

Announcement of Funding Availability

Grantee Training Session #1

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Presenters

Scott Eubank

Director, Office of Community
Health Systems and Health
Promotion

Bob Wines

Director, Division of
Immunization Services,
Office of Epidemiology
and Prevention Services

Stephanie Moore

Director, State Office
of Rural Health,
Office of Community
Health System and
Health Promotion

Sheryn Carey

Director, Division of Health
Promotion and Chronic Disease,
Office of Community Health
Systems and Health Promotion

Agenda

- **Welcome and Introductions**
- **Grants Overview**
 - **Federal Funding**
 - **Goals**
 - **Populations**
 - **Geographical Distribution**
- **Reporting**
 - **Deadlines**
 - **Overview**
 - **Invoices and Expenditure Reports**
 - **Allowable Costs**
 - **Progress Reports**
- **Performance Measures**
 - **Overview**
 - **Health Disparities**
 - **Vaccine Equity**
 - **Management**
 - **Activity**
- **Technical Assistance and Questions**

Congratulations!

The proposal you submitted was reviewed by the West Virginia Department of Health and Human Resources, Bureau for Public Health, and has been selected in response to one or more of the following Announcements of Funding Availability (AFAs):

**2021 COVID-19
Vaccination Equity
and Prioritizing
Populations
Disproportionately
Affected by
COVID-19**

**2021 Addressing
COVID-19
Health Disparities
Among Racial and
Ethnic Minorities
in West Virginia**

**2021 Addressing
COVID-19
Health Disparities
in Rural Areas of
West Virginia**

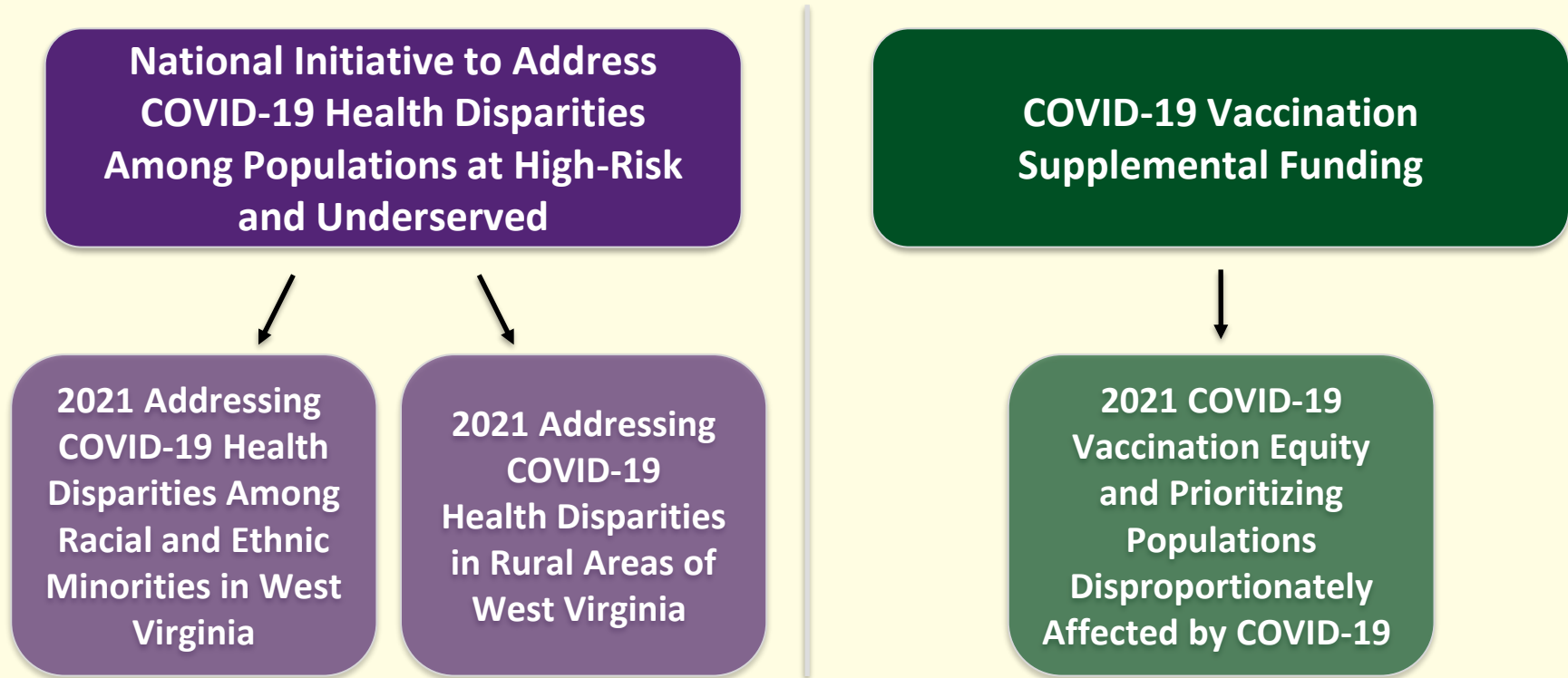


Poll: Which AFA does your project address? (select all that apply)

- A. 2021 COVID-19 Vaccination Equity and Prioritizing Populations Disproportionately Affected by COVID-19
- B. 2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities in West Virginia
- C. 2021 Addressing COVID-19 Health Disparities in Rural Areas of West Virginia

Grants Overview - Federal Funding

The West Virginia Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH) received funding through grants provided by the Centers of Disease Control and Prevention (CDC).



BPH leveraged this funding to release three AFAs to Local Health Departments (LHDs), Community Based Organizations (CBOs), and Community Health Centers (CHCs) to address COVID-19 health disparities and vaccine equity.

The goals of the three AFAs include:

1

Reduce COVID-19-related health disparities

2

Improve and increase testing and contact tracing

3

Build community capacity to prevent and control COVID-19

4

Build community capacity to prevent severe COVID-19 among high-risk persons

Grants Overview - Populations

BPH has three AFAs to reduce COVID-19 related disparities.

Populations disproportionately affected by COVID-19 include, but are not limited to, the following:

People in racial and ethnic minority groups

Non-Hispanic American Indian

Alaska Native

Non-Hispanic Black

Hispanic

People living in communities with a high CDC/ASTDR Social Vulnerability Index (SVI)

People living in rural communities

People with disabilities

People who are homebound or isolated

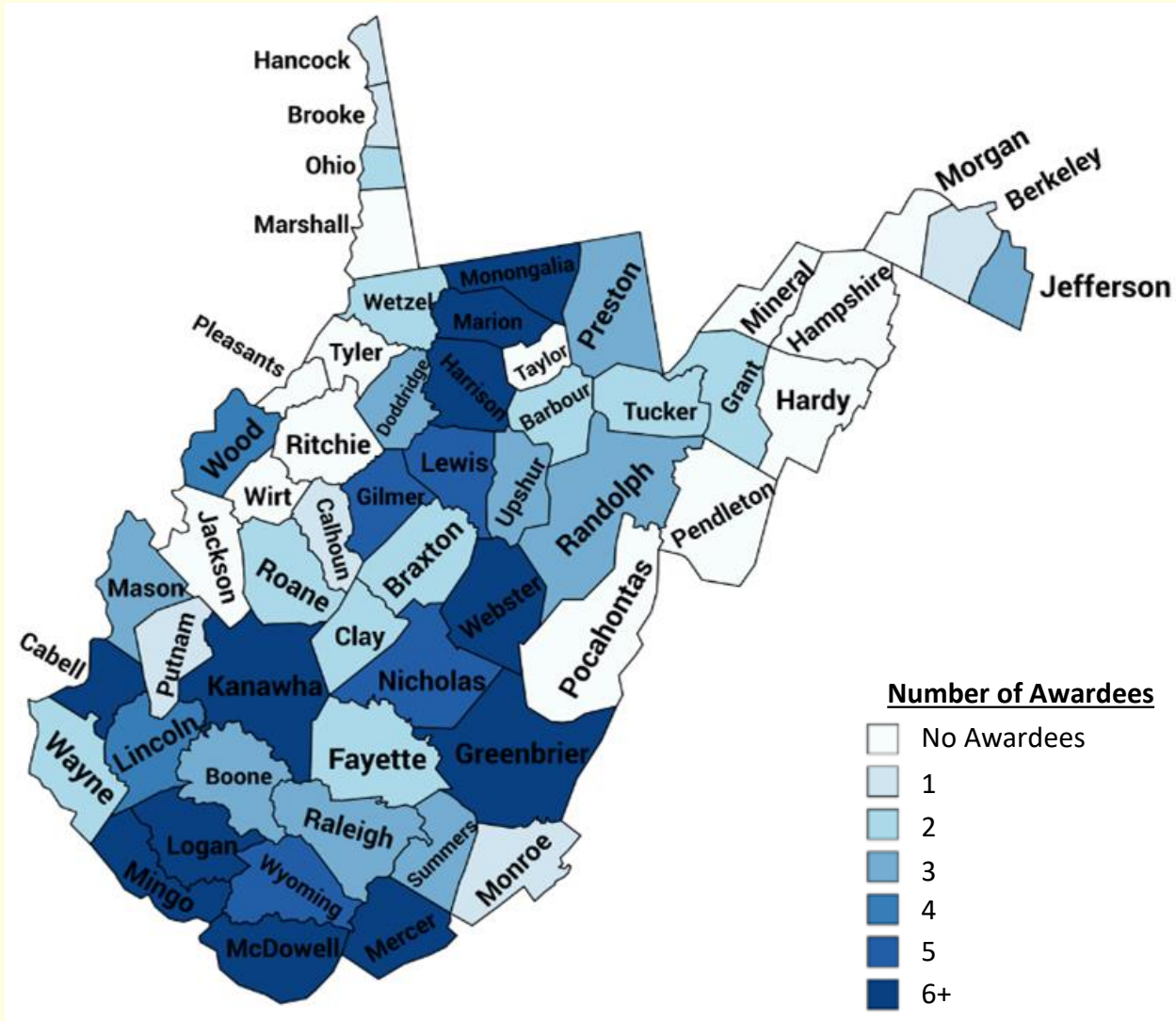
People who are underinsured or uninsured

People who are immigrants and/or refugees

People with transportation limitations

Grants Overview – Geographic Distribution

This map reflects the number of awardees from AFA Round 1 and 2 per county.



Note: Entities indicating "statewide" work are not reflected in this map.

Reporting – Deadlines

Report Due:	Health Disparities	Vaccine Equity
4/15/2022	x	x
7/15/2022	x	x
10/17/2022	x	x
1/16/2023	x	x
4/17/2023	x	x
7/17/2023	x	x
<i>End of funding period – Health Disparities: 5/31/2023</i>		
10/16/2023		x
1/15/2024		x
4/15/2024		x
7/15/2024		x
<i>End of funding period – Vaccine Equity: 6/30/2024</i>		

Recipients must provide reports to BPH on a quarterly basis:

Invoices and Expenditure Reports

- Submitted quarterly
- Signed and dated by the appropriate authorized representative
- Submitted to DHHRBPHGRANTS@wv.gov

Progress Reports

- Based on the activities proposed in the workplan
- Due 15 days after the close of each quarter
- Submitted to AFA Lead

Reporting – Invoices and Expense Reports

Invoice and Expense Report Submission:

1. Following final grant approval, recipient will receive further instructions for invoice and expense report submission, including a template for expenditure reports.
 - Recipient will create the invoice by changing the grant support document to the invoice. The reference number becomes the invoice number.
 - Recipient must use the expenditure report template provided by the Bureau.
2. On a quarterly basis, recipient will complete the reports, including:
 - Grantee name and address
 - Date of invoice
 - Grantees unique identifying invoice number
 - Grant number applicable to the invoice
 - Commitment number, found on Form 200
 - Service period of the invoice
 - Total amount being invoiced
 - Certification statement
 - Wet signature
4. Recipient will submit reports to DHHRBPHGRANTS@wv.gov, copying the AFA Lead.
5. BPH Finance will release funds on the 15th day of the start of the service period.

Reporting - Allowable Costs

Allowable Costs

- Personnel costs
- Salaries, wages, etc.
- Fringe benefits
- Consultant costs
- Equipment (must be clearly identified)
- Supplies
- Travel
- Tolls, meals, mileage, etc.
- Contractual costs
- Rental or lease of vehicle(s)

Non-Allowable Costs / Funding Restrictions

- Research
- Clinical care (except as allowed by law)
- Purchase of vehicle(s)
- Construction or facility costs
- Publicity or propaganda designed to support or defeat the enactment of legislation before any legislative body

NOTE: Expenditure reports will be reviewed; non-allowable costs will not be reimbursed.

Reporting – Progress Reports

Progress Report Submission:

1. Progress reports are due 15 days following the end of each quarter.
 - The first reporting period is the quarter following execution of the grant agreement.
2. BPH will provide the recipient with an Excel Spreadsheet reporting tool.
 - The reporting tool is pre-populated with the performance measures established in the Statement(s) of Work.
 - Recipients must use this reporting tool to report progress.
3. Recipient updates reporting tool for the quarter.
4. Recipient submits reporting tool to AFA Lead:

2021 COVID-19 Vaccination Equity and Prioritizing Populations Disproportionately Affected by COVID-19

robert.l.wines@wv.gov

2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities in West Virginia

sheryn.l.carey@wv.gov

2021 Addressing COVID-19 Health Disparities in Rural Areas of West Virginia

stephanie.e.moore@wv.gov

2021 Combined AFAs (2 or more AFAs)

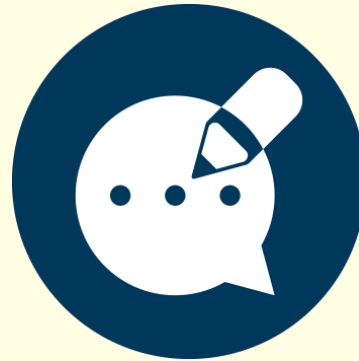
scott.s.eubank@wv.gov

Reporting – Progress Reporting Tool

Example Progress Reporting Tool

Organization Name:					
Strategy	Activity	Performance Measure	Unit of Measurement	Target Outcome	Y1 Q1 Outcome
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.	Expand opportunities for testing (including home test kits and organizing mobile testing sites).	Number of church-based vaccination events held	Number of events	X church-based vaccination events held by XX/XX/XXXX	
		Number of people choosing medical screening at church-based vaccination events	Number of people screened	X individuals screened at church-based events by XX/XX/XXXX	
		Number of people without a regular source of care or with an underlying medical condition screened	Number of medical screenings for those without a regular source of care or with underlying medical conditions	X people without regular source of care or with an underlying medical condition screened by XX/XX/XXXX	
	Connect community members to programs, healthcare providers, services, and resources (e.g., transportation, housing support, food assistance programs, mental health and substance use services).	Effectively orient and train CHWs on vaccine importance and how to organize vaccine events	Number of CHWs trained		5 CHWs complete curriculum and training sessions by XX/XX/XXXX
CHWs trained evaluate training as effective				Average training evaluation score of X received by CHWs trained	
2. Increase/improve data collection and reporting for populations experiencing a disproportionate burden of COVID-19 infection, severe illness, and death to guide the response to the COVID-19 pandemic.	Improve data collection and reporting for testing for populations at higher risk and that are underserved.	Database and reports completed and reviewed by project staff, participating churches, and the Project Advisory Group	Number of reports	X reports completed and reviewed by XX/XX/XXXX	
	Disseminate COVID-19 information and related data in an accurate and culturally competent manner, location, and/or through trusted community messengers.	Information about vaccine, testing, and treatment importance and access to minority-led churches and non-profits	Number of churches reached	Provide information/meeting notes about best-practice for accessible COVID-19 related services on a daily basis to 12 minority-led churches by XX/XX/XXXX	

Performance Measures - Question



In the chat box, list attributes of a good performance measure.

Performance Measures – Overview

Performance Measures are objective, quantitative indicators used to regularly assess program performance and progress toward a target or goal.

- Progress reports include performance measures based on the activities proposed in each workplan.
- Recipients and the Bureau use performance measures as a management tool to:
 - Communicate priorities to staff and stakeholders and provide key indicators for performance
 - Provide timely information on program activities and outcomes that can keep program staff better informed and help identify performance problems early
 - Serve as a point of comparison to set targets and monitor progress from year to year
 - Identify areas for evaluation, such as understanding why the program is not meeting a specific target in order to adjust course
 - Document the benefits received from the investment in each program

Performance Measures – Health Disparities

BPH is required to submit progress reports to the CDC that are specific to the National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved funding.

See the Health Disparities Performance Measures Resource for further detail and guidance.

Strategy 1	Measure 1.1: Number of COVID-19 mitigation and prevention resources and services delivered in support of populations that are underserved and disproportionately affected by type.
Strategy 2	Measure 2.1: Number of improvements to data collection, quality, and reporting capacity for recipients, partners, and agencies related to COVID-19 health disparities and inequities.
Strategy 3	Measure 3.1: Number of improvements to infrastructure to address COVID-19 health disparities and inequities.
Strategy 4	Measure 4.1: Number and proportion of new, expanded, or existing partnerships mobilized to address COVID-19 health disparities and inequities

Performance Measures – Health Disparities

- Each recipient's reporting tool outlines the performance measures applicable to their unique initiative.
- Performance measures will align with the CDC-required performance measures, as well as the AFA strategies and activities.
- However, recipients will report *only* on the strategies addressed in their unique work plan.

Required for:

- 2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities in West Virginia
- 2021 Addressing COVID-19 Health Disparities in Rural Areas of West Virginia

Performance Measures – Vaccine Equity

Awardees must choose *at least* one Required Performance Measure (RPM) to report on quarterly:

- **RPM1:** Percent of unvaccinated population of focus/jurisdiction with complete COVID-19 vaccine series.
- **RPM2:** Percent of unvaccinated population of focus/jurisdiction with one dose of COVID-19 vaccine.
- **RPM 3:** Number of unvaccinated persons in population of focus/jurisdiction with complete COVID-19 vaccine series.
- **RPM 4:** Number of unvaccinated persons in population of focus/jurisdiction with one dose of COVID-19 vaccine.

Required for:

2021 COVID-19 Vaccination Equity and Prioritizing Populations Disproportionately Affected by COVID-19

Planning and Operationalizing Performance Measures:

1. Clarify your performance measure
 - Define key terms
 - Define unit of analysis
 - Ensure the measure is comparable for ongoing analysis
2. Identify data source
 - Choose reliable and consistent mechanisms to collect data
3. Plan for the reporting timeline
 - Map out the timeline to collect and compile data, and meet the reporting deadline



A grantee submits the following performance measure for a grant:
"PPE distributed at ABC Clinic"

In the chat box, please respond to the following questions:

1. What feedback would you provide to this applicant?
1. What additional steps do you suggest the grantee take to further develop this PM?

A grantee submits the following Performance Measure:
"PPE distributed at ABC Clinic"

Planning and Operationalizing Performance Measures:

1. Clarify your performance measure

- Define key terms
 - What is PPE?
- Define unit of analysis
 - Is a unit one PPE item or a PPE kit?

2. Identify data source

- Choose reliable and consistent mechanisms to collect data
 - Where will data be collected?
 - Who will collect the data?
 - How will data be tracked?

3. Plan for the reporting timeline

- Map out the timeline to collect and compile data, and meet the reporting deadline
 - How long will it take to collect and analyze data?



How confident are you in the Performance Measures included for your project?

- A. Not confident and need technical assistance**
- B. Somewhat confident and would like technical assistance**
- C. Confident and do not need technical assistance**

Reach out to AFA Leads for Technical Assistance:

AFA	AFA Lead	Email
2021 COVID-19 Vaccination Equity and Prioritizing Populations Disproportionately Affected by COVID-19	Bob Wines	robert.l.wines@wv.gov
2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities in West Virginia	Sheryn Carey	sheryn.l.carey@wv.gov
2021 Addressing COVID-19 Health Disparities in Rural Areas of West Virginia	Stephanie Moore	stephanie.e.moore@wv.gov
2021 Combined AFAs (2 or more AFAs)	Scott Eubank	scott.s.eubank@wv.gov

Upcoming Technical Assistance:

- Funding Announcement Website
- Performance Measures Resource
- Performance Measures Overview – Health Disparities
- Additional Webinars/Training

Thank you!

Questions?



On a scale from 1 to 10, how helpful was today's training?

What additional training would you like to see provided?

Do you have additional comments regarding the training and ongoing needs?