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**Subject:** DHHS Funding for Transportation to Vaccine Sites  
**Date:** Wednesday, February 3, 2021 7:15:49 AM  
**Attachments:** [DHHS Funding for Vaccine Transportation Disbursement Amounts.xlsx](#)  
[DHHS Guidance Coronavirus Relief Fund - Vaccine Transportation 02-01-21.docx](#)  
[Reimbursement Form -1571 Template DHHS.xls](#)  
[image001.png](#)

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Good Morning Transit Partners,

This email provides information regarding DHHS Coronavirus Relief Funding to support trips to vaccine sites. As announced previously, DHHS has provided NCDOT with \$2.5M to assist transit systems with providing rides to citizens who need transportation to vaccination locations. Please visit our webpage [Transportation to COVID-19 Vaccine Sites](#) for more information about this effort.

The attached spreadsheet titled “DHHS Funding for Vaccine Transportation Disbursement Amounts” shows the amount each system will receive in new funding. We anticipate distributing this funding by the end of the week. Also attached is program guidance which includes eligibility information, claim submittal instructions, and other important details. The final attachment is the DHHS reimbursement form which must be attached to your claim submittals. As a reminder, please submit your data and claims here: [Vaccine Transportation Weekly Progress Report & Claims Submission](#). Refer to the January 28<sup>th</sup> email from Blair Chambers for more information.

**Systems who also received DHHS funding last year, please read the rest of this email.**

In November 2020, DHHS provided IMD with CARES Act funding for thirty-four economically distressed (Tier 1) counties to cover ROAP-eligible trips. The new DHHS funding for vaccine transportation is an extension of the same funding source. Therefore, in order to determine disbursement amounts for the new funding, we had to fully reconcile all claims from the first round of funding.

Transit systems who received round one funding fall into one of three scenarios based on the reconciliation process:

1. Funds remaining.
2. All funding expended and claims submitted above the amount provided (“overages”).
3. All funding expended and no overages.

Last year we committed to transit agencies that we would cover some overages by redistributing unexpended funds from other systems. We think it is important to honor this commitment to the extent possible. To do so, we will use the following approach:

- **No fund balance and no overages** – Systems with no overages or unspent funds will receive their new DHHS funding for vaccination transportation without adjustments.
- **Fund balance** – Systems with remaining funds keep their funds and must use them exclusively

to support transportation to vaccination sites. Their 2<sup>nd</sup> DHHS disbursement will be reduced accordingly.

- Systems with more funds remaining than their proposed 2<sup>nd</sup> disbursement amount will be invoiced for the difference. Invoices will be sent out from DOT's fiscal section soon and systems will have 30 days to repay the amount.
- **Claim overages** – Systems with overages from the first round will receive new DHHS funding to cover the overages, plus an additional disbursement exclusively for vaccination transportation support.
  - Overages will only be covered up to double the initial disbursement. Overages more than double will be provided through future CARES Act funding.
  - A portion of overages will be paid immediately through the new DHHS funding. The remainder will be paid in approximately 6-8 weeks after invoiced funds are received from other systems.

The second tab on the “DHHS Funding for Vaccine Transportation Disbursement Amounts” spreadsheet (titled “Working”) reflects this approach and the implications for each system.

Please direct any follow up questions to your planner or to me directly.

Thank you,

Ryan

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