

## FAQ FOR THE WORKFORCE CONTRACT

1. **Q:** Is this COVID specific?  
**A:** Yes, this is COVID specific.
2. **Q:** Is this funding really limited to COVID-19?  
**A:** Yes, spending must be COVID-19 related due to the statutory language.
3. **Q:** What type of reporting will be required?  
**A:** Reporting will be required every 6 months from the beginning of the contract date of October 1, 2022 until June 30, 2024.
4. **Q:** Is incentive pay allowable with current/new employees on the Workforce Contract?  
**A:** Incentive pay can be paid to employees for completing trainings and formal education.
5. **Q:** Is retention pay allowable with current/new employees on the Workforce Contract?  
**A:** No, but incentive pay is allowable and can be paid to employees for completing trainings or formal education.
6. **Q:** Is bonus pay allowable with current/new employees on the Workforce Contract?  
**A:** No, bonus pay is not allowable but incentive pay is allowable and can be paid to employees for completing trainings or formal education.
7. **Q:** How much time do we have to draft a proposal and budget?  
**A:** Only a budget will be required when you submit your signed contract. If you do not send in a budget with your signed contract, your contract cannot be executed.
8. **Q:** How do we find out how much funding distribution our county will get?  
**A:** The funding distribution and budget are attached.
9. **Q:** What is the likelihood that this funding will continue past June 30, 2024?  
**A:** Unlikely as this funding received a 12 month extension to June 30, 2024.
10. **Q:** If we don't submit until December 31, 2022, can we still bill back to October 1, 2022?  
**A:** Yes, you can bill back to October 1, 2022.
11. **Q:** When is the deadline to submit the budget for the Workforce Contract?  
**A:** The original deadline was December 31, 2022 but we have extended the deadline to January 31, 2023.
12. **Q:** Is this reimbursement or advance funding?  
**A:** This is reimbursement funding.

13. **Q:** Would renovations to a facility because of COVID be acceptable?  
**A:** No, renovations are not allowed for this funding.
14. **Q:** Are these only for expenses after October 1, 2022?  
**A:** Yes, you can only bill expenses for after October 1, 2022.
15. **Q:** If funds can only be used for COVID, how would an agency use an Exercise Specialist?  
**A:** This is a COVID-19-focused grant. If positions are going to be doing part of their work on other projects, then they should be funded accordingly. For example, if staff are partially doing other general work in public health then the positions should probably be split funded. You cannot supplant funds or duplicate funding between grants. Ultimately, the position should match the workload of the personnel that you're putting in your budget.
16. **Q:** If an LPHA hires two CD nurses and Part-Time RN's and another receptionist/Translator to meet the needs during the pandemic, would these be acceptable for the funding? Can we sustain a portion of those positions by utilizing the funding? Looking forward to sustain the positions, not talking about payback.  
**A:** See Question #15
17. **Q:** Can these funds be used to purchase COVID-19 testing instruments?  
**A:** I would consider Crisis CoAg funds for these items, if funding is available. If you don't have CoAg funds, you can use this funding.
18. **Q:** Is a portable vaccine freezer allowable?  
**A:** No, that is not an allowable expense on the Workforce Contract. It may be acceptable with other funding at DHSS such as Adult Immunizations, PHEP and/or Crisis CoAg. Please get in touch with your contract person to see if this is an allowable expense on the other contracts.
19. **Q:** Can we use these funds to have our Community Assessment done?  
**A:** No, that is not an allowable with the Workforce Contract.
20. **Q:** Can we use these funds for strategic planning or accreditation?  
**A:** No, these are not an allowable expense on the Workforce Contract
21. **Q:** Can these funds be used for the yearly cost of our Electronic Medical Records?  
**A:** No, that is not an allowable expense with the Workforce Contract.
22. **Q:** Can we incentivize our employees for training?  
**A:** Training is an integral component of this funding. Time spent on training will be reimbursed by the contract for hours spent in the training, but you can also do

incentive pay for the completion of the training. Gift cards are not allowed as an incentive.

23. **Q:** Can we pay for educational training for an LPN to become an RN or BSN that works on COVID?

**A:** Training is an integral component of this funding. It can include core competencies, incident management training, specific job-related skills, formal education related to a position, and so forth. If training advances the skills of the public health workforce, it is generally allowable.

24. **Q:** Can we pay for educational training for clerical staff to become an LPN if we need more vaccinators/nurses?

**A:** See Question #23.

25. **Q:** Can we incentivize our employees for completing education/college (i.e. for an LPN to become a RN or BSN or clerical staff to become an LPN or RN)?

**A:** The contract will reimburse for college courses books, fees, etc. Fiscal incentive is allowed but has to tie to the completion of the formal education. Gift cards are not allowed as an incentive.

26. **Q:** If we are fortunate enough to hire a new employee, will the time spent training them by current employees be covered by this contract?

**A:** The goal is to enhance the workforce, including training and advanced professional development.

**Clarified Answer:** If an existing staff is going to be assigned with additional duties, an outline (signed by the trainer and trainee) of what those duties are; how much time will be spent on the training (each session, as well as the number of weeks or months the training is intended to last); an evaluation of the training, completed by the trainee, with attention to how it increased the skill level of the trainee, and will positively impact the daily operations of the LPHA.

27. **Q:** If we had to stop a program (fitness center) due to COVID can we pay to start that up again for public to help with chronic illness, obesity, etc. that has gone away due to COVID?

**A:** Spending must be COVID-19- related according to the statute.

28. **Q:** Would it be allowable to promote current employees to a new position with a new role and duties/position description?

**A:** While funding is primarily to hire new staff, if recipients have staff who were hired for COVID-19 specific work supported by other funding streams that is going to expire, then recipients can continue to employ them using this funding. Encouraging retention of existing staff through various incentives is allowable through training and formal education ONLY. No gift cards for incentives is allowed.

29. **Q:** Can this funding be used to build Infrastructure for the LPHA and not be used 100% for COVID-19 response?

**A:** If this funding is targeted to COVID-related workforce activities.

30. **Q:** Is it appropriate to use this funding for Community Health Worker training?

**A:** Training is an integral component of this funding. It can include core competencies, incident management training, specific job-related skills, formal education related to a position, and so forth. If training advances the skills of the public health workforce, it is generally allowable.

31. **Q:** Is it appropriate to use this funding for mental health organizations to do one on one sessions?

**A:** One area is school-based health programs. Consider the mental health impacts of COVID-19 within K12 schools, not just contact tracing, vaccination, and screening tests. Parental mental health needs should be considered as well. Responder safety and health would also be a consideration, and hiring mental health professionals could be an allowable cost in either situation.

**Clarified Answer:** I'm thinking a contract would be written by the LPHA to clearly spell out the expectations of the mental health provider, and would designate the intended audience for the support group, an outline of topics that the support group would offer, and a time frame (start and end date) for the group meetings to be held; 2) what tools/approaches are shared with the group to strengthen communications with family members, school staff, etc. I would set an outcome – examples: 1) provide attendees with available resources that could be used utilized in the future – even after the group meetings ceased. The LPHA would need to include how this activity relates the COVID-19 impact, and how this activity will assist parents, responders and possibly school staff in recovering from COVID-19, as well as prepare for future pandemics. The contractor would be expected to provide a sign-in sheet to verify attendance at the group meetings and written minutes from each meeting.

32. **Q:** During COVID, we found gaps in our strategic plan, can we use this funding to revamp/revise our strategic plan and fill in the gaps to help prepare for possible future pandemics.

**A:** If you have identified a gap in your plans, with how local health departments are organized, or need assistance identifying those gaps, that is certainly something CDC would support. This could mean hiring a consultant or purchasing a decision-support tool to help you review your strategic vision for the future.

33. **Q:** Can the LPHA pay current staffing out of this funding?

**A:** Yes, while this funding is primarily to hire new staff, staff hired for COVID-19 specific work supported by other funding streams that are going to expire can continue to employ them using this funding.

34. **Q:** Can you explain how this will cover permanent staff hires if the grant ends in 2024? That would essentially be a term position- correct?  
**A:** Yes, this will be term.
35. **Q:** Can our current COVID temp employees be moved over to this contract once ARPA funds are expended?  
**A:** Yes, while this funding is primarily to hire new staff, staff hired for COVID-19 specific work supported by other funding streams that are going to expire can continue to employ them using this funding.
36. **Q:** If an LPHA hires an RN. She works 75% of her time on COVID and 25% on other public health programs, can we invoice for the 75% towards the grant?  
**A:** Yes.
37. **Q:** Would this funding pay for all training?  
**A:** Training is an integral component of this funding. It can include core competencies, incident management training, specific job-related skills, formal education related to a position, and so forth. If training advances the skills of the public health workforce, it is generally allowable.
38. **Q:** If a nurse is in training for COVID vaccinations, can we count her as 100% COVID?  
**A:** This is a COVID-19-focused grant. If positions are going to be doing part of their work on other projects, then they should be funded accordingly. For example, if staff are partially doing other general work in public health then the positions should probably be split funded. You cannot supplant funds or duplicate funding between grants. Ultimately, the position should match the workload of the personnel that you're putting in your budget.
39. **Q:** Would purchasing 18 gallon storage totes for our COVID-19 testing supplies and PPE be an allowable expense through the Workforce Contract?  
**A:** This is allowable expense for the Workforce Contract and ELC-EDE. If you have ELC-EDE money, it is suggested that you use that money first before the Workforce Contract money.
40. **Q:** During the height of COVID, one of the things that was needed was legal questions answered. Is this something that would be an allowable expense for the Workforce Contract?  
**A:** No, this is not an allowable expense on the Workforce Contract.
41. **Q:** Does this contract pay for interpreter services? For any interpreter services or only if they are talking about COVID only or it will pay for it as long as COVID is in the conversation?  
**A:** If the interpreter is within scope of the approved activities.

42. **Q:** If they hire a Health Educator: Can they justify that the Health Educator works 100% for the Workforce contract since they educate citizens on nutrition, diabetes, blood pressure, prevention measures, etc. that all relate back to being able to deal with COVID better if they are in better health.  
**A:** While the intent of this funding is to focus on COVID-19 response activities, including training, there can be overlapping benefits to other programs that also address pandemic or communicable and infectious diseases.
43. **Q:** Will the Workforce contract pay for any brochures about any health education or does it have to specific to COVID (hand washing, face masks, etc.)?  
**A:** If the activity is within scope an allowable WFD activity is deemed to addressing community recovery and resilience needs to respond effectively to the COVID-19 pandemic and other biologic threats, including vaccine-related education. The policy/procedures established at the state level should be used to determine if activities are deemed allowable for subrecipients.
44. **Q:** Is cell phone usage billable with the Workforce Contract?  
**A:** Yes, cell phone usage is billable with this contract.
45. **Q:** What if I want to put air purifiers in our office for COVID-19?  
**A:** That would be an allowable expense under “supplies.”
46. **Q:** Would air duct cleaning and replacing HEPA filters allowable on the Workforce Contract?  
**A:** Air duct cleaning and HEPA filters are allowable based on Q45 air purifiers being allowable.
47. **Q:** Are treadmills allowed for employee physical health?  
**A:** No, they are not allowed on the Workforce Contract but they are allowed on the Infrastructure Grant. Please read the NOFO and if you have questions, reach out to Chelsea Robbins.
48. **Q:** Can these funds be used by LPHA’s for overtime?  
**A:** Yes. If you have a reasonable basis for projecting overtime, you can include that in your budget and in your forecasting. For example, if you currently have staff working an average of 10 hours of overtime a week, CDC would allow that justification for hiring new staff or paying all necessary overtime costs.
49. **Q:** Can we purchase a vehicle under this contract?  
**A:** No, the purchase of a vehicle is not an allowable cost under the Workforce Contract. But it is allowable with the ELC-EDE contract. Please contact Jennifer Harrison for more information.
50. **Q:** Can we purchase clothing for staff with the Workforce Contract?  
**A:** No, clothing is not an allowable expense with this contract.

51. **Q:** If we do a staff retreat or a staff team building day as training, can the food for the retreat be purchased with this contract?

**A:** The retreat and staff team building day is allowed as a training opportunity on the Workforce Contract, but the food purchased is NOT allowed on the Workforce Contract.

52. **Q:** Would the fee for license renewal (i.e. Registered Nurse) be an allowable expense on the Workforce Contract?

**A:** Yes, it would be allowable but if the nurse works on multiple programs, each program should help pick up their share of the cost.