



PHEP Continuation Guidance Informational Call CDC-TP19-1901 Budget Period 4

Overview of Continuation Guidance and Program Updates

January 20, 2022

Agenda

Topic	Lead	Time Allotted
1. Opening Remarks	Kate Nolte Mark Davis	5 minutes
2. Budget Period 4 Overview <ul style="list-style-type: none"><li data-bbox="198 440 645 467">▪ LRN-C Program Requirements<li data-bbox="198 478 900 505">▪ Summary of guidance and program requirements<li data-bbox="198 516 877 543">▪ Performance narrative, work plan development	Ryan Favors Jerome Simmons Carol Whittington	30 minutes
3. Application Process <ul style="list-style-type: none"><li data-bbox="198 669 606 696">▪ GrantSolutions submission	Jerome Simmons	5 minutes
4. Questions and Answers	All	10 minutes
5. Closing Remarks	Mark Davis	5 minutes

Budget Period (BP4) Funding Adjustments

- BP4 funding amounts listed in the guidance are preliminary. Final numbers will not be known until Congress finalizes FY 2022 appropriations in the next several months.
- CDC hopes to provide final funding amounts prior to issuing Notices of Award so that we don't have to amend them later.
- This will require revised budgets and work plans within approximately 30 days of making the final funding amounts available.

Budget Period 4 Overview

New Budget Period 4 (BP4) Requirements

- 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 should be in your final BP4 work plan.
- 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, Level 2, or Level 3 based on their respective capacity and capabilities to perform these LRN-C methods.

New BP4 Requirements (cont'd)

- Level 2 labs leverage core chemical threat capabilities to ensure response readiness to human exposures to local threats such as toxic metals, plant and marine toxins, toxic industrial chemicals, and synthetic drugs.
- Beginning in BP4, CDC will 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 Alaska, Georgia, Minnesota, and New York state will each receive \$250,000 to support LRN-C technology transfer activities in BP4.
 - Funds are not included in planning numbers and will be allocated later.

BP4 Continuation Guidance Clarification

LRN-C Response Reporting

- Beginning with Budget Period 4, all LRN-C Level 1, Level 2, and Level 3 laboratories must complete the **LRN-C Laboratory Response Reporting** template by the end of each quarter. The template is located on the LRN-C Secure Website.
- Previously, CDC required all LRN-C laboratories to “participate” in response reporting.” In Budget Period 4, all LRN-C laboratories must submit updated response reports each quarter to lrn-c_qa_program@cdc.gov.

BP4 Continuation Guidance Clarification

PHEP ORR Implementation

- CDC expects PHEP recipients to demonstrate measurable progress toward achieving “established” operational readiness across the six preparedness and response domains by **June 30, 2024**.
- All 62 PHEP recipients will begin using the PHEP ORR Reporting and Tracking System (PORTS) to report ORR information in BP3
- CDC has not yet finalized evaluation strategies for Budget Period 4 for PHEP recipients or local jurisdictions.

BP4 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:

- Submit appropriate COVID-19 pandemic response documentation per -- pandemic full-scale exercise section in the PHEP ORR guidance
- Address pandemic planning gaps in BP4 technical assistance action plans

BP4 Performance Narrative and Other Programmatic Requirements

- Performance Narrative
 - Mid-Year Progress Update for Budget Period 3 (July 1, 2021, to December 31, 2021)
 - Domain Work Plan for Budget Period 4 (July 1, 2022, to June 30, 2023)
 - Includes both Budget Justification and Budget Detail reports from PERFORMS
- State Health Official Letter
- Local Health Department Concurrence Letters (if applicable)

PHEP Budget and Work Plan Considerations

- CDC requires applicants to approach the development of their work plans based on the most recently completed Capabilities Planning Guide self-assessment that incorporates current jurisdictional risk assessments and priorities (jurisdictional HVA, JRA, or THIRA).
 - Applicants must also ensure planned activities meet program requirements and benchmarks.
- PHEP logic model is roadmap for the path forward. Work plans are developed in PERFORMS using domain structure represented in PHEP logic model.

PHEP Budget and Work Plan Considerations

DSLRL populated BP4 application work plans and budgets in PERFORMS with recipients' BP3 information at the recipient's request.

- Use 60-day application period to make necessary changes. The application module in PERFORMS will remain open until final BP4 work plans and budgets are submitted.
- The application amendment in GrantSolutions must be submitted by **March 21, 2022**.
- Please consider any derogatory findings from BP3's Technical Review or Budget Condition of Award report to avoid repeating in the BP4 budget and 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 the state and local levels
- Domain work plans should also
 - Include direct assistance (DA)-supported field staff activities
 - 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 Notices of Award.
- Consultant costs should be placed in “Other” in PERFORMS and in GrantSolutions.

PHEP Budget and Work Plan Considerations

Budget: Direct Assistance (DA) Changes

- Most Career Epidemiology Field Officers (CEFOs) are now centrally funded; DA is used where a recipient requests one or more additional CEFOs.
- Preparedness Field Assignees (PFAs) are also centrally funded; DA is used where a recipient requests a senior or 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.

Application Process

Application Submission

Applications due in PERFORMS no later than 11:59 EDT March 21, 2022

Applications due in GrantSolutions no later than 11:59 EDT March 21, 2022.

PERFORMS

- Use application instructions as submission guide
- Save Mid-Year Progress Update, Domain Work Plan/Budget Detail and Budget Justification reports to upload with GrantSolutions 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]	<ul style="list-style-type: none">▪ GrantSolutions
Disclosure of Lobbying Activities (SF-LLL)	<ul style="list-style-type: none">▪ GrantSolutions
Budget information for Non-Construction Programs (SF-424A) [V1.0]	<ul style="list-style-type: none">▪ GrantSolutions
Budget Narrative Attachment Form [V1.2] <i>See Performance Progress and Monitoring Report link in Continuation Guidance</i>	<ul style="list-style-type: none">▪ PERFORMS Budget Detail and Budget Justification Reports▪ PERFORMS Base Award Properties Report▪ Indirect Cost Rate Agreement▪ Bona Fide Agent Status Documentation, If Applicable
Project Narrative Attachment Form [V1.2] <i>See Performance Progress and Monitoring Report link in Continuation Guidance</i>	<ul style="list-style-type: none">▪ PERFORMS Domain Work Plan Report▪ Progress Update Report▪ Local Concurrence Letters▪ Senior Health Official Letter
Key Contact Form	<ul style="list-style-type: none">▪ Available in Application Kit (GrantSolutions)
Tangible Personal Property Report - Annual Report (SF-428A)	<ul style="list-style-type: none">▪ Available in Application Kit (GrantSolutions)

PHEP Grants Management Specialists (GMS) at OGS

Kimberly
Champion

Email: grf9@cdc.gov
Phone: 404-498-4229

Michael
Embry

Email: koy3@cdc.gov
Phone: 404-488-2881

Rose Mosley

Email: wvx3@cdc.gov
Phone: 404-488-2450

Sylvia Reeves

Email: qpg0@cdc.gov
Phone: 404-498-4175

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

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

