please be advised that no organization will be awarded more than \$100,000, so if your coalition agreement includes subcontracts to partners who have applied separately, these subcontracts will not be allowed if the planned subcontractor is awarded their own funding.

10. *Will you be granting to multiple organizations within a given state?*

Yes, we are not limiting the number of grants on a state basis.

Eligibility

11. *Are foundations eligible to receive this funding?* Foundations that are 501c3 tax exempt may be eligible for funding under this project if they meet the additional criteria listed in the RFP and application, including providing a plan for meeting the goals of the project. However, this project is focused on community-based outreach and relationship building, so the most competitive applicants will be community-based organizations themselves, who can demonstrate an ability to do the required work.

12. *Can an organization apply for funding as the lead on more than one application?*

No. Organizations can only be the lead on one application.

13. *Can an organization be funded through multiple proposals as a subcontractor?*

Yes, you may be eligible for funding as a subcontractor on multiple proposals. Organizations are eligible to receive up to \$100,000 as part of this initiative so we ask that you do not surpass that across the multiple proposals.

14. *Can organizations applying for funding partner with another organization to apply for the grant?*

Yes, you can partner with another organization. You are free to re-contract the funding, but we ask that one organization be the lead applicant, and then that lead can sub-contract the funding to the sub grantees.

15. *Are federally qualified health centers eligible?*

Yes.

16. *Is it possible to apply for one grant as a statewide network of organizations prepared to work in several different communities?*

Yes, however we encourage you to review the application and RFP carefully to ensure that every community you propose to target as part of your project is “high risk.” Please also note that our intention is to fund ground level, community work, so you'll need to indicate the zip codes you intend to target.

17. *Can organizations partner with any of the entities outlined that are not eligible (hospitals, health systems, research institutions or universities)?*

Only organizations that fit our criteria are eligible for funding under this project. Entities like hospitals and universities may still be listed as unfunded coalition partners.

18. *Are ACO's eligible?*

ACO's are health systems and health systems for the purposes of this project and therefore, not eligible for funding.

19. *Are local health departments eligible to apply?*

If you are a local public health entity, then you are eligible to apply.

20. Can an organization be the fiscal sponsor for more than one applicant?

Yes, as long as the lead community-based organization is different, they will be handled as separate proposals.

21. *Can you have a fiscal sponsor for a community-based organization that is one of the entities that are not eligible?*

Yes, if you are a community-based organization or health center whose fiscal sponsor is an entity not eligible for funding you may be awarded funds under this grant. Please note that none of the funding for this project can pass through a community-based organization to an ineligible entity.

22. *Can cities apply?*

Our intention is to fund community-based organizations who are working directly with target populations. Therefore, cities are not eligible to apply.

National Partner Collaboration

23. *What is the connection between this project and others similarly offered by the CDC Foundation, RF Catalytic Capital Inc and/or Urban Institute? Are there differences in these RFPs?*

The CDC Foundation, RF Catalytic Capital Inc., the Urban Institute, and Community Catalyst are all working in partnership on this project. While each group's RFP may differ slightly, all RFPs adhere to the basic requirements set by the CDC and applicants may indicate on their application if they would like their application to be shared among these four national groups.

24. *Can I apply to more than organization?*

You are not prohibited from submitting applications to more than one national partner. However, prospective community-based organization applicants for this funding are strongly advised to apply for funding by submitting their application materials—outlined in the RFP—to one national partner only, simply to save you time. Applicants will not be eligible for funding by more than one national partner in this project. You may also consent to having your organization's proposal shared across the four national partners by selecting the "share my application" option on the first page of the application.

Programmatic

25. *Could this funding support overall COVID project management/access to technical assistance, or is it designed solely for boots-on-the-ground, community-based outreach/relationship-building activities?*

The goal of this funding is to fund community-based outreach/relationship building activities. Proposals for projects that support overall COVID response/management will not be considered.

26. *Do we have to list each individual zip code that we are interested in targeting or is it possible to only list the counties to be served?*

Yes, the project is focused on providing support to the communities most in need, so the more specific you can be about the community served, including zip codes, the better.

27. *Can we choose to focus on one programmatic area or do we need to focus on all three of the following: (1) Equip influential messengers by providing trainings and materials; (2) Increase vaccination opportunities and enhance provider partnerships; and (3) Establish partnerships with state and local health departments.*

A proposal focusing on one of these elements may be competitive, particularly if it is very detailed and well planned. However, please keep in mind that this is an open application process and that many competing proposals will focus on multiple elements.

28. *Can you explain little bit about data collection?*

Please refer to page 5 of the RFP for potential indicators your organization may be asked to measure as part of the evaluation of funded projects.

29. *What vaccinations can this project cover?*

The project is focused on adult vaccinations against influenza (the flu) and COVID-19 only.

30. *Do you have specific ideas as to who the "messengers" should be?*

Messengers should be members of the communities in which your work is being done who have the ability to be influential with your target populations. Your organization will know best what the social fabric of your communities looks like, but some examples could include: faith leaders, well known/well connected community members, leaders of community groups or others.

Budget

31. *Are re-grants and/or stipends to vaccine ambassadors/canvassers possible?*

Yes, you can subcontract or issue stipends to vaccine ambassadors/canvassers with this funding. Please indicate clearly in your proposal that you plan to do so and what your estimated costs are.

32. *Will I need to add in costs for digital and print creation of materials?*

Yes, we expect that proposals may contain costs to cover the creation of digital and print materials. We will also provide funded partners with materials from the CDC and other sources to support your projects. There may be additional resources from Community Catalyst outside of the \$100,000 award to support communications development activities for funded projects.

33. *Does this project support lobbying of elected decisionmakers?*

This project has been made possible by the CDC, which strictly prohibits activities intended to influence or actually influencing government policy or policy makers. Our goal with this funding is to enable community organizations to build community leadership and forge stronger partnerships between community members and providers, including local public health departments, so successful applicants will focus their proposals on those ends.

34. *Will organizations be subject to federal audits given that this is federal funding?*

If your organization has received other federal funding, which would boost your total federal funding to over \$750,000, you may be required to have your financial information audited.

35. *How will the funding be disbursed?*

Community Catalyst will issue the first 90% of the funds once the contract is signed and the remaining 10% upon receipt of the final report.

36. *Are there non-allowable expenses?*

No funding will be provided for lobbying activities. If you have questions about your expenses, please email your questions to VEAP@communitycatalyst.org.

37. *What is the indirect policy?*

Indirect costs are allowable up to 10%

Reporting

38. *Are there post grant reporting requirements?*

There will be an annual report submitted after the project end date.

39. *Can you tell us more about the evaluation requirements of the awardees?*

We will be tracking information on a month-to-month basis using metrics like: how many community events a grantee organization has held, how many leaders have been trained and equipped to be able to help spread the word about vaccines in the community, if the organization was able to get a mobile clinic site or how many mobile clinics it was able to set up or if it was able to work in partnership with a public health organization, etc. (a full list of indicators is provided on page 5 of the RFP). This information will be collected monthly. Additionally, you are required to submit a semi-annual report and a final report. These reports will also capture qualitative data about best practices that you have incorporated into your work.

Selection

40. *Are the awardees supposed to cover a certain kind of geographic jurisdiction? For example - are the most competitive applications covering the entire state or multiple states?*

Our goal is to fund local, community-based projects in high-risk areas, so we would not encourage applications covering multiple states. Please use the data tools included in the RFP to determine if your organization operates in a high-risk area (zip code, region, census track) and include this information in your proposal.

41. *How are the applications reviewed and how are the reviewers selected?*

Community Catalyst staff and close advisors will review the applications based on the criteria outlined in the RFP.

42. *Are multiple organizations from the same region/county eligible to apply?*

Yes, it is possible that more than one group from the same region/county could be funded under this project. However, our goal is to provide resources in a diverse range of high-risk communities, so we cannot guarantee that multiple groups from the same region/county will be funded.

43. *Several community-based organizations from our county are thinking of applying for this. Is it better if everyone collaborates on one proposal?*

We aim to have a diverse portfolio of projects supporting a range of communities and demographics. If your organizations can do this work best as a coalition, serving the same

population within your target region, and using similar strategies, a collaborative proposal may be the best option. If your projects have different goals and targets, then you may want to consider separate applications.

44. *Will you be basing funding decision based on vaccination rates in a state or community?*
No, the goal of this project is not to count how many shots are given or will be given, rather to identify areas and populations where vaccine equity and access are most needed.
45. *Do existing Community Catalyst partners have priority access to this funding?*
No. While some successful applicants may be existing Community Catalyst partners, we are also looking forward to building new partnerships with groups doing work that aligns with our mission. Everyone who is eligible is encouraged to apply!