



Frequently Asked Questions

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Grant Activities

What is the Aging and Disability Vaccine Collaborative (ADVC) grant number? The ADVC grant number is 90ADCI0007. The grant number does not affect subgrantee agreements, documents or invoicing.

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.

When should all ADVC grant activities be concluded? Grantees should have all grant activities concluded and funds spent by April 15, 2025.

What are the approved activities under the ADVC grant? Approved activities under the ADVC grant include clinic/event-based or in-home COVID-19 and Influenza vaccinations (primary) and supportive services, outreach and education to increase vaccine uptake (secondary).

Are ADVC grantees allowed to vaccinate individuals who are not older adults or people with disabilities? The outreach for the ADVC should be focused on older adults and people with disabilities. However, the grant does allow for other populations to be vaccinated. Individuals are not required to identify as being an older adult or person with a disability to receive ADVC-related vaccines. All age ranges and population targets should be documented and reported in the grant reporting system, Cumulus. Vaccination surveys include all age ranges (including under age 18).

Who is considered an older adult or an individual with a disability? The ADVC follows Older Americans Act definitions, as the statutory authority for this grant falls under 42 U.S.C. § 3001 et seq. Individuals are invited to provide their age and answer other demographic questions on the individual vaccine survey if they receive a vaccine. Generally, the term "older adult" means an individual who is 60 years of age or older; and the term "disability" means a disability attributable to mental or physical impairment, or a combination of mental and physical impairments, that results in substantial functional limitations in one or more areas



of major life activity. Individuals may self-identify as having a disability including a disability that may not be visually identifiable to others.

Can ADVC grantees provide other vaccines besides COVID-19 and Influenza (flu)? This grant is focused on COVID-19 and flu vaccines, and only these two vaccines are counted toward grant targets. Additionally, all grant-funded clinics should be focused on providing COVID-19 and/or flu vaccinations (for instance, a grantee should not conduct a “Shingles Vaccine Event”). However, grantees are allowed to offer additional vaccines in addition to COVID-19 and flu if they are not cost-prohibitive. Grantees should count these vaccines in the grant reporting system, Cumulus. Cumulus includes the following other vaccines: Pneumococcal, Shingles and Respiratory Syncytial Virus (RSV). All others can be documented under “other” vaccines. Counting these vaccines is helpful for telling the story of vaccine needs beyond COVID-19 and flu in your community.

Which COVID-19 vaccines are allowed under this grant? ADVC grantees can provide any COVID-19 vaccines approved by the U.S. Food and Drug Administration and/or recommended by an individual’s healthcare provider. This includes but is not limited to Moderna, Pfizer, Johnson & Johnson, monovalent vaccines and bivalent vaccines and boosters.

Can uninsured and/or undocumented individuals receive vaccines? The ADVC does not exclude or prevent anyone from receiving a vaccine, but ADVC funds cannot cover the cost of the vaccination itself. More detail is included in [Allowable Expenses](#). Grantees can partner with providers that have the capacity to administer to uninsured individuals.

Can ADVC activities be provided outside of the immediate service area of our organization? Yes, there are no limitations on where ADVC services are provided by grantees. Let your assigned grant manager know if you plan to expand your service area. More detail is included under [Subgrantees & Partners](#).

What are approved supportive services? Supportive services include the following reportable activities in the grant reporting system, Cumulus.

- Help with scheduling COVID-19 and flu vaccination appointments for those who need assistance.
- Arranging or providing accessible transportation to COVID-19 and flu vaccination sites for those who need assistance.
- Providing or arranging personal support (e.g., peer support) for older adults and people with disabilities who need assistance.



- Providing necessary referral services in support of COVID-19 and flu vaccines.

Where can grantees access the latest information on COVID-19 and flu vaccine guidance? Grantees can view the latest guidance on vaccines on the [CDC website](#) and [ADVC Resource Hub](#).

Are 1:1 check-in –meetings required? All ADVC grantees must have regularly scheduled check-in meetings with their assigned grant manager. Grantees can contact their grant manager with questions at any time. If you are unable to attend a scheduled check-in, please alert your grant manager to reschedule or assign another attendee in your place.

Are weekly ADVC office hours required? Grantees are encouraged to attend office hours. Office hours are held every Friday at 11 AM EST for grantees to discuss updates, best practices, innovations, and questions. Office hours sessions are recorded and available for grantees who are unable to attend. It is the grantee's responsibility to stay informed on information shared from Office Hours and Weekly Email Updates.

Grant Invoicing & Financial Reporting

When should ADVC grant awardees submit invoices for payment? Sub-grantees can invoice USAging and receive compensation based on the *NCE Attachment F* of your subgrantee agreement addendum. New payments will not be approved until sufficient spending is demonstrated (approximately 80% of received funding).

Grantees must use the code #5140-573 to invoice USAging. If emailing invoices to USAging, grantees must use invoice@n4a.anybill.com and copy your assigned grant manager. Additional invoice submission guidelines are included as an attachment to your grant agreement.

What are the financial reporting requirements for the No Cost Extension (NCE)? Financial reports are submitted on the third Friday of each month. Attachment C: Financial Report Template will be provided to subgrantees for monthly reporting. USAging may request additional documentation to support financial reports, including receipts, invoices and subcontracts, at any time during the NCE.



How can organizations reallocate their budgets? Budgetary changes are expected and often necessary. All grantees must submit a budget reallocation with justification to their grant manager for approval when changes are made to their budget on file.

Are there penalties for not completing ADVC grant activities? During the NCE, resources are limited and USAging expects that grantees will meet their intended vaccination goals. However, unforeseen circumstances can alter work plans and those should be discussed with a grant manager as soon as possible.

Grant Reporting System (Cumulus)

What are the programmatic reporting requirements for the ADVC grant?

Grantees are expected to regularly report data showing the number of community-based vaccine clinics held, the number of people who receive which 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 vaccinations delivered, number of clinics, age categories of recipients, type of vaccinations given, units and types of other supportive services provided, and zip codes of people vaccinated. Reporting grant activities, as required by the grant agreement with USAging, will take place in the grant reporting system, Cumulus. Grant activities should be documented in Cumulus in real-time to the extent possible but should be entered within five business days of an event. Recurring activities must be entered into Cumulus monthly, *at a minimum*. Progress toward grant activities and targets will be discussed in your monthly check-in meetings with your assigned grant manager.

How do grantees access Cumulus, set up an account and receive training on how to document in Cumulus? Grantees should submit the name and email of an organizational administrator who will receive access to Cumulus. The organizational administrator can add additional users to the system as needed. The email invitation will include links to Cumulus training. These are available under "Docs" once you log into the system. They include a step-by-step guide on how to navigate and document activities in Cumulus. The ADVC orientation recording also includes a Cumulus overview. Additional Cumulus training can be requested from your grant manager.

How do I report issues with my Cumulus account (i.e., password reset?)

You can contact Cumulus support at support@cumulus.care or by following the Support link in Cumulus here: <https://cumulus.care/support> It is helpful to include



as much detail about the issue as possible such as the time, date and description of the issue as well as a screenshot of the problem or error you are experiencing.

Can multiple users from a grantee be added to the grant reporting system, Cumulus? Grantees will submit one person to serve as the administrator for Cumulus. Once the administrator is logged in, additional users can be added for that organization. All users can create, document and report events in the system. Administrators are the only users that can add/remove other users from a their organizations. There is more information on adding users to the system here: <https://cumulus.care/docs/organization-member-management>

What information should be collected from vaccinated individuals? The individual vaccine survey is available through Cumulus. All vaccinated individuals should answer the required questions (vaccines received and zip code) and should be encouraged to complete the entire survey. No identifiable information is collected and survey data is 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 business days of the event date.

How are vaccine targets counted in Cumulus? The number of vaccines your organization provides is counted under the following fields in Cumulus:

- "Final number of people receiving a first dose of COVID-19 vaccine"
- "Final number of people receiving a second (or later) dose of COVID-19 vaccine"
- "The final number of people receiving flu/influenza vaccines"
- "Final number of people receiving pneumococcal vaccinations"
- "Final number of people receiving shingles vaccinations"
- "Final number of people receiving Respiratory Syncytial Virus (RSV) vaccinations"
- "Final number of people receiving other vaccines"

Please note that only COVID-19 and flu vaccines count toward an organization's grant targets. However, USAging tracks all vaccines provided in Cumulus. Please note that the number of individual vaccine surveys documented in Cumulus does not automatically feed into vaccine totals or your organizational dashboard. Vaccine totals **must** be entered manually in the fields described above following the completion of an event.

Can grantees assist people with completing individual vaccine surveys? Yes, this is allowed. The individual vaccine survey is available in 18 languages. Note



that interpretation and translation services are allowable expenses. USAging's ADVC National Partners may be able to assist with translations upon request. USAging recommends the use of laptops, tablets and cell phones at vaccine events to encourage completion of the vaccine survey on-site.

Can grantees collect individual vaccine survey data on paper? Paper surveys can be printed and distributed at events. However, results from all paper surveys must be manually entered into the corresponding event in Cumulus for them to count toward grantee goals. Paper surveys can be entered into events by clicking the "public link" in Cumulus and entering survey results individually. When you submit results from one survey, you can add another one at the end by clicking "Submit Another Survey." Surveys cannot be added if the event has ended, so be sure to adjust the end date and do not mark the event completed until all survey responses have been entered.

Can ADVC grantees bulk import vaccine survey data into Cumulus? Yes, Cumulus has a CSV import function that can be requested from your assigned grant manager. Please note that this process is in place of utilizing the individual vaccine survey in Cumulus, and if paper surveys are used, organizations must manually enter the results into Cumulus.

Can ADVC grantees export vaccine survey data from Cumulus into other external systems? Yes, organizations can run an *Individual Vaccine Survey Results* report to receive a CSV download of vaccine survey responses to upload into other systems.

How should ADVC grantees document outreach? Grantees should count outreach and education figures as the number of individuals reached through views and engagement of phone calls, social media posts, flyers, mailings, billboards, newspaper radio or TV ads, emails, etc. Grantees can create a monthly activity and bulk enter a number for these activities.

How should grantees document vaccines provided to individuals in their homes? These should be documented under "In-home vaccinations and individual services (non-public setting)." These numbers can be entered as monthly activities.

Can I mail vaccine surveys to third-party vaccine sites? Grantees should not count vaccines administered when providing only supportive services through a third-party site, unless they are partnered with the third-party provider to host a clinic or event. If partnered with a third-party site to host a clinic, surveys can be completed by individuals receiving vaccines over the phone. They may receive incentives for doing so.



Can ADVC grantees count training for providers or staff as vaccine outreach and education? Yes, if vaccine uptake information is being shared with providers and staff this can be documented in Cumulus under outreach and education as “Training for professionals, providers, and stakeholders.” The number of staff trained is the number of individuals reached.

Do dashboards and reports only populate if events are complete? No, any final numbers of vaccines and individuals reached via supportive services or outreach and education will automatically populate in Cumulus whether an event is in progress or complete. Grant targets will be reviewed in monthly check-ins with your assigned grant manager. Canceled or deleted event counts will not count toward grant targets. If you need to practice entering data refer to the [Cumulus Training Site](#).

Allowable Expenses

Can ADVC funds be used to purchase vaccines? ADVC funds **cannot** be used to cover the cost of vaccines (including COVID-19 vaccines and boosters, flu, Shingles, Pneumococcal, RSV, etc.) Most private insurance, Medicare and Medicaid will cover the cost of vaccines. But for those who do not have private insurance, Medicare or Medicaid, grantees can contact their local public health department or federally qualified health center. Grantees are encouraged to partner with entities with the capacity to bill insurance for the cost of vaccines.

Can ADVC funds be used to purchase vehicles? Renting or leasing vehicles, ridesharing costs, maintenance on a grantee’s current fleet of vehicles, or gas and mileage are acceptable expenses under this grant. Purchase of a vehicle is **not** allowed with ADVC funds.

Can ADVC funds cover transportation to and from vaccine appointments, such as Uber? Rideshare expenses and any transportation assistance to and from vaccine clinics, community events, third-party vaccine sites and other ADVC-related activities are allowable expenses under this grant. According to the federal reporting guidance, the ADVC is collecting transportation data per one-way trip under “Supportive Services” in Cumulus. This is based on the NAMRS/HCBS service unit reporting guidelines.

Can ADVC funds be used to purchase COVID-19 test kits? ADVC funds **cannot** be used to purchase COVID-19 test kits. Grantees 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. Your USAging grant manager can provide more detailed information. Accessible tests for people who are



blind or have low vision can be ordered from the Disability Information and Access Line at 888-677-1199. Assisting individuals with getting residential tests can be counted as a supportive service. More information is available here:

<https://acl.gov/covid-19/testing>

Can ADVC funds cover the cost of Paxlovid? No, this should be covered by an individual's insurance or a provider that serves uninsured individuals such as a public health office or Federally Qualified Health Center.

Can ADVC funds be used to cover salaries and fringe benefits for people hired or assigned to support grant activities? Yes, grant funds can cover salaries and fringe benefits which should be documented in the budget worksheet.

Is there an indirect cost maximum for this project? Administrative costs are limited to 10% of the grant unless a grantee has a federally approved Nonprofit Indirect Cost Rate (NICRA) percentage. Administrative and indirect costs should be documented in the budget worksheet.

How can grantees set an administrative rate for vaccine providers?

Administrative fees should be estimated based on local needs and a grantee's total ADVC budget. ADVC funds cannot cover the purchase of vaccines but can pay for things such as staff time, supplies, travel, etc. The \$33 per vaccine rate in the budget calculator of the ADVC application was included for *estimating costs only* based on the estimated amount to deliver outreach and education and can be increased or reduced depending on your local needs. Grantees do **not** need to use this rate in calculating an administrative rate. Administrative rates do not need to be calculated on a per-vaccine basis.

What are the rules for ADVC-related financial incentives? Financial incentives should not exceed \$10 per older adult or individual with disability. Incentives **can** include gift cards for food or gas. Incentives **cannot** include cash; general gift cards such as Visa or Amazon that could be exchanged for cash or used to buy unallowable items (i.e. alcohol, tobacco or weapons); lottery tickets; and raffles tickets for prizes such as electronics (i.e. TVs, iPad, speakers or other luxury items). Record the number of individuals reached with incentives in Cumulus in outreach and education by checking the "Incentive" box under "Which types of activities were used to increase vaccine uptake?".

Any person receiving an incentive must complete a vaccination survey. Employees of grantees are not eligible for financial incentives, even if they are not directly involved with the ADVC grant.



Smaller incentives such as inexpensive give-aways (pens, hand sanitizer, magnets, etc.) can be provided at outreach events.

Are incentives reserved only for individuals that receive a COVID-19 or flu vaccine? USAging encourages organizations to only provide incentives (not to exceed \$10 in value) to people who receive COVID-19 or flu vaccines. However, incentives are not restricted to particular vaccines. Smaller incentives such as inexpensive give-aways (pens, hand sanitizer, magnets, etc.) can be provided to anyone at outreach events.

Who can receive a financial incentive? Financial incentives should be given only to people who are part of the targeted populations for this grant--older adults and people with disabilities. Incentives should not exceed \$10 per individual. Any person receiving an incentive must complete a vaccination survey. Employees of grantees are not eligible for incentives.

Subgrantees & Partners

Can subgrantees attend ADVC training, office hours and other events? Yes, subgrantees are invited and encouraged to attend all ADVC training including webinars, office hours sessions and other events.

Are ADVC grantees required to have formal agreements with partners and subgrantees? USAging expects written agreements between grantees and any partner organizations (i.e., a Memorandum of Understanding or contract), especially organizations that are receiving funding or helping to fulfill grant responsibilities. Subgrantee or partner organizations are not required to submit financial reports to USAging. ADVC grantees must track funding for partners in the budget and financial reports submitted to USAging. MOU templates and examples can be requested from a grantee's assigned grant manager. Grantees should ensure that any organization receiving funding as a subgrantee meets federal requirements including SAMS registration and a DUNS number.

What are examples of potential pharmacy partners that can secure vaccines and bill the cost of vaccines for grantees? Grantees are encouraged to partner with any type of pharmacy provider that can secure vaccines for events and bill insurance for the cost of vaccines. Providers that can fulfill these activities include community immunization providers, consulting pharmacists, employers, federally qualified health centers/rural health clinics, health systems, physician groups, long-term care providers, national or regional community pharmacy groups, occupational health providers, physician practices, public health departments, retail pharmacies, travel/mobile clinics and urgent care.



Can subgrantees be added to the grant reporting system Cumulus? Yes, subgrantees can be added to Cumulus and assigned a separate grant reporting administrator from the lead agency administrator. ADVC grantees can request this from their grant managers by submitting each subgrantee's organizational name, logo, address, primary organizational email, public organizational email and administrative contact name, title and email. Please include any grant targets required of the subgrantee so this can be added to Cumulus, including the estimated number of vaccines, supportive services and outreach and education encounters.

Can grantees partner with other ADVC grantees? If there are grantees in the same area funded by the ADVC either by USAging or the National Council on Aging (NCOA), we encourage grantees to determine how to best cover the area. ADVC grant managers can share which other grantees are in your state or area and look up potential partners to make sure they are not already ADVC grantees. Grantees are encouraged to work with their grant managers to coordinate budgets and funding for grants. It is important that reporting for targets and funding are never duplicated. For grantees that share providers, we encourage separating coverage (i.e. by population, service area/zip code, language, week/month, etc.). USAging and NCOA use different Individual Vaccine Surveys, so it is important to separate service delivery as much as possible when working with the same vaccine provider. USAging encourages grantees to have MOUs or agreements in place with providers to guide reporting and budgets. Individuals should not receive multiple incentives from various grantees for the same shot.

How should ADVC grantees report vaccine numbers when they partner on an event with another USAging or NCOA grantee? Grantees are allowed to partner with another grantee for an event. But participating grantees should ensure there is no duplication of vaccine counts, supportive services or education and outreach within Cumulus. NCOA grantees also use Cumulus but have a different survey for participants to complete. This should be managed when grantees are working together. However, USAging encourages grantees to offer events in areas that do not have coverage and allow other grantees (USAging and NCOA) to cover other areas to maximizing vaccine counts.

How can grantees navigate funding supplemented by other projects outside of ADVC? State funding, AUCD projects and HRSA funding sources are all available and allowed. USAging asks that grantees do not fund organizations that are also funded by the ADVC grant. Please reduce duplication of effort and do not duplicate financial resources. USAging understands that the number of individuals



reached may be inherently duplicative (such as individuals who receive flyers at different events.)

Promotional Materials

Are grantees allowed to use USAging’s ADVC logo for promotional and printed materials? Grantees are allowed to use the ADVC logo (this is different from the USAging logo). Please review and adhere to the [ADVC Style Guide](#) to ensure the logo is used appropriately and is presented as intended. Access to the logos and style guide is available on the ADVC [Resource Hub](#).

Do ADVC grantees need to use a funding acknowledgment? Yes, you must use the following language when issuing statements, press releases and related 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.”

Guidance on using the funding acknowledgement is available on the ADVC resource hub [here](#).

Will the media toolkit be available to grantees free of charge? Yes, all materials are posted in the [ADVC resource page](#) for grantees to use free of charge. To run local ads in your service area, you may need to contact a local sales representative to purchase ad space, paid for with ADVC grant funds, which can be discussed in more detail with your assigned grant manager.

Can grantees add local messaging to the ADVC Resource Hub materials and messaging? Yes, local information can be added and materials can be customized for local use. But we encourage grantees to keep the national messaging to ensure a unified campaign. TV and Radio PSAs will also have blank space for grantees to add more detail and graphics.

Are there tips on taking pictures at events? Yes, tips on capturing photo and video at events are available [here](#). **How can ADVC grantees share stories with USAging?** Grantees can send written stories or overviews of ADVC events to their grant managers by email or in Cumulus in the comments for each event.



Can ADVC grantees use their own materials instead of the templates included in the Resource Hub? Yes, grantees can use their own materials. If distributing publicly, please follow instructions for including the funding acknowledgment and ADVC logo where applicable. Grantee-created materials should be reviewed and approved by ADVC staff.

Are materials included in the ADVC Resource Hub accessible? All ADVC materials are ADA 508 compliant. The level of accessibility depends on the type of material. For example, materials intended for digital release are designed for use with screen readers.

Can ADVC marketing materials be translated? All materials provided by USAging will be translated into Spanish. Translation into most other languages is available upon request through USAging’s ADVC National Partners. Please note that materials translation can take up to three weeks.