

Attached is the PHEP Discretionary Project narrative template and budget template for use in preparing and submitting requests for Discretionary Projects. Please complete a narrative and budget template for EACH project to be submitted (do not combine projects).

During our last discretionary project review process, we noticed some projects could be scalable (i.e. instead of purchasing 20 radios which would be nice, a purchase of 10 radios may meet a critical need). We would like to offer the opportunity to “SCALE” those projects that may still provide value if they cannot be fully funded. Please submit your original project narrative and budget for the full amount. However, if there is a part of the project that represents a critical business need, please submit a separate project narrative and budget only for this essential component of the project. That way, if the original project is not approved for funding, there is still the possibility of approval for critical components of the project. Please identify or highlight in the project narrative if you are also submitting a scaled down version. Also reference the larger project in the scaled down narrative so we can make the connection during the review.

The deadline for submitting projects is 5:00 pm on Thursday, November 15, 2012 to the email account [CPSRCT@dshs.state.tx.us](mailto:CPSRCT@dshs.state.tx.us).

When developing projects for submission, it is critical that all parties give consideration to match requirements. PHEP funds require a 10% match per the authorizing legislation, the Pandemic and All-Hazards Preparedness Act (PAHPA). An important consideration is that match expenditures must come from the same budget period (or contract term) in which the federal funds were expended.

All projects submitted will be reviewed and approved through a competitive review process. Projects will be identified as Tier 1 Projects – determined to be “shovel read” (or ready to proceed immediately) and can be completed in a short timeframe (4-6 months). Tier II Projects – determined to have minimal issues or obstacles that can be resolved quickly and completed in a short timeframe (4-6 months). These projects will be funded as dollars become available. PHEP Discretionary Projects must be completed by August 31, 2013.

If you have questions, please contact your assigned contract manager, Lucia Lundry or Jason Adams.

Thank you.

Bruce Clements, MPH  
Director, Community Preparedness Section  
Department of State Health Services  
Division for Regional and Local Health Services

Thank you,

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