COVID-19 Vaccine/Booster Access Grants

Faith Based Organizations

Request for Applications

Issued By
Michigan Public Health Institute

Issued on: April 4, 2022
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Introduction

General Information
The Michigan Department of Health and Human Services (MDHHS), the Behavioral and Physical Health and Aging Services Administration (BPHASA), and the Office of Community and Faith Engagement (OCFE), in partnership with the Michigan Public Health Institute (MPHI), is soliciting applications from faith-based organizations to support COVID-19 vaccine/booster access-related activities for individuals aged 60 and older and/or individuals with disabilities of any age.

Descriptions of Agencies
The Michigan Department of Health and Human Services (MDHHS) is located in all 83 Michigan counties and provides a variety of services to the residents of Michigan via thirteen offices and departments. MDHHS provides opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. The MDHHS mission is to develop and encourage measurable health, safety, and self-sufficiency outcomes that reduce and prevent risks, promote equity, foster healthy habits, and transform the health and human services system to improve the lives of Michigan families.

The Behavioral and Physical Health and Aging Services Administration (BPHASA) within MDHHS coordinates all services, including long-term care supports, for Michigan's aging and adult population so that residents can receive the services they need to maintain their independence and live a healthier and higher quality life.

The Office of Community and Faith Engagement (OCFE) within MDHHS promotes collaboration between government, community organizations, and faith leaders to improve the quality of life for Michigan residents, with specific efforts to inform organizations of federal/state resources and grants, and also to convene community and faith leaders to support program areas that directly impact Michigan's most vulnerable adults, children, and families.

The Michigan Public Health Institute (MPHI) is a Michigan non-profit 501(c)(3) Corporation authorized under Public Act 264 of 1989 as a cooperative venture of MDHHS, the University of Michigan, Michigan State University, and Wayne State University, to plan, promote, and coordinate all facets of health care services. MPHI currently administers several business and information technology initiatives on behalf of its clients.

Purpose
BPHASA will provide 20 grants of up to $15,000 per grant, made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 and the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 to faith-based organizations. The purpose of these grants is to engage in activities which will enable individuals aged 60 and older and/or individuals of any age with disabilities to access and receive COVID-19 vaccines/boosters.
As explained in the Federal Register:

“This funding opportunity is to support a new effort to get the nation's most vulnerable and at-risk seniors and individuals with disabilities vaccinated. Among some of the hardest to reach are seniors and individuals with disabilities who are unable to leave their home without assistance or are homebound, are socially isolated, live independently but are medically fragile, or have cognitive impairments. These individuals are at particular risk because they may depend on individuals coming into their homes to provide services, including personal care assistance. To assist in getting these particularly vulnerable and at-risk older adults and individuals with disabilities vaccinated, the Biden-Harris Administration has announced new funding to reach these important communities.”

“These grants will provide assistance with scheduling vaccine/booster appointments, transportation to vaccine/booster sites, direct support services needed to attend vaccine/booster appointments, connection to in-home vaccination options, and education about the importance of receiving the vaccine/booster to older adults and individuals with disabilities.”


**Eligible Organizations**

To be eligible to receive a grant, the faith-based organization must:

- Be a faith-based entity or organization and must provide proof of non-profit status.
- Have been in existence for a minimum of five (5) years.
- Be able to demonstrate access to individuals 60 and older and/or individuals with disabilities of any age.
- Must be able to demonstrate access to and/or relationship status with senior/older adult living establishments or organizations that serve seniors/older adults or individuals with disabilities of any age.
- Be based in Michigan.
Eligible Services

To be eligible for a grant, the faith-based organization must provide at least one of the following services to individuals aged 60 or older and/or individuals with disabilities of any age:

1. Support or serve as a vaccine/booster distribution location.
   a. This may include costs related to hosting/operating the location for vaccinations/boosters.
2. Register and/or schedule individuals for vaccinations/boosters.
3. Provide transportation to and from vaccination appointments.
   a. The faith entity must be able to demonstrate that they own or lease vehicles designated for transporting multiple passengers and the vehicle is not for personal use.
4. Conduct community outreach and awareness to encourage vaccinations/boosters. This may include:
   a. Door-to-door community outreach and education campaigns.
   b. Payments and/or stipends for door-to-door education and outreach to underserved populations.
   c. This may include scheduling and providing direct transportation as well as paying drivers and reimbursing them for gas and mileage.

Background Checks for Drivers

If an organization chooses to provide transportation to and from vaccine/booster locations, drivers must pass a background check or provide proof of an existing valid background check. No driver or person assisting with the transportation to and from vaccinations/boosters who will have direct contact with the individuals receiving services may have been convicted of any of the following crimes:

- Crimes against a “vulnerable adult” as set forth in MCL 750.145n et seq
- Violent crimes including, but not limited to, murder, manslaughter, kidnapping, arson, assault, battery, and domestic violence
- Financial crimes including, but not limited to, fraud, forgery, counterfeiting, embezzlement, and tax evasion
- Sex crimes including, but not limited to, rape, sexual abuse, criminal sexual conduct, and prostitution
- Cruelty or torture
- Abuse or neglect
- Felony involving the use of a firearm or dangerous weapon
- Misdemeanor involving the use of a firearm or dangerous weapon with the intent to injure, the use of a firearm or dangerous weapon that results in a personal injury, or a misdemeanor involving the use of force or violence or the threat of the use of force or violence
- Theft crimes including, but not limited to, larceny, burglary, robbery, extortion, false pretenses, false representation, and conversion
- Home invasion
- Drug crimes including, but not limited to, possession, delivery, and manufacturing
**Funding Restrictions**

Grant funds may not be used for inherently religious activities such as worship, prayer, proselytizing, or devotional Bible study, or any other religious activity conducted by the grant awardee. The funds are to be used to further the objectives established by the said grant, in this case the COVID-19 Vaccine/Booster Access grant.

A faith-based organization should take steps to ensure that its inherently religious activities, such as religious worship or instruction are separate, in time or location, from the government-funded services that it will offer.

Funds obtained through this grant may not be used to purchase religious materials such as the Bible, Torah, Koran, or other religious or scriptural materials.

If a grantee violates the requirements specified in the grant or otherwise improperly uses the funds received, the grantee may be subject to legal action.

**Reporting Requirements**

Grantees will be required to submit reports on a quarterly basis (every three months). At a minimum, reports must include:

1. The total number of individuals who receive vaccinations/boosters if the faith-based agency chooses to support or serve as a vaccination/booster site.
2. The total number of individuals who are registered and/or scheduled for vaccinations/boosters if the faith-based agency chooses to provide scheduling and/or registration services.
3. The total number of individuals who may have been reached through outreach and education if the faith-based agency chooses to provide outreach/education services.
4. The number of individuals reached who are age 60 and older.
5. The number of individuals of any age who have been reached with any kind of disability.
6. The number of individuals reached who are racial or ethnic minorities or underserved populations.
Grant Application

This request for applications is posted on https://mphi.org/rfa/.

To receive a grant, organizations must complete an online application at https://redcap.link/fbocovidgrantapp.

Applications are due on April 29, 2022, no later than 5:00 PM EST.

Applicants may send questions regarding this request for applications to Kristi Bente at kbente@mphi.org. All questions must be received on April 15, 2022, no later than 5:00 PM EST. All questions received will be anonymized so that neither reviewers nor applicants know which organization asked each question. The questions and answers will be placed in a single document and posted on https://mphi.org/rfa/.

Online Application

The application at https://redcap.link/fbocovidgrantapp may be saved at any time and returned to later, up until 5:00 PM EST of April 29, 2022. Applicants who save a partial application will be prompted to copy or write down a return code that must be used in order to finish the application.

If any technical issues are encountered while filling out the online application, please contact Kristi Bente at kbente@mphi.org.

Incomplete applications will not be considered for a grant.

The online application is comprised of four parts:

1. **Screening questions** that determine an applicant’s eligibility to receive a grant. If the applicant meets the initial qualifications, they will be able to proceed with the remainder of the application. If the applicant does not pass the eligibility screening, they will not be able to continue with the application.

2. **Contact information** for the organization, the organization’s leader, and the person who will manage the grant.

3. **A workplan** in which the applicant will select the activities they intend to perform, provide descriptions of how they intend to accomplish the activities, and provide the number of individuals they intend to reach.

4. **A draft budget** that includes how the grant will be spent for stipends, travel and mileage, supplies and materials, other expenses, and a budget narrative that explains the use of the funds. MDHHS will work with grantees on a final budget, as well as other reporting mechanisms, after the grants are awarded. In the narrative, please identify anyone who will receive a stipend, their role in the grant activities, and how much of a stipend they will receive.
Workplan Considerations
For each activity selected, the applicant will be asked to provide a written summary of one to three paragraphs that describes what they propose to do, including potential partners in selected activities. In addition, the applicant will be asked to list the details of how the activity will be implemented.

Please note that the maximum grant amount is $15,000 regardless of the number of activities selected. Organizations may submit applications for less than $15,000.

For each selected activity, applicants are encouraged to consider the considerations below. Please note these considerations are not a complete list and are intended as guidance. Applicants may decide to include additional considerations.

- **General considerations**
  - Will anyone performing an activity or managing the grant be receiving a payment or stipend? If so, be sure to identify the role of the person and the payment or stipend amount in the budget narrative.
  - What is the process for obtaining and securely storing the necessary data for reporting requirements? As a reminder, those requirements are:
    - The total number of individuals who receive vaccinations/boosters if the faith-based agency chooses to support or serve as a vaccination/booster site.
    - The total number of individuals who are registered and/or scheduled for vaccinations/boosters if the faith-based agency chooses to provide scheduling and/or registration services.
    - The total number of individuals who have been reached through direct assistance, outreach, or scheduling.
    - The number of individuals reached who are age 60 and older.
    - The number of individuals of any age who have been reached with any kind of disability.
    - The number of individuals reached who are racial or ethnic minorities or underserved populations.

- **Support or serve as a vaccine/booster distribution location**
  - What space will be provided to administer vaccines/boosters? Vaccines/Boosters may be administered in an indoor location or a drive-through process.
  - What storage space will be needed for vaccines/boosters, if any?
  - How many days will vaccines/boosters be offered?
  - Will the applicant be partnering with any state or federally approved health facility or entity to administer vaccines/boosters? If so, please be sure to list those partnerships.

- **Register and/or schedule individuals for vaccinations/boosters**
  - How will the organization connect with individuals of the grant target population? For example, through congregations, parishioners, senior establishments, and/or centers.
o What processes will be established to fulfill this grant activity? I.e., phone calls to individuals aged 60 and older within congregations and/or individuals with disabilities of any age.
o Do applicants intend to work with senior establishments or centers? If so, consider how the applicant will identify, notify, and/or visit such establishments.
o How will the applicant track the number of registrants, their age, and whether or not they have a disability?

- **Provide transportation to and from vaccination locations**
o Organizations must provide vehicles owned or leased by the organization that can transport multiple individuals.
o Drivers must pass a new background check or provide proof of an existing valid background check.
o The organization must ensure that vehicles are in working condition, do not require repair, and are adequately insured.
o The organization must validate that drivers are appropriately licensed in Michigan to drive vehicles used to transport individuals to pre-identified vaccine/booster locations.

- **Conduct door-to-door community outreach and education campaigns**
o What is the outreach process?
o What are the community outreach strategies?
o How often and for how long will outreach occur?
Budget Considerations

Payments
List all positions necessary to perform the planned activities. This may include any individuals already employed with your organization that will be assigned to these activities. It also may include other individuals that are brought on to help with these activities, or one-time payments for specific services. Examples of one-time payments may include, but are not limited to the following:

- Payments to drivers transporting individuals to vaccine/booster appointments
- Payments to individuals providing door-to-door education/outreach to reach underserved populations

Enter total payment amounts, rounded to the nearest dollar.

Travel and Mileage
Enter the cost of travel that is required to perform the planned activities. This includes cost of mileage for individuals to perform outreach activities and costs to transport individuals to appointments. Mileage will be reimbursed at $0.58 or the current state rate per mile based on State of Michigan guidelines.

Note: The faith-based organization must be able to demonstrate that they own or lease vehicles designated to transport multiple passengers and is not for personal use.

Supplies and Materials
Enter the cost of supplies & materials. This includes all usable items costing less than five thousand dollars ($5,000). This includes office supplies such as computers, phones, printers, printing, janitorial, postage, educational supplies, etc.

Grantees may only purchase items that are necessary to completing the planned activities for this specific project.

Other Expenses
Enter the cost of any additional expenses needed to complete the planned activities for this project. Examples of other expenses may include, but are not limited to the following:

- Vouchers given to individuals for transportation to vaccine/booster appointments.
- Payments/stipends for door-to-door education and outreach to reach underserved populations.

Unallowable Costs
No incentives will be given to individuals for any reason. This includes cash or other monetary gifts as encouragement for individuals to receive the vaccine/booster.
Application Review

Evaluation Committee
An Evaluation Committee will be established using measures to ensure the integrity of the evaluation process. These measures include:

1. Selecting committee members who do not have a conflict of interest regarding this solicitation.
2. Facilitating the independent review of applications.
3. Ensuring the fair and impartial treatment of all applications.

The Evaluation Committee will conduct a complete and impartial evaluation of each proposal received.

Evaluation Process
MPHI will evaluate applications to determine if each applicant meets the mandatory requirements. These requirements are scored on a Met/Not Met basis and only those proposals that meet all mandatory requirements will be reviewed further.

The proposals that pass the Met/Not Met review will then be reviewed by the Evaluation Committee and rated for potential award. Rating will be based on the evaluator’s assessment of the application, including whether the applicant effectively demonstrates their ability to provide the one or more eligible services.

Applications will be reviewed and rated according to the following criteria:

<table>
<thead>
<tr>
<th>Mandatory Requirements</th>
<th>Met / Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must be a faith-based entity or organization and must provide proof of non-profit status.</td>
<td></td>
</tr>
<tr>
<td>The faith-based organization has been in existence a minimum of five (5) years.</td>
<td></td>
</tr>
<tr>
<td>The organization must be based in Michigan.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>The applicant has experience engaging with individuals aged 60 and over and/or individuals with disabilities of any age.</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>The applicant has a sound approach to providing the selected services.</td>
<td>1, 2, or 3</td>
</tr>
<tr>
<td>The applicant has demonstrated sufficient access to individuals aged 60 and older and/or individuals with disabilities of any age.</td>
<td>1, 2, or 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rating</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applicant demonstrates minimal compliance with the criteria.</td>
</tr>
<tr>
<td>2</td>
<td>Applicant demonstrates acceptable compliance with the criteria.</td>
</tr>
<tr>
<td>3</td>
<td>Applicant demonstrates exceptional compliance with the criteria.</td>
</tr>
</tbody>
</table>
Schedule of Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions Due from Organizations</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>MPHI Responses to Questions Posted on Website</td>
<td>April 19, 2022</td>
</tr>
<tr>
<td>Applications Due from Organizations</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td>Selection and Notification of Awards</td>
<td>May 20, 2022</td>
</tr>
<tr>
<td>Start Date (Estimated)</td>
<td>June 1, 2022</td>
</tr>
</tbody>
</table>

MPHI reserves the right to revise the dates in this schedule.

Cancellation

MPHI reserves the right to cancel this entire request for applications at any time, without penalty.

Grant Awards

Notices

All applicants will be notified of application results via email, whether chosen to receive an award or not.

Administration

Grants will be administered by MPHI. Awardees will be provided with contact information and instructions on next steps at the time of award notification.