

Vaccine Equity Funding Questions and Answers
May 7, 2021

- 1. What is meant by the contract requirement to utilize at least fifty percent (50%) of funding to SUPPORT community-based organizations (CBOs) for expenses that support this work and meet the needs of the local community.**

To meet the 50% requirement, the contractor must spend 50% of the funding on activities to reach populations that have been disproportionately affected by COVID-19. This includes, but is not limited to: People in racial and ethnic minority groups, 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, or People with transportation limitations. Expenditures do not have to come from the subcontract line item to meet the 50% requirement. The expenditure workbook will include an option for the contractor to designate if the funds were spent on internal expenditures (e.g., purchase a refrigerator) vs. external activity (e.g., staff hours to conduct clinic planning or conduct the clinic, communication, etc.) The internal and external expenditures will be used to monitor the 50% requirement.

- 2. Are LPHAs/Contractors required to conduct all activities in Appendix 1? Will contractors be required to create an action plan to submit for approval?**

No, LPHAs/Contractors are NOT required to complete all activities as listed in Appendix 1 or create an action plan for approval. LPHAs will only need to submit reports for the activities that were conducted and funds were expended.

- 3. Can LPHAs move the funding amount between line items?**

Yes, LPHAs/Contractors can request a contract amendment to move funding between line items. Please contact [Karen Quinn @ Karen.Quinn@idph.iowa.gov](mailto:Karen.Quinn@idph.iowa.gov).

- 4. Can Vaccine Equity funding be used for incentives.**

No, CDC does not allow funding to be used for patient incentives. In addition, gift cards cannot be purchased for volunteers. Refer to the following document regarding allowable expenditures (Immunization and VFC Cooperative Agreement Column) [ELC Enhancing Detection Expansion Q&As \(cdc.gov\)](#)

5. Could the administration fee be included in category in Article IX, Budget 8? If not, could you explain how to capture all of the expenses that go into our administration fee?

Vaccine equity funding cannot be used to pay for the vaccine administration fee associated with COVID-19 vaccine.

6. What type of items can be included in the “Other” line item category (e.g. travel, marketing, etc.)?

Supplies, advertising and communication expenses are examples of an appropriate item to include in the Other line item. Additional examples of supplies include the following:

- Sharps containers
- PPE
- Juice or snacks for vaccine recipients
- Signage
- Printing
- Any other necessity to conduct a vaccine clinic or on site vaccine effort
- Any service agreement, MOA or MOU for services under \$2,000
- Direct billing for services

7. Is food for volunteers an allowable expense?

Yes, if volunteers are unable to take a break or leave for meals while working on vaccine activities, meals are an allowable expense.

8. Can a mobile clinic (van) be purchased?

No, vehicles are not an allowable expense for this funding source. However, leasing or renting vehicles is allowable.

9. Will all marketing be required to receive IDPH approval before dissemination?

No. Marketing materials and communication pathways do not require Department approval for these funds. The Department has provided marketing materials that can be adapted and used by local public health agencies or community based organizations. Marketing materials are available on the HAN.

10. How is the Department measuring cultural competence, to be included in the number of staff supporting events (appendix 1)?

Training in cultural competency for staff, volunteers etc.

11. Can LPHAs request funding be switched between Salaries & Other line items?

Yes, LPHAs can request a contract amendment to move funding between line items. Consideration should be given to make sure at least fifty percent (50%) of funding must be used to support (fund, reimburse or be expended on activities/events to reach disproportionate populations) community-based organizations (CBOs) for expenses that support this work and meet the needs of the local community.

12. Would service agreements (funds to pay for specific hours or specific items, not a bulk amount where budget is asked for and more description for funding is given) and stipends be considered a subcontract to IDPH? We are assuming that if they are not considered subcontracts then they would show as an “Other” expense on the IDPH grant invoice.

A service agreement would be billed under the other category. The only items included in the subcontract line of the claim is a subcontract approved by the Department. All other expenses should be applied to one of the other line items.

13. Can LPHAs utilize these funds for billboards, ads in local shopper (everyone in the county receives this paper), radio ads on local Hispanic radio station, in different languages, (e.g. Spanish, French) to target other populations in our communities, to encourage them to obtain their COVID vaccination?

Yes. This would be an appropriate expense for this contract and is consistent with the Messaging section of Appendix 1.

14. Can these funds be used for a “thank you” event for our volunteers, i.e.: food, t-shirts.

No, these funds cannot be used for this type of an event. Funding is intended to implement activities to ensure greater equity and access to COVID-19 vaccine.

15. Could t-shirts be purchased with these funds to promote COVID vaccines, something along the lines of “I got my vaccination, how about you” or some other catchy phrase?

No, these funds cannot be used to purchase t-shirts.

16. How was the vaccine equity funding for LPHAs calculated.

Funding was calculated using the following formula, 50% base funding, 25% county population and 25% Social Vulnerability Index (SVI) rate.

17. Are Boards of Health/Local Public Health Agencies required to accept and sign the contract amendment?

No. Boards of Health/Local Public Health Agencies are not required to accept these funds and sign the contract amendment. However, the Department encourages BOH/LPHA to consider the long term needs related to vaccine equity efforts. The funding will be available through June 2024, and vaccination strategies will be a long term consideration in responding to the pandemic.

18. Are there consequences to LPHAs if the funds are not spent by the end of the budget period?

No. The contract amendment does not include punitive language for not fully spending the funding amount outlined in the contract amendment. The funding will be available through June 2024.

19. Are there services that are expected for LPHAs to subcontract for?

No. The LPHA may determine what services are contracted for and can vary by county. Consideration should be given to make sure at least fifty percent (50%) of funding must be used to support (fund, reimburse or be expended on activities/events to reach disproportionate populations) community-based organizations (CBOs) for expenses that support this work and meet the needs of the local community.

20. If an entity submits to third party payers for an administration fee, can this grant funding still be used to support their efforts?

Yes. Entities are eligible to use these funds if the entity has previously billed or plans to bill third party payers for the vaccine administration fee.

21. Can funding be used to purchase items to use for a donated mobile vaccination vehicle (e.g., tables, tents, chairs, portable generator, etc.)?

LPHAs can purchase tables, tents, chairs and portable generators if it is cost effective compared to renting these items. The LPHA should submit a pre-approval request prior to purchasing.

22. Can a LPHA fund a BBQ or community event in these hard to reach locations to get people to attend?

No, CDC does not allow funding to be used for patient incentives. Refer to the following document regarding allowable expenditure comparing Immunization and VFC Cooperative Agreement funds and ELC funds at the following link, [ELC Enhancing Detection Expansion Q&As \(cdc.gov\)](#)

EXAMPLES OF LPHA/CONTRACTOR ACTIVITIES:

- 1. PARTNERSHIP: Develop, cultivate and/or strengthen community-based partnerships to reach disproportionately affected populations.**
 - a. Establish recurring meetings with identified community partners.
 - b. Provide/pay for meeting or vaccination locations at sites to reach identified populations.
 - c. Subcontract/pay for CBO outreach activities within the identified population community.
- 2. ACCESS: Improve access to COVID-19 vaccines.**
 - a. Pay for vaccination sites (health fair booth, in communities of identified populations).
 - b. Contract for culturally competent medical personnel to work vaccination sites.
 - c. Contract for free transportation to vaccination sites.
- 3. MESSAGING: Improve and expand vaccine messaging/education**
 - a. Fund trusted messengers (healthcare providers, county celebrities, community members) to deliver vaccine education and promotion (promote vaccination at local events, conduct speaking engagements, radio spots, social media, etc.).
 - b. Fund local business/coalitions to train trusted messengers on advocacy (how to leverage social media, how to be a vaccine ambassador).
 - c. Fund community health workers to conduct grass-roots campaigns to reach unvaccinated/vaccine hesitant populations.