

**Leveraging Centers for Independent Living (CILs)
To Increase Vaccine Access for People with Disabilities
Request for Applications (RFA)**

**Issued By
Disability Vaccine Access Opportunities Center (DVAO Center)**

**A Partnership Of
Able South Carolina
ILRU (Independent Living Research Utilization) at TIRR Memorial Hermann
CDC Foundation**

Date Issued: September 23, 2021

Date Due: November 19, 2021

**Disability Vaccine Access Opportunities Center
CONTACT: Anna Henry at anna.henry@memorialhermann.org**

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1. Disability Vaccine Access Opportunities Center (DVAO Center)

The Disability Vaccine Access Opportunities Center is operated with funding granted by the CDC Foundation and awarded to Able South Carolina. The principal collaborator with Able South Carolina is ILRU (Independent Living Research Utilization). Funding for this effort is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS).

Able South Carolina (Able SC): Able SC is a change agent committed to fostering an equitable society that empowers individuals with disabilities to live fully engaged and self-directed lives. Able SC is a national leader at providing innovative IL programs. To learn more about Able SC's programs and services, visit www.able-sc.org.

Independent Living Research Utilization (ILRU): ILRU, founded in 1977, has a long history of providing research, education, and consultation in the areas of independent living, home and community-based services, and the Americans with Disabilities Act. To learn more about ILRU, visit www.ilru.org. The host organization for ILRU is The Institute for Rehabilitation and Research, TIRR Memorial Hermann Health System.

The CDC Foundation: The CDC Foundation is a nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.2 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions, infectious diseases, emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 140 countries last year.

2. Challenge Statement

An estimated 61 million adults living in the U.S. have a disability, representing nearly 26% of the adult population. Disability alone may not be related to increased risk for contracting COVID-19; however, some people with disabilities are at increased risk for contracting COVID-19 based on where they live, and/or because of difficulty complying with mitigation strategies. The presence of underlying medical conditions puts others at increased risk for severe illness. Vaccinating people with disabilities poses unique challenges including ensuring physical accessibility of vaccination sites. To address these challenges, the funders and DVAO Center leaders believe successful vaccine programs for people with disabilities will best be achieved through collaboration with centers for independent living (CILs), disability-led organizations that are subject matter experts, and recognized leaders in their communities.

The CDC Foundation and the DVAO Center intend to build the capacity of community-based organizations by providing tools, resources, and support to ensure equitable access to COVID-19 vaccines for people with disabilities.

3. Grant Details

The DVAO Center will be supported by grant funds awarded to Able SC through a collaboration with ILRU.

What we will fund:

The DVAO seeks applications from CILs to:

- Improve access and education to COVID-19 vaccines for people with disabilities.
- Increase numbers of people with disabilities reached, including wide demographic distribution.
- Increase numbers of vaccination appointments scheduled.
- Increase numbers of accessible transportation appointments arranged.
- Increase numbers of referrals made to the national disability call center/hotline.
- Receive and participate in technical assistance, including webinars and trainings, when made available from DVAOC.
- Utilize DVAO pre-developed vaccine education toolkit and materials.
- Participate in reporting and information gathering sessions with partners to provide best practices to reach people with disabilities.
- Partner with local health departments (LHDs) and/or local providers to connect individuals to COVID-19 vaccines (e.g., existing clinics, creating new accessible clinics, scheduling).

What we will NOT fund:

- Ongoing operating costs, unrelated to supporting project activities;
- Capital improvements, unrelated to furthering project activities; or
- Political/lobbying activities.

Funding specifics:

- Grants will not exceed \$50,000 and awards will be made up to 100 or more CILs across the nation.
- Grant funding must be used for the project described in the grantee's application and must be expended between the date of award decision and June 30, 2022.

4. Eligibility Requirements

To apply, the applicant must be a Center for Independent Living. Centers for independent living are consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies for individuals with significant disabilities (regardless of age or income) that are designed and operated within a local community by individuals with disabilities and provide an array of IL services as defined in section 7(18) of the Rehabilitation Act as amended by the Workforce Innovation and Opportunity Act (WIOA).

Eligibility is open to:

- CILs located in one of the states, territories, or the District of Columbia (the 56 jurisdictions of the United States)

- CILs not previously eligible for CARES Act funding in fiscal year 2020 or is a local CIL that has not received federal funding to assist in implementing COVID-19 vaccine activities
- CILs which receive funding through the designated state entity authorized by Title VII, Part B of the Rehabilitation Act or other Independent Living funding
- CILs that did not receive a direct grant (Part C) from the federal government

5. Instructions to Applicants

To apply, visit [the online application](#) by 12:00 pm (Noon) EDT on November 19, 2021. Applicants must upload the following with their application:

- Signed Eligibility Certification Form
- Most recent annual budget
- Grant applicants must provide one of the following three financial documents at the time of application:
 - Most recent Transmittal Letter for the organization's annual audit
 - Most recent IRS Form 990 (Return of Organization Exempt from Income Tax)
 - Most recent year-end financial statement (if applicable)
- IRS determination letter - letter from the IRS confirming 501(c)(3) status, or the verification provided from the IRS website. (Organizations that have received 501(c)(3) status are exempt from federal taxes. To receive this status, the organization must operate for a specific purpose--typically, for a charitable, religious, scientific, or literary purpose. Should your organization need assistance with this information, please contact the IRS at 877-829-5500. (There is no cost to obtain this information from the IRS).)
- Budget and budget justification (see example budget and budget justification in Appendix A).
- Certificate of Liability Insurance by date of the award
- [Form W-9](#)

Any questions should be directed to Anna Henry, Manager of Research Operations at ILRU at anna.henry@memorialhermann.org.

6. Application Review Criteria

The application must address the following criteria:

Background/Need – Scoring Weight: 15% (375 words)

- Describe the current needs related to vaccines in your community.
- What are the barriers people with disabilities are experiencing in your community related to vaccines?

Project Approach – Scoring Weight: 40% (1000 words)

- Describe the approaches and solutions your CIL would implement to increase vaccine access.
- What other organizations will you work with to improve vaccine access?
- How will your organization ensure that the proposed approach(es) to increase vaccine access are culturally and linguistically inclusive?

Organizational Capacity and Staffing – Scoring Weight: 30% (750 words)

- Please provide background information on your CIL, including but not limited to service area/communities you serve, mission and vision, and programs and services you provide.
- Describe activities you have conducted to help people with disabilities to receive the COVID-19 vaccine.
- Describe your experience implementing community-based programs and/or initiatives.
- Provide brief description of personnel that will be supporting the program.

Evaluation – Scoring Weight: 15% (375 words)

- How will you measure the impact of this project (e.g., increased outreach to consumers, improved knowledge, increased number of vaccination appointments scheduled)?
- Describe how you will collect demographic information on individuals assisted (Age, Gender, Race, Ethnicity, Disability, Zip code).
- Describe how you will track numbers of referrals, resources shared, and individuals provided education and assisted with vaccination, where applicable.
- Describe how you will collect data about the number of people you are educating and to whom you are providing information.
- Describe how you will document, and report successes, key strategies and lessons learned to inform vaccine planning and implementation efforts for people with disabilities.

Budget and Budget Justification – Scoring Weight: Unscored

- Provide a reasonable and detailed budget with supporting justification for all anticipated costs for an 8-month term (November 2021 through June 2022).
- Include a justification that explains the rationale for the proposed budget.
- Indirect charges may be requested if the applicant has a current indirect cost rate agreement approved by a federal agency.
- Applicants may use the Budget Narrative/Justification – sample format as found in Appendix A.

7. Examples of Projects Ideas

Example of project ideas are below. Please note, this is not an exhaustive list and CILs can develop a project that aligns with community needs.

Education

- Distribute accessible educational materials on COVID-19 vaccination (flyers, social media, video, etc.) via the toolkit that the DVAO Center will provide

- Promote attendance in webinars and trainings (hosted by CDC, CDCF, partner organizations, etc.)
- Host virtual accessible training opportunities for people with disabilities
- Develop a webpage(s) addressing COVID-19 vaccine access

Accessibility

- Identify individuals requiring in-home vaccination options and connect to a provider
- Assist individuals in scheduling vaccination appointments as needed
- Identify individuals needing accessible transportation to vaccine clinics and connect to services
- Assist local public health centers with distributing accessible content
- Distribute education about accessible vaccination sites, including mobile sites

Information sharing

- Share information and resources with the ACL call center
- Utilize applicable resources from ACL call center with the community
- Participate in informational interviews with DVAOC and partner organizations
- Offer peer support (sharing best practices with other CILs)
- Partner with local health department(s) (LHDs) to share information and communication strategies to reach people with disabilities and improve vaccine accessibility
- Develop a Q&A so staff delivering information and referral (I&R) will be able to assist callers with disabilities with vaccine hesitancy
- Provide vaccine education to other providers in the community who serve people with disabilities

Vaccination Assistance

- Conduct reminders to individuals needing additional vaccine doses (emails, phone calls, etc. to individuals assisted with scheduling appointments)
- Coordinate accessible vaccine clinics targeting people with disabilities
- Navigate transportation and other barriers to scheduling vaccines

8. Grant Requirements

Grantees are expected to:

- Collect demographic information on individuals assisted (Age, Gender, Race, Ethnicity, Disability, Zip code)
- Track numbers of referrals, resources shared, and individuals provided education and assisted with vaccination, where applicable
- Collect analytics about the number of people you are educating and providing information
- Document and report successes, key strategies and lessons learned to inform vaccine planning and implementation efforts for people with disabilities
- Participate in webinars and other technical assistance providing guidance on project implementation
- Participate in all DVAO Center technical assistance trainings

- Utilize materials developed by the DVAO Center
- Partner with local health departments (LHDs) and/or local providers to connect individuals to COVID-19 vaccines (existing clinics, creating new accessible clinics, scheduling)

9. Grant Outcomes

- Increase and strengthen COVID-19 vaccine confidence among people with disabilities (or improve education provided)
- Improve accessibility of education materials that will specifically address people with disabilities
- Improve access to COVID-19 vaccines for people with disabilities
- Improve COVID-19 vaccine initiation and series completion among people with disabilities
- Increased opportunities for collaboration between LHDs and CILs
- Improve resource sharing and utilization of the ACL call center
- Improve education to address hesitancy specifically among the disability community

10. Grant Deliverables

Grant recipients must submit monthly financial and narrative reports as well as a financial report in a format specified by the DVAO Center, by the date(s) indicated in their Letter of Award.

11. Timeline

- Application Opens: September 22, 2021
- Application Deadline: November 19, 2021
- Award Decision Notification and Project Activities Initiation: November 29, 2021

Please note that the timeline is subject to change.

APPENDIX A: SAMPLE BUDGET AND BUDGET JUSTIFICATION

BUDGET & BUDGET JUSTIFICATION

PERSONNEL: Enter total costs of salaries and wages of all staff associated with this project.

Title	LOE	Salary	Total
Project Director	50%	\$55,000	\$27,500
		TOTAL PERSONNEL:	

FRINGE: Enter the total costs of fringe benefits. If the fringe benefit rate exceeds 35% of personnel costs, provide a breakdown of amounts and percentages that make up the benefit costs (health insurance, FICA, retirement, etc.) A percentage of 35% or less does not require a breakdown.

Title	Fringe Benefit Rate	Computation	Total
Project Director	25%	\$27,500 X 25%	\$6,875
		TOTAL FRINGE:	

TRAVEL: Enter total costs of all travel for staff on the project. Include the total number of trips, number of travelers, destinations, and purpose.

Description	Computation	Total
Local travel for one staff member to travel to five agencies to disseminate programmatic information	5 round trips @ 0.56/mile X 100 miles	\$280
	TOTAL TRAVEL:	

SUPPLIES: Enter the total costs of all tangible expendable personal property. Provide a detailed breakdown of the supply items.

Supply Item	Description	Computation	Total
Laptop	Laptop for Project Director	\$1,900 X 1	\$1,900
		TOTAL SUPPLIES:	

CONTRACTUAL: Enter the total costs of all contracts. Provide the name of the contractor, the justification of the contract, and the estimated dollar amount.

Contractor	Justification	Computation	Total
Interpreting Agency	Provide ASL interpreting services.	\$65/hr. X 25 hours	\$1,625
		TOTAL CONTRACTUAL:	

OTHER: Enter the total of all other costs that do not clearly fit under another category.

Other Cost	Justification	Computation	Total
Printing	Programmatic brochures	2,000 brochures @ 0.05	\$500
		TOTAL OTHER:	

INDIRECT COSTS: Applicants that have included indirect costs must include a copy of their current federally negotiated indirect cost rate agreement.

Indirect Costs	Rate	Base	Total
Indirect Costs	18%	Salaries & Fringe	\$6,187.50
		TOTAL OTHER:	

TOTALS:

Personnel	\$0
Fringe	\$0
Travel	\$0
Supplies	\$0
Contractual	\$0
Other	\$0
Indirect Costs (if applicable)	\$0
Total	\$0