# Project Description

## Scope of Work and Deliverables

This Scope of Work describes the expected goals, objectives and activities of Nevada’s statewide immunization coalition. A high functioning immunization coalition is essential in achieving widespread reach in increasing equitable access to vaccines, boosting vaccine confidence, and offering educational opportunities for immunization partners and the public. Expertise in sustained community engagement and education is a vital piece of this scope. Services must be provided statewide, in similar distribution to the population. Applicants may add to the scope of work, but you must provide the services outlined below. **Additions to the scope of work must be in blue and bold text.**

Subrecipient’s name, hereinafter referred to as Subrecipient, agrees to the following cooperative partnership, activities, and documentation according to the identified timeframes:

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| **Goal 1: Establish a robust, statewide coalition focused on pro-vaccination/immunization efforts.** | | | |
| **Objective** | **Activities** | **Due Date** | **Documentation Needed** |
| 1. Develop a membership recruitment plan emphasizing statewide membership and partners for collaboration. 2. Draft and implement guiding principles for the coalition. 3. Establish and host regular activities to maintain partnership buy-in, engagement, and promote vaccine education and community collaboration efforts working towards the mission and goals of the coalition. 4. Engage in evidence-based efforts supporting and promoting vaccination in local jurisdictions, across the state. 5. Maintain sound fiscal management. | 1a. Recruitment plan to create a coalition comprised of memberships representing a wide range of statewide community buy-in. Examples include, but are not limited to, county/state/federal vaccine immunization administration partners, nonprofit organizations and agencies, government agencies and offices, Tribal organizations and communities, local/state/federal government representatives and elected officials, specific populations needing barrier reduction to access vaccinations, equity coalitions and boards, volunteer vaccine educators , community-based leaders, faith leaders and houses of worship, private business/corporations, small businesses/chambers of commerce, long term care facilities, medical providers, school and early childhood partners statewide, local health authorities, hospitals, pharmacies, insurers, disability councils, aging-focused organizations, etc.  2a. Develop a vision, mission, and guiding principles for the coalition. In addition, draft and implement operational guidelines for the coalition to follow.  2b. Develop a strategic plan for the coalition to follow including input from coalition members. Include key performance indicators to evaluate progress and impact on increased vaccination uptake on a regular basis. In conjunction with NSIP, establish a quarterly and yearly reporting document measuring key performance indicators of the strategic plan. . Strategic plan evaluation template requires NSIP approval before implementation.  2c. Facilitate implementation of the coalition’s strategic plan.  2d. Develop and implement a needs assessment to determine long-term sustainability for the coalition with diversified funding to support ongoing vaccine focused activities and resources for a variety of audiences and communities across the state.  2e. Participate in monthly technical assistance/check-in meetings with NSIP staff  3a. Ensure the coalition remains engaged, active, and continues to make meaningful progress towards the established mission and goals. This includes planning, scheduling, facilitating, and documenting regular coalition meetings hosted both in-person and virtually, and in a variety of locations to accommodate engagement and meet the needs of attendees across the state.  3b. Maintain regular inventory of a Board member and coalition membership roster, continuously improving membership participation of regularly coordinated coalition events such as meetings.  3c. Develop at least two (2) new forms of vaccine-focused educational and outreach materials to share at community events and amongst coalition members and communities across the state. Include a detailed dissemination plan to track the quantity of materials distributed to partners and populations. All public facing materials must be translated and shared in a minimum of English, Spanish, and Tagalog. Optional additional languages are Swahili and Simplified Chinese.  3d. Share statewide information on vaccination events and facilitate connecting vaccinators to organizations in need of vaccine providing events. Use the coalition channels to make partners aware of opportunities to access vaccinations.  4a. Engage in educational efforts for the promotion and uptake of vaccines and immunizations at local, county, and state level. Monitor vaccine-related legislation in the state and inform members of vaccine related policy, when applicable. Serve as a trusted resource on the topics of vaccines and immunizations to multiple partners.  5a. Monitor and manage project timelines, budgets and resources to ensure positive financial standing.  5b. Submit Requests for Reimbursement (RFR) by the 15th of each month (or upon request). | 1a: 2/28/26  2a: 2/28/26  2b: 5/30/26  2c: 6/30/26  2d: 6/30/26  2e: Ongoing (12/1/25-6/30/26)  3a. Ongoing (12/1/25-6/30/26)  3b. Ongoing (12/1/25-6/30/26)  3c. Quarterly | 1a. Written recruitment plan (Requires approval by NSIP before implementation)  2a. Written vision, mission, guiding principles, and operational guidelines (Requires approval by NSIP before implementation)  2b. & 2c. Written strategic plan (Requires approval by NSIP before implementation)  2d. Written needs assessment report (Requires approval by NSIP before implementation)  2e., 3a., 3c. 4a. Project status summary shared in monthly meetings with NSIP; written status report (to include updates on these activities) due quarterly.  3a. Clear and appropriate agendas for all meetings, inviting NSIP staff  3b. Written membership roster shared monthly. List of Board Members with email and phone points of contact are to be kept up to date and provided to NSIP by January 30, 2026, and upon request; any changes to Board membership to be provided to NSIP within one week of any change to membership. Communications will include Board Chair and meeting minutes relating to Board fiscal oversight of the award will be provided to NSIP.  3c: Written dissemination plan, final version of all educational/outreach material (to include at least one [1] round of edits by NSIP), distribution metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content), event attendance  4b. Provide format for sharing vaccination events publicly to NSIP within 2 months of the start of the subaward  5a. Through submission of quarterly project status summaries and monthly RFRs, demonstrate adequate/appropriate planning and spenddown of subaward  5b. Accurate and complete RFRs (including required backup documentation demonstrating reimbursement basis)  5c. Realized funding must be sufficient to ensure ability to function in a reimbursement-based system where expenditures must be paid, not simply invoiced, before they can be submitted in an RFR. |

| **Goal 2: Increase vaccination uptake rates across the lifespan of all communities throughout Nevada.** | | | |
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| **Objective** | **Activities** | **Due Date** | **Documentation Needed** |
| 1. Increase access to vaccines and immunizations including related information towards their access and applicable resources for all Nevadans. 2. Identify vaccine coverage rate disparities in the state and provide evidence-based education to those with barriers to access. | 1a. Develop and distribute evidence-based messaging, educational, promotional, and outreach materials that are designed to be culturally congruent, using multiple languages in the Nevada [Language Access](https://ona.nv.gov/uploadedFiles/onanvgov/content/Programs/DPBH%20Language%20Access%20Plan%202022%20ADA%20.pdf) Plan by DPBH, including, but not limited to Spanish, and created to meet the need of the communities to whom they are being distributed.  1b. Create a communication and public health education plan to disseminate evidence-based education to the public on the importance of vaccination. Plan accordingly for scenarios, including purchased ads/media and earned media; rural and urban statewide reach must be demonstrated.  2a. Conduct a needs assessment and/or work with state partners to compile data and identify state populations, inclusive of Tribal populations, with the largest vaccine rate disparities, including underserved and populations with specific barriers. Leverage the coalition to work towards decreasing the identified disparities.  2b. Participate, coordinate, and/or host community vaccine clinics statewide, including, but not limited to community health fairs, back-to-school events, and signature events hosted by community; At least one (1) per month December through January (respiratory “season”) in each region (Northern Nevada, Southern Nevada, Rural Nevada); Two (2) per month May through June (back to school) in each region (Northern Nevada, Southern Nevada, Rural Nevada)  2c. Establish and curate relationships with vaccinating partners across the state to develop a continuously updated roster. | 1a. At least twice per quarter throughout project period  1b. 5/30/26  2a: 4/30/26  2b: Ongoing (12/1/25-6/30/26)  2c: Ongoing (12/1/25-6/30/26) | 1a: Digital, media (radio/tv), and/or printed materials, metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content); to include at least one [1] round of edits by NSIP  1b. Written communication/public health plan, including methods for tracking metrics, such as reach estimation, digital “shift” (views/impressions for digital content), etc.  2a. Formal written needs assessment report (Requires approval by NSIP before implementation)  2b: Event metrics, including but not limited to reach estimation, digital “shift” (views/impressions for digital content), clinic attendance, number/type of vaccinations administered, promotion method(s), events attended (north, south and rural)  2c. Membership roster, partnership agreements; monthly updates submitted to NSIP by the 15th of each month |

| **Goal 3: Position the coalition as a trusted and reliable source for accurate, science-based, and timely information on the topic of vaccines and immunizations.** | | | |
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| **Objective** | **Activities** | **Due Date** | **Documentation Needed** |
| 1. Educate the general public of the state and its communities on evidence-based vaccine and immunization information. 2. Provide continuing education opportunities to medical providers, medical practices, healthcare professionals, and adjacent vaccine-related professions, such as dentists on the topics of immunization and vaccination. 3. Support state response readiness and initiatives towards vaccine-preventable outbreaks. 4. Maintain a digital Protect and Immunize Nevadan’s Newborn (PINN) Packet and distribute to new parents. Distribute the remaining stock of physical PINN packets. | 1a. At least once per quarter, coordinate and host community-wide evidence-based webinars, virtual and in-person trainings, townhalls, and community stakeholder meetings to educate and disseminate information on vaccines and immunizations amongst community members and trusted community leaders; at least one event during the project period should conducted in Spanish.  1b. Provide evidence-based vaccination resources as requested (e.g. where to find a vaccine provider, vaccine safety information, etc.)  2a. At least once per quarter, coordinate and host evidence-based webinars, in-person/virtual trainings, and presentations for medical providers and healthcare professionals.  2b. Identify and fulfill requirements to provide continuing education units (CEU’s) to attendees to increase training participation.  2c. Coordinate and host a signature recognition event for medical providers, healthcare professionals, and community partners and stakeholders.  2d. Establish partnerships with community-based vaccine advocates and champions to provide information, materials, and/or trainings on vaccine access and promotion.  3a. Provide education on pandemic influenza preparedness and planning supports. | 1a. Ongoing (12/1/25-6/30/26)  1b. Ongoing (12/1/25-6/30/26)  2a. Ongoing (12/1/25-6/30/26)  2b. Ongoing (12/1/25-6/30/26)  2c. No later than 6/15/26  2d. Ongoing (12/1/25-6/30/26) | 1a. Attendee list, meeting presentations/materials, agenda, attendee survey results (when applicable)  1b. Summary of resources provided (including but not limited to type, frequency, region, etc.)  2a. Attendee list, meeting presentations/materials, agenda, post-event survey results (when applicable)  2b. Report summarizing CEU’s issued  2c. Attendee list, event presentations/materials, award list  2d. Number of partnerships established and maintained; materials/education provided  3a. Written summary of specific educational outreach on pandemic flu preparedness and planning supports. |
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Successful applications will demonstrate the ability of their organization to meet the objectives, conduct the activities, provide the documentation, and adhere to due dates as outlined in the scope of work.