



## BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

**Requested Board Meeting Date:** November 16, 2021

*\* = Mandatory, information must be provided*

**or Procurement Director Award:** ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

National Association of County and City Health Officials (NACCHO)

**\*Project Title/Description:**

Subaward Agreement #2021-051101, Supporting Local Health Departments in Increasing Vaccine Uptake

**\*Purpose:**

The purpose of this project is to enhance local resources to address attitudes and concerns about COVID vaccines among African American, American Indian, Hispanic and rural populations and ultimately enhance awareness and acceptance of PCHD's vaccination efforts.

Amendment #1 extends the term to 7/31/2021 and adds \$10,000. Which will be used to expand youth engagement in the County through community forums and Town Halls. It will also be used to expand advertising and marketing of youth related COVID-19 initiatives such as the Vax Truth Challenge youth video contest and tailored messaging to youth.

**\*Procurement Method:**

This grant agreement is a non-Procurement agreement and not subject to Procurement rules.

**\*Program Goals/Predicted Outcomes:**

Goal 1: Strengthen COVID-19 community engagement and messaging to encourage vaccination acceptance in communities of focus, including young people.

Objective: By June 30, 2022, PCHD and its community partners will have successfully conducted focus groups, community forums, cafecito, youth forums and Town Halls in key communities to identify COVID-19 related issues and impacts, barriers to testing, vaccine and relevant information, key concerns affecting their health and wellbeing, and identify culturally relevant strategies.

Goal 2: Proactively fill policy gaps by increasing vaccine awareness among communities of focus.

Objective: By June 30, 2022, develop and disseminate accurate, culturally relevant and accessible COVID-19 testing and vaccination information via trusted community champions and messengers.

Goal 3: Build and empower teams dedicated to racial and ethnic health equity by enhancing community COVID-19 vaccination program outreach activities;

Objective: By June 30, 2022, increase outreach and community engagement in high risk low vaccine uptake Census Tracts and communities of focus to enhance local capacity to address vaccine related concerns and misinformation.

Goal 4: Collect and analyze data, and report findings to inform and tailor key messages

Objective: By July 31, 2022, collect and analyze data and report findings of outreach and engagement, health promotion and social media marketing activities on increasing community awareness and acceptance of coronavirus vaccines in communities of focus.

**\*Public Benefit:**

Populations of focus for the proposed program lie at the intersection of historically low vaccine uptake and high-risk of developing COVID-19 complications due to vaccine hesitancy concerns and access issues. As part of this project, PCHD will facilitate community dialogue to assess awareness and acceptance of COVID-19 vaccines among four target communities: Hispanic, African American, urban American Indian/Alaska Native and rural populations, with a focus on engagement with young people to enhance awareness and acceptance of the COVID-19 Vaccine.

**\*Metrics Available to Measure Performance:**

- 1) Number of forums and discussion groups held in communities of focus
- 2) Number of co-designed health education materials developed and disseminated
- 3) Number of social media campaigns and other multi-media messaging developed and implemented
- 4) Number of mini-grants awarded

**\*Retroactive:**

Yes. Prior to this amendment, this grant ended 7/31/2021. However, the amendment was not received until 11/1/2021.

GMI Approved JRM 11-4-21

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount \$ \_\_\_\_\_\* ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☒ Amendment

Document Type: GTAM Department Code: HD Grant Number (i.e., 15-123): 22-035

Commencement Date: 03/17/2021 Termination Date: 07/31/2022 Amendment Number: 01

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 10,000.00

**\*All Funding Source(s) required:** Centers for Disease Control and Prevention

**\*Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☒ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Received via NACCHO

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: \_\_\_\_\_ Date: 11/02/21

Deputy County Administrator Signature: \_\_\_\_\_ Date: 2 Nov 2021

County Administrator Signature: \_\_\_\_\_ Date: 11/4/2021

## Modification of Agreement

This Modification of Agreement (“Modification”) is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and the following Subrecipient, hereinafter referred to as “Subrecipient:”

Pima County	86-6000543
Subrecipient	Federal Tax ID Number
3950 S. Country Club Rd.	
Address	
Tucson, AZ	(502) 724-7842
City, State and Zip	Phone

WHEREAS, the parties entered into Contract # 2021-051101 on the 2<sup>nd</sup> day of July, 2021 (“Agreement”) and,

WHEREAS, the general purposes of the Agreement are unchanged; and

WHEREAS, both parties wish to make modifications to the Agreement, as described below;

THEREFORE, for the mutual consideration described in the Agreement, the parties agree to the modifications below through the signatures of the person(s) who have the authority to bind the parties to the changes in the Modification:

1. Term of Agreement: Article I, Section 2 of the Agreement is modified and shall continue in effect until July 31, 2022, unless earlier terminated in accordance with the terms herein. NACCHO and Subrecipient agree that the term of the Agreement may be extended to complete the project to July 31, 2022. NACCHO has been approved through “Expanded Authority” to temporarily continue programmatic activities of CDC GRANT #6NU38OT000306-03-02 CFDA # 93.421, while waiting for CDC’s acceptance and approval, in compliance with applicable guidance, federal rules and regulations. NACCHO reserves the right to exercise clause 6 of this Agreement, when requested by its Primary Funder. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
2. Payment of Services: the updated payment schedule is as follows:

Payment of Services: Article I: Special Provisions, Clause 3 of the Agreement is modified to amend payment by NACCHO to Subrecipient for services performed as follows:

Original Contract Amount : \$24,997.50  
Mod I Amount : \$10,000.00  
Invoice paid up to 7/31/2021 : \$1,100.00

**Total Contract Award Amount: \$34,997.50**  
**NEW available Contract Amount: \$33,897.50**

**Updated Invoice Schedule**

Invoice No.	Reimbursement Period	Due Date
Invoice I (PAID)	March 17 <sup>th</sup> , 2021– June 30 <sup>th</sup> , 2021	July 15 <sup>th</sup> , 2021
Invoice II	July 1 <sup>st</sup> , 2021– 31 <sup>st</sup> , 2021	August 15 <sup>th</sup> , 2021
Invoice III	August 1 <sup>st</sup> , 2021– December 31 <sup>st</sup> , 2021	January 15 <sup>th</sup> , 2021
Invoice IV	January 1 <sup>st</sup> , 2022– June 30 <sup>th</sup> , 2022	July 15 <sup>th</sup> , 2022
Invoice V	July 1 <sup>st</sup> , 2022 – July 31, 2022	August 15 <sup>th</sup> , 2022

3. Scope of Work: The Scope of Work attached hereto as Attachment I to the Modification is incorporated into the Agreement and made a part thereof.
4. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

By: \_\_\_\_\_

Name: Jerome Chester

Title: Chief Financial Officer

Date: \_\_\_\_\_

**SUBRECIPIENT:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

  
Deputy County Attorney

REVIEWED BY: 

Appointing Authority or Designee  
Pima County Health Department

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS  
MODIFICATION OF AGREEMENT– ATTACHMENT I  
SCOPE OF WORK**

Pima County Health Department Vaccine Uptake Proposal Work Plan

PCHD Vaccine Uptake Project			
<b>Program Goal: Increase vaccine awareness and acceptance among four communities of focus: Hispanic, African American, urban American Indian/Alaska native, and rural populations, with a focus on engaging young people 12-24 years.</b>			
<p><b>Goal 1:</b> Strengthen COVID-19 community engagement and messaging to encourage vaccination acceptance in communities of focus, including young people.</p> <p><b>Objective:</b> By June 30, 2022, PCHD and its community partners will have successfully conducted focus groups, community forums, youth forums and Town Halls in key communities to identify COVID-19 related issues and impacts, barriers to testing, vaccine and relevant information, key concerns affecting their health and wellbeing, and identify culturally relevant strategies.</p> <p>Task 1: Conduct 6-8 virtual and in person community forums, focus groups and youth Town Halls in communities of focus</p> <p>Task 2: Hear and reflect feedback from participants, develop a final report and work with partner organizations to create responsive action plans</p> <p><i>NACCHO Health Equity Principle: Include those who are most affected in decisions, and benchmark progress; Establish and empower teams dedicated to racial equity.</i></p>			
Activity	Start Date	End Date	Entity Responsible
Accept award and execute grant agreement with NACCHO	6/1/2021	6/30/2021	PCHD; NACCHO
Execute agreements with partner organizations that agree to partner on mini-grants to identify community champions within communities of focus	7/1/2021	8/31/2021	PCHD; Partner organizations
Conduct focus groups in collaboration with partner organizations to design products, approaches and messaging	7/1/2021	9/30/2021	PCHD; Partner Organizations, University of Arizona
Establish a planning committee with partner organization and youth leaders to plan Youth Town Hall events	9/15/2021	6/1/2022	PCHD; youth serving partner organizations Youth leaders
Release announcement and advertise Youth Town Halls	12/15/2021	2/15/2022	PCHD; partner organizations
Host Youth Town Halls/community forums	1/1/2022	3/15/2022	PCHD; partner organizations

Analyze information gathered at Youth Town Halls to inform COVID-19 response and recovery resources for youth	1/1/2022	3/31/2022	PCHD Youth leaders
Co-design a final report with youth leaders of key findings and recommendations from Youth Town Halls and disseminate widely	4/1/22	5/31/22	PCHD Partner organizations Youth leaders CAC

**Goal 2: Proactively fill policy gaps by increasing vaccine awareness among communities of focus.**

**Objective:** By June 30, 2022, develop and disseminate accurate, culturally relevant and accessible COVID-19 testing and vaccination information via trusted community champions and messengers.

Task 1: Provide training, technical assistance and ongoing support to mini-grant awardees to support growth of community champions to conduct virtual and community based outreach

Task 2: Gather data to inform, co-design and disseminate relevant messaging through electronic, print and social media

Task 3: Develop and Implement social media campaign based on identified policy gaps and community-generated information to reach communities of focus

Task 4: Assess and align resources to determine gaps that might benefit from Federal support.

*NACCHO Health Equity Principle: Proactively fill policy gaps while advocating for more federal support*

Conduct virtual planning meetings and Q&A sessions with representatives of partner organizations and evaluate policy and resourcing gaps	6/1/2021	10/1/2021	PCHD; Partner organizations; Community Champions
Develop communication strategies and messaging based on community feedback for communities of focus	10/1/2021	7/31/2022	PCHD; PC Communications; Partner Organizations
Work with PCHD communications team to build on and implement targeted social media campaigns for vaccine awareness	1/15/2021	7/31/2022	PCHD; PC Communications
Develop community defined measures of success in communities of focus	4/1/2022	8/31/2021	PCHD; Partner Organizations; Community Champions

**Goal 3: Build and empower teams dedicated to racial and ethnic health equity by enhancing community COVID-19 vaccination program outreach activities;**

**Objective:** By June 30, 2022 increase outreach and community engagement in high-risk low vaccine uptake Census Tracts and communities of focus to enhance local capacity to address vaccine related concerns and misinformation.

Task 1: Continue to promote vaxtruthchallenge, youth video challenge contest encouraging youth 12-24 years.

Task 2: Provide training and technical assistance to mini-grant awardees to support growth of Community Champions and agreed activities.

Task 3: Plan and conduct a youth led, Youth Town Hall to elevate youth voice around COVID-19 related impacts and concerns, vaccine acceptance and recovery and resiliency priorities for Pima County.

*NACCHO Health Equity Principle: Invest in public health, health care and social infrastructure*

Regularly attend technical assistance and collaborative phone calls with NACCHO and grant cohorts to share promising outreach techniques	6/1/2021	7/31/2022	PCHD; NACCHO
Disburse mini grants and provide training and technical assistance to partner organizations and community champions to improve outreach efforts in communities of focus	8/1/2021	1/1/2022	PCHD leads; PCHD program coordinator Mini-grant awardee leads
Promote 4th round of vaxtruthchallenge, youth video contest	6/1/2021	9/15/2021	PCHD; PC Communications Youth organizations and groups Community partners CAC
Convene group to review and select vaxtruthchallenge winners	9/15/2021	9/20/2021	PCHD
Promote and share winning entrants via community partners, social media and local media	9/25/2021	9/30/2021	PCHD
Promote 5th round of vaxtruthchallenge, youth video contest	1/1/2022	2/15/2022	PCHD; Coms Youth organizations and groups Community partners CAC
Convene group to review and select vaxtruthchallenge winners	3/15/2022	3/20/2022	PCHD



Promote and share winning entrants via community partners, social media and local media	3/25/2022	4/30/2022	PCHD
<p><b>Goal 4: Collect and analyze data, and report findings to inform and tailor key messages</b></p> <p><b>Objective:</b> By July 31, 2022, collect and analyze data and report findings of outreach and engagement, health promotion and social media marketing activities on increasing community awareness and acceptance of coronavirus vaccines in communities of focus.</p> <p>Task 1: Develop measures of success for communities of focus with partner organizations  Task 2: Develop data collection tools and templates for grantee and outreach activities  Task 3 Design survey for community forum participants to determine knowledge gained and document any changes in vaccine awareness and acceptance  Task 4: Design evaluation instruments to use with key informants and community champions  Task 5 Develop report of key findings and disseminate to partners and CAC</p> <p><i>NACCHO Health Equity Principle: Collect, analyze and report disaggregated data.</i></p>			

Conduct follow-up interviews with partner sites and community champions to identify lessons learned, program effectiveness.	1/1/2022	5/30/2022	PCHD; Partner Organizations; Community Champions
Evaluate program effectiveness using community-defined measures of success for vaccine awareness and acceptance in communities of focus.	9/1/2021	5/30/2022	PCHD Partner organizations Participants
Share evaluation findings with communities of focus via partner organizations and the CAC to build on what works in the communities of focus.	6/1/2022	7/31/2022	PCHD Community partner agencies CAC NACCHO

**LINE-ITEM BUDGET TEMPLATE**

*Pima County Health Department*

*Program Name*

**March 17, 2021 - Jul 31, 2022**

Line Items	Original (Approved) Budget Amount (Ending July 31, 2021)	Expenditure To-date Amount	Total Remaining Amount	Updated Budget Amount (Until July 31, 2022)
<b>Personnel (Name)</b>				
Staff #1			\$ -	
Staff #2			\$ -	
Staff #3			\$ -	
Staff #4			\$ -	\$ -
Staff #5			\$ -	
Staff #6			\$ -	\$ -
Staff #7			\$ -	\$ -
Staff #8	\$ -		\$ -	\$ -
Personnel Subtotal	\$ -	\$ -	\$ -	\$ -
Fringe Benefits (X%)		\$ -	\$ -	
<b>Travel</b>				
Milage (Example)			\$ -	
Public Transportation (Example)			\$ -	\$ -
Travel #3	\$ -	\$ -	\$ -	\$ -
Travel #4	\$ -	\$ -	\$ -	\$ -
Travel #5	\$ -	\$ -	\$ -	\$ -
Travel #6	\$ -	\$ -	\$ -	\$ -
Travel #7	\$ -	\$ -	\$ -	\$ -
Travel #8	\$ -	\$ -	\$ -	\$ -
Travel Subtotal	\$ -	\$ -	\$ -	\$ -
<b>Equipment</b>				
Laptop (Example)				
Equipment #2	\$ -	\$ -	\$ -	\$ -
Equipment #3	\$ -	\$ -	\$ -	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>				
General Office Supplies	\$ 225.00	\$ -	\$ 225.00	\$ 225.00
Supply #2	\$ -	\$ -	\$ -	\$ -
Supply #3	\$ -	\$ -	\$ -	\$ -
Supply #4	\$ -	\$ -	\$ -	\$ -
Supply #5	\$ -	\$ -	\$ -	\$ -
Supplies Subtotal	\$ 225.00	\$ -	\$ 225.00	\$ 225.00
<b>Contractual Costs</b>				
Organizational Mini-Grants	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 15,000.00
Youth Town Hall Event	\$ -	\$ -	\$ -	\$ 10,000.00
Youth Challenge awards to individuals/g	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 5,000.00
Contractor #4	\$ -	\$ -	\$ -	\$ -
Contractor #5	\$ -	\$ -	\$ -	\$ -
Contractual Subtotal	\$ 22,500.00	\$ -	\$ 22,500.00	\$ 30,000.00
<b>Other</b>				
Marketing and Promotion		\$ -	\$ -	\$ 1,590.00
Other Expenses #2	\$ -	\$ -	\$ -	\$ -
Other Subtotal:	\$ -	\$ -	\$ -	\$ 1,590.00
Subtotals of Direct costs	\$ 22,725.00	\$ -	\$ 22,725.00	\$ 31,815.00
Indirect (X%)	\$ 2,273.00	\$ -	\$ 2,273.00	\$ 3,182.00
<b>Grand Total</b>	<b>\$ 24,998.00</b>	<b>\$ -</b>	<b>\$ 24,998.00</b>	<b>\$ 34,997.00</b>

**NOTE:** Please ensure the grand total of the original amount in column B (cell B59) and the updated budget amount in column E (cell

Cost Justification
<p>To support Community Champions to do vaccine awareness and education in communities of focus. Changed from awarding (5) mini-grants at \$4,000 for a total of \$20,000 to (6) mini-grants at \$2,500 each for a total of \$15,000. Remaining \$5000 will be re-allocated to youth forums/townhall</p> <p>\$10,000 will be allocated to cover costs of youth townhalls/community forums for venue costs, Funds will be used to cover prizes for vxatruthchallenge video contest winners</p> <p>Funds will be used for paid advertising on social media, radio and other media and marketing and</p> <p>An additional \$10,000 is being reallocated to this line item using end of year remaining funds</p>
<p>E59) are equal since this is a no-cost extension modification.</p>