

## **COVID-19 Community Health Worker Initiative Fund**

### **Sample Scope of Work**

#### **Project Description**

The COVID-19 Community Health Worker Initiative aims to address persistent health disparities and vaccine hesitancy in Pennsylvania and Delaware by offering support and resources to vulnerable populations and to newly identified populations eligible to receive the COVID-19 vaccine. Public Health Management Corporation (PHMC) will engage non-profit organizations to serve as the supervisor and employer of record for COVID-19 Community Health Workers (CHWs). The employers will also be responsible for producing data and reports for this initiative.

The CHWs are expected to represent the community they serve, whether defined by geography, by sociodemographic indicators (e.g., race, ethnicity, income level), or by shared life experiences. They will be trained on COVID-19 related topics as they interact with participants.

The workers will assist individuals in accessing COVID-19 vaccinations by conducting virtual and face-to-face outreach, providing culturally appropriate education about the available vaccines, providing up-to-date information about convenient vaccine locations, assisting with scheduling convenient appointments, providing arrangements to address barriers to receiving the vaccines, such as transportation to get to a vaccination site, and identifying childcare options and other resources, as needed.

This project will also expand a strategic marketing and communications plan to address vaccine hesitancy to communities in Pennsylvania and Delaware. This plan will be informed by focus groups in vulnerable communities with representatives of targeted populations that have expressed reservations in getting the vaccines.

#### **Services to be Performed**

[Name of employer] will partner with Public Health Management Corporation to implement the proposed COVID-19 Community Health Worker Initiative. [Name of employer] will be responsible for hiring and supporting [number full-time] and [number part-time] COVID-19 Community Health Workers.

#### **Recipients of the COVID-19 Community Health Worker Initiative Fund will be responsible for the following:**

##### **1. Attend training and professional development sessions, which include:**

- 15 hours of Trauma Informed Training (required)
- Weekly one-hour SELF meetings to promote a trauma-informed community of practice (required)

- COVID-19 Vaccine Hesitancy workshops (required)
- Weekly one-hour COVID-19 CDC Update meetings (recommended)
- In-person Lessons Learned Conference (recommended)
- In-person or virtual Trauma Informed CHW Training (recommended)

## **2. COVID-19 Outreach Activities**

- Plan and host a minimum of 12 educational outreach activities (virtual or in-person) in respective community by [end date], which includes the following:
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.
  - 11.
  - 12.
- Disseminate COVID-19 vaccine marketing materials in community.
- Identify, promote, and support local vaccine clinics and other vaccine sites.
- Offer individuals resources to remove any barriers to getting the vaccine.

In addition to the work of the CHWs, [name of employer] will be responsible for the following:

## **3. Reporting and Evaluation**

- Provide sociodemographic and employment information on the COVID-19 CHWs.
- Provide a description of outreach activities that were conducted and attendees.
- Contribute suggestions regarding PHMC's plans to hold focus groups with individuals who have not been vaccinated.
- Produce a Final Report on accomplishments, challenges, and lessons learned.

## **4. Administrative and Fiscal Management**

- Attend monthly Strategic Planning Meetings with sub-awardees administrators and/or project staff.
- Participate in one subcommittee which will meet monthly to plan Lessons Learned Conference, help with strategic marketing, and/or assist program evaluation efforts.
- Acquire and distribute resources to address barriers to getting the vaccine.
- Provide detailed cost expenditures on monthly invoice **with ability to provide backup documentation, if requested.**

## Timeline (7)

All programmatic work will begin by [start date] and must be completed by [end date].

## Compensation (8)

[Name of employer] can submit cost-reimbursable invoices on a monthly basis, according to the following payment schedule. [Name of employer] can invoice up to [\$xxx,xxx] for a period from [start date] through [end date], according to the following payment schedule.

<b>Period of Performance</b>	<b>Invoice Due Date</b>
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
Services rendered in [Month]	[Due date]
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