



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: October 18, 2021**

**\*Applications are due by 11:59 pm PST on November 19, 2021\***

## SUMMARY INFORMATION

Project Title:	Equipping Local Health Departments to Address Vaccine Hesitancy
Proposal Due Date and Time:	November 19, 2021 by 11:59 pm PT
Selection Announcement Date:	On or around December 1, 2021
Source of Funding:	Centers for Disease Control and Prevention
NOA Award No.:	5 NU38OT000306-04-00
Maximum Funding Amount:	up to \$100,000.00
Estimated Period of Performance:	Upon execution of contract - July 31, 2022
Point of Contact for Questions Regarding this Application:	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 offer a technical assistance and capacity building opportunity that will provide LHDs with resources to address vaccine hesitancy across the lifespan for routine, influenza, and COVID-19 vaccines. This will include supporting one temporary, consultant staff member in the LHD dedicated to addressing vaccine hesitancy and misinformation, building partnerships with other local organizations, and identifying areas of need to improve vaccine confidence and uptake.

Through this funding opportunity, NACCHO will select up to three (3) LHDs to serve as host sites to a vaccine hesitancy consultant within the LHD. The project period shall begin upon both parties' full execution of the contract and will end **July 31, 2022**. Contingent on CDC approving a no cost extension, the project period of performance may continue (with a contract modification) beyond the specified contract end date. Applications must be submitted through the [online submission form](#) no later than **November 19, 2021, 11:59 pm PT**. 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 e-mailing [immunization@naccho.org](mailto:immunization@naccho.org).

**RFA Informational Webinar:** NACCHO will host an optional informational webinar on **October 26, 2021 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). Please note that no new information will be shared during the webinar. The webinar will be recorded and sent to registrants. The webinar will also be recorded and posted to the NACCHO website [here](#).

## **SCHEDULE OF EVENTS**

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

Event	Date/Time
Launch RFA	October 18, 2021
Informational Webinar ( <a href="#">register here</a> )	October 26, 2021 @ 1:00 pm ET
Application Submission Deadline	November 19, 2021 @ 11:59 pm PT
Award Notification Date	On or around December 1, 2021
End of Period of Performance	July 31, 2022

## **ELIGIBILITY AND CONTRACT TERMS**

**Eligibility:** This opportunity is open to LHDs with an interest or clearly identified need to promote vaccine confidence and contain vaccine misinformation as related to routine, influenza, and/or COVID-19 vaccines. To be considered for this funding opportunity, applicants must possess:

- Ability to hire a consultant to carry out the project work. Selected LHD will need to conduct candidate search resulting in the identification and on-boarding of one temporary, consultant staff member within the LHD to conduct activities outlined below.
- Ability to serve as a host site that will support the identified individual as a temporary consultant employee and supervise the consultant staff member's daily activities.
- Capacity to provide one temporary, consultant staff member with appropriate staff accommodations and training (e.g., benefits (as applicable), space, safety and security, information technology, standards of conduct in accordance with local requirements).

**Contract Terms:** Selected applicants will identify and on-board one individual to serve in a temporary, consultant capacity within the LHD. This consultant, with the assistance of the LHD, will be responsible for the submission of the deliverables specified in the contract. NACCHO

expects your agency, as the applicant, to review and agree to the NACCHO standard contract terms (Appendix A) and conditions as a requirement of award. As part of the application, applicants will be asked to verify that they have read NACCHO's standard contract language (Appendix A) and has provided a copy to the individual with signing authority at their organizations for advanced consideration. However, if you know in advance that your agency or organization is going to have difficulty accepting any of the provisions in the contract, please contact NACCHO immediately to discuss. If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

NACCHO will establish a fee-for-service contract with the awarded applicant where deliverables will be listed in the recipient contract and payment will be remitted upon submission and acceptance of those items.

It is the responsibility of the awarded 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 their agency is able to submit a proposal. The project period shall begin upon both parties' full execution of the contract and will end July 31, 2022.

**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 diseases (VPDs) in communities, especially among those populations and communities determined to be priority within local jurisdictions.

The selected applicants will be required to conduct the specific activities as listed below in addition to implementing their proposed program activities. A scope of work (SOW) will be agreed upon after award acceptance by applicants.

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

- Conduct appropriate employment search to identify, on-board, and supervise one individual that will serve in a temporary, consultant role within the LHD specifically to initiate/continue LHD activities to promote vaccine confidence and contain vaccine misinformation within the local jurisdiction.

- Identify an LHD staff person to whom the one consultant staff member will directly report. That individual will be designated to supervise, plan, and coordinate the consultant staff member's activities and assignments.
- Participate, along with the consultant, in virtual learning, technical assistance, and partnership activities highlighted below to openly share challenges, results and outcomes.
  - Conduct [CDC's Rapid Community Assessment](#)<sup>i</sup> activity designed to identify communities at-risk for low vaccine uptake, better understand the local community's vaccine needs and decisions, and identify areas of intervention and prioritize potential intervention strategies. **This is a critical element of the award and will require a substantial time commitment for the consultant and awarded LHD.**
  - Participate in check-in calls facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan. Participants will include at least one representative from NACCHO and the awardee as well as any other stakeholders invited by the awardee.
  - Participate in monthly peer sharing and technical assistance calls facilitated by NACCHO to discuss emerging issues, lessons learned, and/or best practices.
  - Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
  - Contribute at least one resource, tool, or other best practice on addressing vaccine hesitancy to NACCHO's communication platforms.
- Participate in evaluation activities and document project outcomes. As such, recipients will be expected to conduct the following activities:
  - Develop an evaluation plan or metrics associated with identified program activities, outcomes, and goals as outlined in the project workplan.
  - Participate in NACCHO evaluation and 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.
- Adhere to NACCHO's standard contract language and be able to sign and return the contract to NACCHO within approximately 30 days of receipt.
- Designate one LHD main point of contact with whom NACCHO will directly communicate on all matters related to this project.

The following outlines the deliverables to be produced by each awardee; however, a finalized scope of work (Appendix B) will be agreed upon post awardee selection.

Invoice Number	Primary Task /Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Invoice #1	Consultant Staff Identification and Placement	Conduct candidate search resulting in the identification and placement of one temporary,	January 2022	Within 30 business days of contract execution or

		consultant staff member in the LHD		January 31, 2022 Invoice Total: \$15,000
		Participate in project kick-off call with NACCHO, awarded LHDs, and consultant staff		
		Participate in baseline project evaluation*		
<b>Invoice #2</b>	Training	Participate in rapid community assessment training	February 2022	February 28, 2022 Invoice Total: \$10,000
		Complete post-training feedback and evaluation*		
<b>Invoice #3</b>	Rapid Community Assessment	Identify project objectives and identify community(ies) of focus*	February - March 2022	March 31, 2022 Invoice Total: \$5,000/task = \$30,000 total
		Identify and engage community stakeholders that will serve as members of the assessment team*		
		Recruit and engage community participants that will inform vaccine hesitancy project goals and objectives*		
		Report findings and discuss solutions with stakeholders*		
		Evaluate assessment activity*		
		Participate in monthly check-in and community of practice calls*		
<b>Invoice # 4</b>	LHD Vaccine Hesitancy Project Plan	Submit project workplan outlining LHD vaccine hesitancy goals, activities, required resources and timeline*	April 1, 2022	April 29, 2022 Invoice Total: \$15,000
		Participate in monthly check-in and community of practice calls		
<b>Invoice #5</b>	Vaccine Hesitancy Resources	Develop one (1) LHD-specific resource or tool addressing vaccine hesitancy for routine, influenza, or COVID-19 vaccines that can be shared via NACCHO communication platforms	May, 2022	May 31, 2022 Invoice Total: \$15,000
		Contribute to joint abstract or product highlighting participation in project		
		Participate in monthly check-in and community of practice calls		
<b>Invoice #6</b>	Project Close Activities	Participate in monthly check-in and community of practice calls	June – July, 2022	July 31, 2022 Invoice Total: \$15,000
		Participate in end of project evaluation*		
		Submit final report documenting project successes, challenges,		

		lessons learned and sustainability plan*.		
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\*templates for deliverable completion will be provided

**Method of Payment**

NACCHO will pay the selected the contractor in **6 installments** upon receipt of deliverables per the payment schedule identified above. 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 contractor to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:

- Collaborate with awarded LHD to select appropriate consultant staff member
- Schedule and conduct check-in calls with each awardee
- Provide monthly opportunities for learning and peer-to-peer networking among awarded LHDs
- Assist LHDs in conducting the Rapid Community Assessment
- Evaluation planning support

**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) incorporate a plan to conduct [CDC’s Rapid Community Assessment](#)<sup>i</sup> framework 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, and health equity to ensure diversity in demonstration sites selected.

The proposal narrative must outline the following content:

- Jurisdiction need
- Strategy and approach
- LHD capacity to implement approach
- Collaboration and partnerships
- Sample job description for one consultant staff

Applications should include:

- A. Local Jurisdiction Information** that includes:
  - 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: rural, urban, suburban, mixed (if mixed, indicate which)
- Counties served: list the counties included within the jurisdiction of your LHD
- Name, phone number and email for primary point of contact for the application
- Name, phone number and email for secondary point of contact for the application

## **B. Project Narrative:**

- **Jurisdiction need** (2,500-character limit): Describe the characteristics of your jurisdiction, VPD burden, and population of focus. Include the following:
  - 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.
  - Current known burden of VPDs in your area (e.g., occurrence of VPD outbreaks or increase in cases)
  - Vaccination coverage and immunization exemptions within your local jurisdiction
  - 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 about social determinants of health, demographics, or other factors impacting health in your jurisdiction. With regard to vaccine hesitancy, this may include a description of any underserved or marginalized communities within the local jurisdiction (*often defined as communities excluded from mainstream social, economic, educational, and/or cultural life. Examples include but are not limited to Black/African American, Hispanic/Latinx, American Indian and Alaskan Native populations; members of the LGBTQ+ community; and/or language diverse populations*).
- **Strategy and Approach** (2,500-character limit):
  - Provide a narrative description of your proposed activities to address vaccine hesitancy within the local jurisdiction
  - Describe how this project will ensure services/activities reach and focus on a population(s) that is identified as vaccine hesitant



- Describe how your project will coordinate with a community stakeholder(s) to conduct CDC's Rapid Community Assessment and how the framework will benefit your project
- Describe how you incorporated input from community partners or knowledge of community members to inform your programs and services. Describe how your program uses culturally appropriate prevention messages, strategies, and interventions that are tailored for your community.
- **LHD 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 and services and any current efforts to address vaccine hesitancy
  - Describe any contracting, procurement, or hiring practices your organization can/will employ to identify and on-board the consultant staff member
  - A staffing plan for managing and overseeing the consultant staff member within the LHD Immunization Program. Identify key staff (those who are essential to carrying out the proposed approach and working with the consultant staff member) and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions required to meet the project goals.
  - Considerations for sustainability, such as how this project will align with other funding streams, how it builds upon past work and supports future goals, and how enhanced LHD capability or new partnerships might be supported or leveraged beyond the funding period.
- **Collaboration and 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
  - Describe anticipated partnerships that the consultant staff member will explore to address vaccine hesitancy to improve vaccine acceptance and uptake:
    - Applicant should describe a plan to identify and coordinate with new community partners.
    - Applicant should detail any support that may be needed to establish partnerships and demonstrate willingness to identify potential community collaborators.

- **Sample Consultant Position Job Description:** Provide a sample of the job requisition/announcement that your LHD will use to recruit for the consultant staff member position. This should include, but is not limited to:
  - Description of the consultant staff member's role in the LHD and position specific duties to carry-out project activities and deliverables
  - Description detailing required/desired experience, education, skills, or other competencies that will be used to identify the best qualified candidate for your LHD host site

**C. Budget Justification and Narrative:**

- Budget ([template provided](#)): Applicants must provide a detailed line-item budget, not to exceed \$100,000, that clearly outlines the dollar (\$) amount, percent (%) of total budget. (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.
- Unallowable expenses: Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP 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. Additionally, the following items are not allowable expenses:
  - Alcoholic Beverages
  - Bad Debts
  - Contributions and donations
  - Entertainment costs
  - Fines and penalties
  - Goods and services for personal use
  - Lobbying
  - Losses on other awards
- Respond to the following two questions at the end of the budget narrative:
  - Do you have a prior experience in Federal Contracting?
  - Have you completed a Single Audit?

**D. Additional Required Information:** Please include and submit (upload) the following attachments with your application:

- [Vendor Information Form](#): This information will only be used in the event that the submitting agency is selected and engages in a contract with NACCHO
- [W-9 Form](#)
- [Completed Certification of Non-Debarment](#)
- Proof of active registration with SAM.gov in accordance with active DUNS number

- As applicable: [FFATA Data Collection Form](#): this form will be required for all contracts over \$25,000, but if you are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.
- Optional: One (1) Letter of Support from any partner organization referenced
- Other: Any other supporting documents you wish to provide

## 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 AFTER receiving a completed application and a general application score has been calculated. The maximum total 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
Jurisdiction need	20%
Strategy and approach	30%
LHD capacity to implement approach	20%
Collaboration and partnerships	15%
Draft job description for one consultant staff	15%

- *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 pre-selected metrics related to health equity.

Criteria – Health Equity Score	Weight
<a href="#">Medically Underserved Areas/Populations</a> designation Score based on MUA/P status for service areas within applicant's jurisdiction.	50%
<a href="#">CDC/ATSDR Minority Health Social Vulnerability Index</a> score (MH SVI) 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.	50%

## SUBMISSION INSTRUCTIONS

Applications for the *Equipping Local Health Departments to Address Vaccine Hesitancy* project should use the online Qualtrics application system accessible [here](#). Applicants should:

1. Review the requirements and expectations outlined in this RFA.
2. Read NACCHO's standard contract (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.
3. The submitted application must include the following items to be deemed complete:
  - Local jurisdiction information
  - Narrative that addresses the four domains (need, strategy and approach, implementation capacity, and collaborations and partnerships) described above.
  - Detailed sample job description for the proposed consultant staff member. *Upload in application.*
  - Anticipated budget ([template provided](#)) and budget narrative (Appendix C). *Upload in application.*
  - Completed attachments: [Vendor Information Form](#), [W-9](#), [Certification of Non-Debarment](#), and [FFATA data collection form](#) (templates provided). *Upload in application.*
  - Proof of active registration with SAM.gov in accordance with active DUNS number. The applicant must be registered with the System for Award Management (SAM) and its SAM number. For applicants without a SAM number, please note that it takes 7-10 business days to receive a number after registration. Please plan accordingly to ensure an active SAM number at the time of submission. *Upload in application.*
4. Applications should be submitted via the online Qualtrics application system ([http://naccho.co1.qualtrics.com/jfe/form/SV\\_0SZ9OAlphxeO4xo](http://naccho.co1.qualtrics.com/jfe/form/SV_0SZ9OAlphxeO4xo)) by 11:59 pm PT on November 19, 2021. Submissions after this deadline will not be considered.
5. 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 1, 2021. All questions may be directed to [immunization@naccho.org](mailto:immunization@naccho.org).

## **APPENDICES**

- Appendix A: Contract Draft Template
- Appendix B: Scope of Work
- Appendix C: Budget Narrative Template

### ***APPENDIX A - Contract Template***

**NACCHO CONTRACT #2021-\_\_\_\_\_**

## CONTRACTOR AGREEMENT

This Contractual 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 Subrecipient]* (hereinafter referred to as “Subrecipient”), with its principal place of business at *[insert mailing address of Subrecipient]*.

WHEREAS, NACCHO wishes to hire Subrecipient to perform the services specified herein for NACCHO to enhance the programmatic activities of a grant; and

WHEREAS, Subrecipient wishes to perform such services for NACCHO, and

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:** Subrecipient 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. Subrecipient shall act at all times in a professional manner consistent with the standards of the industry.
1. **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.
2. **PAYMENT FOR SERVICES:** In consideration for services to be performed, NACCHO agrees to reimburse the Subrecipient for eligible costs incurred up to \$ ##### *(enter amount to be reimbursed. You should also insert here the time schedule on which the Subrecipient will be paid.)* Eligible costs are those previously approved by NACCHO. All payments will be made within 30 days of receipt of invoice(s) from Subrecipient and following approval by NACCHO for approved services, as outlined on Attachment I. The invoice(s) shall itemize all expenses with supporting documentation for each itemized expense.

Two invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			

NACCHO award number must be included on all invoices. 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 26** 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. Subrecipient 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: Subrecipient shall act as an independent Contractor, and Subrecipient shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Subrecipient 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 Subrecipient in the performance of this agreement shall be the responsibility of the Subrecipient, and not the responsibility of NACCHO if the liability, loss, or damage is caused by, or arises out of the actions or failure to act on the part of the Subrecipient, or anyone directly or indirectly employed by the Subrecipient.

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 Subrecipient, 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 Subrecipient and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Subrecipient 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, Subrecipient 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: Subrecipient shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Subrecipient's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Subrecipient of said duties and responsibilities under this Agreement.
8. CONFIDENTIALITY: *It is expected that Subrecipient will have access to confidential information of NACCHO in the performance of services under this Agreement. Subrecipient agrees not to divulge to any third party, at any time either before or after termination or expiration of this Agreement, any information of NACCHO that could reasonably be considered confidential information, whether or not marked as such or defined as confidential by federal, state or local law, and to use commercially reasonable efforts to protect all such confidential information so as to prevent its disclosure. Notwithstanding the foregoing, Subrecipient may file information as required to federal, state or local governments, and disclose information to Subrecipient's or NACCHO's auditor for audit purposes. (THIS CLAUSE IS NOT NECESSARY UNLESS YOU ARE WORKING WITH CONFIDENTIAL INFORMATION.)*
9. OWNERSHIP OF MATERIALS: Subrecipient hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Subrecipient 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). Subrecipient 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. Subrecipient understands and agrees that Subrecipient 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. Subrecipient 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.
10. 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 Subrecipient, 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

Subrecipient 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.

11. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Subrecipient for services rendered through the date of termination.
12. 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.
13. 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.
14. 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 laws provisions).
15. 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.
16. REMEDIES FOR MISTAKES: If work that is prepared by the Subrecipient contains errors or misinformation, the Subrecipient will correct error(s) within five business days. The Subrecipient will not charge NACCHO for the time it takes to rectify the situation.
17. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Subrecipient'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 Subrecipient's responsibility to understand and comply with all requirements set forth therein.

18. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Subrecipient 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."
19. DEBARRED OR SUSPENDED SUBRECIPIENTS: Pursuant to 2 CFR 200 Subpart C, Subrecipient will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
20. AUDITING: Subrecipient agrees to permit independent auditors to have access to its records and financial statements for the purpose of monitoring compliance with this Agreement. If Subrecipient is not required to undergo an audit pursuant to 2 CFR 200 Subpart F because Subrecipient receives less than \$750,000 in federal direct or indirect cooperative agreement or grant funds, Subrecipient will certify to NACCHO that it is not so required. If Subrecipient is required to undergo an audit pursuant to 2 CFR 200 Subpart F, Subrecipient will undergo the required audit and agrees to send a copy of its most recent Single Audit report and any management letters to NACCHO.
21. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Subrecipient will certify to NACCHO using the required form 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. Subrecipient will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
22. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Subrecipient 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.)
23. REPORTING REQUIREMENTS: If applicable, Subrecipient must comply with Subrecipient reporting requirements specified in the Federal Funding Accountability and Transparency Act (P.L. 109-282). Subrecipient shall submit the information required on the form provided by NACCHO within 15 days of execution of this agreement and prior to any payment being made against this agreement.

24. 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.”
25. 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.
26. 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 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.

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

Lead Contracts Administrator

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:**

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

Name: Jerome Chester \_\_\_\_\_

Title: Chief Financial Officer \_\_\_\_\_

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

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

**CONTRACTOR:**

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

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

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

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

Federal Tax ID No.: \_\_\_\_\_

## ***APPENDIX B – Draft Scope of Work***

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

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

**Project Period:** January 31, 2022 to July 31, 2022

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

### **Project Background**

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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 and COVID-19 vaccines. This will include supporting one temporary, consultant staff member in the LHD dedicated to addressing vaccine hesitancy and misinformation, building partnerships with other local organizations, and identifying areas of need to improve vaccine confidence and uptake.

### **Scope of Work**

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With support from NACCHO, <Organization Name> seeks to:

1. Increase the LHD's workforce capacity through the placement of a temporary consultant staff member within the LHD dedicated to addressing vaccine hesitancy within the jurisdiction.
2. Identify communities at-risk for low vaccine uptake, better understand the local community's vaccine needs and decisions, and identify areas of intervention and prioritize potential intervention strategies.
3. Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
4. Identify model and sustainable approaches to addressing vaccine hesitancy at the local jurisdiction level.

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

Scope of Work		
Activity	Lead Person/Organization	Tentative Timeline
<b><i>Objective 1. Through the period of performance, participate in activities to address vaccine hesitancy at the local level, and openly share challenges, results, and outcomes of selected site's experiences.</i></b>		
Conduct candidate search resulting in the identification and placement of one temporary, consultant staff member in the LHD.	Selected jurisdiction with support of NACCHO	Completed by January 31, 2022
Participate in the rapid community assessment framework training.	Selected jurisdiction and consultant staff member, NACCHO with support of CDC	Completed by February 2022
Identify at least one local organization partner that will assist in outreach or communications to priority or un/under-vaccinated individuals and communities.	Selected jurisdiction and consultant staff member, NACCHO	Completed by February 2022
Complete CDC's Rapid Community Assessment in local jurisdiction. Each site will engage necessary resources and partners to complete the assessment at the beginning of the project.	Selected jurisdiction and consultant staff member, NACCHO	Completed by March 25, 2022
Develop one project workplan detailing the goals, objectives, and timeline that will guide the consultant staff member's efforts and activities.	Selected jurisdiction and consultant staff member, NACCHO	Completed by April 1, 2022
Develop and contribute at least one resource, tool, or best practice on addressing vaccine hesitancy to NACCHO's communication platforms.	Selected jurisdiction and consultant staff member, NACCHO	Completed by May 31, 2022
Participate in check-in calls, as needed, facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan, and discuss technical assistance needs.	NACCHO, Selected jurisdiction and consultant staff member	Completed by July 31, 2022
Participate in monthly peer sharing and technical assistance calls facilitated by NACCHO to discuss emerging issues, lessons learned, and/or best practices.	NACCHO, Selected jurisdiction and consultant staff member	Completed by July 31, 2022
Provide feedback through participation in project assessment and evaluation activities conducted at baseline, mid-year, and project close.	NACCHO, Selected jurisdiction and consultant staff member	At three intervals to be completed by July 31, 2022
Submit a final report detailing the successes, challenges, and lessons learned from participation in the project.	Selected jurisdiction and consultant staff member	Completed by July 31, 2022
Provide feedback on national policies and recommendations.	Selected jurisdiction and consultant staff member	As opportunities arise

## Invoice Schedule

Invoice Number	Primary Task /Deliverable	Estimated Timeline	Payment Schedule
<b>Invoice #1</b>	Consultant Staff Identification and Placement	January 2022	Within 30 business days of contract execution or January 31, 2022 Invoice Total: \$15,000
<b>Invoice #2</b>	Training	February 2022	February 28, 2022 Invoice Total: \$10,000
<b>Invoice #3</b>	Rapid Community Assessment	February - March 2022	March 31, 2022 Invoice Total: \$5,000/task = \$30,000 total
<b>Invoice # 4</b>	LHD Vaccine Hesitancy Project Plan	April 1, 2022	April 29, 2022 Invoice Total: \$15,000
<b>Invoice #5</b>	Vaccine Hesitancy Resources	May, 2022	May 31, 2022 Invoice Total: \$15,000
<b>Invoice #6</b>	Project Close Activities	June – July, 2022	July 31, 2022 Invoice Total: \$15,000

## APPENDIX C – Budget Narrative Template

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

- **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.
  - **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.
  - **Travel:** Specify the purpose and details of the travel.
  - **Supplies:** Identify supplies in the detailed budget and the intended use for these supplies (i.e. what activities will the supplies support).
  - **Contractual:** Identify each proposed contract and specify its purpose and estimated cost.
  - **Other direct costs:** these will vary depending on the nature of the project. This may include activities, monitoring and evaluation, etc.
  - **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.
- 

### 1. Personnel

- *Add text*

### 2. Fringe Benefits

- *Add text*

### 3. Travel

- *Add text*

### 4. Supplies

- *Add text*

### 5. Contractual

- *Add text*

### 6. Other Direct Costs

- *Add text*

### 7. Indirect Charge

- *Add text*

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<sup>i</sup>Centers for Disease Control and Prevention. *Rapid Community Assessment Guide*. Retrieved from: [COVID-19 Vaccine Confidence Rapid Community Assessment Guide | CDC](https://www.cdc.gov/vaccines/covid-19/vaccinate-with-confidence/rca-guide/index.html)  
<https://www.cdc.gov/vaccines/covid-19/vaccinate-with-confidence/rca-guide/index.html>