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## Frequently Asked Questions – Community Engagement

### COVID-19 Community-Based Organization Grantees

#### ***1. What are considered outreach and engagement activities?***

Outreach and Engagement activities include anything that spreads awareness about COVID-19 (educating community about COVID-19 vaccinations, and protective measures). Including:

- Sharing information/tabling at community events
- Hosting individual events
- Hosting subcontracting/partner events
- Creating informational materials (i.e. booster eligibility)
- Advertising campaigns (billboards, radio, animations, infomedia, social media)

Connect with your Community Engagement Coordinator on activities CBO's are unsure of.

#### ***2. What staffing activities can I pay for using outreach and engagement funds?***

- Staff time (salary) specific to outreach and engagement
- Trainings/conferences
- Gift cards for volunteers (cannot exceed \$600)
- Venue rentals & cleaning costs outside of VOTE events

### ***3. Can I buy gift cards for outreach and engagement?***

Yes-for vaccine incentives (primary series and booster doses). \$100.00 max per individual. Must be by an approved vendor. Reach out to your Community Engagement Coordinator for specifics.

### ***4. What materials can I purchase with outreach and engagement funds?***

You can purchase supplies related to COVID-19 work. Equipment and materials will be approved on a case-by-case basis. Please consult with your Community Engagement Coordinator prior to purchase to ensure coverage.

### ***5. Can I partner with other organizations for outreach and engagement?***

Yes, subcontracting with other CBO's funded or not with OHA. Template to assist with subcontracting will be available as of 03/07/2023. Please notify your Community Engagement Coordinator before a partnership agreement is made.

### ***6. How can OHA support me with outreach and engagement events?***

- BRINK (communication) Team
- Promotional item bags for events
- PPE orders
- At home Test Kit Orders

### ***7. What communications work can I do without prior consult with OHA?***

CBOs can do any of the following without consulting with OHA:

- Education and outreach related to COVID-19 wraparound services the CBO offers.
- Share existing local public health and emergency management resources.
- Distribute OHA or LPHA -developed health education and guidance materials through the organization's own communication channels.
- Use OHA language in your own materials, provided the meaning has not been changed or taken out of context.
- Correct rumors in the community.
- Create or incorporate culturally inclusive graphics into OHA or LPHA education material if they do not conflict with OHA guidance and are non-discriminatory.

## ***8. What communications require approval or consultation with OHA?***

Any of the following community engagement activities or materials should be sent to your Community Engagement Coordinator first:

- Any paid media campaigns, including radio, TV, or social media
- Any adjustments to health information
- Requests to use OHA, LPHA and/or a Tribe's logo or brand on materials

## ***9. What is NOT covered under outreach and engagement funds?***

- Everything WRAP (bills, rent, utilities, groceries...)
- Vehicles/RV's
- Buildings/capital improvement
- Cash payout
- Vaccinators/medical staff
- Vaccines

## ***10. Are there any community engagement activities I cannot conduct?***

CBOs may not:

- Conflict OHA, state agency or LPHA guidance.
- Change any OHA or LPHA guidance.
- Share any protected health information, information about COVID-19 cases or contacts or any other confidential information.

## ***11. Can I put OHA's logo on my materials?***

CBOs can work directly with their Community Engagement Coordinator on using the OHA logo. Your Community Engagement Coordinator will need a copy of the material you want to co-brand. Please note that it can take up to 10 business days for approval.

**12. If we host community forums, could we have experts from OHA on that call to help answer questions?**

If we know the date, time, audience, language needs, and specific request for OHA experts, we can work to address your CBOs specific needs. Please work with your Community Engagement Coordinator to see how OHA may be able to help support you.

**13. How can we create educational materials for community?**

BRINK is a resource CBO's can work with to create educational material. Here is the library of their ready to print materials:

<https://drive.google.com/drive/folders/1wbuV24ViCNf9CTa5p75BvcuBD1Fhx2-> .

For custom made materials, please reach out to your Community Engagement Coordinator to connect you with a BRINK team member.

**14. Can CBOs request materials in languages that are currently not offered by OHA, like Mandarin? If so, how?**

CBOs can use their OHA budget to translate their community engagement materials into other languages, up until 06/30/2023. OHA also provides educational materials in English, Spanish, Arabic, Burmese, Simplified Chinese, Traditional Chinese, Chuukese, Hmong, Korean, Marshallese, Russian, Somali, Tagalog, Somali, and Vietnamese. Our library of materials can be found at <https://govstatus.egov.com/or-oha-covid-resources>, under "Printable materials".

**15. Where can I find OHA's social media cards?**

OHA's social media cards, along with posters and other communications tools, can be found at

<https://www.oregon.gov/oha/ph/Preparedness/Partners/Pages/riskcommunicationtools.aspx>.

**16. What do I do if I'm contacted by the media regarding our OHA COVID-19 Grant?**

That's great news! Please let your Community Engagement Coordinator know if you're contacted by the media for an interview.

***17. If we get feedback or questions from the community, who should we relay that to at OHA, and will someone from OHA be able to help us with the right information to provide?***

If you have questions from the community, please reach out to your Community Engagement Coordinator for assistance and they will work with other OHA staff as needed. You can also send general questions or feedback from the community to [Community.COVID19@dhsosha.state.or.us](mailto:Community.COVID19@dhsosha.state.or.us). We will make sure the feedback is routed to the correct team at OHA.

*Community engagement, outreach and education has been essential during this pandemic. We want to encourage creative ideas to continue reaching community members around COVID-19 prevention and vaccine confidence and access.*

**Document Accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact Mavel Morales at 1-844-882-7889, 711 TTY or [OHA.ADAModifications@dhsosha.state.or.us](mailto:OHA.ADAModifications@dhsosha.state.or.us)