

Questions and Answers from the April 6, 2022

AFA Recipient Training (Session 2)

- 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

Communications Resources

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/Funding.aspx>

2. Where can I go to learn more about available communications resources?

- Covid.gov – “One Stop Shop” [COVID-19 Information](#)
- HHS – “We Can Do This” [Toolkits & Resources](#)
- Public Health Communication Collaborative – [Messaging Resources](#)
- Centers for Disease Control and Prevention (CDC) – [Content Syndication of CDC COVID-19 Vaccination Information](#)
- Center for Rural Health Development – [Social Press Kit](#)

3. Do you have any materials that are geared toward the religious community?

The [Social Press Kit](#) has resources tailored for the religious community. Grantees might also find resources at <https://www.christiansandthevaccine.com>.

4. Who can I contact for more information on communications resources?

Julia Daisy Fraustino – jdfraustino@mail.wvu.edu

Elaine Darling – elaine.darling@wvruralhealth.org

Lisa M. Costello – lmcostello@hsc.wvu.edu

Finance Reporting

5. When will funding be distributed?

Once the grant agreement is final, the grantee will receive a templates for invoices and progress reports. Funding will be distributed once the first invoice has been submitted and processed. Invoices are submitted to DHHRBPHGrants@wv.gov.

Funding is distributed according to the schedule provided in Exhibit D - Schedule of Payment Information. If you need to request an adjustment to this schedule, reach out to your AFA Lead and DHHRBPHGrants@wv.gov to adjust.

Table 1. Program Leads

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 (organizations that have received funding through more than one of the aforementioned AFAs)	scott.s.eubank@wv.gov

6. Is food at events an allowable expense for grant funding?

The guidance for use of federal COVID-19 foods for incentives includes food as an unallowable incentive. Examples of unallowable incentives: Cash; lottery tickets or games of chance; alcohol; drugs; entertainment expenses; food; commemorative or promotional items; and gift cards that may appear to endorse a vendor. For additional guidance/information please reference the [General CDC Guidance for Use of Federal Funds to Provide Incentives to Support COVID-19 Updated](#).

7. What should I do if I have to submit an invoice, but funding has not been distributed?

If an entity submitted an invoice and has not received funds, please contact DHHRBPHGrants@wv.gov. BPH staff will review on a case-by-case basis.

8. Are the invoices and expenditure reports submitted in the same way as other state grants?

Once the grant agreement is final, BPH will provide an expenditure report template. Invoices are due in accordance with Subrecipient Grant Request Form Exhibit D- Schedule of Payments Information. Program and expenditure reports are due in accordance with Subrecipient Grant Request Form Exhibit G- Reporting Requirements. Reports are to be submitted on a quarterly basis. On the following page, Table 2 provides examples of invoice and expenditure report deadlines.

Table 2. Example Invoice and Expenditure Report Deadlines

Invoice	Expenditure Report
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: 4-15-22	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

*This table provides example invoice and expenditure report deadlines and does not include all deadlines for the full performance period of the grants.

9. How will payments be processed for invoice dates that have passed before the grant agreement is final?

Grantees can still submit invoices for past service periods. Grantees should submit invoices with expenditure reports so that BPH can ensure that grantees hold no more than 10% of the full funding allocation at a given time.

10. If my program cannot begin expending funds due to grant processing, will funds be de-allocated? Can project end dates be extended?

Refer to your Program Lead (per Table 1) for funding questions specific to your grant. CDC is currently considering no-cost extensions for grants, which may impact flexibility to extend current project end dates. More guidance to come.

11. Do I need to submit an invoice if no funding was expended during the first three months?

Invoices and expenditure reports must be submitted in accordance with the subgrant agreement Exhibit D- Schedule of Payments Information. If you did not incur expenditures during the service period, then a zero amount expenditure report must still be submitted. BPH will not be able to process the second invoice until the first expenditure report has been submitted.

Progress Reporting

12. Are there additional reports that will be required at the end of the grant period?

As of now, quarterly reporting tools and expenditure reports are the only reporting requirements. BPH will notify grantees if additional reporting requirements will be implemented to meet state or federal reporting needs.

13. When will grantees receive reporting tools specific to their grants?

Reporting tools are provided once the statement of work is finalized. If your program has not received their reporting tool and has a final statement of work, please reach out to your Program Lead (per Table 1) to confirm status.