

Public Health Emergency Preparedness (PHEP) Cooperative Agreement Budget Period 3: COVID-19 Effects on PHEP Requirements

April 2022

Summary of Modifications to BP3 PHEP Program Requirements

CDC is allowing PHEP cooperative agreement recipients to leverage COVID-19 pandemic response activities to meet PHEP Budget Period 3 (BP3) cooperative agreement program requirements. The following information describes changes to PHEP BP3 requirements and provides additional guidance for documenting COVID-19 activities to receive credit for PHEP program requirements.

Update to Operational Readiness Review (ORR) Implementation: CDC's updated [PHEP ORR guidance](#) outlines the associated reporting requirements and evaluation criteria for PHEP recipients. CDC conducted a series of orientation sessions to provide recipients with an overview of the PHEP ORR guidance, the review criteria for data collection, and acceptable evidence. CDC also conducted training sessions to introduce the new online PHEP ORR Reporting and Tracking System (PORTS) and familiarize users with essential functions of the system.

Due to the ongoing COVID-19 response, CDC has significantly reduced BP3 submission requirements and has waived all BP3 exercise requirements and data submissions for local Cities Readiness Initiative (CRI) planning jurisdictions. The 62 PHEP recipients will submit all required data through the PHEP ORR Reporting and Tracking System (PORTS) except benchmark data, which will be submitted via PERFORMS.

Required BP3 Program Requirements Submitted in PORTS

- Critical Contact Sheet data (CCS): existing ORR form
- Partner Planning Sheet data (PPS): new ORR form
- Pandemic COVID-19 Functional Exercise: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC): new ORR form
- Pandemic COVID-19 Incident Response (RSP): new ORR form
- Emergency operations center activations: modified ORR form
 - *Successful submission and CDC review of PPS, VAC, and RSP data fulfills this requirement*
- Annual PHEP exercise data: existing ORR form
 - *Successful submission and CDC review of PPS, VAC, and RSP data fulfills this requirement*
- Pandemic influenza critical workforce group functional exercise data: existing ORR form
 - *Successful submission and CDC review of PPS, VAC, and RSP data fulfills this requirement*
- Pandemic influenza full-scale exercise data: existing ORR form
 - *Successful submission and CDC review of PPS, VAC, and RSP data fulfills this requirement*
- Joint functional exercise with emergency management and health care coalitions data: existing ORR form
 - *Successful submission and CDC review of PPS, VAC, and RSP data fulfills this requirement*

In addition, recipients must review and validate the following benchmarks in PERFORMS.

- LRN-B biological sample testing data
- LRN-C chemical sample testing data using core and additional methods
- LRN-C lab specimen packaging and shipping exercise data

Recipients must also attend in person or virtually the 2022 Preparedness Summit and the 2022 Pacific Island Preparedness and Emergency Response (PIPER) Summit.

PHEP Program Requirements Waived for BP3

- All ORR planning requirements for all 15 capabilities
- All annual drill requirements
- Annual Inventory Data Exchange (IDE) tests
- All CRI and other local jurisdiction exercise requirements and data submissions
- Jurisdictional structure sheet requirements
- Jurisdictional data sheet requirements
- Workforce development and training requirements
- Medical countermeasure (MCM) and PHEP technical assistance action plans

Deadline Extensions for Five-Year Requirements

Recipients whose five-year deadlines have expired or will expire during BP3 will not be required to submit the following PHEP program requirements. CDC has extended the reporting deadline to BP4.

- Jurisdictional risk assessments
- All tabletop exercise requirements
- Updated administrative preparedness plans

Additional Deadlines

- Critical contact sheets must be reviewed and updated as needed in PORTS by **June 30, 2022**.
- Recipients must self-report and submit required ORR forms by **June 30, 2022**. Recipients will complete self-assessments for the specified forms by selecting responses from a drop-down menu of options.
- In addition to the required ORR forms, recipients are encouraged to upload by **June 30, 2022**, as much supporting evidence as available to substantiate their responses.
- By **October 31, 2022**, recipients must upload any additional supporting evidence necessary to substantiate their earlier responses.

Please see the following additional details regarding **select PHEP BP3 requirements**. For further clarification, recipients should contact their PHEP project officers.

Adjustments for BP3 Requirements

Annual PHEP Exercise with Access and Functional Needs (AFN) Partners

Method of Submission: PORTS

All recipients may use their COVID-19 response activities to meet the annual PHEP exercise requirement if they can provide evidence that documents engagement with partners during the response that supported people with disabilities, access and functional needs, or populations at risk for disproportionate outcomes due to COVID-19. Additionally, recipients may use their COVID-19 response activities to meet this requirement by demonstrating how partners supported efforts to reach populations with access and functional needs throughout vaccination campaigns. Jurisdictions may submit evidence on the PPS for this requirement any time after PORTS opens until October 31, 2022.

CDC has waived the BP3 continuation guidance requirement that local CRI planning jurisdictions complete the annual PHEP exercise incorporating AFN partners due to the ongoing COVID-19 response.



Joint Functional Exercise (FE) with Emergency Management and Health Care Coalitions (HCCs)

Method of Submission: PORTS

Jurisdictions may use the COVID-19 response to meet the joint exercise requirement with HCCs and emergency management agencies provided recipients are coordinating response activities with these partners. Satisfactory submissions will restart the five-year cycle for PHEP recipients regardless of current expiration status. A minimum of one area of improvement must be submitted for each FE and must align with corresponding after-action reports/improvement plans (AARs/IPs).

To demonstrate partner involvement, recipients must:

- Include all joint partners engaged during the activation (at least one each for emergency management and HCCs)
- Address roles and coordination with joint exercise partners

For jurisdictions whose five-year windows to meet the joint exercise requirement expired during Budget Period 2 or will expire during BP3, CDC and ASPR are offering an extension to the end of BP3.

Pandemic influenza: Critical Workforce Group (CWG) FE

Method of Submission: PORTS

All recipients may use COVID-19 response activity to meet the FE requirement using the VAC form. Recipients should refer to the [PHEP ORR guidance](#) for additional details on the criteria for meeting this requirement. A minimum of one area of improvement must be submitted for each FE and must align with corresponding after-action reports and improvement plans (AARs/IPs).

Full-Scale Exercise (FSE): Pandemic Influenza

Method of Submission: PORTS

All recipients may use the COVID-19 response to meet the FSE requirement using the RSP form. Recipients should refer to the [PHEP ORR guidance](#) for detailed information about this program requirement. Satisfactory submissions will restart the five-year cycle regardless of current expiration status. A minimum of one area of improvement must be submitted for each FSE and must align with corresponding AARs/IPs.

Anthrax Distribution FSE and Anthrax Dispensing FSE

Method of Submission: PORTS

CDC has waived this requirement for BP3. However, recipients may use COVID-19 response activities to meet this FSE requirement by submitting the Anthrax Distribution FSE (DST) and Anthrax: Dispensing FSE (DSP) forms. The [PHEP ORR guidance](#) provides details regarding the minimum requirements for receiving credit. Satisfactory submissions will restart the five-year cycle regardless of current expiration status. A minimum of one area of improvement must be submitted for each FSE and must align with corresponding AARs/IPs.

PHEP Technical Assistance (TA) Action Plans and MCM Action Plans

Method of Submission: PORTS

CDC will not require submission of PHEP technical assistance or MCM action plan updates for the remainder of BP3. In Budget Period 4, an integrated action plan will replace the current PHEP technical assistance and MCM action plan stand-alone forms.

