



LOUDOUN COUNTY HEALTH DEPARTMENT

Cycle 4 COVID-19 Vaccine Equity Program REQUEST FOR APPLICATION (RFA)

Fiscal Year 2025: July 1, 2024 – April 30, 2025

The Cycle 4 COVID-19 Vaccine Equity program is supported by the National Center for Immunization and Respiratory Diseases of the Centers for Disease Control and Prevention, as part of a financial assistance award totaling \$77,125,694 to the Virginia Department of Health, with 100 percent funded by the National Center for Immunization and Respiratory Diseases of the Centers for Disease Control and Prevention. The contents are those of the author and do not necessarily represent the official views of the CDC or the U.S. Government.

Cycle 4 COVID-19 Vaccine Equity Program
REQUEST FOR APPLICATION (RFA)
Fiscal Year 2025

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REQUEST FOR APPLICATIONS (RFA)

Issue Date: March 5, 2024 RFA No. **VDH-24-005-0013**

Project Title: Cycle 4 COVID-19 Vaccine Equity Program

Issuing Agency: Loudoun County Health Department (LHD)
1 Harrison Street, SE
Leesburg, VA 20175

Contact Information: Barb Lawrence, Grants Coordinator
Department of Finance and Procurement
Loudoun County Government
Email: barbara.lawrence@loudoun.gov

Period of Grant Funding: Sub-grantees will be awarded upon full execution of a Subrecipient Agreement and through April 30, 2025, with no renewal options.

Amount of Funding Available: \$306,407

Award Floor: \$ 10,000

Award Ceiling: \$ 102,000

Number of Awards Anticipated: varied based on funds available.

Application Closing Date: **4:00 pm EDT on Friday April 5, 2024.** LHD anticipates notifying applicant organizations of funding decisions after Board of Supervisor approval in May.

Application Information Webinar: An application information webinar will be held Thursday, March 7, 2024, from 2:00 PM to 3:00 PM. Click [here](#) to join the meeting. Or call in (audio only) [+1 757-600-4923](tel:+17576004923), [972493727#](tel:+1757600972493727) Phone Conference ID: 972 493 727#

The pre-application conference will be recorded and available here: www.loudoun.gov/grantopportunities.

Inquiries for information should be directed to the Grants Coordinator per the contact information above and submitted no later than Friday, March 19, 2024.

Offeror Acknowledgement: In compliance with this Request for Applications (RFA) and all conditions imposed in this RFA, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided below, and in any schedule attached hereto, is true, correct, and complete.

Signature of Authorized Offeror

Date

Printed Name / Job Title

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §

2.2-4343.1 or against a bidder or offer or because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Section I - Award Information

Purpose of Request for Applications (RFA)

Loudoun County Health Department's purpose in issuing this Request for Applications (RFA) is to seek proposals from a diverse array of community organizations to support strategies that **ensure greater equity and access to COVID-19 vaccine for those populations disproportionately affected by COVID-19**. The Cycle 4 COVID-19 Vaccine Equity Program exists to fund specific projects and initiatives to increase access, increase acceptance, and increase uptake of COVID-19 vaccine for identified priority populations of focus [*Refer to Section II, Program Background, and Section IV, Program Requirements*].

Copies of this RFA, including the necessary forms, instructions, and addenda may be downloaded from the LHD website (www.loudoun.gov/grantopportunities).

Approved sub-grantees will be awarded upon full execution of a Subrecipient Agreement and through June 30, 2025, with no renewal options.

Funding is supported through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA), P.L. 116-260, and the American Rescue Plan Act of 2021 (ARPA), P.L. 117-2. Both laws include supplemental funding for coronavirus vaccine activities to support broad-based distribution, access, and vaccine coverage. More specifically, the COVID-19 Vaccination Supplement 4 (April 2021) is provided through the National Center for Immunization and Respiratory Diseases of the Centers for Disease Control and Prevention, as part of a financial assistance award totaling \$77,125,694 to the Virginia Department of Health, with 100 percent funded by the National Center for Immunization and Respiratory Diseases (NCIRD) of the Centers for Disease Control and Prevention (CDC).

Federal Award Identification Number: CDC-RFA-IP19-1901 Immunization and Vaccines for Children Cooperative Agreement, COVID-19 Vaccination Supplement 4

Federal Award Date: April 2021

Name of Federal Grantor: National Center for Immunization and Respiratory Diseases (NCIRD) of the Centers for Disease Control and Prevention (CDC)

CFDA Number & Name: 93.268, Immunization Cooperative Agreements

Federal Award Identification Number (FAIN): NH23IP922610

Period of Performance: 7/1/2020 - 6/30/2024 (initial period of Immunization Cooperative Agreement)

Section II - Program Background

Conditions in the places where people live, learn, work, play, and worship affect a wide range of health risks and outcomes, such as COVID-19 disease, severe illness, and death. There is evidence that some racial and ethnic minority groups associated with long-standing systemic health and social inequities have been disproportionately affected by COVID-19 as a result of barriers in accessing the necessary information and care to prevent infection and disease. In another example, rural deaths due to COVID-19 continue to be higher on average compared to that of the nation as a whole (<https://covid.cdc.gov/covid-data-tracker/>).

Priority Populations

As evidenced by the available data to date, populations that have been disproportionately affected by COVID-19 include, but are not limited to:

- People in racial and ethnic minority groups (Non-Hispanic American Indian, Alaska Native, Non-Hispanic Black, Hispanic)
- People living in communities with high social vulnerability index
- People living in rural communities
- People with disabilities
- People with who are homebound or isolated
- People who are underinsured or uninsured
- People who are immigrants and/or refugees
- People with transportation limitations

The Virginia Department of Health (VDH) is/was a recipient of various streams of COVID-19 Vaccination supplemental funding from the federal government for broad response to the COVID-19 pandemic. For Cycle 4 COVID-19 vaccine funding specifically, VDH was awarded an amount of \$77,125,694 by the National Center for Immunization and Respiratory Diseases (NCIRD) of the Centers for Disease Control and Prevention (CDC) for the purpose of ensuring greater equity and access to COVID-19 vaccine and prioritizing populations disproportionately affected by COVID-19. This funding was initially awarded in 2021 for a three-year period.

In addition to funding statewide vaccine equity activities, Cycle 4 vaccine funding is designed to support local communities through local health districts, community-based organizations and/or community health centers. VDH allocated a significant portion of the Cycle 4 funding to its 35 local health districts on a formula basis.

A minimum of 40 percent of Cycle 4 COVID-19 Vaccine Equity funds utilized in the LHD jurisdiction will be distributed to community partners for approved activities that align with the purpose of the funding.

Role of Community-Based Organizations

The LHD values the historical and ongoing collaborative involvement of community partners in its efforts to strengthen public health in the jurisdiction. The COVID-19 pandemic created a unique challenge and opportunity. Connecting local health departments, community health centers, and/or trusted healthcare organizations with communities facing disparities increases the number, range, and diversity of opportunities for vaccination. Nonprofit community-based organizations, community leaders, coalitions, and local health clinics/centers are essential for expanding the reach into high-disparity communities.

This RFA is an effort by the LHD to fund, for a final year, community partner involvement (both clinical and nonclinical) in vaccine equity activities. Applicants are encouraged to propose extension of existing projects (if applicable) or propose new, innovative projects that expand community engagement and vaccine promotion and/or increase vaccination uptake.

Section III - Eligibility Information

Minimum Eligibility Requirements

- Organizations applying for funding should be established nonprofit entities such as Community-Based Organizations, Community Health Clinics/Centers, healthcare organizations, coalitions, Faith-Based Organizations, local government agencies, local educational agencies, etc., with demonstrated capacity to engage in relevant activities.
- To be eligible for this grant, the organization must conduct operations in, or must be focused on addressing the community needs in Loudoun County.

Preferred Eligibility Requirements

Preference will be given to applicants that demonstrate the following:

- Experience in selected localities, rapport in the community(ies) of focus
- Local reach to identify and engage trusted messengers
- Experience and demonstrated trust working with communities most affected by COVID-19
- Experience addressing social determinants/conditions that influence the populations of focus
- Capacity to expand services where other community-based organizations do not exist or do not have capacity to support implementation of vaccine activities
- Experience in community health promotion and improvement, e.g. immunization projects, prevention/wellness programs, etc.

Section IV – Program Requirements

Project Aims

The specific goal of the Cycle 4 COVID-19 Vaccine Equity program is to ensure greater equity and access to COVID-19 vaccine by those disproportionately affected by COVID-19. The CDC has outlined primary populations of focus for vaccination and outreach efforts, such as, but not limited to:

- People in racial and ethnic minority groups (non-Hispanic American Indian, Alaska Native, non-Hispanic Black, Hispanic)
- People living in communities with high social vulnerability index
- People living in rural communities
- People with disabilities
- People who are homebound or isolated
- People who are underinsured or uninsured
- People who are immigrants and/or refugees
- People with transportation imitations

Each applicant is expected to identify one or more vulnerable/high-disparity population or community for its project focus.

Scope of Work/Services

COVID-19 **vaccine education, outreach, and/or vaccine administration** among priority populations within the LHD service area are the primary mandates of the Cycle 4 COVID-19 Vaccine Equity Program.

To reach high-disparity populations and increase vaccination rates, expanded community engagement and improved understanding of disproportionately affected populations and their barriers to vaccination is needed. **Reducing barriers** to COVID-19 vaccine access (e.g. geographic, transportation, language, administrative, etc.) and **increasing acceptance** (e.g. by providing accurate information through trusted messengers to address vaccine hesitancy and/or myths) are critically important components.

Vaccination services may include other adult and/or pediatric immunizations, if they are offered at the same events as COVID-19 vaccination opportunities. COVID-19 vaccination outreach messaging and education may be paired with information on other vaccines as well. COVID-19 education may be integrated with other prevention or health and wellness education and activities conducted by community partners to engage their target populations.

Partners should utilize their relationships and knowledge of their target groups to design creative and effective strategies for engagement. Examples of activities community-based organizations might consider include:

1. **Vaccine education and outreach**
 - a. Promote vaccination through local media outlets, social media, faith-based venues, community events, and other community-based and culturally appropriate venues

- b. Improve and expand messaging and education around COVID-19 (and other vaccination-preventable illnesses) focused on spread, symptoms, prevention, treatment, and benefits of vaccination (leverage existing CDC and VDH social media and campaign resources, as appropriate)
 - c. Collaborate with trusted messengers to develop a testimonial campaign. Testimonials could include representation from diverse groups of people including millennials, healthcare professionals, elderly, frontline workers, someone who lost a loved one, local celebrities of color, etc.
2. **Improving access to vaccines by expanding and diversifying opportunities for getting immunizations**
- a. Establish/coordinate vaccine opportunities (i.e. clinics) in nontraditional community settings (e.g. workplaces, schools, housing developments, fire stations, health fairs, community events, places of worship, etc.)
 - b. Offer vaccine opportunities after business hours or on weekends
 - c. Conduct a seasonal campaign combining the opportunity to receive both flu vaccine and COVID-19 vaccine and boosters
3. **Strategies for identifying and addressing social determinants/conditions to reduce barriers (e.g. transportation, Internet access, language access, etc.) to vaccinations**
- a. Hire a Community Health Worker to conduct community outreach, engagement, vaccine education and promotion, resource navigation, and connection to healthcare and other social services
 - b. Provide assistance to help individuals to register for vaccine appointments
 - c. Provide transportation to vaccine clinics/appointments
 - d. Provide vaccine materials in applicable languages for individuals and groups with limited English proficiency (LEP)

The examples provided serve only as a guideline for potential applicants. Innovative, evidence-based ideas are encouraged.

Program Evaluation Requirements

Performance measures will be tailored to the organization’s proposed project goals and objectives as outlined in the Subrecipient Agreement. In coordination with LHD, performance measures may evolve, as appropriate, with the progression of the organization’s proposed activities.

Funded organizations are expected to respond to and participate in occasional check-in emails/calls, collaborative stakeholder meetings (virtual, and/or in-person), and site visit(s) convened at the discretion of LHD.

LHD holds the right to terminate the funding period at any time if the grantee’s efforts have not adequately met expectations. LHD representatives will readily provide consultation for grantees on project strategy, vaccine education resources, or budget reallocation, but the effective execution of proposed activities and responsible use of grant funds will be the responsibility of the grantee.

Reporting Requirements

Grantees will be required to submit no more frequently than monthly and no greater than quarterly. invoices and final reconciliation billing in a timely manner and include adequate supporting documentation for eligible and approved expenses. (*Refer to Section IX, Payment Terms.*)

Grantees are expected to provide brief, monthly progress updates at the time invoices are submitted that summarize progress made using funds from the Cycle 4 COVID-19 Vaccine Equity Program. A progress template will be provided by LHD and tailored to the stated objectives in the approved application.

Grantees will be required to submit quarterly reports. Due dates (subject to change) and a reporting template will be provided by LHD. Timeliness is essential, as sub-awardee reports are compiled with LHD's required reporting schedule to the Virginia Department of Health and, in turn, its' reporting to the CDC. Quarterly reports include both check-off and narrative questions. Topics such as, but not limited to, the following are addressed:

- Describe activities to improve access to vaccinations in underserved communities or communities of high social vulnerability
- Describe the work and successes and challenges of local partnerships in supporting community engagement and promoting vaccine awareness and uptake
- Describe potential barriers and solutions for low vaccine uptake in specific communities
- Describe mobile COVID-19 vaccination efforts in communities facing disparities (number of events and number of days were held)

Budget Requirements

The award floor for this RFA is \$10,000 and the award ceiling is \$102,000. The total amount of the funding request and the applicant's proposed budget for the 2024-25 project period, summarized by ledger category, are to be entered into the *Application for Funding* template (Appendix B) along with a detailed budget justification. A separate *Budget Template* (Appendix C) outlining specific line-item expenses tied to the project work plan must also be completed and submitted with the *Application for Funding*.

The applicable cost categories are listed below, with descriptions/examples of allowable costs. Specific line items and costs are negotiated in the initial award agreement, with any modifications requiring approval from LHD.

1. PERSONNEL

This includes costs for staff paid under the grant that are employees of your agency. This may include administrative, programmatic, accounting staff, etc.

Funds can be used to: 1) supplement an existing position*—in that a percentage of time and effort is dedicated exclusively to Cycle 4 activities—and/or, 2) support a new position(s) fully focused on Cycle 4 objectives for a specified length of time, as detailed in the approved proposal.

*Supplanting is not permitted; federal funds must be used only to *supplement* existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose.

2. FRINGE

Fringe benefits include employer's costs for FICA and other payroll taxes, health, and life insurance for employees, etc.

3. TRAVEL

This category may include mileage reimbursement (at federal IRS standard mileage reimbursement rate for business use of personally owned vehicles) to conduct project activities or attend LHD-hosted stakeholder meetings. This category also includes short term vehicle rentals and gas purchased for the rental vehicle.

4. SUPPLIES

This category would include programmatic and office supplies, including educational materials, in-house printing or purchase of brochures and posters, envelopes, and paper; field supplies for community outreach events; personal protective equipment (PPE) and associated supplies related to operating vaccine clinics, etc. Equipment under \$5,000 should be included in this category.

6. CONTRACTUAL

This category may include detail of funds paid for human resources/bookkeeping/accounting services that are outsourced rather than provided in-house, temporary or contract project staff, media costs, outside printing, translation costs, taxi vouchers or bus passes for vaccine appointments.

7. OTHER

This category may include items not listed in the above categories, such as postage.

Eligible Expenses

Examples of **eligible expenses** for Cycle 4 COVID-19 vaccine funds include:

- Project staff positions for any need specifically related to enhancing COVID vaccine efforts (including administrative support staff)
- Travel
- Facility rental (off-site vaccination locations)
- Rental space and meeting space venues, specifically to enhance COVID-19 vaccination
- Vehicle rental
- Bus passes, as long as it gets someone to/from a vaccination appointment
- Associated costs for operating vaccine clinics
- Health communications materials and health education services
- Software that helps facilitate information flow

Funding Restrictions

Chief examples (not exhaustive) of **ineligible expenses** include:

- Vaccine doses for distribution
- Purchase of food/meals
- Clinical care for non-immunization services
- Promotional materials (e.g., clothing, cups/mugs)
- Incentive materials (e.g. cannot provide clothing or pens in exchange for vaccination)

- Gifts, entertainment costs, alcoholic beverages, goods, and services for personal use
- Honoraria, independent research
- Legislative/lobbying activities

Section V - Application Submission Information

Application Date and Time of Submission

To be considered for selection, an applicant must submit completed applications **no later than 4:00 pm EDT on April 5, 2024**. Responses received after the submission due date and time will not be accepted.

Application Submission Instructions

Applications will be submitted through the County's grant management system, AmpliFund. Instructions and the link to the application will be found at: www.loudoun.gov/grantopportunities

Application Preparation Instructions

Emphasis should be placed on completeness and clarity of content. Applications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFA. Applications should be as thorough and detailed as warranted, however—within the specified page limitations—so that LHD may properly evaluate the organization's capabilities to provide the proposed services.

Failure to submit all information requested (*Refer to Section VI, Application Format and Content*) may result in the LHD requiring prompt submission of missing information and/or giving a lowered evaluation of the application. Applications that are substantially incomplete or lack key information may be rejected by LHD. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the County and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the applicant must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal. If, after being given reasonable time, the applicant refuses to withdraw an entire classification designation, the proposal will be rejected.

Deadline for Questions Concerning Application Requirements and Documents

If any prospective applicant has questions about the specifications or other application documents, the prospective applicant should contact the Loudoun County Grants Coordinator indicated below no later

than Friday, March 19, 2024. Any revisions to the solicitation will be made only by addendum issued by the Grants Coordinator, Loudoun County.

Section VI - Application Format and Content
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Application Format

All pages of the application package should be numbered. Complete applications submitted should not exceed fifteen (15) total pages when printed.

Application Content

Applicants are required to submit the following items, compiled in order, as a **complete application**:

1. **Application for Funding** – Appendix B, with authorized signature [*Maximum 11 pages*]
2. **Budget Template** – Appendix C [*Maximum 3 pages*]

The *Application for Funding* is the primary application document. Components include:

ORGANIZATION INFORMATION

1. General Information:
 - o Legal Name of Organization
 - o Primary Organization Address
 - o Additional Location(s), if applicable
 - o Website Address, if applicable
 - o Congressional District
 - o Unique Entity Identifier (UEI) [replaces DUNS number]
Subrecipients of federal funds must be registered with SAM.gov and provide an active Unique Entity Identifier (UEI) number.

2. Primary Project Contact
3. Fiscal Contact
4. Total Funding Amount Requested
5. Type of Organization
6. Geographic Service Area
7. Organization Mission
Provide a narrative description of the purpose and goals of the applicant agency, the agency's programs and services, and the number and type of people served. Also include any experience providing community-based education, outreach, or healthcare services.

PROJECT DESCRIPTION

1. Project Title
2. Proposed Timeline
Include specific target dates for the beginning and end dates of each proposed activity.
3. Project Goal and Purpose
4. Population(s) of Focus
5. Project Scope / Work Plan
Describe the project methodology. Detail the strategies and activities necessary to achieve the project goals, objectives, and outcomes. If this project is an extension of a current project(s)

- the entity is managing, describe how they will intersect.*
6. Project Outcomes
Identify anticipated outcomes, estimated number of individuals to be reached or served, and units of service for each objective and proposed activity.
 7. Project Objectives
*Develop two to three **SMART objectives** (specific, measurable, achievable, realistic, time-bound) as they relate to the project's outcomes and performance measurement.*

ORGANIZATIONAL CAPACITY

Identify the staff responsible for service provision/project coordination. Provide the number, positions, and qualifications of staff, paid and/or volunteer, who will be involved in the project. Describe how staff will be recruited, if not already in place.

PROPOSED BUDGET

1. Line-item totals
2. Budget Justification
A budget narrative must justify all proposed expenditures by explaining the cost, how the costs were determined, and calculations to support the expense. All requested costs must be linked to the program goals and objectives. Not doing so could result in individual line-item requests not being approved.

ATTESTATION - An authorized signature is required for consideration of applications for funding.

All the above will be completed in the County's grant management system, AmpliFund.

Section VII - Application Review Information

Review and Selection Process

An initial review for adherence to the guidelines of the application will be completed, and applications failing to provide the required information may be removed from consideration. Each complete application from organizations meeting the minimum eligibility requirements will be read by a review panel who will rate the applications using the evaluation criteria indicated below.

Applications will be scored on these criteria:

- Applicant Suitability (15 points)
- Alignment with Purpose (20 points)
- Project Quality (30 points)
- Applicant Capacity (20 points)
- Budget (15 points)

A full *Application Scorecard* is included with this RFA (*Refer to Appendix A.*).

LHD will endeavor to ensure sub-awards are made to ensure a continuum of services are provided to the citizens of the Loudoun County Health Department. LHD is committed to ensuring services are provided for all geographic areas of the County. However, no advantage will be given to those who can serve more populations or areas than others. Demonstrated capacity for implementation will reflect the applicant's overall ability to operate within the organization's target area(s) for the proposed project and to serve the selected populations of focus. Organizations will be evaluated not on how many areas and/or populations they can serve but rather on how well they can serve them.

An application approved at the local level by LHD is subject to review and final approval by the VDH Central Office.

The Loudoun County Health Department and the Virginia Department of Health reserve the right to:

- Reject any or all applications received in response to this RFA.
- Withdraw the RFA at any time, at the Department's sole discretion.
- Make an award under the RFA in whole or in part.
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
- Seek clarifications and revisions of applications.
- Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.
- Change any of the scheduled dates.
- Waive any requirements that are not material.
- Award more than one contract resulting from this RFA.

Announcement of Funding Grantees

LHD anticipates notifying applicant organizations of funding decisions after Board of Supervisor approval in May 2024.

Subrecipient Agreements

At the end of the application process, a Subrecipient Agreement(s) will be presented to the successful applicant(s) outlining the terms and conditions of its partnership with Loudoun County Health Department. LHD representatives will enter the scope of service details into the Subrecipient Agreement to reflect the proposed, expected, and approved activities and expenses that are eligible for monthly reimbursement.

Section VIII – Program Terms and Conditions

Various federal, state, and VDH requirements apply to funding for the Cycle 4 COVID-19 Vaccine Equity Program.

Terms and Conditions Coronavirus Disease 2019 (COVID-19) Funds

- A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or H.R. 133 - Consolidated Appropriations Act, 2021, Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021; American Rescue Plan Act of 2021, (P.L. 117-2), agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation.
- Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected and evaluations conducted with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.
- To achieve the public health objectives of ensuring the health, safety, and welfare of all Americans, Recipient must distribute or administer vaccine without discriminating on non-public-health grounds within a prioritized group.

- When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as tool-kits, resource guides, websites, and presentations (hereafter “statements”)-- describing the projects or programs funded in whole or in part with U.S. Department of Health and Human Services (HHS) federal funds, the recipient must clearly state: 1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and, 2. the percentage and dollar amount of the total costs of the project or program funded by nongovernmental sources. NCIRD COVID-19 Supplement 4 – April 2021 6 Revised 3/23/2021.

Certifications Regarding Lobbying (2 CFR 200.450)

By signing a Subrecipient Agreement resulting from this RFA, the Subrecipient Authorized Official will certify, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to VDH. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certifications Regarding Drug Free Workplace (2 CFR 182)

<https://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part182.pdf>

Debarment and suspension certification

<https://www.gpo.gov/fdsys/pkg/CFR-1998-title48-vol6/pdf/CFR-1998-title48-vol6-sec2152-209-71.pdf>

Certification (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a covered transaction by any Federal department or agency; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity

(Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall include an explanation with this proposal

Section IX - Payment Terms

The Cycle 4 COVID-19 Vaccine Equity Program operates on a reimbursement model. Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Actual expenditures shall be invoiced pursuant to approved line-item budget categories of the sub-award agreement. Sub-recipients shall be reimbursed only for costs that have been incurred within the contract period.

All organizations approved for funding will be required to set up an Automated Clearing House (ACH) account with the County to receive electronic payments. Paper checks will no longer be issued by the County for this opportunity. Instructions will be provided with the notice of funding.

Invoicing Frequency

Requests for reimbursement for allowable costs incurred shall be submitted no more frequently than monthly and no greater than quarterly. The standard for grantees will be to submit valid invoices with supporting documentation by the 10th of the month following the month of service.

Invoice Content

All invoices shall be submitted using the subrecipient's standard invoice template on letterhead but at a minimum shall include the following information:

- Required certifications 2 CFR 200.415:
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).
- Point of contact for invoicing questions (Name, Email Address, Phone Number)
- Date of invoice
- Tax ID number
- Sub-Recipient Agreement Number
- Billing period (start and end date)
- Current billing period by ledger category
- Cumulative-to-date costs by ledger category
- Supporting documentation for reimbursable costs. This includes time and effort reports, receipts from purchases, mileage reports, etc.

Virginia Prompt Pay Law

<https://law.lis.virginia.gov/vacode/title2.2/chapter43/section2.2-4352/>

The sub-recipient should allow 30-45 days from the time monthly invoices are received by LHD until reimbursement is received via direct deposit. If errors are found in the expenditure statements, the day count will begin on the date the errors are corrected.

Final Reconciliation Billing

Funded entities must submit the final reconciliation billing to LHD by May 31, 2025, within 30 days after the expiration of the grant period on April 30, 2025. Invoices received after May 31, 2025, will not be reimbursed.

The funded entity shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. LHD will monitor expenditures accordingly.

Appendix A

For LHD use:

Reviewer initials & Date: _____

Applicant Name: _____

Score: _____



Cycle 4 COVID-19 Vaccine Equity Program APPLICATION SCORECARD

CRITERIA	POINTS AVAILABLE	SCORE
Minimum Eligibility – <i>Must have 3 'Yes' responses to proceed with rating</i>	0	----
<ul style="list-style-type: none"> All sections of the application are completed in entirety. Applicant is an established nonprofit Community-Based Organization, Community Health Clinic/Center, coalition, Faith-based Organization, etc. Applicant must conduct operations in or must be focused on addressing the community needs of the Loudoun County Health District. 		<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
Applicant Suitability	15	
<ul style="list-style-type: none"> Applicant has experience in selected locality(ies). Applicant has local reach to identify and engage trusted messengers. Applicant has experience and demonstrated trust working with communities most affected by COVID-19. Applicant has experience addressing social determinants/conditions that influence the populations of focus. Applicant has capacity to expand services where other community-based organizations do not exist or do not have capacity to support implementation of vaccine activities. Applicant has experience in community health promotion and improvement, e.g. immunization projects, prevention/wellness programs, etc. 		
Alignment with Purpose	20	
<ul style="list-style-type: none"> Applicant demonstrates a clear understanding of goals and objectives of the RFA; proposal aligns with program goal. Applicant clearly defines its population(s) of focus. 		

Project Quality	30	
<ul style="list-style-type: none"> • Applicant clearly explains how it will engage and provide services to its identified target population(s). • Proposed activities include outreach/community engagement, vaccine education/promotion, and/or vaccine administration. • Two to three SMART objectives are identified. • Proposed project activities/services are consistent with the stated goals and objectives. • Outcomes are measurable and align with specific activities. • Timeframes in which the objectives will be met are reasonable. 		
Applicant Capacity	20	
<ul style="list-style-type: none"> • Applicant identifies well qualified personnel with the ability to provide the proposed services to targeted populations and/or communities of focus. • Applicant has demonstrated workforce capacity to meet their goals within the project period. • Applicant has adequate facilities and/or organizational infrastructure to implement the project. • Applicant demonstrates the capacity to begin delivering services quickly, with minimal time required for preparation. 		
Budget	15	
<ul style="list-style-type: none"> • Budget and budget justification are reasonable, allowable, and clearly show how funds will be expended. • Budget is clearly aligned with the scope of activities to be conducted. • Budget follows the template and guidance provided in the RFA. (Section IV, subsection <i>Budget Requirements</i>, and Appendix C., <i>Budget Template</i>) 		
TOTAL	100 Points	

COMMENTS: (optional)



Loudoun County Health Department
Cycle 4 COVID-19 Vaccine Equity Program
Funding Equity and Prioritizing Populations
Disproportionately Affected by COVID-19

APPLICATION FOR FUNDING

Fiscal Year 2024-2025

IMPORTANT: Please review all requirements, guidance, and instructions contained in the RFA # VDH-24-005-0013 - Cycle 4 COVID-19 Vaccine Equity Program in entirety prior to completing this application.

****Use Calibri, Times New Roman, Arial, or Courier fonts – Size 11. Page Limit: 11 Pages****

DEADLINE FOR SUBMISSION: 4:00 pm, April 5, 2024

DATE SUBMITTED (mm/dd/yyyy):

All information must be completed in the County’s grant management system – AmpliFund

ORGANIZATION INFORMATION

General Information

Legal Name of Organization:

Primary Organization Address (City, State, Zip plus four):

Additional Location(s):

Organization Phone Number:

Website Address (if applicable):

Congressional District: (<http://whosmy.virginiasenate.gov/>)

Unique Entity Identifier (UEI) Number: (<https://sam.gov/content/duns-uei>)

Primary Project Contact

Name & Job Title:

Email Address:

Work Phone Number:

Mobile Number (if applicable):

Fiscal Contact

Name & Job Title:

Email Address:

Work Phone Number:

Mobile Number (if applicable):

Total Funding Amount Requested *Minimum \$10,000 / Maximum \$102,000 - Fiscal Year 2024 only*

\$

Appendix B



Loudoun County Health Department
Cycle 4 COVID-19 Vaccine Equity Program
Funding Equity and Prioritizing Populations
Disproportionately Affected by COVID-19

Type of Organization *Check all applicable designations.*

<input type="checkbox"/>	Non-Profit Organization	<input type="checkbox"/>	Local Government
<input type="checkbox"/>	Faith-Based Organization	<input type="checkbox"/>	Local Educational Agency
<input type="checkbox"/>	Other (specify):		

Geographic Service Area *List the location(s) your organization operates in and your organization’s history working within the LHD service area.*

Organization Mission *Provide a description of the purpose and goals of your organization, the population(s) you serve, and any experience providing community-based education, outreach, or healthcare services. Please specify if any work has been related to COVID-19.*

PROJECT DESCRIPTION

Project Title

Proposed Timeline *Estimate the duration of proposed activities in months. Services shall be performed **within the window of July 1, 2024, through April 30, 2025**; actual start date is when Subrecipient Agreement is executed. Include specific target dates for the beginning and end of each proposed activity.*

Project Goal and Purpose *Describe the goal and purpose of this project in **500 characters or less**.*



Loudoun County Health Department
Cycle 4 COVID-19 Vaccine Equity Program
Funding Equity and Prioritizing Populations
Disproportionately Affected by COVID-19

Population(s) of Focus <i>What priority population(s) will be primarily served by the project? Check one or more boxes.</i>		
<input type="checkbox"/>	Non-Hispanic American Indian	<input type="checkbox"/> People with disabilities
<input type="checkbox"/>	Alaska Native	<input type="checkbox"/> People who are homebound or isolated, (reference NIH)
<input type="checkbox"/>	Non-Hispanic Black	<input type="checkbox"/> People who are underinsured or uninsured (reference Council on Medical Service)
<input type="checkbox"/>	Hispanic	<input type="checkbox"/> People who are immigrants and/or refugees
<input type="checkbox"/>	People living in communities with high Social Vulnerability Index (SVI), (reference CDC SVI).	<input type="checkbox"/> People with transportation limitations
<input type="checkbox"/>	People living in rural communities (reference US Census Bureau)	<input type="checkbox"/> Other (specify)
Project Scope / Work Plan <i>Describe in detail proposed strategies and activities to achieve project goals, objectives, and outcomes. If this project is an extension of a current project(s) you are managing, please describe how they will intersect.</i>		
Project Outcomes <i>Identify anticipated outcomes. Include an estimated number of individuals to be reached or served with through each proposed project activity.</i>		

Appendix B



Loudoun County Health Department
Cycle 4 COVID-19 Vaccine Equity Program
Funding Equity and Prioritizing Populations
Disproportionately Affected by COVID-19

Project Objectives *Develop at least 2 (max. 3) SMART (Specific, Measurable, Achievable, Relevant, Time-Bound) objectives as they relate to your project's outcomes and performance measurement.*

Objective #1:

Objective #2:

Objective #3: (optional)

ORGANIZATIONAL CAPACITY

Identify the staff, paid and/or volunteer, who will be involved in the project and responsible for service provision and/or project coordination, etc. Provide the number, job titles, and qualifications. Describe how staff will be recruited, if not already in place.

PROPOSED BUDGET

Summarize the proposed budget by ledger category totals below. Minimum \$10,000 / Maximum \$102,000 /FY 2024 only

Personnel	
Fringe	
Travel	
Supplies	
Contractual	
Other	
TOTAL	\$

Note: The line-item budget must be completed in AmpliFund.

Budget Justification *Provide a narrative to justify all proposed expenditures by explaining costs, how costs were determined, and calculations to support the expenses. All requested costs must be linked to the program goals and objectives.*

Appendix B



Loudoun County Health Department
Cycle 4 COVID-19 Vaccine Equity Program
Funding Equity and Prioritizing Populations
Disproportionately Affected by COVID-19

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ATTESTATION

I, as an authorized representative of my organization, have reviewed the Cycle 4 COVID-19 Vaccine Equity Program RFA and the responses to this application. I accept the requirements and expectations should the application be approved for grant funding. Questions have been answered to the best of the organization's ability and I agree that the information herein is true and correct.

Signature of Authorized Representative

Printed Name and Job Title

Date

The Cycle 4 COVID-19 Vaccine Equity Program is supported by the National Center for Immunization and Respiratory Diseases of the Centers for Disease Control and Prevention, as part of a financial assistance award totaling \$77,125,694 to the Virginia Department of Health, with 100 percent funded by the National Center for Immunization and Respiratory Diseases of the Centers for Disease Control and Prevention. The contents are those of the author and do not necessarily represent the official views of the CDC or the U.S. Government.