



## COVID 19 Community Memorandum of Agreement Information

### PURPOSE:

The State of Alaska, Department of Health and Social Services, Division of Public Health will provide funding to Alaskan local governments and Tribal entities to help with the following activities:

- Improve efforts and increase access to COVID testing in the community
- Build capacity to increase access to COVID vaccine in the community
- Implement strategies that decrease health inequities

### \*Health Equity

According to the Robert Wood Johnson Foundation, health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care. (<https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html>)

### COVID-19 HEALTH EQUITY ACTIVITY REQUIREMENT:

One goal of these projects is to implement community-driven strategies around COVID-19 vaccines, testing, case interviews, contact tracing, and other COVID-19 topics, with specific emphasis on population groups that have been disproportionately impacted by the COVID-19 pandemic due to external social factors and systemic inequities. Funding is calculated on population size. A portion of the funds are required to be used to help those who have difficulty accessing testing, vaccine or complying with recommendations from contract tracers. A minimum of 10% will be required for each MOA and will increase based on the levels of deprivation experienced in your community. Information on higher levels of deprivation by community is available for comparison to surrounding areas here: [Neighborhood Atlas - Home \(wisc.edu\)](#).

### ELIGIBILITY:

Local governments are eligible to apply and may propose plans to engage one or more communities and geographic areas. The definition of communities may also include a group of people who have particular characteristic in common (e.g. share similar cultural beliefs or interests). Please work with your local tribes, borough, or municipality to ensure that efforts are coordinated. DHSS allows recipients to act as pass-through entities in order to provide funding to other recipients, including community-based organizations serving populations who may experience health inequities.

**Technical assistance will be provided throughout the funding period to assist with reporting, advancing health equity projects, pre-approval of projects and invoice processing.**

### REPORTING:

Reporting requirements will be due at the same time as invoices. Payment will not be issued unless necessary reporting is attached. Reporting requirements will be determined during the MOA preparation and will be dependent upon the type of activities selected. Entities are encouraged to collaborate with hospitals, schools and community organizations to improve the outcomes for their population. **See attachment of COVID-19 Community Memorandum of Agreement fund amounts.**

**PERIOD OF AGREEMENT, DATES AND DEADLINES:**

March 15, 2021 – March 31, 2022

**Important dates:**

<b>February 22, 2021</b>	Pre award meeting with technical assistance (4pm)
<b>February 25, 2021</b>	2 <sup>nd</sup> Pre award meeting with technical assistance (10am)
<b>March 15, 2021</b>	Funding Requests due to <a href="mailto:Maria.caruso@alaska.gov">Maria.caruso@alaska.gov</a>
<b>March 31, 2021</b>	Award funding to Communities via signed MOA
<b>March 31, 2022</b>	Final receipts due to DPH, payments issued to Communities

Submit questions to: [Maria.caruso@alaska.gov](mailto:Maria.caruso@alaska.gov)

**TERMS OF PAYMENT:** Funds will be reimbursed through invoicing upon approval of MOA.

**PRIOR APPROVAL REQUIRED:**

- Computer software
- Equipment
- Construction projects

**FUNDS CANNOT BE USED FOR:**

- Resources funded by another HSS Contract or HSS-Cares source
- Research
- Purchasing vehicles
- Reimbursement of Pre-Award costs
- Hospital bills or insurance claims
- Fund raising activities or lobbying
- No indirect costs will be considered
- Food and/or water

**Please complete the application in order to develop MOA.**

1. Complete selected activities by dates prescribed above.
2. Please include an updated W9 with your request.

Submit completed application and W9 to: [Maria.caruso@alaska.gov](mailto:Maria.caruso@alaska.gov)

# COVID 19 Community Memorandum of Agreement Application

## Primary Contact Information:

(Please make sure to include name, phone number, email and physical address for all contacts listed.)

Program Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Finance Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Other Contact that needs to sign/be listed on the Memorandum of Agreement (MOA):

Contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

**Please list communities and partners intended to be part of this funding, either through subawards or support.**

Community/Partner Name(s):

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**SCOPE and AMOUNTS:**

Please check activities from the menu below. In the final box, indicate the dollar amount anticipated.

**Menu of Activities**

<p><b>1. Improve efforts and increase access to COVID testing in the community:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop new test sites or mobile testing capacity</li> <li><input type="checkbox"/> Expand capacity in existing locations where testing is offered</li> <li><input type="checkbox"/> Overtime for personnel to report lab results</li> <li><input type="checkbox"/> Transportation costs associated with testing*</li> <li><input type="checkbox"/> New or mobile testing sites targeted at underserved community members*</li> <li><input type="checkbox"/> Develop targeted, culturally relevant communication efforts*</li> <li><input type="checkbox"/> Staff training to support reporting of lab results</li> <li><input type="checkbox"/> Purchasing necessary supplies for testing</li> <li><input type="checkbox"/> Other activities (Please describe in the box below)</li> </ul>		
<p><b>If there is not sufficient space to provide details, please attach a spreadsheet or addendum to your application.</b></p>		<p><b>Amount Requested per Activity:</b></p>
<p><b>Description of "Other" activities:</b></p>		
<p>Personnel <b>(expected overtime, job title)</b></p>		
<p>Contracts <b>(sub-contractor name, activity to be performed)</b></p>		
<p>Supplies/Materials <b>(type of supply, quantity)</b></p>		
<p><b>Total</b></p>		

\* These activities are examples of how to meet the minimum 10% budget requirements to address health inequities. Other activities may also be counted but will require a description of how they address health inequities.

**2. Build capacity to increase access to COVID vaccine in the community:**

- Overtime for personnel to administer vaccine
- Overtime for support staff to make appointments or reminder calls for patients
- Additional sites for vaccine administration
- Mobile vaccine administration\*
- Transportation costs associated with vaccinations\*
- New or mobile vaccine sites targeted at underserved community members\*
- Develop targeted, culturally relevant communication efforts\*
- Incentivize providers to improve reporting race, ethnicity, and occupation data into VacTrak.
- Rent space or expand hours where vaccine can be administered
- Supplies needed to administer vaccines
- Other activities (Please describe in the box below)

<b>If there is not sufficient space to provide details, please attach a spreadsheet or addendum to your application.</b>		<b>Amount Requested per Activity:</b>
<b>Description of "Other" activities:</b>		
<b>Personnel (expected overtime number, job titles)</b>		
<b>Contracts (sub-contractor name, activity to be performed)</b>		
<b>Site Rental for Vaccine Administration</b>		
<b>Supplies/Materials (type of supply, quantity)</b>		
<b>Total:</b>		

\* These activities are examples of how to meet the minimum 10% budget requirements to address health inequities. Other activities may also be counted but will require a description of how they address health inequities.