

Attachment B - Project Narrative Form

**West Virginia Department of Health and Human Resources
Bureau for Public Health
2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities
in West Virginia**

1. Statement of Need, Population and Focus (25 Points):

Describe the need for the proposed interventions and activities. Applicants should identify and provide relevant data on the population(s) of focus (i.e., racial and ethnic minorities and/or rural populations) and jurisdiction to be served. The jurisdiction or area should be clearly defined in the proposal, as well as any specific populations that are the focus of the intervention (e.g., racial and ethnic minority populations, disabled populations, homebound, essential workers). The statement of need should clearly outline why the specific populations have been identified and any known barriers or challenges they have accessing COVID-19 testing, necessary materials, or services to prevent the spread of COVID-19 (e.g., PPE, housing, food). The description should also include local level data that describes the conditions leading to COVID-19 disparities in the geographic area or among the specific population of focus, including the following (as applicable):

- CDC/ATSDR Social Vulnerability Index (SVI) score
- COVID-19 vaccination rates
- SARS-CoV-2 (the virus that causes COVID-19) infection rates and/or severe COVID-19 disease (hospitalization) or deaths
- Current level of community transmission of SARS-CoV-2
- Historic adult vaccination rates (e.g., annual flu vaccination)
- Geographical, health system and other barriers to COVID-19 vaccine
- Rates of underlying health conditions that place persons at greater risk for severe COVID-19 disease (e.g., heart disease, lung disease, obesity)
- Other demonstrated barriers or conditions that may lead COVID-19 disparities

2. Activities Being Proposed (15 Points) and Performance Measurement (15 Points):

(i) For each selected strategy area, indicate activities to be undertaken to address the needs identified in the proposal (see Activities Eligible for Grant Funding in the AFA Guidance and Information Packet on Page 5). If proposing an activity that is not listed in this AFA, describe how the activity is necessary to meet the unique needs of the jurisdiction or population.

(ii) For each selected activity, explain how the activity is necessary to meet the unique needs of proposed jurisdiction or population by adding text into the Rationale column.

(iii) Provide an overview of how the selected activity will be implemented.

(iiii) Provide a measurable objective based on the activity selected.

For an example table, please see Appendix on Page 9.

Applicants do not have to propose activities in every strategy area and should choose activities that meet local community needs. **Complete only the fields necessary to describe the activities being proposed.**

Strategy 1: Expand existing and/or develop new mitigation and prevention resources and services to reduce COVID-19 related disparities among populations at higher risk and that are underserved.

Activity ⁱ	Rationale ⁱⁱ (Explain why this activity was selected)	Implementation Steps ⁱⁱⁱ (Give a brief overview of how you will carry out this activity)	Measurable Outcome ^{iv} (i.e., persons served, number of events, etc.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Strategy 2: Increase/improve data collection and reporting for populations experiencing a disproportionate burden of COVID-19 infection, severe illness, and death to help guide the response to the COVID-19 pandemic.

Activity	Rationale (Explain why this activity was selected)	Implementation Steps (Give a brief overview of how you will carry out this activity)	Measurable Outcome (i.e., persons served, number of events, etc.)
1.			
2.			
3.			
4.			

Strategy 3: Build, leverage, and expand infrastructure support for COVID-19 prevention and control among populations that are at higher risk and underserved.

Activity	Rationale (Explain why this activity was selected)	Implementation Steps (Give a brief overview of how you will carry out this activity)	Measurable Outcome (i.e., persons served, number of events, etc.)
1.			
2.			
3.			
4.			
5.			

Strategy 4: Mobilize partners and collaborators to advance health equity and reduce COVID-19 health disparities among populations at higher risk and that are underserved.

Activity	Rationale (Explain why this activity was selected)	Implementation Steps (Give a brief overview of how you will carry out this activity)	Measurable Outcome (i.e., persons served, number of events, etc.)
1.			
2.			
3.			

3. Proposed Implementation Approach (20 points):

For each activity proposed, describe how the applicant intends to implement the proposed service(s) in the community or among the population of focus and the timeline for implementation. This section should describe the community or population specific approach to address issues of equitable access to services. The implementation approach should include a proposed timeline and address questions such as the following:

- What partner organizations will be leveraged for each activity?
- How will the applicant gain access to the population of focus?
- How will trusted community messengers be identified and utilized in the community?
- How will information be effectively disseminated to populations of focus?
- How will you gain additional data, information and insight into the community or population of focus?

4. Organizational Experience (15 Points):

Describe Applicant's organization including the following: size and scope of the organization, primary focus of day-to-day work, population served, existing partnerships/community collaborations, experience working with communities and populations most affected by COVID-19, experience addressing social determinants of health, and capacity to perform health equity and implementation activities. If Applicant is the lead agency in a multi-jurisdictional or multi-agency collaborative, describe the collaborative and all participating organizations. Letters of Support from **each** collaborating agency and jurisdiction must be attached to application. Letters of Support should acknowledge participation and indicate support of the lead agency.

5. Budget Narrative(s) (10 points):

Applicants should submit a complete DHHR Detailed Line-Item Budget Worksheet (Attachment C) with their application and utilize this section to include a budget narrative for each component of the budget.

APPENDIX: Example Activities and Performance Measures Table

Strategy 3: Build, leverage, and expand infrastructure support for COVID-19 prevention and control among populations that are at higher risk and underserved			
Activity	Rationale (Explain why this activity was selected)	Implementation Steps (Give a brief overview of how you will carry out this activity)	Measurable Outcome (i.e., persons served, number of events, etc.)
1. Leverage, hire, or contract with people from the community (e.g., community health workers, social workers, social workers, other trusted community members) to assess and address the needs of community members.	<i>These efforts will help assess the needs of community members to whom PPE and services can be provided. This will help community members to more easily access necessary treatment and prevention services and equipment.</i>	<ol style="list-style-type: none"> 1. <i>Recruit, interview, and hire candidates at local schools of social work.</i> 2. <i>Provide information to members of the community related to COVID-19 prevention, testing and vaccination.</i> 3. <i>Assess community needs for COVID-19 rapid test kits, PPE and other prevention resources and distribute at home and in clinic.</i> 	<p><i>2 Social workers hired</i></p> <p><i>500 community members who have received outreach</i></p> <p><i>100 PPE provided to community members</i></p> <p><i>100 COVID-19 tests provided to community members</i></p>