



STATE OF TENNESSEE  
DEPARTMENT OF HEALTH

**REQUEST FOR GRANT PROPOSAL # 34349-55823  
AMENDMENT # 1  
FOR IMMUNIZATION COOPERATIVE AGREEMENT  
(COMMUNITY OUTREACH) FUNDING OPPORTUNITY**

DATE: JUNE 3, 2022

RFGP # 34349-55823 IS AMENDED AS FOLLOWS:

1. This RFGP Schedule of Events updates and confirms scheduled RFGP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFGP Issued		CONFIRMED
2. Pre-proposal Teleconference	1:00 p.m.	CONFIRMED
3. Notice of Intent to Propose Deadline	2:00 p.m.	CONFIRMED
4. Written "Questions & Comments" Deadline	2:00 p.m.	CONFIRMED
5. State Response to Written "Questions & Comments"		June 3, 2022
6. Proposal Deadline	2:00 p.m.	June 10, 2022
7. State Completion of Organizational & Technical Grant Proposal Evaluations	2:00 p.m.	June 20, 2022
8. State Scoring of Grant Budgets	3:00 p.m.	June 20, 2022
9. Evaluation Notice Released		June 22, 2022
10. Contractor Contract Signature Deadline		June 29, 2022
11. Effective Start Date of Contract		July 1, 2022

2. State responses to questions and comments in the table below amend and clarify this RFGP.

Any restatement of RFGP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFGP document.

QUESTION / COMMENT	STATE RESPONSE
1 We are slated to receive a contract from TDH for Community Health Worker. It seems many of the activities are similar. We are interested in applying but want to make sure that we are not “double-dipping”. Our CHW funding will be utilized primarily for outreach and education, and we still need funding to pay for boots-on-the ground clinical time for our providers putting shots in arms. Do you have any insight about this particular grant and whether it would dovetail with a CHW grant from TDOH, since the timelines would overlap?	As the activities would be so similar, it is advised you do not apply for funding for Option 2 – Vaccination Outreach, but for Option 1 – Vaccination Dispensing.
2 Was the teleconference recorded?	Yes, please click on the following link: <a href="#">RFGP #34349-55823 Teleconference-20220520 1800-1</a>
3 Can staff funded by this grant promote all vaccinations or must their focus be entirely on COVID-19 vaccines?	CDC guidance allows for the promotion of other vaccinations along with the COVID-19 vaccine.
4 Can funds be used to promote and implement other layered prevention activities?	Funded activities must be centered around vaccination.
5 Can the funds be used for student educational stipends, such as part of graduate assistantships and/or other financial aid packages?	Funds cannot be used for student educational stipends but can cover salaries and benefits.
6 Can funding be used for research?	Funding cannot be used for research.
7 Can funding be used for creating wellness baskets that include thermometers, ice packs, o2 sensors, masks, gloves, sanitizer wipes and sprays?	Funding can be used for such incentives for individuals receiving the COVID vaccine; cap is \$100 per individual.
8 Promotional items that are often asked about are sticky pads for desks and cars, phone wallets, ID holders, screen wipes, pens, note pads, T-shirts, water bottles, buttons, and stress balls. Could these items be covered through this grant opportunity?	Funding can be used for such incentives for individuals receiving the COVID vaccine; cap is \$100 per individual.
9 Is salary covered for staff at institutions of higher education? If so, will subcontracts be required?	Salary is covered for staff at institutions of higher education; subcontracts are not required.
10 Can funds be used for health and wellness fair sponsorships, including facility usage fees, speaker fees, rental of A/V equipment, tables, chairs, etc.?	Yes, for everything listed except for speaker fees (can pay for speaker travel); subject to review and approval by Program.
11 Are fees for professional development training for employee mental health and wellness initiatives an eligible expense?	These are not eligible expenses.
12 We are aware of the \$100.00 incentive cap, but can this amount be provided as a cash incentive for vaccinating? If not, are gift	Gift cards are the only acceptable cash-equivalent incentive for individuals receiving the COVID vaccine.

QUESTION / COMMENT	STATE RESPONSE
cards, meal vouchers, coupon cards/books, credits applied to paychecks or Paycards, or credit to student health fees considered?	
13 For events, are items such as banners, tablecloths, tents, supply totes and carts, marketing flyers, info cards, and pamphlets eligible for reimbursement?	Yes, subject to review and approval by Program.
14 As a part of our approach to increasing target population and community engagement, we provide infant and toddler diapers as well as related diaper hygiene materials. The retail value of these diapers and hygiene materials provided as a promotion through Activity #2 and in support of Activity #1 is less than \$25.00 per person receiving these products. Are the costs of acquiring and providing these baby diapers and hygiene items eligible as a reimbursable cost that can be included as a part of our proposed grant budget?	Yes.
15 Are you issuing 1 grant in the amount of \$18mil or is that the total amount to be awarded across multiple awardees for the project period. If the later, what is the maximum amount per organization awards?	We are awarding to multiple awardees for the remainder of the project period. Total amount available is \$55,700,000.00. Maximum award per organization is \$8 million.
16 We already received IP/COVID grant funds with which we have ongoing 'projects' and activities, including our Community Vaccine Team, to "increase COVID-19 vaccination capacity...including among high-risk and underserved populations" as well as "develop and implement community engagement strategies to promote COVID-19 vaccination efforts". Does this new RFPG also apply to us?	I am interpreting "IP" as meaning "Immunizations Program." You cannot apply for this grant if you are already receiving federal funds for outreach and dispensing during the period covered by these funds, July 1, 2022 through June 30, 2024.
17 If you currently have a contract with TDH do you have to resubmit the Direct Deposit and and W-9?	No.
18 Does the Letter of Transmittal have to be uploaded via the RFGP notice?	The Letter of Transmittal must be submitted with the proposal.
19 How is the Competitive Requirements submitted? Does it go to the Competitive Procurement Coordinator or uploaded with the grant proposal?	This document is uploaded with the grant proposal.
20 From your comments that all proposal documents are to be uploaded using the one link? I just wanted to be clear on that response with there being a limit of uploading three files?	The documents can be combined into one Pdf document or can be uploaded as multiple documents. There are only three document uploads with one submission form. If you have more than three uploads, you will need to submit the first form with the first three uploads. You will then click upload again, complete the form and submit the next three documents. You will continue this process until you have submitted all of your documents.

3. **Delete RFGP section I. Paragraph 2 in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

The State intends to enter into multiple grant awards for a period of 24 months with an expected effective period from July 1, 2022 to June 30, 2024, with a maximum grant amount of Eight Million Dollars (\$8,000,000.00) for each grant with a total funding amount of Fifty-five Million Seven Hundred Thousand Dollars (\$55,700,000.00).

4. **Delete RFGP section IV. B in its entirety and insert the following in its place (any sentence or paragraph containing revised or new text is highlighted):**

**B. Technical Proposal for Scope of Services: (65 TOTAL POINTS)**

This section should describe your plans and approach for providing the services requested. The information should be in sufficient detail to enable the State to ascertain your understanding of the services to be accomplished. The following information must be included, at a minimum:

1. **Project Description/Understanding (25 SUB-POINTS)**

You must provide a comprehensive narrative captioned, "Project Description/Understanding" that illustrates your organization's understanding of the State's requirements. The section must include the following information:

- Describe the target population and the geographic areas to be served.
- Describe the minimum numbers to be served, and an estimate of other persons to be impacted by your proposal.
- Describe how the program shall focus on and meet the identified needs of the target population.
- Describe any gaps in services to be addressed by the project.
- Describe when, where and how often services shall be delivered.

2. **Project Approach (25 SUB-POINTS)**

You must provide a comprehensive narrative captioned "Project Approach" that illustrates how your organization shall provide the scope of services and meet the state's service needs. The section must include the following information:

- Describe the overall services and specific activities to be provided by the project.
- Describe how the target population shall be identified, recruited and retained.
- Describe innovative approaches to provision of services. Explain the benefits of those approaches and how they shall maintain local autonomy and the voices of consumers and providers in each region of the state

- Describe partnerships and involvement with other community agencies for the project.
- Describe the use of volunteers, if any.
- Describe any special program issues such as confidentiality, client safety, transportation, etc.

3. Project Management and Evaluation (**15 SUB-POINTS**)

The “Project Management and Evaluation” section must provide a description of the goals and objectives to be established to measure the project’s success, as well as how your organization shall determine it has accomplished its goals in terms of impact upon project participants. The “Project Management and Evaluation” section must include the following:

- Identify the goals and objectives for the project to establish how the project shall impact the target population.
- Identify the performance indicators to be used to measure the project’s success.
- Identify the data sources to be used to capture both benchmark and periodic outcome measures.
- Identify any potential barriers to the project’s success and describe how your agency shall address each anticipated barrier.

5. **RFGP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFGP not expressly amended herein shall remain in full force and effect.