



Request For Proposals

Vaccine Equity Grant Initiative II

June 15, 2021

Overview

The Boston Public Health Commission (BPHC) is a political subdivision of the Commonwealth of Massachusetts and functions as the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

The Mayor's Office of Health and Human Services (HHS) is the largest cabinet in the city of Boston with ten departments and offices that span work across multiple communities all striving to create a healthier Boston. Committed to promoting and ensuring the health and well-being of the city's most vulnerable residents, HHS provides a wide array of critical programs and services all while advocating for systemic change to tackle root causes of some of the most pressing challenges in the city of Boston.

Through shared leadership, BPHC and HHS have been working together to lead the COVID response since January of 2020.

Background

On Friday, March 26, 2021, Mayor Kim Janey announced the launch of the Vaccine Equity Grant Initiative, an investment of \$1.5 million dollars to support non-profit organizations focused on creating equitable vaccine access for Bostonians disproportionately impacted by COVID-19. In May, Mayor Janey invested another \$1.5 million dollars in the Vaccine Equity Grant Initiative for a total of \$3 million to increase vaccine access, acceptance and uptake in areas with the lowest vaccination rates in the city.

While the introduction of vaccines to fight the Coronavirus has brought hope and our efforts across the city have created greater access in the communities most impacted by the virus, there are still many that are not vaccinated and misinformation continues to spread fear and hesitancy. Structural barriers paired with misinformation and distrust, have furthered disparate impacts of COVID on immigrants and communities of color.

This initiative is an investment of a total of \$1.5 million dollars with four-month awards up to \$150,000, including an expansion of some of the awards from the first Vaccine Equity Grant Initiative. BPHC and HHS will select a combination of proposals that serve the widest variety of impacted populations and neighborhoods (zip codes).

From the beginning of the City's fight against COVID-19, the City's leadership and Public Health Commission have prioritized those most likely to be impacted by the virus and continue to ensure we do not lose sight of those most in need. Addressing the barriers and information gaps experienced by people of color and immigrant communities requires strategies and services that are equitable, culturally and linguistically appropriate, and meet residents where they are. In addition to City efforts, targeted outreach services and support provided in partnership with trusted community partners will allow us to address the causes at the root of disparities in vaccination. A citywide vaccination approach focused on equity will help to ensure that all Bostonians can safely recover from harms caused by COVID-19 over the past year.

RFP Timeline

Tuesday, June 15, 2021	RFP available online at www.Boston.gov/HHS and www.bphc.org/rfp
Friday, June 18, 2021	<p>Questions due in writing by 5:00 PM EST</p> <p>To: Marta.Rivera@Boston.gov</p> <p>Subject: Question - Vaccine Equity Grant Initiative II</p>
Monday, June 21, 2021	Responses to questions available at www.bphc.org/rfp by 6:00 PM EST
Tuesday, June 29, 2021	<p>RFP due by 5:00 PM EST</p> <p>To: Marta.Rivera@Boston.gov</p> <p>Subject: RFP - Vaccine Equity Grant Initiative II</p>
Wednesday, July 7, 2021	<p>Notification of Decision by 5:00 PM EST</p> <p>All applicants will be notified via email of the decision pertaining to their grant request. BPHC has the discretion to extend this time frame if necessary.</p>
<p>Week of July 12th, 2021</p> <p>Date and time to be determined</p>	<p>Mandatory grantees' meeting with Mayor Kim Janey, Health and Human Services leadership, and Boston Public Health Commission leadership.</p> <p>All applicants will be notified of date and time of the grant meeting via email. BPHC has the discretion to extend this time frame as necessary.</p>

Scope of Work

Through this grant opportunity, the City of Boston is seeking organizations to work as community partners with new strategies to increase equitable vaccine access, acceptance and uptakes in specific Boston zip codes with lowest rates (below 50%) of COVID vaccination. Those zip codes are:

- 02126
- 02121
- 02124
- 02125
- 02215

Proposals should focus on strategies that remove social and structural barriers in obtaining the vaccine for residents of the above zip codes. And, targeted efforts to bolster COVID vaccine confidence and acceptance, particularly in immigrant communities. Access and awareness strategies include:

- **Direct, in-person outreach** – to target populations with direct efforts to schedule individuals for vaccine appointments directly out in the community.
- **Public awareness efforts** – to target specific populations or neighborhoods to build confidence in vaccines and their effectiveness that are culturally specific to the communities being connected with.
- **Wrap around supports** – to create equitable access to vaccine appointments through methods including transportation support, interpretation services, companion programs, and support dedicated staff working to get residents into vaccine appointments.
- **Direct clinic support** – to expand outreach or on-site services through additional staffing to support access to vaccines, including access during non-traditional hours or at non-traditional locations.

Funds will be prioritized to organizations with cultural competence including linguistic capacity to effectively outreach to ethnic communities, particularly in Dorchester and Mattapan zip codes. Funds will also be prioritized for new partnership models, as well as organizations that have not yet been fully engaged in this work with the City/ BPHC or funded previously through the Vaccine Equity Grant Initiative.

In addition to focusing on a zip code, proposals must incorporate tailored strategies for outreach to one or two of the inequitably impacted populations included below:

- Black/African American
- Latinx
- Asian
- Indigenous
- Immigrants
- Persons with disabilities

The types of activities funded through the Vaccine Equity Grant Initiative include:

- **Direct, in-person outreach** to targeted populations to get them into appointments for the vaccine (not general outreach or awareness-building, but a team of appointment-setters; think census takers)
- **Public awareness efforts** targeting specific populations or neighborhoods to build confidence in vaccines' effectiveness, e.g. using multilingual young adults as ambassadors. Integrate all tools that are available for public awareness to stop the spread of the virus, including testing for COVID-19.
- Additional **wrap around supports needed** to create equitable access to vaccine appointments including transportation support, help with interpretation services, companion programs, and dedicated staff to get residents into appointments, etc.
- **Direct clinic support** can be for staffing for outreach or on-site services to support access to vaccines for inequitably impacted populations, including access to non-traditional hours or locations etc.

Period of Performance and Reporting

The start date of the grant shall commence with the mandatory meeting to be scheduled for the week of July 12, 2021, and the period of performance will extend through November 1, 2021.

Grantees will be required to provide a monthly report by the 1st of each month for the prior month for both financial and programmatic aspects of the grant. Programmatic progress is to be reported as a narrative on the activities, outputs, and key metrics as described in the proposal scope of service. Financial progress is to be

reported using a BPHC-provided template. All grant expenses reported must be accompanied by supporting documentation, such as receipts, invoices, etc.

Grantee Requirements

Selected Grantees are required to sign the BPHC Standard Contract and required forms, including the Federal Provisions Addendum.

Grantees must have an active [SAM.gov](https://sam.gov) registration.

Proposal Requirements

To be considered for award, the proposal must include the following in this order:

1. Vaccine Equity Grant Initiative Cover Page (Appendix A, page 6)
2. Project Rationale
 - a. Which type of activities are included in the proposal? Clearly state the activities from the options identified in the RFP.
 - b. Who is the target or focus population? Clearly state from the options identified in the RFP the one or two specific target populations. Why is the organization best suited to impact the selected populations?
 - c. What is the proposal strategy? How will this approach make the intended impact of this initiative?
3. Organizational Experience & Ability
 - a. Provide background and history of the organization and any entities involved in the project.
 - b. Describe the organization's experience providing similar services, including working with the focus population, community mobilization and outreach in Boston.
4. Organization's detailed Scope of Work
 - a. Include a calendar of activities for the four-month grant period of performance (July 12, 2021 – November 1, 2021).
 - b. Share key performance indicators that will be tracked and reported on each month. Be sure to include the organization's current capacity and tools/software that will be utilized to capture this information.
5. Project Budget
 - a. Detailed budget with corresponding budget narrative
Note: CARES Act funding does not allow use of an indirect cost rate. In order for administrative costs to be allowable on this grant the costs must be 1) budgeted as direct costs, 2) defined as administrative costs in the budget narrative, and 3) unaccounted for in any approved indirect cost rates currently being used by the organization.
6. Grantee Financial Capability Form (page 7 – 11)

The proposal should not exceed 5 pages, not including the Cover Page and the Financial Capability Form.

Appendix A

Vaccine Equity Grant Initiative Cover Page

Organization Full Name	
Doing Business As Name	
Organization Address	
Contact Name	
Contact Phone	
Contact Email	
Organization URL	
TIN	
DUNS or UEI	
Descriptive Title	
Amount Requested	

Do we have your permission to share your application information and budget with other potential funders?
[YES] - [NO]

Potential Conflicts of Interest

Does the organization or related/partner organization have any employees or Board members who are currently employed with BPHC or the City of Boston? If Yes, describe the connection below. If not applicable, enter N/A.

Note for Potential Conflicts of Interest: This does not disqualify from submitting proposal or receiving the grant.



Background

Subrecipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each federal award subrecipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from Boston Public Health Commission (BPHC) and the disbursement by the subrecipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: [Redacted]
 Street1: [Redacted]
 Street2: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip Code: [Redacted]

2. Authorized Representative's Name and Title:

Prefix: [Redacted] First Name: [Redacted] Middle Name: [Redacted]
 Last Name: [Redacted] Suffix: [Redacted]
 Title: [Redacted]

3. Phone: [Redacted] 4. Fax: [Redacted]

5. Email: [Redacted]

6. Year Established: [Redacted]	7. Employer Identification Number (EIN): [Redacted]	8. DUNS Number: [Redacted]
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

"Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

Financial Statement Audit

Defense Contract Agency Audit (DCAA)

Other Audit & Agency (list type of audit):

[Redacted area]

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: [Redacted area]

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions N/A: No audits as described above

Enter the number of findings (if none, enter "0"): [Redacted area]

Enter the dollar amount of questioned costs (if none, enter "\$0"): [Redacted area]

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

Manual Automated Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes No Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

TRAVEL POLICY

<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any BPHC awards
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<p>26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any BPHC awards</p>
<p>27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any BPHC awards</p>

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

<p>28. Is the applicant entity designated "high risk" by a federal grant-making agency? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)</p> <p>If "Yes", provide the following:</p> <p>(a) Name(s) of the federal awarding agency: [Redacted]</p> <p>(b) Date(s) the agency notified the applicant entity of the "high risk" designation: [Redacted]</p> <p>(c) Contact information for the "high risk" point of contact at the federal agency: Name: [Redacted] Phone: [Redacted] Email: [Redacted]</p> <p>(d) Reason for "high risk" status, as set out by the federal agency: [Redacted]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
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CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: [Redacted] Date: [Redacted]

Title: Executive Director Chief Financial Officer Chairman
 Other: [Redacted]

Signature: [Redacted]