



NC Department of Health and Human Services

# 466 FY22 Advancing Equity Agreement Addendum Review

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**Healthy Communities Program Manager**

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# Advancing Equity – Purpose

- The Advancing Equity AA is funded by a grant from the Centers for Disease Control and Prevention (CDC) titled “National Initiative to Address COVID-19 Health Disparities Among Populations at High-Risk and Underserved, Including Racial and ethnic Minority Populations and Rural Communities.”
- Advancing Equity provides funds for the Local Health Department to address COVID-19-related health disparities and advance health equity by expanding local health department capacity and services to prevent and control COVID-19 infection (or transmission) among HMPs, or other priority populations.

# Funding for Local Health Departments

- \$7,838,788 over 2 years
- FY22 - Year 1
  - Funding to 98 counties, excluding Wake and Mecklenburg
  - Approximate funding per county \$39,900
- FY23 - Year 2
  - Funding to counties identified as being in the top 2 tiers of CDC's Social Vulnerability Index (SVI)

# FY22 - Scope of Work and Deliverables

- 1. Designate a staff member to carry out all duties outlined in this Agreement Addendum.** If there is any change in staff designated, including vacancy, provide updates within 30 days of the staff change. In the event of a staff change, train the newly hired or appointed designated staff person to implement the strategy or strategies proposed in this Agreement Addendum within the first month of hiring or appointing to the role.
- 2. Participate in Advancing Equity state program conference calls, meetings, and training sessions for program updates, peer-to-peer sharing opportunities, and capacity building on equity.**
- 3. Conduct a minimum of one meeting each quarter with the Healthier Together regional leader to exchange information and identify opportunities for coordination.**

# FY22 - Scope of Work and Deliverables

4. **Establish a process to ensure equity is integrated into the LHD's services and resources.** Review and amend, as necessary, the LHD's mission statement, strategic plans, and policies and procedures to promote equity. (Available resources to guide your equity process can be found at

[https://www.cdc.gov/nccdphp/dch/pdf/healthequityguide.pdf.](https://www.cdc.gov/nccdphp/dch/pdf/healthequityguide.pdf))

The following internal activities are required by this Agreement Addendum:

- a. **Provide annual training for staff on health equity, racial equity and/or determinants of health;**

# FY22 - Scope of Work and Deliverables

- b. Establish a permanent workgroup to assess and improve the internal equity practices of the LHD including tracking equity efforts;** This workgroup must include an executive team member in addition to programmatic and support staff, and should include, when possible, a representative from Human Resources, Finance, Health Education and Clinical/Direct Services. Staff leading this workgroup, or a workgroup designee, must ensure liaison between the Local Health Department and the Regional Public Health Workforce Leadership Team from their region, as appropriate;

# FY22 - Scope of Work and Deliverables

- c. **Assess the LHD's mission, organizational culture, recruiting and hiring policies and practices, partnerships, and programs using the [REJI Organizational Race Equity Toolkit](#) (2<sup>nd</sup> edition) or other validated assessment tool approved by the DPH Advancing Equity Coordinator; and**
- d. **Develop an organizational equity plan.**

# FY22 - Scope of Work and Deliverables

- 5. Establish or have membership in an Equity Advisory Council consisting of members from historically marginalized populations (HMPs) that exist in the LHD's county or counties to seek guidance from the Council on internal and external operations in support of equity.**  
Membership on the Council should include representation from African Americans, Latinos/Hispanics, American Indians from state-recognized tribes, Asian Americans, LGBTQ+ persons, and those with disabilities, when applicable. (Available resources to guide engagement such as the HMP Engagement Toolkit can be found at <https://www.ncminorityhealth.org/documents/Provider-HMP-EngagementToolkit-Web.pdf>.)



# FY22 - Scope of Work and Deliverables

- 6. Implement a communications and messaging campaign addressing COVID-19 prevention and vaccination for populations at higher risk, underserved, and disproportionately affected.** The campaign outline and materials are to be submitted by email to the DPH Advancing Equity Coordinator prior to deployment of campaign as the campaign must be preapproved by the DPH Advancing Equity Coordinator to ensure adherence to cultural competency principles.

# FY22 - Performance Measures

- a. At least one part-time or full-time employee hired or appointed that is dedicated to incorporating equity processes, improvements, and implementing the strategies described within this Agreement Addendum.
- b. Staff participation in Advancing Equity state program calls/meetings, and training sessions.
- c. Designated staff having conducted at least one meeting each quarter with the Healthier Together regional leader.
- d. The LHD having provided or facilitated at least one racial and/or health equity training session for staff from the state-approved training options.

# FY22 - Performance Measures

- e. The establishment of a permanent workgroup at the Local Health Department which includes a representative from the executive team and programmatic and support staff, to improve its internal and external practices to support equity which includes tracking equity efforts.
- f. Health and/or racial equity assessment conducted as prescribed by DPH's Advancing Equity Coordinator.
- g. An organizational equity plan developed as prescribed by DPH's Advancing Equity Coordinator.

# FY22 - Performance Measures

- h. Establishment of or membership in an Equity Advisory Council with membership composed of at least three individuals from historically marginalized populations and/or community organizations that represent or are led by historically marginalized populations.
- i. Implementation of an approved communications/messaging campaign addressing COVID-19 prevention/vaccination on populations at higher risk, underserved, and/or disproportionately affected.

# FY22 - Reporting Requirements

- The reporting below shall be provided by the LHD to DPH via the Smartsheet dashboard, which for this Activity, can be accessed at <https://app.smartsheet.com/b/publish?EQBCT=82018408e7b44ef9b44e113b6e536ffb>.

The LHD shall:

- a. Upload the designated staff contact information to Smartsheet by September 30, 2021; updates about changes in designated staff shall be uploaded to Smartsheet within 30 days of the staff change.
- b. Complete a Monthly Financial Report each month via the Smartsheet dashboard. These monthly financial reports will report on the prior month, with the due dates posted on the Smartsheet dashboard. The first financial report is to report for September 2021 and is due by October 22, 2021.

# FY22 - Reporting Requirements

- c. Complete Periodic Progress Reports via the Smartsheet dashboard. These periodic progress reports will report about the prior period's progress on implementing the Agreement Addendum's required activities. **The due dates are posted on the Smartsheet dashboard.** The first progress report is to report for September 2021 activities and is due by October 22, 2021. This first progress report must include an estimated timeline for completion of 21/22 program deliverables. The periods for these progress reports are defined as:
- September 2021
  - October 2021 – December 2022
  - January – March 2022
  - April – May 2022

# FY22 - Reporting Requirements

- d. Upload the LHD's organizational equity plan in Smartsheet as part the final Periodic Progress Report on June 22, 2022.
- e. The LHD shall complete a COVID-19 Response Plan via the Smartsheet dashboard. This response plan is to provide information related to the LHD's broader goals and partnerships for COVID-19 preparedness and response. The Smartsheet dashboard will present a series of questions to be answered in a short-answer format, with topics including aspects of testing, contact tracing, vaccination, equity, and preparedness in general.

# FY22 - Reporting Requirements

- The LHD will be providing responses for a single COVID-19 Response Plan and this plan will meet the reporting requirements described under the FY22 Agreement Addenda for this Activity 466 as well as for other Activities. (The specific Activities to be included for this COVID-19 Response Plan continue to evolve; the complete list of Activities can be found on the Smartsheet dashboard.)
- The COVID-19 Response Plan will receive DPH oversight from the DPH Branch staff members representing each relevant aspect. Any questions the LHD has should be directed to the DPH Division Director's Office at [lhhealthserviceta@dhhs.nc.gov](mailto:lhhealthserviceta@dhhs.nc.gov)



# FY22 Funding Guidelines

1. Requirements for pass-through entities: In compliance with 2 *CFR §200.331 – Requirements for pass-through entities*, the Division of Public Health provides Federal Award Reporting Supplements to the Local Health Department receiving federally funded Agreement Addenda.
2. Funds cannot be used for lobbying, research, clinical care, or reimbursement of pre-award costs. Recipients may not use Advancing Equity program funding for the purchase of office furniture or computer equipment without prior written approval from the DPH Advancing Equity Coordinator.
3. All expenditures over \$500.00 (with exception of staff salary) must have prior approval from the DPH Advancing Equity Coordinator.

# Notice

- Advancing Equity call for county designees  
October 12, 2021, 11:00-12:00
- Questions?  
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