



Department
of Health

Mike DeWine, Governor
Jon Husted, Lt. Governor

Lance D. Himes, Interim Director

MEMORANDUM

Date: September 23, 2020

To: Subrecipient agencies

From: Sietske de Fijter, MS *Self*
State Epidemiologist
Chief, Bureau of Infectious Diseases

Subject: Subrecipient Early Intervention Services (EI21) (April 1, 2021 – March 31, 2022)

The Ohio Department of Health (ODH), Bureau of Infectious Diseases announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., Monday, November 30, 2020. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website located at this link: <https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/resources/competitive-solicitation-proposals-archive-section>. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Laurie Rickert at 614-466-1411 or e-mail at laurie.rickert@odh.ohio.gov.



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I. CONTINUATION FUNDING APPLICATION GUIDANCE

X Base Only Funding ☐ **Base and Deliverable Funding**

A. Policy and Procedures: The Continuation Funding Application consists of three parts: Program Updates (if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: April 1, 2021- March 31, 2022 of the total project period, [January 1, 2019 to March 31, 2023.] Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy regarding subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

B. Number of Grants and Funds Available: [The Ryan White Part B program is supported by funding from Ryan White Pharmaceutical Rebates and funding from General Revenue. Up to six (6) grants will be awarded at an approximate amount of \$1.8 million for Early Intervention Services (EIS).]

No grant award will be issued for less than \$30,000. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.

C. Formatting Requirements for Attachments

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.

- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12-point font.
- Forms must be completed and submitted in the format provided by ODH.

D. Qualified Applicants

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant is not certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday, November 30, 2020.**

Only the currently funded agencies listed below are qualified to apply for the EIS continuation funding in 2021:

Agency	Total \$
Huron County Public Health	\$99,608.00
Metro Health	\$158,646.00
University Hospitals	\$145,516.00
Canton City Public Health	\$115,740.00
Equitas Health	\$1,045,491.00
Caracole, Inc	\$210,000.00
Total:	\$1,710,000.00

II. PROGRAM UPDATES:

A. Program Progress Report: 1) **Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.** [Not required]

B. Program Narrative: Complete and submit a narrative statement (do not exceed 0 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding. [Program narrative is not required for this application submission]

C. Objectives and Work Plan: Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed. [Workplan key objectives and format can be found in Appendix B of this solicitation.]

D. Documentation & Progress on Health Disparity/Inequity Activities: Please provide detailed updates on the goals, objectives and deliverables specified in the Competitive Solicitation relating to health equity. This information must be supported by data. Continuation Solicitations must also use the *Place Matters Documentation Spreadsheet* to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities occurred during the previous funding period. [Spreadsheet is not required for this application submission.]

E. Program Budget: Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

1. Budget Narrative:

Provide a detailed budget justification in a narrative that describes how categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. Describe the specific functions of the personnel, consultants and collaborators. Explain and justify equipment, travel, (including plans for out-of-state travel), supplies and training costs. If you have shared costs, refer to OGAPP Chapter 2 Section C2.4 Cost Allocation Plan for additional information. Please refer to the GMIS 2.0 bulletin board for attachment instructions.

For your convenience, a budget justification narrative example is available via the GMIS Bulletin Board.

[Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.]

2. 2021 Budget via GMIS: Complete requested budget information as follows:

- **Personnel, Other Direct Costs, Equipment and Contracts Sections:** Submit a new budget to support costs for the period April 1, 2021 to March 31, 2022. Funds may be used to support personnel, staff training, travel (see OBM website <http://obm.ohio.gov/TravelRule/default.aspx>), and supplies directly related to planning, organizing and conducting the program activity. Itemize, in the Equipment Section, all equipment (minimum \$1,000 unit cost value) to be purchased with grant funds

The applicant shall retain all original fully executed contracts on file. A completed “Confirmation of Contractual Agreement” (CCA) must be submitted via GMIS for each contract once it has been signed by both parties. All contracts must be signed and dated by all parties prior to any services being rendered and must be attached to the CCA section in GMIS. The submitted CCA and attached contract must be approved by ODH before contractual expenditures are authorized. CCAs and attached contracts cannot be submitted until the first quarter grant payment has been issued.

- **Compliance:** Answer each question on this form. Completion of the form ensures

your agency's compliance with the administrative standards of ODH and federal grants.

3. Unallowable Costs: Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees -- unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Travel and meals over the current state rates (see OBM website: <http://obm.ohio.gov/TravelRule/default.aspx> for the most recent Mileage Reimbursement memo.)
16. Costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
17. Training longer than one week in duration, unless otherwise approved by ODH;
18. Contracts for compensation with advisory board members;
19. Grant-related equipment costs greater than \$1,000, unless justified in the budget narrative and approved by ODH;
20. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
21. Promotional Items;
22. Office Furniture (including but not limited to desks, chairs, file cabinets) unless otherwise stated;
23. Syringes for Syringe Service Programs

Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

4. Indirect (Facilities and Administration):

Use the indirect cost rate included in the agency's Indirect Cost Rate Agreement as negotiated with and approved by the cognizant federal funder. If the applicant chooses

this option, then the agreement must be submitted in GMIS as an attachment to the application.

If the subrecipient has not executed a federally approved Indirect Cost Rate Agreement, the subrecipient may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Base the budget solely upon direct costs.

For further information please see Chapter 2 Section B2.10 of OGAPP.

F. Other Application Requirements:

Program Specific Attachments: The following attachments are informational only.

Early Intervention Services Workplan

a. Other Required Documentation:

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via audits@odh.ohio.gov. Reference the GMIS Bulletin Board for more information.
- **Civil Rights Review Questionnaire - EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive, and any omission of other statutes does not mean such statutes are not assimilated under this certification. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.

- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant's information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to www.dnb.com. For information about System for Award Management (SAM) go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at www.usaspending.gov or the Office of Management and Budget's website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)

- **For Non-Profit Organizations Only:**
 1. **Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. **Attach the current Certificate of Insurance Liability in GMIS.**
 2. **Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax-exempt status.

G. Human Trafficking:

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency's target population;
 1. At-risk population
 2. Mental health population
 3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

☒ **X** Applicable ☐ Not Applicable - (Not required during this application submission)

H. Post Submission Requirements: Continuation applicants are required to submit subrecipient program and expenditure reports.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.

Reports shall be submitted as follows:

- a. Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS by the following dates. Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

☒ Program Reports Required ☐ No Program Reports Required

<i>Report</i>	<i>Report Due Date</i>
Interim Progress Report	October 31, 2021
Annual Progress Report	April 30, 2022

- b. Subrecipient Expenditure Reports: Subrecipient Monthly Expenditure Reports must be completed and submitted via GMIS by the following dates:**

<i>Period</i>	<i>Report Due Date</i>
<i>April 1 – 30, 2021</i>	<i>May 10, 2021</i>
<i>May 1 – 31, 2021</i>	<i>June 10, 2021</i>
<i>June 1 – 30, 2021</i>	<i>July 10, 2021</i>
<i>July 1 – 31, 2021</i>	<i>August 10, 2021</i>
<i>August 1 – 31, 2021</i>	<i>September 10, 2021</i>
<i>September 1 – 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 – 31, 2021</i>	<i>November 10, 2021</i>
<i>November 1 – 30, 2021</i>	<i>December 10, 2021</i>
<i>December 1 – 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – 31, 2022</i>	<i>February 10, 2022</i>
<i>February 1 – 28, 2022</i>	<i>March 10, 2022</i>
<i>March 1 – 31, 2022</i>	<i>April 10, 2022</i>

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

<i>Period</i>	<i>Report Due Date</i>
<i>April 1 – June 30, 2021</i>	<i>July 10, 2021</i>
<i>July 1 – September 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 – December 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – March 31, 2022</i>	<i>April 10, 2022</i>

Note: Obligations not reported on the final monthly or 4th quarter expenditure report will not be considered for payment with the final expenditure report.

- c. Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before May 5, 2022. The information contained in this report must reflect the

program's accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.

APPENDICES

- A. Continuation Solicitation Reimbursement Type Form
- B. 2021 Early Intervention Services Workplan Template



Mike DeWine, Governor
Jon Husted, Lt. Governor

Lance D. Himes, Interim Director

CONTINUATION SOLICITATION
REIMBURSEMENT TYPE FORM

Submission
Required

See due date below

Ohio Department of Health
Office of Medical Director
Bureau of Infectious Diseases

ODH Program Title:
Early Intervention Services

Reimbursement Type (check one) Monthly ☐ OR Quarterly ☐

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No waivers/appeals will be accepted.)

Please print:

Current Project Number _____

Applicant Agency/Organization _____

Applicant Agency Address _____

Agency Contact Person Name and Title _____

Telephone Number _____

E-mail
Address _____

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by Monday, October 19, 2020

Please email completed form to Karen Tinsley (karen.tinsley@odh.ohio.gov).

2021 Early Intervention Services Workplan Template

Early Intervention Services (EIS) is described as: a combination of essential services (testing, outreach, and education) that are coordinated with the regional HIV prevention and care programs. EIS includes the identification of individuals at points of entry (e.g., Emergency rooms, syringe service programs, substance abuse & mental health treatment programs, sexually transmitted disease clinics, homeless shelters, counseling, testing and referral sites, or federally qualified health centers) and referrals to access the provision of services: HIV testing and targeted counseling, linkage to care, health education, and literacy training.

EIS must incorporate the following key objectives into a workplan:

- 1. Conduct targeted HIV testing to help the unaware learn of their HIV status and receive referral to HIV care and treatment services;**
 - Coordinate these testing services with other HIV prevention and testing programs to avoid duplication of efforts.
- 2. Provide referrals for people living with HIV (PLWH) to services that improve HIV care and treatment services at key points of entry;**
 - Develop referral guide of local services for care and treatment.
- 3. Refer individuals who test positive to regional disease intervention specialists to ensure appropriate prevention interventions are conducted, including partner services;**
 - Build strong relationships with regional DIS, including a process for DIS to refer clients to PrEP navigation services.
- 4. Enroll individuals who test HIV negative, but are considered “high-risk” into the Prevention Assistance Program Interventions (PAPI) database to access Pre-Exposure Prophylaxis (PrEP);**
- 5. Enhance access and linkage for people considered to be at high-risk for HIV infection to PrEP/PEP/biomedical prevention providers;**
- 6. Enhance access and linkage for PLWH to HIV care and treatment services such as: HIV Outpatient/Ambulatory Health Services, Medical Case Management, and Substance Abuse Treatment;**
- 7. Provide Outreach Services and Health Education/Risk Reduction related to HIV or STI diagnosis:**
 - Outreach services includes the provision of the following three activities: Identification of people who do not know their HIV status and linkage into medical care, Provision of additional information and education on health care coverage options, Re-engagement of people who know their status into medical care;
 - Health Education/Risk Reduction is the provision of education to clients living with HIV about reducing the risk of HIV transmission. It includes sharing information about medical and psychosocial support services and counseling with clients to improve their health status. Health education may include: Biomedical prevention strategies such as PrEP/PEP and treatment as prevention, health care coverage options, health literacy and treatment adherence;

- Identify “high-risk” populations and provide Health Education/Risk Reduction services including access to PrEP/PEP navigation;
 - Provide Health Education/Risk Reduction services including access to PrEP/PEP navigation to any client with a recent syphilis or rectal STI.
- 8. Provide short-term health navigation for those with positive STI/HIV results:**
- Medical care coordination: health literacy services regarding HIV, HCV, STI, and TB transmission, symptoms, progression, and basic treatment; coordinating with pharmacists; helping individuals prepare for and remember medical appointments; reviewing information shared by medical providers; accompanying individuals to medical appointments upon request;
 - Benefits advocacy, including education about insurance access and options, assessment and coordination of access to health insurance;
 - Adherence support: adherence assessments; educating individuals about treatment regimens, dosing schedules, potential side effects and side effects management; medication reminders and reminder tools (e.g., pill boxes, calendars, cell phone apps);
 - Social services and housing coordination: coordinating transportation services to access relevant medical appointments, assistance accessing nutrition resources; providing housing referrals; coordinating referrals to volunteer opportunities, job training, or employment programs; providing basic household budgeting assistance;
 - Substance use risk assessment and risk reduction services (perform or refer): education related to substance use risk and harms, information about risk reduction options; coordination of access to bio-medical prevention and harm reduction tools and services including, but not limited to, overdose education and naloxone distribution services, syringe services; confirmed linkage to treatment/counseling, (e.g., first appointment for Medication Assisted Therapy, completion of detoxification, etc.);
 - Sexual health risk assessment and risk reduction services: education related to sexual health risk and risk reduction options; education regarding risk reduction tools and how to access them if not provided directly; access to counseling regarding risk reduction strategies;
 - Linkage to evidence-based biomedical prevention tools that emerge and that are endorsed by ODH during this grant period, e.g. novel vaccines, long-acting PrEP.
- 9. Participate in the Ohio Community Planning Group, Combined Care and Prevention Meetings, and the Ohio Integrated Prevention/Care Plan Work Groups (as applicable).**

Please utilize the below table format to incorporate each key objective listed above into an actionable workplan. There must be a minimum of two strategies/activities for each key objective.

Key Objective	Strategies or Activities	Outputs & Outcomes	Indicators	Target Date
1	<i>Implement comprehensive risk screening tool with all CTR clients to</i>	<i>Completed risk assessments; help clients better understand their risk for HIV</i>	<i>% of CTR sites using Risk Assessment tool; % of completed risk assessments provided</i>	

	<i>identify and reduce client's overall risk for HIV/STDs</i>		<i>to ODH</i>	
1	<i>Review testing strategies with RAG to determine efficacy</i>	<i>Community will have more buy-in and implementation barriers will be reduced</i>	<i>Priority Based testing conversations added to quarterly RAG agenda</i>	
2				
3				
4				
5				
6				
7				
8				
9				