

Attachment B-Project Narrative Form

**West Virginia Department of Health and Human Resources
Office of Epidemiology Prevention Services
2021 COVID-19 Vaccination Equity and Prioritizing Populations
Disproportionately Affected by COVID-19**

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 and jurisdiction to be served. The jurisdiction or area should be clearly defined in the proposal, as well as any community populations that are the specific focus of the intervention (e.g., 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 vaccine. 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):

- (i) For each strategy, identify the activity or activities the applicant will conduct to address needs identified in the proposal (see Activities Eligible for Grant Funding on p. 6 of AFA guidance) by selecting from drop-down lists in the Activity column. If proposing an activity that is not listed in this Announcement of Funding Available (AFA), please enter the open field box provided in the Activity column.
- (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 a measurable objective based on the performance indicator selected. This objective should include the target vaccination increase for the population of focus or jurisdiction as a result of the activities proposed.
- For an example of a completed activity, see Appendix on Page 12.

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: Improve understanding of disproportionately affected populations and barriers to vaccination access and uptake

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.			

Strategy 2: Leverage and support partnerships with community organizations

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 3: Develop, cultivate, and/or strengthen community-based partnerships to reach disproportionately affected populations

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: Improve access to COVID-19 vaccines (expand and diversify opportunities for getting vaccinated)

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 5: Improve and expand messaging, education around vaccination

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 6: Enhance local coordination of vaccine equity efforts			
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.			

3. Performance Measurement (15 points):

Select required performance measures from the drop-down box. Each applicant should select **at least one required performance measure** for the jurisdiction or population of focus. The performance measure is related to administration of vaccines and should be one measurable outcome of the project's overall efforts.

3.1. Required Performance Measure: Vaccination-Specific Project Outcome

Select one required performance measure from the following list:

3.1.1 Required Performance Measure Tracking and Reporting:

In the text box below, describe how progress towards the required performance measure will be monitored and documented and person(s) responsible for monitoring and reporting progress.

3.1.2 Required Performance Measure Objective:

In the text box below, provide a measurable objective based on the performance indicator selected. This objective should include the target vaccination increase for the population of focus or jurisdiction as a result of the activities proposed.

For example: By June 30, 2024, the number of homebound persons in *Any County*, West Virginia having completed the entire series of COVID-19 vaccine will increase from 100 to 750.

4. 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 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?

5. 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 COVID-19 vaccine 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.

6. 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 table

Strategy: Improve access to COVID-19 vaccines (expand and diversify opportunities for getting vaccinated)			
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. Increase staffing of culturally competent medical personnel that reflect the community to provide COVID-19 vaccine at mobile or pop-up vaccination clinics.	<i>Community members may feel more comfortable and likely to get the vaccine from individuals who reflect their wider community and culture. These efforts will help to increase the proportion of community members that feel safe and comfortable receiving COVID-19 vaccine.</i>	<ol style="list-style-type: none"> 1. <i>Recruit and hire local RNs to coordinate and supervise vaccination sites and clinical activities</i> 2. <i>Hire community health workers to identify and schedule vaccination sites in easily accessible locations</i> 3. <i>Provide Cultural Competency training for all program staff</i> 	<p><i>2 RNs hired by 1/1/2022</i></p> <p><i>Hire 3 CHWs by 7/1/2022</i></p> <p><i>10 community pop-up clinics held annually through 6/30/2024</i></p>