

# Vaccine Equity and Community Care

## Contract Deliverables and Allowable Activities/Costs

### Contract Activities



#### Vaccine Equity

##### Education and Outreach, Community Education, and Equitable Vaccine Distribution and Admin

- Spread CDC messaging for underserved populations by translating guidance and creating culturally-specific messages and content about the vaccine
- Promote equitable vaccine access through vaccine clinic pop-up events, education, registration/transportation assistance providing culturally appropriate care/language support
- Key partnerships with DHHS and medical providers



#### Community Care

- **Community-Based Testing and Transportation:** Provide COVID-19 testing and transportation
- **Care Coordination for Isolation/ Quarantine & Emergency Food/ Household Supply:** Coordinate and provide support to households in quarantine or isolation, and educate clients on best practices for health and safety



#### Administrative Services

- Collect data, maintain records, and maintain supportive documentation for **education items and outreach activities**.
- Retail records for at least five years after the final contract payment is received.
- Records retention applies to **providers, subrecipients, contractors, and subcontractors!**



### Allowable Activity and Costs Guidelines

Guideline	Meaning	Allowable Example
Reasonable	Costs are <b>comparable</b> to costs the agency has incurred for other programs and are similar to costs incurred by other agencies.	Marketing materials for a vaccine event are <b>purchased at a fair market rate</b> .
Necessary	Costs are <b>incurred to fulfill the purpose of the award</b> or costs that are <b>vital to sustain the award's operations</b> .	Purchasing software needed for the data collection and accounting <b>as required by the award</b> .
Allowable	Costs are <b>allowed under federal and state regulation</b> (ex. <i>Rider A of contract</i> ).	The cost is <b>allowable per OPHE and federal guidance</b> (2 CFR 200 Subpart E).
Allocable	The cost is <b>directly tied to the activities of the award</b> and the <b>cost can be distributed to other beneficiaries</b> .	Payroll expenses for employees working on multiple grants is <b>proportionately shared by funding sources</b> .



#### Unsure if your activity and cost is allowable? Try these three steps!

- Step 1: Check your contract's **Rider A**.
- Step 2: Apply the **allowable cost guidelines** above.
- Step 3: Ask **OPHE Support** or your **program contact** for clarity.

**Remember to use skill and good judgment when using resources!**

### Questions and Support

Please send questions and requests for support to [CDC-OPHE-Support@maine.gov](mailto:CDC-OPHE-Support@maine.gov).