

# NACCCHO

National Association of County & City Health Officials

**Request for Application**

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## **Equipping Local Health Departments to Address Vaccine Hesitancy**

**Date of release: November 2, 2023**

**\*Applications are due by 11:59 pm ET on December 4, 2023\***

## SUMMARY INFORMATION

<b>Project Title:</b>	Equipping Local Health Departments to Address Vaccine Hesitancy
<b>Proposal Due Date and Time:</b>	December 4, 2023, by 11:59 pm ET
<b>Selection Announcement Date:</b>	On or around December 15, 2023
<b>Source of Funding:</b>	Centers for Disease Control and Prevention
<b>NOA Award No.:</b>	5 NU38OT000306-05-00
<b>Total Funding Amount:</b>	\$100,000.00 per award
<b>Estimated Period of Performance:</b>	January 1 - July 31, 2024
<b>Point of Contact for Questions Regarding this Application:</b>	NACCHO Immunization Program: <a href="mailto:immunization@naccho.org">immunization@naccho.org</a>

## OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to announce *Equipping Local Health Departments to Address Vaccine Hesitancy*, a technical assistance and capacity-building opportunity that will provide LHDs with resources to address vaccine hesitancy across the lifespan for routine, influenza, COVID-19, and other vaccines. Selected LHDs will receive training, technical assistance, and other resources to address vaccine hesitancy and misinformation, build partnerships with local organizations, and identify areas of need to improve vaccine confidence and uptake.

Through this funding opportunity, NACCHO will issue up to three awards in the form of fixed priced contracts equaling \$100,000 each to LHDs that are selected to participate. The project period is expected to begin on January 1, 2024 and will end on July 31, 2024. Applications must be submitted through the [online submission form](#) no later than **December 4, 2023, at 11:59 pm ET**. In fairness to all applicants, NACCHO will not accept late submissions.

All necessary information regarding the project and application process may be found in this RFA. Applicants may pose individual questions to NACCHO at any point during the application process by emailing [immunization@naccho.org](mailto:immunization@naccho.org).

**RFA Informational Webinar:** NACCHO will host an optional informational webinar on **November 16, 2023, at 1:00 pm ET** to review the funding opportunity and respond to questions. Visit [this link](#) to register. Questions may be submitted in advance to [immunization@naccho.org](mailto:immunization@naccho.org). The webinar will be recorded and sent to all registrants. The recording will also be posted to the NACCHO website [here](#).

## **SCHEDULE OF EVENTS**

Applicants are advised to consider the following deadlines and events for this application

<b>Event</b>	<b>Date/Time</b>
Launch RFA	November 2, 2023
Informational Webinar ( <a href="#">register here</a> )	November 16, 2023 @ 1:00 pm ET
Application Submission Deadline	December 4, 2023 @ 11:59 pm ET
Award Notification Date	On or around December 19, 2023
End of Period of Performance	July 31, 2024

## **ELIGIBILITY AND CONTRACT TERMS**

**Eligibility:** This opportunity is open to LHDs with an identified need or interest to promote vaccine confidence and contain vaccine misinformation as related to routine, influenza, COVID-19, and/or other vaccines. **Priority may be given to LHDs who have not previously participated in a NACCHO immunization project, though all LHDs are encouraged to apply.**

**Contract Terms:** NACCHO expects the applicant to review and agree to the NACCHO standard contract terms ([Appendix A](#)) and conditions as a requirement of award. **No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO’s contract language should not apply for this initiative.** If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

It is the responsibility of the selected LHDs to return a signed copy of the contract within approximately 30 days of receipt. Recipients are encouraged to be proactive in coordinating their agency’s grant approval process to avoid possible delays. Applicants should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

Selected LHDs will enter into a contract with NACCHO to complete the required activities outlined below. NACCHO will pay each awarded LHD demonstration site payments in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be priced as a portion of the total award amount. The scope of work will outline an invoicing schedule. Please note NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

**Award Terms & Conditions, Federal Regulations and Policies:** CDC and grant recipients must comply with all applicable terms and conditions of award, federal laws, regulations, and policies: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>.

## **PROJECT GOALS & TECHNICAL REQUIREMENTS**

NACCHO's *Equipping Local Health Departments to Address Vaccine Hesitancy* project seeks to provide capacity-building assistance to support and mobilize LHDs' efforts to address vaccine hesitancy, deliver comprehensive immunization services and education, and mitigate the occurrence of vaccine preventable disease (VPD) in communities among communities determined to be a priority within local jurisdictions.

The selected applicants will be required to conduct the activities listed below in addition to implementing their proposed program activities. An SOW will be agreed upon after award acceptance by applicants. A draft SOW is provided in [Appendix B](#).

All awardees will be required to conduct the following activities throughout the project period:

- Participate in virtual learning, technical assistance, and community of practice activities to openly share challenges, results, and outcomes.
- Collaborate and partner with community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
- Conduct [CDC's Rapid Community Assessment](#) (RCA) to identify communities at-risk for low vaccine uptake, better understand the local community's vaccine needs and decisions, identify areas of intervention, and prioritize potential intervention strategies. **This is a critical element of the award and will require a substantial time commitment.**
- Use the RCA results to develop a workplan outlining LHD vaccine hesitancy goals, activities, partners, outcomes, and timelines.
- Participate in check-in calls facilitated by NACCHO to review the progress of planned activities and any major changes to the proposed workplan. Participants will include NACCHO staff and at least one representative from the awardee as well as any other stakeholders invited by the awardee.
- Contribute one Story from the Field about how the LHD worked with community partners to complete an RCA and highlight lessons learned to share with other LHDs.
- Contribute at least one resource, tool, or other best practice on addressing vaccine hesitancy to be shared on NACCHO's communication platforms.
- Participate in pre-, mid-, and post- project evaluation activities and document project outcomes.
- Designate one person to be the main point of contact with whom NACCHO will directly communicate on all matters related to this project.

## Method of Payment

NACCHO will pay the selected contractor in **5 installments** upon receipt of deliverables per the payment schedule identified in [Appendix B](#). Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

## NACCHO Support

NACCHO staff will serve as a resource to the LHD to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO resources necessary to complete the tasks above.
- Provide opportunities for learning and peer-to-peer networking among awarded LHDs.
- Provide training and technical assistance to guide the LHDs in conducting the RCA.
- Provide direct technical assistance for the completion of tasks, including periodic webinars and phone or email consultations.
- Facilitate routine conference calls, webinars, and information exchange between recipients.

## PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA

Applications for NACCHO's *Equipping Local Health Departments to Address Vaccine Hesitancy* project must: 1) clearly demonstrate the impact that vaccine hesitancy has had on a specific population or community within the local jurisdiction, 2) plan to conduct [CDC's Rapid Community Assessment](#) to address vaccine hesitancy, and 3) reflect the needs of the community in the proposed approach. In addition, reviewers will consider geographic distribution, type of setting, size of population, previous engagement on NACCHO immunization projects, and health equity to ensure diversity in demonstration sites selected.

The proposal narrative must outline the following content:

- Jurisdictional need
- Strategy and approach
- Capacity to implement approach
- Capacity to identify, establish, and leverage partnerships

Applications will include:

### **A. Local Jurisdiction Information:**

- Applicant organization name, address, city, and state
- Size of jurisdiction served (less than 50,000; 50,000 to 499,999; or 500,000 or more people)
- Characteristic of jurisdiction: frontier/rural, urban, suburban, mixed

- Counties served: list the counties included within the jurisdiction of your LHD
- Name, phone number, and email for primary and secondary points of contact for the application

## B. Project Narrative:

- **Jurisdictional Need** (2,500-character limit): Describe the characteristics of your jurisdiction, VPD burden, and population of focus. Include the following:
  - Current known burden of VPDs in your area (e.g., occurrence of VPD outbreaks or increase in cases).
  - Vaccination coverage and immunization exemption data from your jurisdiction.
  - Description of the impact of vaccine hesitancy and misinformation on the jurisdiction's ability to control VPDs, particularly among priority or un/under-immunized communities. If your LHD has conducted an assessment of vaccine hesitancy or confidence, please share those results.
  - Specific information detailing any identified vaccine hesitant population(s) within the local jurisdiction. Description should include how vaccine hesitancy has impacted vaccine uptake, resulted in low vaccine coverage, increased use of vaccine exemptions, and/or potentially contributed to VPD outbreaks among the identified population.
  - Information on social determinants of health, demographics, or other systemic factors impacting health in your jurisdiction. This may include a description of any underserved or marginalized communities within your jurisdiction.
- **Strategy and Approach** (2,500-character limit): Describe your proposed activities to address vaccine hesitancy among a focus population within your jurisdiction. Include the following:
  - Description of how this project will ensure services/activities reach and focus on a population that is identified as vaccine hesitant.
  - Description of how your project will coordinate with one or more community stakeholders to conduct the RCA and how the framework will benefit your project.
  - Description of how you have used input from community partners or knowledge of community members to inform your programs and services.
  - Description of how you will use culturally appropriate prevention messages, strategies, and interventions tailored for your community.
- **Capacity to Implement Approach:** (2,500-character limit): Describe the LHD's institutional capacity to coordinate, implement, and evaluate proposed

activities, including project management and technical, financial, and administrative management capacity. Include the following:

- An overview of the LHD's current immunization programs, services, and any current efforts to address vaccine hesitancy.
  - Staff that will be responsible for project execution/implementation in addition to their roles and responsibilities for the project.
  - Description of any contracting, procurement, or hiring practices your organization can/will employ for the completion of this project. Provide an anticipated timeline for the hiring of any staff to work on this project.
  - Considerations for sustainability, such as how this project will align with other funding streams, builds upon past work, supports future goals, and how enhanced LHD capability or new partnerships might be supported or leveraged beyond the funding period.
- **Capacity to Identify, Establish, and Leverage Partnerships** (2,500-character limit): Describe existing relationships with community partners aimed at improving immunization coverage and confidence, including opportunities or challenges to building and maintaining those relationships. Include the following:
    - Description of current partnerships between the LHD and other organizations such as community-based organizations, academic institutions, health systems, employers, community health centers, etc., that align with the identified population of interest to address vaccine hesitancy.
    - Description of anticipated partnerships that align with the identified population of interest that the LHD will explore to address vaccine hesitancy and your plan to identify and coordinate with new partners.
    - Support needed to maintain and strengthen community partnerships.

### C. Budget Justification and Narrative:

- Budget ([template provided](#)): Applicants must provide a detailed line-item budget, totaling \$100,000, that clearly outlines the dollar (\$) amount and percent (%) of total budget. Please review the [budget guidance document](#) to assist in developing your budget line items. (Note: the template will appear in your browser's downloads).
- Budget narrative ([Appendix C](#)): Include a narrative cost justification for each line item and how the amounts were derived. At the end of the budget narrative include responses to the following questions:
  - Do you have prior experience in federal contracting?
  - Have you completed a single audit?

- If fringe and/or indirect approved rates exceed the 10% de minimis rate OR if no approved rates, please provide background documentation and an explanation of the rates, on LHD letterhead. Please see [budget guidance document](#) for detailed information on acceptable documentation.
- Note on unallowable expenses: Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFA are prohibited from being used to pay the direct salary of an individual at a rate in excess of the current Federal Executive Schedule Level II salary cap. Please see [Appendix D](#) for a list of unallowable expenses.

**D. Additional Forms:** Please include and upload the following attachments with your application:

- Provide proof of active registration with SAM.gov in accordance with active Unique Entity ID. A screenshot is acceptable.
  - The applicant must be registered with the System for Award Management (SAM). For applicants without a Unique Entity ID, please note that it takes 7-10 business days to receive a number after registration. Please plan accordingly to ensure an active SAM Unique Entity ID at the time of submission.
  - Note: If an applicant's Unique Entity ID is expired at the time of contract execution, the applicant will be required to renew. If your registration is expected to expire within the next 60-days, please renew to avoid any delays.
- Optional: Letter of Support from any partner organization referenced
- Optional: Any other supporting documents you wish to provide

The following documents are not required at the time of application, however, if awarded they will be due within 30 days of accepting the award.

- [Scope of Work](#)
- [Vendor Information Form](#)
- [Certificate of Non-Debarment](#)
- [W-9 Form](#)
- [FFATA data collection form](#)

## **APPLICATION SCORING**

NACCHO will score applications based on how well they demonstrate the criteria for this project. The score has two components: a general application score and a health equity score. Responses provided from the narrative section will be used to calculate the general application score. Beyond the narrative, NACCHO will calculate a SEPARATE health equity score for applicants. The maximum score an applicant may receive is 11.00 (i.e., 10.00 general application score + 1.00 health equity score).

**General application score:** The table below outlines the criteria used to score the general application.

Criteria – General Application Score	Weight
Jurisdictional need	25%
Strategy and approach	30%
Capacity to implement approach	25%
Capacity to identify, establish, and leverage partnerships	20%

**Health equity score:** NACCHO will also consider the impact of this work on health equity, including its impact on how LHDs engage with groups that are marginalized. NACCHO will calculate this score for applicants based on the following pre-selected metrics related to health equity.

Criteria – Health Equity Score	Weight
<a href="#">Medically Underserved Areas/Populations</a> designation <i>Score based on MUA/P status for service areas within applicant’s jurisdiction.</i>	50%
<a href="#">CDC/ATSDR Minority Health Social Vulnerability Index</a> score (MH SVI) <i>Score based on composite MH SVI for counties within applicant’s jurisdiction. The MH SVI builds on the CDC/ATSDR SVI and includes additional variables for race, ethnicity, language, medical vulnerability, and health care infrastructure.</i>	50%

## SUBMISSION INSTRUCTIONS

Applications for the *Equipping Local Health Departments to Address Vaccine*

*Hesitancy* project should use the online application system accessible [here](#). Applicants should:

- Review the requirements and expectations outlined in this RFA.
- Read NACCHO’s standard contract language ([Appendix A](#)) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
- Complete the online application form. The following items must be included for the application to be deemed complete:
  - Local jurisdiction information
  - Narrative that addresses the four domains (need, strategy and approach, implementation capacity, and partnerships) described above.
  - Anticipated budget ([template provided](#)) and budget narrative ([Appendix C](#)).
- Submit the additional required documents, either at the time of application or via email as soon as possible.
  - Proof of active registration with SAM.gov in accordance with active Unique Entity ID (a screenshot is acceptable).
- Submit the completed application via the online application system by 11:59 pm ET on December 4, 2023. Submissions after this deadline will not be considered.

NACCHO will confirm receipt of all applications within two business days, however, receipt does not guarantee verification of completeness. All applicants will be notified of their status on or around December 19, 2023. All questions may be directed to [immunization@naccho.org](mailto:immunization@naccho.org).

## **APPENDICES**

- [Appendix A](#): NACCHO's Standard Contract Language
- [Appendix B](#): Scope of Work and Invoicing Schedule
- [Appendix C](#): Budget Narrative Template
- [Appendix D](#): Unallowable Costs

## APPENDIX A – NACCHO'S STANDARD CONTRACT LANGUAGE

NACCHO CONTRACT # 2023- \_\_\_\_\_

### CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and *[insert name of Contractor]* (hereinafter referred to as “Contractor”), with its principal place of business at *[insert mailing address of Contractor]*.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

#### ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of \_\_\_\_ GRANT # \_\_\_\_, CFDA # \_\_\_\_, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$ #####.00 *(enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid)*. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. **Three** invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			
Invoice III			

*(insert time increment). (May be “monthly” or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).*

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for *the giving of notices as set forth in Section 23* of this Agreement. Any changes of payment method would require a modification signed by both parties. **The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.**

## ARTICLE II: GENERAL PROVISIONS

1. **INDEPENDENT CONTRACTOR:** Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
  
2. **PAYMENT OF TAXES AND OTHER LEVIES:** Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
  
3. **LIABILITY:** All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
  
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
  
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
  
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
  
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency. Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR Part 401.14

9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
  
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
  
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
  
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
  
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
  
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.

15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
  
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
  
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D, Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
  
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Contractor certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
  
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
  
20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working

under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.

21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
  
22. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
  
23. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
  
24. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via email or facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

<p>FOR NACCHO:</p> <p>National Association of County and City Health Officials</p> <p>Attn: _____ [Name of Program Staff]</p> <p>1201 (I) Eye Street NW 4th Fl., Washington, DC 20005</p> <p>Tel. (202) _____</p>	<p>With a copy to:</p> <p>National Association of County and City Health Officials</p> <p>Attn: Ade Hutapea, LL.M., CFCM, CCCM</p> <p>Director, Contracts</p> <p>1201 (I) Eye Street NW 4th Fl., Washington, DC 20005</p>
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Fax (202) 783-1583  Email: _____@naccho.org	Tel. (202) 507-4272  Fax (202) 783-1583  Email: <a href="mailto:ahutapea@naccho.org">ahutapea@naccho.org</a>
FOR CONTRACTOR:  <i>(Name and address of Contractor's Contract Officer or Designee, including telephone and fax.)</i>	

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

By: \_\_\_\_\_

Name: Jerome Chester

Title: Chief Financial Officer

Date:

**CONTRACTOR:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

Federal Tax ID No.:

DUNS No.: \_\_\_\_\_

**FOR NACCHO:**

National Association of County and City Health Officials

Attn: \_\_\_\_\_

[Name of Program Staff]

1201 (I) Eye Street NW 4th Fl.,

Washington, DC 20005

Tel. (202) \_\_\_\_\_

Fax (202) 783-1583

Email: \_\_\_\_\_@naccho.org

**With a copy to:**

National Association of County and City Health Officials

Attn: Ade Hutapea, LL.M., CFCM, CCCM

Director, Contracts

1201 (I) Eye Street NW 4th Fl.,

Washington, DC 20005

Tel. (202) 507-4272

Fax (202) 783-1583

Email: [ahutapea@naccho.org](mailto:ahutapea@naccho.org)

**FOR CONTRACTOR:**

*(Name and address of Contractor's Contract Officer or Designee, including telephone and fax.)*

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

**CONTRACTOR:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Jerome Chester

Name:

Title: Chief Financial Officer

Title:

Date:

Date: \_\_\_\_\_

Federal Tax ID No.:

DUNS No.: \_\_\_\_\_

1.

## APPENDIX B – DRAFT SCOPE OF WORK

**Scope of Work:** <Organization Name>

**Project:** Equipping Local Health Departments to Address Vaccine Hesitancy

**Project Period:** January 1 to July 31, 2024

**Award Amount:** \$100,000

### Project Background

The Equipping Local Health Departments to Address Vaccine Hesitancy project will provide LHDs with resources to address vaccine hesitancy across the lifespan for routine, influenza, COVID-19, and other vaccines. This will include support to assess and address vaccine hesitancy and misinformation, build partnerships with other local organizations, and identify areas of need to improve vaccine confidence and uptake.

### Scope of Work

With support from NACCHO, <Organization Name> seeks to meet the following objectives and corresponding Scope of Work below:

- Identify communities at-risk for low vaccine uptake and work to better understand their vaccine needs and decisions
- Identify areas of intervention and prioritize potential intervention strategies to address vaccine hesitancy
- Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation
- Identify model and sustainable approaches to addressing vaccine hesitancy at the local jurisdiction level

### Required Activities

To achieve these goals, <Organization Name> will complete the following activities throughout the project period of performance:

- Participate in provided trainings on CDC's Rapid Community Assessment process.
- Identify at least one local organization the LHD will partner with to assist in outreach or communications to selected vaccine hesitant population.
- Complete an RCA in a selected vaccine hesitant population to better understand their barriers and needs related to vaccination.
- Develop one workplan detailing the goals, objectives, and timeline for incorporating RCA results into LHD activities.
- Develop and contribute two resources, tools, or best practices on conducting an RCA and addressing vaccine hesitancy to NACCHO's communication platforms.
- Participate in check-in calls, as needed, facilitated by NACCHO to review progress of planned activities, any major changes to the proposed work plan, and discuss technical assistance needs.

- Actively participate in monthly peer sharing and technical assistance calls with other project sites to discuss emerging issues, lessons learned, and/or best practices.
- Provide project feedback through participation in assessment activities conducted at baseline, mid-year, and project close.
- Submit a final report detailing the successes, challenges, and lessons learned from participation in the project.
- Provide feedback on national policies and recommendations as opportunities arise.

### Invoice Schedule

Invoice Number and Payment Schedule	Primary Task/Deliverable	Estimated Timeline	Invoice Amount
<b>Invoice #1</b> <b>Due: March 29, 2022</b> Invoice total: \$20,000	Participate in project kick-off call	January – March 2024	\$2,500
	Complete project pre-assessment		\$2,500
	Participate in Rapid Community Assessment training sessions		\$15,000
<b>Invoice #2</b> <b>Due: April 30, 2024</b> Invoice Total: \$25,000	Complete CDC’s Rapid Community Assessment (RCA) process and submit a summary report of findings	April 2024	\$20,000
	Evaluate RCA activity		\$5,000
<b>Invoice #3</b> <b>Due: May 31, 2024</b> Invoice Total: \$17,500	Submit workplan outlining how LHD plans to utilize the findings of the RCA to address vaccine hesitancy in selected population	May 2024	\$10,000
	Write one Story from the Field about the RCA process and lessons learned to be shared on NACCHO’s website		\$7,500
<b>Invoice #4</b> <b>Due: June 28, 2024</b> Invoice Total: \$17,500	Develop at least one LHD-specific resource or tool to address vaccine hesitancy for routine, influenza, COVID-19, or other vaccines that can be shared via NACCHO communication platforms	June 2024	\$10,000
	Present RCA activities and findings to NACCHO and other participating LHDs on a community of practice call		\$7,500
<b>Invoice #5</b> <b>Due: July 31, 2024</b> Invoice Total: \$20,000	Participate in end of project evaluation activities	July 2024	\$10,000
	Regularly attend project check-in and community of practice calls throughout the project period		\$10,000

## APPENDIX C – BUDGET NARRATIVE TEMPLATE

The budget narrative explains each line-item and how the amounts were derived. See detailed guidance below.

- A. **Personnel:** List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position’s time devoted to the project, and the activities you anticipate these staff persons to conduct.
- B. **Fringe Benefits:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc. Please provide government approved rates, if you do not have that, please create a statement letter explaining your approved rates.
- C. **Travel:** Specify the purpose and details of the travel.
- D. **Supplies:** Identify supplies in the detailed budget and the intended use for these supplies (i.e. what activities will the supplies support).
- E. **Contractual:** Identify each proposed contract and specify its purpose and estimated cost.
- F. **Other direct costs:** These will vary depending on the nature of the project. This may include activities, monitoring and evaluation, etc.
- G. **Indirect charge:** Indicate how the rate is applied. If you are proposing more than 10%, please provide government approved rates, if you do not have that, please create a statement letter explaining your approved rates.

- **Personnel**
  - *Add text*

- **Fringe Benefits**
  - *Add text*

- **Travel**
  - *Add text*

- **Supplies**
  - *Add text*

- **Contractual**
  - *Add text*

- **Other Direct Costs**
  - *Add text*

- **Indirect Charge**
  - *Add text*

- **Respond to the following two questions:**
  - Do you have prior experience in Federal Contracting?
  - Have you completed a Single Audit

## APPENDIX D – UNALLOWABLE COSTS

1. Interest Expense (FAR 31.205-20) is unallowable however represented including bond discounts, costs of financing and refinancing capital including associated costs. Some associated costs include related legal and professional fees incurred in connection with prospectuses, the costs of preparing stock rights are generally unallowable with special rules. However, interest assessed by certain state and local taxing authorities are allowable under certain conditions. Suggest the author be contacted on these special rules.
2. Donations/Contributions (FAR 31.205-8)
3. Entertainment (FAR 31.205-14) – The costs of entertainment and recreation however represented are unallowable including associated costs. It also includes costs associated with social activities including social, dining, country clubs and similar organizations are unallowable.
4. Contingencies (FAR 31.205-7)
5. Bad Debts (FAR 31.205-3)
6. Fines and Penalties (FAR 31.205-15) – The costs of fines and penalties for violating federal, state or local laws is unallowable including associated costs. Specifically, the costs associated with the mischarging of costs to government contracts is unallowable.
7. Goodwill (FAR 31.205-49) – The write-up of assets, resultant depreciation and goodwill from business combinations is unallowable.
8. Losses on Contracts (FAR 31.205-33) – The excess of cost over income on any contract is unallowable. This includes the contractor’s share of any cost contribution on cost sharing agreements.
9. Organizational (FAR31.205-27) – Organization costs and re-organization costs are unallowable however represented including professional and legal fees. However, the costs of executive bonuses, employee savings plans, and employee stock ownership plans are not considered organization or re-organization costs and are not made unallowable by this principle. Such costs are addressed by FAR 31.205-6.
10. Food- Direct charges for meals/food and beverages are unallowable charges to this project.
11. Alcohol – Alcohol is expressly unallowable under all circumstances.
12. Promotion – this cost is unallowable if the primary purpose is to promote a company’s image or products or service.
13. Personal Use – Personal use of anything as compared to business purpose is unallowable.
14. Profit Distribution – Any cost presumed to be a distribution of profits is unallowable in all cases.
15. First Class Air Fare – First class air fare is unallowable in most cases. There are a few exceptions, but are available in rare circumstances. Please contact me about these exceptions as needed.
16. Legal Costs – Certain legal costs are unallowable. In order for legal costs to be allowable the costs must be documented by scope of work, rate description and work product. In any case please contact me regarding the circumstances that these costs are allowable or not. Claims against the government and Defense of certain fraud proceedings are unallowable.

17. Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration.
18. Equipment purchases over \$5,000, i.e. Vehicles, Medical Devices.
19. Harm Reduction supplies or syringes.
20. Gift cards/Incentives - Gas gift cards as incentives are not allowable. Gift cards as incentives will require prior approval and are not guaranteed to be approved.
21. Salaries for personnel, consultants, or contractors in excess of the federal cap on Senior Executive level salaries for 2023 (set at \$102/hour, \$17,675/month, \$212,100/year).