

## Questions and Answers from the January 12, 2022

### AFA Recipient Training (Session 1)

- 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

### General

**1. Will the PowerPoint presentation be made available following the training session?**

Yes, the presentation can be accessed on the West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH) website:

<https://dhhr.wv.gov/bph/Pages/Training.aspx>

### Finance Reporting

**2. Will BPH provide a template for invoices?**

Awardees are responsible for submitting their own invoices per the memo provided by BPH with the grant template. BPH will provide a grant support document that will serve as the template for the invoice. To create the invoice, recipients should change the "Grant Support Document" title to "Invoice" and change "Reference Number" to "Invoice Number." Invoices should be submitted to [DHHRBPHGRANTS@wv.gov](mailto:DHHRBPHGRANTS@wv.gov) and the AFA lead.

**3. Will BPH provide a template for Expenditure Reports?**

Yes. Recipients must use the expenditure report template provided by BPH. Do not revise or create your own report.

**4. Will we receive reimbursement for project costs or will we be paid in advance?**

Awardees will receive payments within the first 15 days of the start of the grant period. Following each grant period, please submit an expenditure report to confirm expenses. Upon receipt of the expenditure report, the report will be reviewed prior to the release of the next payment. Note that the invoices will not be processed until the grant agreement is final. Table 1 provides an example of invoice and expenditure report deadlines based on service periods.

**Table 1. Invoice and Expenditure Report Deadlines**

<b>Invoice</b>	<b>Expenditure Report</b>
Service Period: 1-1-22 to 3-31-22 Due: 1-15-22	Service Period: 10-1-21 to 12-31-21 Due: 1-15-22
Service Period: 4-1-22 to 6-30-22 Due: 4-15-19	Service Period: 1-1-22 to 3-31-22 Due: 4-15-22
N/A	Service Period: 4-1-22 to 6-30-22 Due: 7-15-22

**5. Who can I contact regarding finance questions?**

Please direct any additional finance questions to DHHRBPHGRANTS@wv.gov and copy your grant's AFA Lead. See Table 2 (page 3) for a listing of AFA Leads.

**Progress Reporting**

**6. When are the first progress reports due?**

Progress reports are due 15 days following the close of the quarter. The first invoice report is due to your AFA Lead on April 15, 2022. See Table 2 (page 3) for a listing of AFA Leads.

**7. Are we required to submit a progress report if we have not yet started implementing the project?**

No. The first report should include progress updates for the reporting period during which the grant agreement was executed. For example, if your grant agreement was executed January 15, 2022, your first progress report will only include updates for January 15, 2022, to March 31, 2022.

Recipients whose grant agreements were final prior to January 1, 2022, should submit progress reports for the October through December 2021 reporting period with their report for the January through March 2022 reporting period by **April 15, 2022**.

**8. What assistance is available for managing and reporting performance measures?**

BPH has published a performance measures resource to the BPH Funding site, which provides guidance on developing and utilizing performance measures:  
[https://dhhr.wv.gov/bph/Documents/Funding/Vendor%20and%20Grantee%20Resources/20211228\\_Performance%20Measure%20Resource.v1.1.pdf](https://dhhr.wv.gov/bph/Documents/Funding/Vendor%20and%20Grantee%20Resources/20211228_Performance%20Measure%20Resource.v1.1.pdf)

Additionally, you may contact the AFA Lead for your respective grant for assistance. Please reference Table 2 (page 3) for a listing of AFA Leads.

**Table 2. AFA Leads**

2021 COVID-19 Vaccination Equity and Prioritizing Populations Disproportionately Affected by COVID-19	<b>robert.l.wines@wv.gov</b>
2021 Addressing COVID-19 Health Disparities Among Racial and Ethnic Minorities in West Virginia	<b>sheryn.l.carey@wv.gov</b>
2021 Addressing COVID-19 Health Disparities in Rural Areas of West Virginia	<b>stephanie.e.moore@wv.gov</b>
2021 Combined AFAs (organizations that have received funding through more than one of the aforementioned AFAs)	<b>scott.s.eubank@wv.gov</b>

**9. Can we update our work plan to reflect newly disseminated information and guidelines regarding COVID-19 and/or changing trends with the disease?**

Any updates to the work plan must be submitted to your AFA Lead and will be reviewed and approved on a case-by-case basis. A rationale for any revisions to the work plan must be provided and submitted with the updated work plan. Recipients may also propose revised dates in their work plan based on the date their grant agreement was finalized.