



Frequently Asked Questions

Last Updated 4/5/23

FAQs and Clarification for Potential Applicants

Are matching funds required for this project? Organizations are allowed to provide matching funds; however, the grant is completely funded by ACL through USAging and does not require any matching funds from your organization.

Are formal agreements required with potential partners? A formal funding agreement is not required for partner organizations at the time of application. Upon grant award, USAging does expect that written agreements are put in place between the lead agency and partner organizations (i.e., a Memorandum of Understanding/contract), especially for organizations that are providing funding to or relying on a partner to fulfill grant responsibilities. Organizations should identify how much funding will be distributed to partners in the sub-grantee budget under "Sub-Contractor Services." Organizations can document the subcontractor names and other detail in the comments column of the submitted budget form.

Are organizations allowed to vaccinate individuals that are not older adults or people with disabilities? This initiative should be focused on older adults and people with disabilities; however, the grant does allow for other populations to be vaccinated. All age ranges and population targets should be documented and reported.

Is there a deadline to apply for the ADVC under USAging? No, USAging is accepting applications on a rolling basis until all grant funds are expended.

Is there a document with detailed program parameters available for awarded entities such as a Request for Proposal (RFP)? There is no RFP for this grant. Once your application is accepted, your organization will receive a formal subgrant agreement with more details about the grant obligations and reporting guidance.

When can grant awardees invoice USAging? Sub-grantees can invoice USAging and receive compensation in three payable periods:

- 50% upon receipt of the signed agreement
- 40% at the halfway mark of sub-grantee's term of agreement, provided that the Sub-grantee's reporting is up to date, service delivery accomplishments reflect progress toward goals, and the sub-grantee has completed financial reporting showing the nature and amount of expenditures to date.



- Final 10% upon completion of the products listed in the associated Scope of Work (SOW) for the grant period, provided that all required grant reporting is complete, and the sub-grantee has completed financial reporting showing the nature and amount of expenditures covering the entire grant period.

Grantees will be provided with more detailed financial reporting and invoicing guidance upon receipt of the grant agreement.

How can organizations adjust the proposed budget based on what was automatically calculated in the Budget Calculator in the ADVC application?

After applicants complete the proposed budget calculator, please enter the calculated amount exactly as it appears on the calculator into this field, "What was the calculated total according to the Proposed Budget Calculator?" If this amount is sufficient choose "Yes -- this amount meets our funding needs for our proposed activities."

If this amount is not enough to cover grant activities, then the applicant should choose "No -- this amount is too high or too low" for "Does the Proposed Budget meet your organizational needs to carry out the required grant activities." Then choose "Please increase the anticipated budget amount" OR "Please decrease the anticipated budget amount" under "Please indicate whether you are requesting an increased OR decreased grant amount." Enter the new proposed amount you need in, "New Proposed Budget Amount" and enter why you need to increase the anticipated budget amount in the text box below that under, "Please provide detailed justification for the new proposed budget amount."

In the Budget Request Worksheet at the bottom, please fill out **all** fields in the worksheet. Enter "0" for any fields you do not need the budget for. Please break down the total budget needed into the categories your agency needs. In the "Totals" row, the total budget amount calculated at the bottom of the worksheet must equal the "New Proposed Budget Amount" as entered above. Enter any in-kind/match funding, if applicable, in the second column. The Total Budget (Overall) should match the "New Proposed Budget Amount" exactly.

After grant award, if budget adjustments are needed, grantees should contact their assigned grant manager.

Can grant funding cover salaries and fringe of individuals hired or assigned to support grant activities? Grant funds can cover salaries and fringe and should be documented in the budget worksheet.

Is there an indirect cost maximum for this project? Admin costs are limited to 10% unless you have a federally approved Nonprofit Indirect Cost Rate (NICRA)



percentage. Admin and indirect costs should be documented in the budget worksheet.

What is the Catalog of Federal Domestic Assistance (CFDA) number for this grant? The CFDA Number and Name for this grant are: 93.048 Special Programs for the Aging, Title IV, and Title II, Discretionary Projects

What are approved supportive services? Supportive services include, but are not limited to:

- Help with scheduling COVID-19 and Influenza vaccination appointments for those who need it.
- Arrange or provide accessible transportation to COVID-19 and Influenza vaccination sites for those who need assistance.
- Provide or arrange personal support (e.g., peer support) to older adults and people with disabilities for those who need assistance.
- Provide necessary referral services in support of COVID-19 and influenza vaccines.

All supportive services will be documented in the grant reporting system. According to the federal reporting guidance, we are collecting transportation data per one-way trip. This is based on the NAMRS/HCBS service unit reporting guidelines.

What does the \$33 per vaccine cover? The \$33 is the estimated cost of the time/effort to organize clinics or in-home shots OR to partner with an agency that might provide the shot and bill the insurance.

Can Aging and Disability Vaccination Collaborative (ADVC) funds be used to purchase vaccines? At this time, ADVC funds cannot be used to cover the cost of vaccines (including COVID-19 vaccines and boosters, Flu, Shingles, and Pneumococcal.) Most private insurances, Medicare, and Medicaid can cover the cost of vaccines but for those who may not fall under those categories, organizations or individuals can contact your local public health department or federally qualified health center. Those who have questions regarding COVID-19 vaccines and the ending of the public health emergency (PHE) can review the [Fact Sheet from the CDC](#). Grantees are encouraged to partner with entities that have the capacity to bill insurance for the cost of the vaccine.

Are there penalties for not completing grant activities? There are no penalties associated with this grant; however, funding is dependent on reporting progress toward your agency's goals set in the work plan. Grantees will be expected to regularly report data showing the number of community-based vaccine clinics held, the number of people who receive vaccinations, and the types of supportive services provided to assist with vaccine access, such as transportation to vaccine



clinics and in-home vaccinations, as well as information on education and outreach. This information includes but is not limited to vaccinations delivered, number of clinics, age categories of recipients, type of vaccinations given (Bivalent COVID-19 booster and/or Influenza vaccination), units and types of other supportive services provided, and zip codes of persons vaccinated. Reporting grant activities, as required by the grant agreement with USAging, will take place in the grant reporting system Cumulus.

Can sub-awardees utilize funding to purchase vehicles?

The awarding entity may determine the purchase of vehicles as necessary and reasonable for sub-awardees to provide activities of the grant. However, adequate documentation must be provided that no publicly funded transportation system or organization (including human services transportation programs) is available for partnership, ride sharing options are not available, and rental or leasing of an appropriate vehicle is not available. The awarding entity must adhere to policies and procedures established and provide monitoring and oversight of purchase process, including title, use, management requirements, and disposition. See 45CFR75.320 Equipment. Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports. See 45CFR75.352 Requirements for pass-through entities.

FAQs and Clarifications for ADVC Grantees

Can ADVC funds purchase COVID-19 test kits? ADVC funds cannot be used to purchase COVID-19 test kits. Organizations are encouraged to utilize the national stockpile if interested in distributing COVID-19 test kits, masks, and other Personal Protective Equipment available at no cost. USAging can provide more detailed information if agencies are interested in acquiring equipment from the national stockpile for distribution in their locality.

What are the parameters for incentives? Incentives for ADVC should be reasonable and not exceed \$50 per older adult or individual with disability, per vaccination event. Incentives may include gift cards but these should NOT be general gift cards such as a Visa. Food or gas incentive gift cards are allowed but should not exceed \$50 per older adult or individual with a disability. Avoid gift cards that could allow for the purchase of unallowable items. Unallowable incentives include cash payments, exchange for cash, lotteries, and raffles for prize items such as electronics (i.e. TVs, iPad, speakers, or other luxury items), the purchase of



alcohol, tobacco, or weapons. Allowable incentives should be documented under Outreach & Education in the grant reporting system.

Are grantees allowed to use the ADVC logo for promotional and printed materials? Grantees are allowed access and use of the ADVC logo. Please review and adhere to the ADVC Style Guide to ensure the logo is used appropriately and is presented as it was intended. Access to the logos and style guide are available on the Resource Hub.

Do grantees need to use a funding acknowledgement? Yes, you must use the following language when issuing statements, press releases, and other supported publications and forums describing projects or programs funded in whole with ACL funding.

“This [project/publication/program/website, etc.] [is/was] supported by the Administration for Community Living (ACL, U.S. Department of Health and Human Services (HHS) through USAging as part of a financial assistance award to USAging totaling \$74,999,835 with 100 percent funding by ACL/HHS. The contents are those of the author(s) and do not necessarily represent the official view of, nor an endorsement, by USAging, ACL/HHS, or the U.S. Government.”

Can grantees report vaccines for individuals of any age or ability? Yes, all are welcome to be vaccinated. Vaccination surveys include age ranges for 18+.

Can multiple users from an organization be added to the grant reporting system, Cumulus? Grantees will submit one person to serve as the administrator for the grant reporting system. Once the administrator is logged in, any users could be added under that organization. All users added to the system can create, document, and report events in the system. Administrators are the only accounts that can add/remove users from a particular organization.

What information needs to be collected from vaccinated individuals? The individual vaccine survey is available through the Cumulus platform. All vaccinated individuals should complete the required questions (age and zip code) and should be encouraged to complete the entire survey. No identifiable information is being collected and survey data is being collected for grant reporting purposes only. Surveys can be collected either by using a QR code for the event or by manually entering information from paper surveys. Information from event surveys should be entered into Cumulus within five (5) business days from the event date.

When should all grant activities be concluded? Grantees should have all grant activities concluded and funding spent by April 15, 2024.