PHEP Continuation Guidance Informational Webinar CDC-TP19-1901 Budget Period 5

Overview of Continuation Guidance and Program Updates

January 26, 2023

Agenda

Topic	Lead	Time Allotted
1. Opening Remarks	Chris Kosmos	5 minutes
2. Budget Period 5 Overview • Summary of guidance and program requirements • LRN-C requirements • Performance narrative, work plan development • Closeout reports	Jerome Simmons Amy Watson-Hardnett Carol Whittington Jerome Simmons	20 minutes
3. Application Process ▪ PERFORMS submission ▪ GrantSolutions submission	Carol Whittington Erica Stewart	10 minutes
4. Questions and Answers	All	10 minutes
5. Closing Remarks	Jerome Simmons	5 minutes

Opening Remarks

Budget Period 5 Overview

Budget Period (BP5) Funding Adjustments

- BP5 funding amounts listed in the guidance are preliminary and provided for planning purposes.
  - Final numbers will not be known until DSLR's fiscal year 2023 funding has been confirmed within the next few weeks.

- CDC will provide final funding amounts as soon as they are available.
  - CDC's intent is to provide final numbers prior to issuing Notices of Award (NoAs) to prevent issuing amended NoAs.

- Should final funding amounts become available before applications are due, recipients can finalize work plans and budgets before final submission.
  - Otherwise, recipients must submit revised budgets and work plans within 21 days of when final funding amounts are available.

BP5 Reporting Requirements

- Due to multiple ongoing public health responses, CDC is limiting PHEP Budget Period 5 program reporting requirements. All 62 PHEP recipients must submit:
    - Critical contact sheet (CCS) data
    - Emergency operations center (EOC) activation data
    - PHEP annual exercise (access and functional needs) data

- All other requirements are waived
    - Jurisdictional risk assessment (JRA) requirements will be defined in the new project period (2024-2029)

BP5 Benchmarks and Pandemic Influenza Planning

- Four benchmarks:
  - Preparedness and response operational readiness
  - Proficiency in laboratory testing for biological agents
  - Proficiency in laboratory specimen packaging and shipping for chemical agents
  - Proficiency in laboratory testing for chemical agents

- Pandemic influenza planning annual requirement
  - Jurisdictions must submit **at application** brief descriptions of their jurisdictional pandemic influenza plans

BP5 LRN-C Requirements

- CDC has identified "core" and "additional" LRN-C methods for detecting human exposures to a wide range of known chemical threat agents. LRN-C laboratories are designated as either Level 1 or Level 2 based on their respective capacity and capabilities to perform these LRN-C methods.

- LRN-C Level 2 laboratories must demonstrate and maintain LRN-C "Qualified" status for all LRN-C core methods. See the LRN-C Secure Website for more information. Activities addressing these requirements must be in final BP5 work plans.

BP5 LRN-C Requirements (cont'd)

- CDC will continue to provide additional funding to select LRN-C laboratories as part of four-year initiative to support technology transfer activities to help meet this new requirement.

- Four LRN-C laboratories in Georgia, Minnesota, Texas, and Virginia will each receive $250,000 to support LRN-C technology transfer activities in BP5.

- In BP5, CDC anticipates funding at least 10 additional Level 2 LRN-C laboratories with $300,000 each to replace their GC/MS equipment. More labs may be funded pending available funding.

BP5 LRN-C Response Reporting Clarification

- All LRN-C Level 1, Level 2, and Level 3 laboratories must complete and submit quarterly LRN-C Laboratory Response Reports to lrn-c_qa_program@cdc.gov.

- LRN-C Laboratory Response Reporting guidance is located on the LRN-C Secure Website. A reporting template is not available this year; however, the guidance will provide instructions on how to submit reports.

- LRN-C laboratories must submit updated response reports by September 29, 2023; December 22, 2023; March 29, 2024; and June 28, 2024, to lrn-c_qa_program@cdc.gov.

BP5 Performance Narrative and Other Programmatic Requirements

- Performance Narrative

  - Mid-Year Progress Update for Budget Period 4 (July 1, 2022, to December 31, 2022)
  - Domain Work Plan for Budget Period 5 (July 1, 2023, to June 30, 2024)
    - Includes Work Plan Budget Justification Reports from PERFORMS

- State Health Official Letter

- Local Health Department Concurrence Letter (if applicable)

PHEP Budget and Work Plan Considerations

DSLR populated BP5 application work plans and budgets in PERFORMS with recipients' BP4 information at their request.

- Use 60-day application period to make necessary changes. The application module in PERFORMS will remain open until final BP5 work plans and budgets are submitted.
- The application amendment in GrantSolutions must be submitted by **March 24, 2023**.
- Please consider any derogatory findings from BP4's Technical Review or Budget Condition of Award report to avoid repeating in the BP5 budget and work plan. Delete completed activities before submitting work plan.
- Update and edit budgets based on CDC Budget Preparation Guidelines.
- For new contracts and subcontracts, provide complete information.

PHEP Budget and Work Plan Considerations

- Work plan activities must be substantiated by allowable, allocable, and reasonable budgets to be recommended for approval.
- Domain work plans must include local activities that demonstrate integrated efforts at state and local levels.
- Domain work plans should also
  - Include direct assistance-supported field staff activities and
  - Link to clear outputs.
- SF-424 object class naming conventions need to match with the OGS cost categories so that the figures align correctly in the appropriate budget worksheet categories within GrantSolutions.
  - This helps to reduce errors in the NoAs.
- Consultant costs should be placed in "Other" in PERFORMS and in GrantSolutions.

PHEP Budget and Work Plan Considerations: Direct Assistance (DA) Changes

- Most Career Epidemiology Field Officers (CEFOs) are now centrally funded; DA is used when a recipient requests one or more additional CEFOs.
- Preparedness Field Assignees (PFAs) are also centrally funded; DA is used when a recipient requests a senior or an executive PFA.
- Allocations for "DA Personnel" are now totaled for the full current fiscal year (funds were formerly divided into previous and current budget periods).
- No travel estimations will be accounted for in the budget. Recipients will need to track DA-related travel expenses as program will recover those expenses at the end of the budget period.
- Allocations for "DA Other" will display the total funding for SAS licenses in PERFORMS.

TP-1901 Performance Period Closeout Requirements

- Final Performance Progress and Evaluation Report
  - No annual progress report in PERFORMS for BP5
  - Optional template will be provided for activities from BP1-BP5
  - Due 90 days after end of BP5 (September 30, 2024) in GrantSolutions as a grant note
- Federal Financial Report (FFR)
  - Submit in Payment Management System (PMS); final FFR spans BP1-BP5
  - Time to reconcile accounts in PMS
- Equipment and Supplies – Tangible Personal Property Report (SF-428)
  - Only report major equipment with a unit cost of $5,000 or more
  - A negative response is required even if no equipment was acquired under the entire award

Application Process

Application Submission

Applications entered in PERFORMS no later than 11:59 EDT March 24, 2023

Applications due in GrantSolutions no later than 11:59 EDT March 24, 2023.

PERFORMS

- Use application instructions as submission guide
- Save Mid-Year Progress Update, Domain Work Plan, and Budget Justification reports to upload with GrantSolutions amendment submission

GrantSolutions

- Access application by using instructions in GrantSolutions Grantee User Guide
  - See Grantee User Guides/Noncompeting Continuations
- Contact GrantSolutions help desk for technical support
  - 866-577-0771 or
  - help@grantsolutions.gov

GrantSolutions Submission Required Attachments

Mandatory Submissions	Forms to Prepare/Attach for Submission
Application for Federal Assistance (SF-424) [V2.1]	▪ GrantSolutions
Disclosure of Lobbying Activities (SF-LLL)	▪ GrantSolutions
Budget information for Non-Construction Programs (SF-424A) [V1.0]	▪ GrantSolutions
Budget Narrative Attachment Form [V1.2] *See Performance Progress and Monitoring Report link in Continuation Guidance*	▪ PERFORMS Budge Justification Report ▪ PERFORMS Base Award Properties Report ▪ Indirect Cost Rate Agreement ▪ Bona Fide Agent Status Documentation, If Applicable
Project Narrative Attachment Form [V1.2] *See Performance Progress and Monitoring Report link in Continuation Guidance*	▪ PERFORMS Domain Work Plan Report ▪ Progress Update Report ▪ Local Concurrence Letter (if applicable) ▪ Senior Health Official Letter
Key Contact Form	▪ Available in Application Kit (GrantSolutions)
Tangible Personal Property Report - Annual Report (SF-428A)	▪ Available in Application Kit (GrantSolutions)

PHEP Grants Management Specialists (GMS) at OGS

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Q & A

Please submit further questions to your DSLR project officers, team leads, or email preparedness@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348   www.cdc.gov

Budget Development

Avoiding Common Restrictions

Budget Development: How to Avoid Common Restrictions

Topic	How to Avoid Common Restrictions
EQUIPMENT: Purchase or Replacement	▪ Obtain **three** quotes if more than $5,000 – *Do not need to submit, but be sure to follow state or local rules* ▪ Recommend submitting replacement policy for equipment, especially laptops ▪ Indicate cost sharing where appropriate; include the PHEP portion in the budget justification as a percentage of total cost ▪ Include a maintenance agreement for PHEP-funded purchases more than $25,000 (maintenance agreements for one year unless multiyear agreement is included at the time of purchase)
SUPPLIES	▪ Can use historical, per capita data to plan for and justify the purchase of supplies throughout the budget **OR** submit an itemized list of supplies requested

Budget Development: How to Avoid Common Restrictions

Topic	How to Avoid Common Restrictions
TRAVEL	▪ Provide names or, at minimum, the position(s) traveling. ▪ Ensure trips requiring hotel stays reflect number of nights plus one. For example, **three** days and **two** nights. ▪ Request registration fees for meetings and conferences in the "Other" cost category. **Travel for other staff**: ▪ Include travel for staff other than PHEP staff in the "Other" cost category. ▪ Explain how their participation benefits the PHEP program. ▪ Indicate shared cost, if applicable, and represent the PHEP share as a percentage of the total cost.

Budget Development: How to Avoid Common Restrictions

Topic	How to Avoid Common Restrictions
PERSONNEL: Vacancies	- Include an explanation for when you plan to fill the vacancy and how you will cover the work in the meantime - For vacancies anticipated to last longer than 90 days, include a rationale in the budget justification for going beyond the 90-day timeframe **OR** redirect funds to another approved activity.
MEETINGS/TRAININGS/ EXERCISES	- Ensure budget line items to attend or host meetings are aligned with activities in your work plan. **Providing meals during PHEP-hosted activities:** - Requires prior approval. - Include justification for why providing the meal is a necessary part of the meeting, training, or activity. - Submit an agenda (draft or final).

Budget Development: How to Avoid Common Restrictions

Topic	How to Avoid Common Restrictions
CONTRACTS	- Include a rationale for how the contract supports the proposed work plan and activities. - Include the six contractual elements (vendor name if known at time of request, scope of work, itemized budget, period of performance, method of selection, and method of accountability) and any necessary quotes. - Indicate shared cost, if applicable, and represent the PHEP share as a percentage of the total cost.
OTHER	Use this cost category for expenses such as license agreements, equipment, maintenance, subscriptions services, funds allocated for out-of-cycle direct assistance requests for personnel or SAS licenses, or meeting registrations.