

Public Health Emergency Preparedness (PHEP) Budget Period 4: Summary of Modified Requirements

December 2022

Modifications to BP4 PHEP Program Requirements

Due to the ongoing COVID-19 and mpox responses, CDC continues to adjust Budget Period 4 (BP4) submission requirements and has waived all BP4 exercise and data submission requirements for local Cities Readiness Initiative (CRI) planning jurisdictions. The following information describes changes to PHEP BP4 requirements and provides additional guidance for documenting response activities to receive credit for PHEP program requirements.

Operational Readiness Review (ORR) Implementation

In March 2022, CDC updated its PHEP ORR guidance outlining the associated reporting requirements and evaluation criteria for PHEP recipients.

The 62 PHEP recipients, including all 50 states, eight territories and freely associated states, and four directly funded localities, will submit all required data in PORTS except benchmark data, which will be submitted in PERFORMS.

CRI Program Requirements

Local CRI planning jurisdictions are NOT required to submit ORR data to CDC in BP4. However, CDC highly encourages CRI planning jurisdictions to continue normal preparedness planning and coordination to maintain or improve their overall readiness posture.

BP4 Program Requirements Submitted in PORTS

- 50 planning elements: using existing planning forms
- Annual PHEP exercise: using new ORR form
- Critical contact sheet (CCS): using existing ORR form
- Emergency operations center activations: using new ORR form
- Workforce development and training (WDT): using existing ORR form

See the [PHEP BP4 ORR Reporting Requirements, August 22, 2022](#), for information on the required 50 planning elements and the [PHEP ORR guidance](#) for descriptions of the existing ORR forms. Descriptions of the two new forms are available on the CDC website.

- [Emergency Operations Center \(EOC\) Activations Submission Guidance – December 2022](#)
- [Annual PHEP Exercise \(Vulnerable Populations\) with Access and Functional Needs \(AFN\) Partners Submission Guidance– October 2022](#)

Other BP4 Program Requirements

- LRN-B biological sample testing: benchmark reported in PERFORMS*
- LRN-C chemical sample testing using core and additional methods: benchmark reported in PERFORMS*
- LRN-C Lab specimen packaging and shipping exercise: benchmark reported in PERFORMS*
- Attendance at annual preparedness summit (2023)
- Attendance at Pacific Islands preparedness and emergency response (PIPER) summit (2023)

*These deliverables will be collected in PERFORMS as part of the BP4 annual progress report.

PHEP Program Requirements Waived for BP4

- All CRI and other local jurisdiction exercise requirements and ORR data submissions
- All annual drill requirements
- Annual inventory data exchange (IDE) tests
- Partner planning sheet requirements
- Jurisdictional structure sheet requirements
- Jurisdictional data sheet requirements

Deadlines

- Critical contact sheets must be reviewed and updated as needed in PORTS by **December 30, 2022, and June 30, 2023**.
- Recipients must complete and submit required ORR forms by **June 30, 2023**.
- BP4 Federal Financial Reports and PHEP BP4 annual progress reports must be submitted by **September 30, 2023**.
- By **June 30, 2023**, recipients must submit the AFN form with relevant information; no later than **October 30, 2023**, recipients must upload within the ORR module in PORTS relevant evidence for the annual PHEP exercise and responses to incidents.

Please see the following additional details regarding **select PHEP BP4 requirements**. For further clarification, recipients should contact their PHEP project officers.

Five-year Exercise and Other Administrative Requirements

Recipients who met the five-year exercise requirements with successful ORR submissions and CDC review in Budget Period 3 (BP3) will restart their five-year exercise cycle regardless of current expiration status.

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

In BP4, CDC will again allow recipients to leverage response activities to meet PHEP annual exercise requirements. However, CDC encourages recipients to use response activities other than COVID-19, such as the mpox response, to meet BP4 annual exercise requirements. CDC will not accept the same partner and response activities submitted in BP3 to meet BP4 requirements.

PHEP Integrated Action Plans

CDC is replacing the previous standalone PHEP technical assistance and MCM action plan forms with the Integrated Action Plan module in PORTS. However, the new module is still under development in PORTS and may not be released this budget period. In BP4, recipients are not required to submit action plans or attend monthly or quarterly meetings to discuss action plans.