Office of Health Equity and Immunization Request for Applications (RFA)
Promoting Health Equity & COVID Immunizations in Underserved Populations Across the Commonwealth of Kentucky

Frequently Asked Questions

1. **Question**: Can I submit a proposal for more than $100,000?
   Answer: Yes, entities can apply submit a proposal for more than $100,000. Each proposal will be reviewed on a case-by-case basis and the final award amount will be based on the merit of the proposal.

2. **Question**: Can I receive financial support to help with startup costs?
   Answer: Yes, agencies can submit a detailed budget of initial costs that will be incurred in the first month for review. The budget can include such costs as personnel (must detail pay, FICA…), supplies and equipment.

3. **Question**: Is conducting a social media campaign an allowable and reimbursable activity?
    Answer: Allowable campaigns: print, social, digital, radio

4. **Question**: Can faith-based organizations apply?
   Answer: Yes, if those organizations are a 501(c)(3).

5. **Question**: How can I find out more information about this RFA?
   Answer: Participating on the scheduled listening session which will be held on:
   Monday, November 15th at 3:00 to 4:00 pm EST
   Thursday, November 18th at 12:00 to 1:00 EST

6. **Question**: How will I know if my proposal has been accepted?
   Answer: You will be notified by Leslie Proctor.

7. **Question**: I am interested in submitting a proposal for an immunization project. Can you tell me what types of activities are allowable?
   Answer: Proposals could include such activities:

   1. Identify and work with key community leaders that have the capacity to support COVID-19 vaccination education and outreach;
   2. Train trusted messengers that represent the diversity of affected communities to deliver the message; and
   3. Partner with mobile providers to facilitate COVID-19 vaccination sites with places of worship, recreation programs, food banks/pantries, schools and colleges/universities, grocery stores, salons/barbershops/beauticians, or major employers. Have a simple registration process, ensure culturally competent medical personnel, information is provided in multiple languages; use multiple locations with flexible hours and that are

accessible to (including for multiple abilities) and frequented by the community and assist with transportation by partnering with mobile providers to facilitate the site/clinic

4. Support and implement a health communicator position to promote vaccine communication, education, outreach, health equity, and programmatic strategies. This person would proactively address and mitigate the spread and harm of misinformation and support ongoing digital vaccine confidence communication strategies.

8. **Question**: How can I get help to register with the state on the Vendor Self Service site?
   Answer: If vendors need assistance with registering, they can contact the Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357). If you are using an Apple product i.e. MacBook, iPhone, iPad, etc. VSS will not load properly. This is a known error we are correcting. Info is accessible here: https://finance.ky.gov/eProcurement/Pages/doing-business-with-the-commonwealth.aspx

9. **Question:** Does the budget cover overhead?
   Answer: No.

10. **Question**: What is the reporting for this?
    Answer: Monthly. A data collection system is being built within the department using REDCap and OHE has data metrics to capture data for the CDC grant. A CHW Health Equity Specialist is going to be hired to assist and coordinate with these efforts and provide technical assistance. Support is also built in at the state level.

11. **Question:** What kind of data are you looking for to support the need for the grant?
    Answer: Data in your county such as demographics and information regarding chronic conditions, social vulnerability index, access to a provider, and food banks. In accordance with the CDC, the CHW is connecting them to the services they need.

12. **Question:** This is a two-year possibly three-year grant. Will there be an opportunity to reapply?
    Answer: OHE cannot promise beyond the two-year grant.

13. **Question:** Is the grant just to directly link individuals and populations with direct services?
    Answer: Yes, it can be, but it can also be education and outreach, focus group and community conversations around increasing vaccine confidence. Recognizing the importance of overall health and wellness as it relates to the current pandemic (i.e. addressing any co-morbidities impacting focused populations), technology, environmental improvements to increase vaccine uptake and other chronic conditions.

14. **Question:** Will equal consideration be given to small grass roots organizations versus those larger CBO's that have formed multiple partnerships?
    Answer: Yes.

15. **Question:** The sample budget template has funds from outside sources. Are funds from outside sources required?
    Answer: No. Personnel costs are displayed as an example only. Mileage rates must coincide with the posted rate on the FAC website, https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Documents/MileageRate.pdf

16. **Question:** What type of reporting are you looking for to evaluate the effect of our proposed workplan?
    Answer: We will use REDCap or another performance management system that you will submit data to monthly.

17. **Question:** Will all of the reporting forms etc. be provided?
    Answer: Yes, this will all be online.

18. **Question:** Is funding for current or existing activities?
    Answer: Both, if applicable to the grants, but cannot be used to supplant existing funds, instead to expand (increase) services, double efforts (hiring added staff) and increasing outreach.

19. **Question:** What is the deadline?
    Answer: This is a rolling RFA and the end date, for this fiscal year, is June 30, 2022. Services need to be delivered by June 30th, but invoices may continue into July or August if services and goods are delivered prior to 7/1/2022.

20. **Question:** Where is the RFA available?
    Answer: NOFO link: https://chfs.ky.gov/agencies/os/oas/Pages/default.aspx (placed in the chat)

21. **Question:** Are these federal funds coming to DPH? What kind of reporting will be required? How will the success of the project be measured?
    Answer: Yes. Depending on the deliverables of the project and how evaluation was included in the proposal. DPH reports to CDC on a quarterly basis; 15th after the quarter. Assistance can be provided from DPH on a proposal's evaluation.

22. **Question:** How many awards will be granted?
    Answer: Office of Health Equity said initially they had allocated for 60 awards at $100,000 each; however, the Office is waiting for guidance from CDC to see if grants could be awarded up to $300,000. Immunization said the total amount of funding for awards is $6 million; the Program did not set a ceiling or floor for the level of funding.

23. **Question:** Can a proposal be submitted which ties into substance abuse disorders, opioid or behavioral disorders?
    Answer: Yes.

24. **Question:** Could exploratory or discovery projects be funded?
    Answer: Yes, demonstration projects could be awarded.

25. **Question:** Was is the reporting mechanism for this?
    Answer: Two components – fiscal and the programmatic on the activities conducted. Reports will be submitted in REDCap. Quarterly reports.

26. **Question:** Is there a possibility of reoccurring funds after June 30, 2022.
    Answer: Yes.

27. **Question:** Can honorariums or stipends be provided?

Answer: Proposals that are similar to the community health worker (CHW) structure could be awarded. Please refer to this link for acceptable guidelines
https://chfs.ky.gov/agencies/dph/dpqi/cdpb/Pages/chwp.aspx

28. **Question:** Who would provide the trainings? Should an agency be identified in the proposal?
    Answer: Office of Health Equity is contractually working with Home Place or AKHCAN provides the training to CHWs. Or training agencies may be included in the proposal for consideration.

29. **Question:** Who decides if the proposal will be funded by Office of Health Equity or Immunization Program? And do you write a grant for each?
    Answer: No, only one grant proposal needs to be submitted and DPH will review the proposal and identify the funding source.

30. **Question:** Does the proposal have to have a vaccine component, or could the proposal address the health disparities?
    Answer: Office of Health Equity said the proposal must address COVID, but chronic diseases and other health disparities can be connected to COVID. Encouraged including universal design where appropriate.

31. **Question:** Will staff be available to help those interested in submitting a proposal – after this call?
    Answer: Office of Health Equity said to contact Vivian Lasley-Bibbs or Dr Nikki Weiss. Immunization is willing to provide support and to contact Dr Messerli or Carmen Combs.

32. **Question:** Can an agency work with a university?
    Answer: No.

33. **Question:** Can an applicant coordinate activities with a local health department?
    Answer: Only if the local health department isn't already or currently receiving funds to do the exact same services – specifically, an applicant cannot sub-contract for services with an LHD if that LHD is already receiving funds to provide the same exact services.

34. **Question:** If a vendor is going to submit a proposal, do they have to register with the state?
    Answer: Yes, the vendor will have to register with the state. The vendor will register on the Finance and Administration Cabinet's website, the Vendor Self Service Portal.
    https://finance.ky.gov/eProcurement/Pages/doing-business-with-the-commonwealth.aspx

35. **Question:** If a vendor registers with the state, will they be a vendor for perpetuity?
    Answer: If the vendor remains in good standings.
36. **Question:** Is there a limit to the indirect cost?
    Answer: Yes, 10%.

37. **Question:** Could a sample format for the proposal be provided?
    Answer: Yes.