



NATIONAL ASSOCIATION OF
CHRONIC DISEASE DIRECTORS
Promoting Health. Preventing Disease.

Building Resilient Inclusive Communities

Scope of Work ,Contracting, Budget and Work Plan Process

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Brief Instructions

- While you are on the webinar, please mute your phone and or computer.
- Please join us on camera, if you are comfortable.
- We will open the call up for questions at the end.
- You can also put any questions in the chat box and we will address those at the end of the webinar.
- We will be recording this call and will share the PPT later this afternoon.
- As we begin, we will not have time for introductions, so please put your name and state in the chat box. Name and state.



Purpose



To provide a detailed overview of the BRIC SOW



To share information and timelines on the contracting process



To review budget template, and work plan template (optional documents)



Share info on invoicing and reporting processes



Acronyms

- BRIC = Building Resilient Inclusive Communities
- CDC DNPAO SMEs: Division of Nutrition, Physical Activity, and Obesity Subject Matter Experts
- GEAR Group = Generate, Educate, Activate, and Respond (communities of practice)
- NACDD TA Lead: Technical Assistance Lead (to be announced)
- NTAP = National Technical Assistance Partnership
- SOW = Scope of Work
- SPAN = State Physical Activity and Nutrition
- TLRT = Thought Leader Round Table



National Technical Assistance Partners:

- CDC: DNPAO, CSTLTS, DPH
- NACDD TA Team
- NTAP:
 - Healthy Places by Design
 - Mental Health America
 - Equitable Cities
 - ASPHN
 - Angela Odoms-Young/UIC/Feeding America
 - Leavitt Partners



Scope of Work

State and Community Activities



Project Description *(for reference only)*

- NACDD will work with the DNPAO SPAN-funded states and four Ambassador states to build sustainable programming into **existing efforts** and address high risk populations for COVID-19 (African Americans, Hispanics, Native Americans, young children, aging adults, and people with disabilities) by providing technical assistance (TA) to increase nutrition security, access to safe physical activity and social connectedness.
- NACDD's TA will be augmented by the NTAP of experts in nutrition security, physical activity, social connectedness, and **health equity and social justice**. The TA approach will support issues specific to populations experiencing **COVID-19** and address equity.
- NACDD will provide grants to the funded DNPAO SPAN states to augment existing work plus fund four SPAN Ambassador states to assist in infrastructure development and project implementation.
- Grants to states will be required to provide at least 25% of their funding to support communities (up to 5 per state) to meet the unique needs of their priority populations.
- The NTAP and collaborations with experts will assist in providing TA to meet program metrics and deliverables.



State Technical Assistance Methods *(overview and linkage to NTAP)*

Virtual learning communities

Digital platforms

One-on-one technical assistance

Monthly training programs

DNPAO trainings

“Open” office hours with NTAP

Development of tools/resources implementation/resiliency guides)

Sharing available resources

GEAR Group (communities of practice)

BRIC Thought Leader Round Tables



Activities for State Action (Scope of Work)

1. Provide a point of contact for program work and fiscal support.
2. Provide signed contract, start-up work plan and 60-day budget.
3. Participate in monthly program communication and or program update calls with NACDD (no more than one hour per month).
4. Participate in Kickoff call on January 19-21, 2021.
5. Participate in at least 80% of NTAP programming and virtual learning opportunities.
6. Increase or expand partnerships with public health, agriculture, transportation, education, Area Agencies on Aging, planning and public works and local economic developers (national, state and local) and with local non-governmental organizations supporting the social and emotional needs of older adults, particularly those living in long term care facilities.
7. Award at least 25% of the BRIC funding amount to up to five communities (can award more than 25% of funding, but not to more than five communities).
8. Develop a BRIC work plan to support state scope of work and a state budget (these can be revised after the contract is signed but must be completed and shared with NACDD prior to final signature}.
9. Develop a community level activity that supports funding and technical assistance in up to five high burden communities to improve nutrition security; access to safe, accessible, and equitable physical activity and transportation alternatives (with social distancing); and social connectedness (using the template language provide below). NACDD will provide the names of the five high burden communities.



Activities for State Action (Scope of Work)

10. Provide data as requested on metrics used in the state profile as needed and in conjunction with NACDD BRIC vendor.
11. Disseminate periodic NTAP guidance and resources to state partners and communities (at least three times over 12 months).
12. Submit a state public health plan (e.g., SHIP) that includes activities to mitigate, prepare, or respond to the impact of COVID-19 to improve nutrition security; access to safe, accessible, and equitable physical activity and transportation alternatives (with social distancing); and social connectedness based on age, ability, racial and ethnic characteristics (if timing in the state allows and if not, then an alternate activity can be suggested).
13. Develop or revise, in conjunction with the State Unit on Aging, a State Plan on Aging that includes actions for improving social connectedness based on age, ability, racial and ethnic characteristics (as state plan timing requirements permit and if not, then an alternate activity can be suggested).
14. Attend the virtual COVID-19 and Chronic Disease track for the 2021 DNPAO National Training (in partnership with DNPAO) and share successes during a session.
15. Work with the NTAP to develop and review state-specific resiliency guides or a chronic disease/obesity paper or virtual successes on preparedness by September 30, 2021, for dissemination through December 31, 2021.
16. Participate in the NACDD required evaluation plan per the contract and provide requested data and reports.



TEMPLATE LANGUAGE FOR **COMMUNITY CONTRACT** ACTIVITIES

- Required activities (to be included in community contracts as a menu of options). The state can add other state-required language as needed, but each community contract must include the deliverables below. States must require a reporting activity that links to the timing in the state scope of work in order to provide community data through the state reporting process.
- All focus areas/strategies must be implemented, but within each strategy you will only need to implement up to two of the outcome measures per state (not each community). Some of these measures will also be implemented at the community level but the state needs to be involved. So as a state, you need to have examples of working in each strategy, but any singular communities may be working in 1 to 3 of the strategies with 2 measures each.
- A smart objective will be developed by the community to demonstrate how each activity selected will be implemented.



Nutrition Security Outcome:

- At least two food banks, pantries, or feeding sites in each community selected adopt nutrition standards due to increase in demand during the COVID-19 pandemic since February 2020 (COVID-19)
- Increase the number of people in communities who receive healthier foods distributed by food pantries, food banks, or other feeding sites (e.g., measure: clients with high nutritional quality as measured by the FRESH foods survey or institutional records) including how demand has changed during COVID-19
- At least two new or enhanced community venues provide increased financial incentives (e.g., Double Up Bucks) or acceptance of federal or state food assistance (e.g., SNAP, WIC, Pandemic EBT) to purchase healthier foods including how demand has changed during COVID-19

Physical activity access:

- At least one BRIC Community Action Plan that includes the potential assessment of local community design as it relates to improving safe and equitable access to physical activity (including number of federal, state or local partners formally engaged) as well as how local demand had changed during COVID-19
- At least two verified changes in the characteristics of each selected community that demonstrates walkability or increased safety for those most at risk for COVID illness and death (e.g. measure: safer and pedestrian-friendly streets, increased access to transit with social distancing from public records) including how local demand has changed during COVID-19
- At least two alternative commuting facilities, programs or services created or enhanced that can be used by the priority population in each community to safely travel to essential services, including jobs, medical appointments, grocery stores or food pantries including how local demand has changed during COVID-19

Social Connectedness:

- Implement at least two new or improved community strategies that emphasize and integrate feasible and innovative social connectedness efforts for older adults at higher risk for severe illness from COVID-19; incorporation of existing networks of community health workers should be encouraged
- Implement at least two new or improved programs for older adults living in high burden communities that offer on-line and in-person educational, social, creative, and physical activities that encourage personal interactions, regular attendance, and community involvement working in collaboration with existing programs (e.g., mental health or Arthritis Programs, AARP, or other)
- Implement at least two new or improved Intergenerational Mentoring Programs have been established in the community to foster healthy, ongoing, supportive relationships between older adults and youth

Stretch Break!





Start-up Work Plan Template



Start-up Work plan template *(draft)*

- Required for first payment
- Send with budget and signed contract
- Only required for first 60 days start-up processes
 - hiring, contracting to communities, etc.
- Program work plan will be aligned with deliverables and due after January Kickoff (template will be shared in January)



Sample Start-up Work Plan Instructions:

- This is due with your signed contract (**target** date January 1, 2021).
- This is for **the first 60 days only**. The final project work plan will be shared after the January Kickoff Webinar.
- Provide overarching activities and list lead, start date, any supportive offices or partners, and any process to date.
- These can be incorporated into the final Program Work Plan (to be shared at a later date)
- This is just a requirement to assist in the initial project planning and can be very basic per the sample.

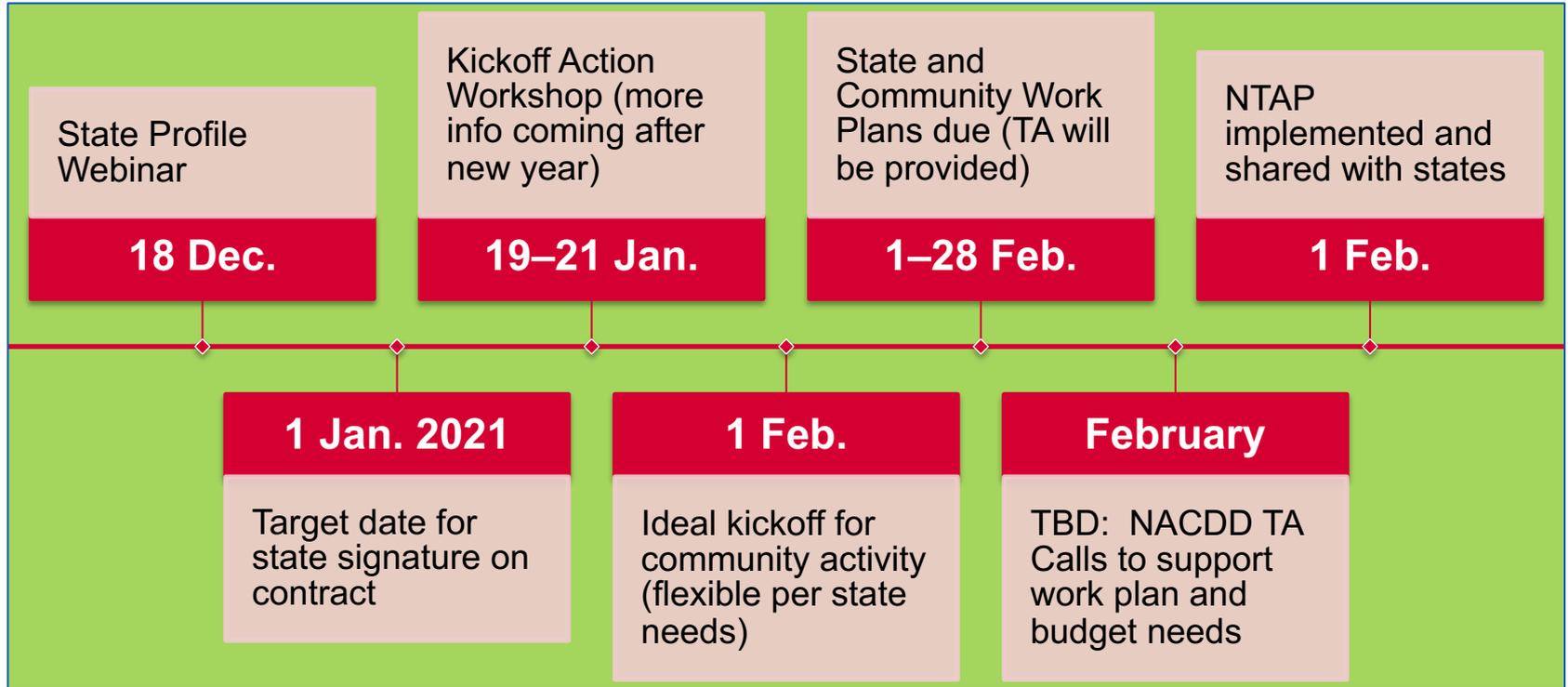


Start-up Work Plan *(sample)*

Activity	Lead	Start Date	Support	Process
• Sign contract	BRIC Lead	January 1, 2021	State Fiscal Office	
• Develop draft budget	State Lead	January 1, 2021	State Fiscal Office	
• Hire staff	State Lead	January 15, 2021	State Personnel Office	
• Attend January Kickoff Action Planning	BRIC Lead and other invited state staff	January 19 – 21, 2021	Program staff. State partners	
• Develop Partnership with communities and initiate contract	BRIC Lead	February 1, 2021	Partners	
• Participate in TA	BRIC Lead	February 1, 2021	Invited staff, partners	
• Participate in NACDD TA to more fully refine budget doc and action planning template	BRIC Lead	February 1, 2021	NACDD TA Leads	



Important Dates:





Budget Template (*sample*) and Guidance Document

NACDD Guidance/Instruction for Budget Template



Template is formula populated



Need to process contract for full amount



Suggested template, can use other/state template



Only needed for the minimal process requirements (staff, community contracts, equipment, expenses, etc.)



Provides info on allowed and disallowed costs



Can be revised with discussion with NACDD TA Lead



Show budget document



Invoices (*DRAFT*) and Reporting Process



Share Invoice Sample

Invoice **DRAFT:**

- Includes all required NACDD documentation and contract numbers
- Tied to all required SOW deliverables
- Paid quarterly, lump sum (some overlap in requirements across quarters)
- Provides a “link” to a process reporting system
- Requires linkage between program and fiscal

Invoice Timing:

- **Invoice 1** – \$25,000 paid upon signature of contract and delivery of budget and work plan
- Invoice timing has some overlap within SOW
- **Invoice 2** – tied to first quarter SOW
- **Invoice 3** – tied to second quarter SOW
- **Invoice 4** – tied to third quarter SOW
- **Invoice 5** – tied to fourth quarter SOW

Process Reporting

- Linked to invoicing
- Based on activities completed or in process during period
- SOW deliverables listed in invoice for ease in reporting and invoicing
- Impact/Outcome evaluation (TBD)

By end of the day:

- All call participants will receive via email:
 1. Copy of PPT
 2. Copy of SOW
 3. Copy of NACDD Budget Guidance and Template
 4. Copy of start-up work plan sample
 5. Recording link



Questions



For More Information:

Contact:

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FAQ Document

All questions will be answered individually and included in the updated document found in the Dropbox site at:

[BRIC FAQs](#)



Thank You
