Overview for Final Work Plan Submission

This document is for tribes and tribal organizations applying for the OT20-2004 *Supporting Tribal Public Health Capacity in Coronavirus Preparedness & Response* grant. It serves as additional guidance for completing the work plan. The document is organized by common questions and answers.

Questions and Answers

What is the Work Plan and Progress Report Template?
The OT20-2004 Work Plan and Progress Report Template is a one-stop shop for capturing your planned activities (i.e., work plan) and progress toward completing them (i.e., progress report) over the life cycle of the grant. It is designed in this way so that one document can be completed initially and then updated to indicate progress at 6 and 12 months. This template will reduce the progress reporting burden.

How is the work plan organized?
The work plan is housed in a Microsoft Excel workbook. The workbook is organized into 10 tabs.

- **Tab 1:** Instructions

- **Tab 2:** Cover sheet; asks a few questions about your organization

- **Tabs 3–10**: The remaining eight tabs represent the eight possible strategy areas from the Notice of Funding Opportunity (NOFO): 1) Emergency Operations and Coordination, 2) Health Information Technology, 3) Surveillance and Epidemiology, 4) Laboratory Capacity, 5) Communications, 6) Countermeasures and Mitigation, 7) Recovery, and 8) Other. All project and activity information should be captured on these tabs.

How do I complete the workbook?
We recommend working through the following steps to complete the workbook.

- **Step 1:** Read the instructions tab.

- **Step 2:** Complete the cover sheet (four questions).

- **Step 3:** Of the eight possible strategy areas in the NOFO, determine the areas in which your tribe or tribal organization will work. (We do not anticipate that most recipients will work in every area, although it's possible). For example, your tribe or tribal organization may choose to work on activities related to two strategies. If that is the case, your tribe or tribal organization will complete **only** those two tabs in the workbook. The remaining strategy tabs will be left blank. Complete only the tabs for strategies in which you propose to conduct activities.

  NOTES:

  - For more information on how to pick the appropriate strategies for your work, see question *"How do I align my work to the NOFO strategies?"* below.

  - All activities should be listed on the strategy tabs. Do not list activities on the instructions tab.

- **Step 4**: When completing the tabs for the strategy areas in which your tribe or tribal organization will work, complete only those fields that are highlighted in **yellow**. The instructions tab has specific details about what types of information should be included in those fields. Short, concise descriptions of your activities are encouraged. If a field is not applicable (e.g., you are not working with a partner or consultant for an activity), leave it blank. You will complete the white fields when you turn in your 6 and 12 month progress reports.

EXAMPLE: In the example below (Table 1) for Strategy 3 "Surveillance and Epidemiology," the recipient plans to identify cases and conduct contact tracing. The activities proposed are to hire staff, procure equipment, and develop training for the contact tracers.

If you are proposing to initiate contact tracing and/or case investigation activities[1], as seen in this example, complete the second activity table in the Strategy 3 "Surveillance and Epidemiology" tab. There is a drop-down list in the "Activity Description" column with the following options:
- Purchase digital tools for contacting potentially exposed persons
- Hire contact tracing staff (either part-time, full-time, or contract staff)
- Develop contact tracing training and/or guidance for contact tracing staff
- Develop patient/public information, education, or other contact tracing support materials

Select the activity from the drop down that best aligns with your plans. **If you are planning on hiring staff to support case investigation and/or contact tracing, include the projected number of staff you will hire in the "Key Deliverables/Outputs Proposed" section.** In this example, the recipient is proposing hiring 8 contact tracing staff. If you are proposing other activities related to case investigation and/or contact tracing not included in the drop-down list, add row(s) to the end of the table and describe those other activities. When describing your planned activities in the workbook, please be brief.

Table 1. Example: Strategy 3 "Surveillance and Epidemiology" Tab

Title	*COVID-19 case identification and contact tracing*
Priority Population(s)	*Tribal community members*
Geographic Areas	*XYZ reservation*
Key Deliverables/ Outputs Proposed	*Hire 8 contact tracing staff; Identify cases for care, isolation, and contact tracing*

Activity Number	Setting	Activity Description	Contributing Partners	Key Contracts & Consultants	Start Date	End Date
1	*Community*	*Hire 5 staff for case identification.*	*Partner A*	*Contract with XYZ*	*XX/XX/XXXX*	*XX/XX/XXXX*
2	*Health clinic*	*Procure computers for data entry/ management.*	*Partner B*		*XX/XX/XXXX*	*XX/XX/XXXX*

Contact Tracing and/or Case Investigation Activities

Activity Number	Setting	Activity Description	Contributing Partners	Key Contracts & Consultants	Start Date	End Date
1	*Community*	*Hire contact tracing staff (either part time, full time, or contract staff)*	*Partner A*		*XX/XX/XXXX*	*XX/XX/XXXX*

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[1] Information on COVID-19 contact tracing can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing.html

Activity Number	Setting	Activity Description	Contributing Partners	Key Contracts & Consultants	Start Date	End Date
2	Health Clinic	Purchase digital tools for contacting potentially exposed persons	Partner B		XX/XX/XXXX	XX/XX/XXXX
3	Health Clinic	Develop contact tracing training and/or guidance for contact tracing staff	Partner C	Contract with ABC	XX/XX/XXXX	XX/XX/XXXX

What do I include in the "Priority Population(s)" and "Setting" fields?
In row 4 (Priority Population[s]) on each strategy tab, describe the target of the strategy (e.g., healthcare workers, tribal community members). This field captures *who* the strategy or service will benefit.

In the "Setting" field (aligned with the activities), indicate the type of setting in which the activity will take place. This could be a health clinic, community or community location, tribal reservation, or other location in which the activities or services will be implemented or delivered. This field captures *where* the activity will occur.

What do I include in the "Key Deliverables/Outputs" field?
In row 6 (Key Deliverables/Outputs) on each strategy tab, you will describe the desired result of the activities. For example:

- If working in "Strategy 4: Laboratory Capacity," and work focuses on testing, a key deliverable/outcome might be the number of tests completed.

- If working in "Strategy 5: Communications" to develop and distribute yard signs, banners and notices, the deliverable/outcome may be the number of communication products developed and delivered.

- If working in "Strategy 6: Countermeasures and Mitigation" on ensuring clinic facilities are properly equipped, the deliverable/outcome may be the number of Personal Protective Equipment (PPE) and other supplies purchased to reduce potential transmission to clinic staff.

How do I align my work to the NOFO strategies?
When considering your local priorities and planned activities, think about how they best align to the strategies outlined in the NOFO. Table 2 below provides each strategy along with examples drawn from definitions provided in the NOFO and examples from work plans received to date.

NOTE: It is possible that the work on which your tribe or tribal organization chooses to focus encompasses more than one strategy. If this is the case, do not duplicate or repeat information to align work to multiple strategies. **Simply identify the <u>one</u> strategy that best fits with the work and describe that work on the corresponding tab within the excel document/workbook**.

Table 2. Example Activities by NOFO Strategy

Strategies	Activities may include, but are not limited to:
Emergency Operations and Coordination	− Establishing emergency operations centers (EOCs) or incident management systems − Developing continuity of operations plans − Coordinating and deploying resources (e.g., tracking public health resources, such as the number and type of personal protective equipment that is purchased and distributed) − Surge staffing to support emergency operations and coordination − Procuring supplies and equipment to support emergency operations and coordination (e.g., equipment or technology resources to support the EOC or incident management systems, which could include cellular telephones, walkie-talkies, fax machines, radios, internet, telephones, televisions, etc.)
Health Information Technology	− Developing, procuring, installing, or maintaining data systems that involve the exchange of health information in an electronic environment necessary to support and focus on COVID-19 (e.g., telemedicine, electronic health records) − Procuring supplies and equipment to support health information technology (e.g., laptops, tablets, printers, cellular devices) − Surge staffing in support of health information technology activities (e.g., data systems/information technology staff) *(NOTE: This strategy is not intended to support health information technology systems related to the direct healthcare delivery system.)*
Epidemiology and Surveillance	− Case identification and contact tracing − Management and risk assessment of persons with potential COVID-19 exposure − Data management and reporting − Data collection and analysis − Surge staffing to support epidemiology and surveillance (e.g., epidemiologists, analysts, data managers, contact tracers) − Procuring supplies and equipment (e.g., electronic and nonelectronic tools for data collection, management, analysis, and sharing)
Laboratory Capacity	− Shipping − Staff training on laboratory procedures − Surge staffing associated with testing and other laboratory activities (e.g., laboratorians) − Procuring laboratory equipment or supplies (e.g., gloves, cleaning supplies, masks, gowns, storage, diagnostic tests, machines)

Strategies	Activities may include, but are not limited to:
Communications	– Risk communication (e.g., alert messaging) – Information sharing to tribal members, tribal organizations, responders, clinicians, and others (e.g., development of communication materials) – Surge staffing associated with communication activities (e.g., health communicators, social media staff) – Procuring supplies or equipment (e.g., radio systems, call light systems for exam rooms, or community-based communication infrastructure such as internet communication support—broadband, fiber, cell tower installation, radios, etc.) – Shipping in support of communications
Countermeasures and Mitigation	– Infection control activities – Activities to support quarantine and isolation – Procuring, managing, and distributing medical materiel for healthcare or other essential work (e.g., masks, gowns, face shields, goggles, ventilators, disinfectant wipes, thermometers, water cups, slipper socks, ice machines, bedding, cots, generators, beds, medical tents, heaters, power cords for equipment) – Procuring, managing, and distributing other supplies, goods, or equipment related to countermeasures and mitigation (e.g., food, water, housing, furniture, cleaning or disinfecting supplies or services, lease or purchase of a medical emergency preparedness vehicle given there is a bona fide need directly related to COVID-19 response activities) – Coordination with local health departments or healthcare systems – Coordination of public health, healthcare, and mental/behavioral health services – Transportation services related to mass care, infection control, or other countermeasures and mitigation activities – Activities associated with alteration or renovation of nonfederal facilities – Surge staffing associated with countermeasures and mitigation (e.g., administrative or support personnel). NOTE: Surge of technical staff, such as epidemiologists, laboratorians, and data analysts, should be captured within those respective strategies. – Shipping associated with countermeasures and mitigation
Recovery	– Activities related to restoring tribal communities to pre-event functioning (e.g., procuring equipment or supplies) – After-action reviews, development of improvement plans
Other *(NOTE: most activities should align to the strategies above. If they do not, please describe in the "other" strategy.)*	– Other preparedness and response activities related to COVID-19 – Food and water: The funds received through this grant are not meant to be the initial or primary source of funds for purchasing food or water for the community. However, if you are not able to get such needs met through other avenues, then please work with CSTLTS and your project officer to get approval for this use of funds.

Should I include any activities related to administration and management of the grant on the work plan?

No, do not include activities related to grants management or administration (e.g., submission of timely reports to CDC, participation in CDC conference calls or site visits). The details within the work plan should be focused on your local priorities and activities related to COVID-19.

What file type should be sent back to CDC?

After you have completed your work plan, send the Microsoft Excel file back to CDC. **Do not send a PDF (portable document format) version.**

Additional Questions

If you have any additional questions, contact TribalCOVIDgrant@cdc.gov.