



**Vaccine Equity & Community Rebuilding  
Overview & Orientation  
September 20, 2021**

**In a Nutshell**

- Community Health Equity is our “Why.”
- The “What” – [see presentation](#)
- What are you being asked to do? What you’ve been doing as a CHC, but with more resources.

**FAQs**

Q: Can we request the session be recorded?

A: The session has been recorded, and the recording will be available soon on the Alliance YouTube channel.

Q: Will each council be submitting a formal proposal for this funding?

A: No. Your letter of interest is sufficient.

Q: Our bylaws require a formal vote on accepting proposals, which this timeframe doesn’t allow

A: We want to get the money out ASAP, so anyway you can expedite approval by your health council would be advantageous.

**Expectations and Supports**

Q: Will each Health Council will need to set up an Equity Committee?

A: Yes

Q: Does this require a community health assessment, health improvement plan, and the like?

A: Yes. We will provide support for this: trainings, a template, and a data profile for each health council prepared by the NM Community Data Collaborative.

Q: Who and when can we contact regarding dashboard info for our county? And will this data include existing vaccination info in our county?

A: Joan Goldsworthy Appel, NMCDC Director, will be the contact. Dashboards will use standard indicators for vaccinations and for community rebuilding. NMCDC is working with DOH to get to data for small geographic areas, e.g., zip codes. Joan will contact every health council to identify

unique indicators to inform your health profile. Joan is also able to offer a data dashboard training for our health council members on how to navigate the NMCDC and access available resources. Year 2 training on how to maintain your own dashboards. See Socorro County's prototype dashboard: <http://tinyurl.com/socorrodata>

Q: What support can we expect from DOH Regional Health Promotion Teams?

A: Health promotion managers are meeting on a regular basis with CHI and NMAHC. Reach out to regional your health promotion managers.

Q: Can you share the map of the regions?

A: Wendy is in the process of making a map to put on our website, in the meantime you can see health councils listed by region in the health councils section of our [nmhealthcouncils.org](http://nmhealthcouncils.org) website.

Q: How many in person meetings are you anticipating so we have an idea what the travel budget needs to be?

A: You should have received a calendar invitation for the regular trainings scheduled for the first and third Mondays from 1-3.

C: I would at not having trainings on tribal feast days.

A: If a training day is a tribal feast day or holiday for your community, please let us know and we will find another way to get the information you need to you. Also, let us know if you have personal reasons that prevent you from attending a training, and we'll help you get the information.

Q: How about if our county does not have a CHW from UNM, will that affect the vaccine equity plan?

A: We're not expecting health councils to act outside of their scope, but to partner with your community members who do this work. We'll help you make connections and engage the community. Partner with MCOs to provide meals at vaccination clinics; food bank dispersals at clinics. Alliance of School-based health centers as partners: 12-17 year old vaccinations need more work. Potential approval for younger students.

Q: You mentioned AmeriCorps as a source of support.

A: The Alliance will be submitting a proposal for national direct funding of a NM Public Health Corps. The Alliance will manage the grant, and any health council who would like to host a minimum of 2 corps members are welcome to sign on. If the proposal is approved, these AmeriCorps members will probably not be available until later in 2022. For more information, contact [Wendy@nmhealthcouncils.org](mailto:Wendy@nmhealthcouncils.org)

Q: Could we host AmeriCorps members before next Fall?

A: There are existing AmeriCorps members in NM who may be able to partner with you. For more information, contact [Wendy@nmhealthcouncils.org](mailto:Wendy@nmhealthcouncils.org)

## Financials

Q: How many years does this grant run?

A: Two years at \$50,000. We're already looking already at how to sustain funding beyond two years, which is just enough time to get start. We'll work as a group to obtain this funding, not expecting each CHCs to find their own.

Q: When does the first year of this grant start? And how does this correspond to the DOH's fiscal year?

A: This starts now, as soon as contracts are signed. The fiscal year is July 1 – June 30.

Q: Do we Invoice for standard amount each month rather than expenses?

A: Yes

Q: Are there requirements for hourly rates, travel per diem, etc.

A: No, you can use the rates you've been using, so long as these don't exceed DOH requirements.

will we get these slides? Yes

Q: How does this work with a health council who has a fiscal agent?

A: CHI can't write a check unless you have a bank account in your name. If the HC isn't a formal entity, CHI will be working with each CHC to identify the fiscal agent or an entity that has a W-9 and to whom CHI can issue a check.

Q: Can CHI use direct deposit?

A: No. CHI will be writing checks.

Q: What is the timeline for reimbursement?

A: Have your invoices to Sharon by the 5<sup>th</sup>, of the month. Sharon will submit these to CHI by 10<sup>th</sup> of the month; DOH will take 3-5 days to review and reimburse. So expect 2-3 weeks total from time of invoicing. Invoicing: When you send in your invoice, make sure the reporting is complete. The invoice lists the required documents for each invoice. Working on streamlining reporting template, putting as much as possible on monthly report.

Q: Will the regular DOH Council Funding be included in this invoice or do we invoice them as we have in the past based on deliverables?

A: These are separate contracts, separate reportings, and separate invoices.

Q: Have the Health Councils received their contract from DOH yet (for \$9500)?

A: Traditional DOH contracts have gone out with SOW. Managers will look to streamline the requirements and alleviate any additional burdens on health councils. Check with your regional health promotion manager.

Q: Is this funding separate from the UNM community Health worker interest letter/proposal?

A: Yes. The CHW program is a separate project, with separate funding. This is an opportunity to get additional funding and support for your program. Applications for the next wave of CHW funding is open.

Q: How should we handle a two-year budget when the monthly amount will be decreasing from year 1 to year 2?

A: Specific budget decisions are left to each health council, but we'll be happy to explore possibilities with you. For example, allocate funding in year 1 to other than staff costs (equipment, materials, etc.) and apply that funding to staff in year 2.

Q: Are there restrictions on using the funding for incentives, e.g., cash or in-kind incentives for vaccinations?

A: We are awaiting an answer to this question from DOH and will let you know as soon as we receive on. Food is typically not allowable under federal funds. From our perspective we want CHCs to have as much flexibility as possible under the restrictions imposed by state and feds.

## **Staffing**

Q: When must staff be hired? Do you have a brief job description ?

A: Hire staff ASAP. We'll be providing a Hiring Toolkit, including a sample job description and suggestions for staffing. This doesn't have to be the traditional hiring process. Think about hiring an interim, using interns, sharing staff with partner health councils or community organizations, etc.

Q: Can project staff work on additional projects?

A: Staff are to work on increasing health council capacity. It's hard to imagine a project that wouldn't be applied to health council capacity building. If in question, email Sharon Finarelli.

Q: Can our new hire join an existing vaccine equity group?

A: Yes, we want to build on what you are already doing and make it stronger.