

Department of State Health Services (DSHS), Community Preparedness Section (CPS)
Budget Period (BP) 2 - Discretionary Funding Announcement (DFA)
Public Health Emergency Preparedness (PHEP)

Introduction

The content of this document is to provide applicants with specific guidelines on strategies to assist with the completion of the Discretionary Project Application. The objective of this discretionary process is to assist the State and Local Health Departments (LHD's) in demonstrating measurable and sustainable progress toward achieving the 15 public health preparedness capabilities, mitigate gaps in preparedness plans and other activities to promote safer and more resilient communities.

The source of funding for approved PHEP related projects will come from Budget Period 1 (BP1) carry-forward. The Department of State Health Services (DSHS), Community Preparedness Section (CPS) will submit a carry-forward request, with the approved discretionary projects attached, to the Centers for Disease Control & Prevention (CDC) for their final approval. It is possible for a project to be approved by DSHS Tollgate Review Committee (TGRC) and still be denied by the CDC. PHEP discretionary funds are **“one-time only” funds** and projects should not incur any future recurring costs. If so, the applicant is responsible for all recurring costs.

In an effort to utilize CDC PHEP carry-forward funds, the Budget Period (BP) 2 Discretionary Process has been implemented by DSHS, CPS. All PHEP discretionary projects submitted will be reviewed and approved through a **DSHS, CPS competitive review process**. DSHS, CPS will only hold one call-out for projects due to time-constraints, but will have at least 2 “funding phases” (opportunities).

All activities must be completed and funds expended by June 30th, 2014. (Exception: Sub-recipient contractors have until 8/31/14). Timelines must be realistic as most projects will only have **6-8 months to be completed**.

Projects may be submitted to CPS by DSHS central office entities, Health Service Regions (HSR), local health departments (LHD), and/or other governmental entities. **Each proposed project** must have a fully completed PHEP BP2 Discretionary Project Application form, and budget template (to include a match budget if required). Success of the program includes expenditure of all discretionary funding for the approved projects in the prescribed manner and time frame.

Program Requirements

For PHEP discretionary projects, applicants must address and comply with PHEP program requirements, as well as CDC cooperative agreement guidance. Projects must align within the scope of at least one of the fifteen (15) PHEP capabilities referenced in the PHEP funding opportunity announcement.

The following items/activities are NOT allowable:

- Fund raising activities or lobbying.
- Food (allowable only in limited instances such as exercises when food is necessary not to disrupt continuity of exercise.)
- Research.
- Construction or major renovations (cannot change the footprint).
- Clinical care.
- Vehicle purchases.
- Pre-award costs reimbursement.
- Supplanting existing state or federal funds for activities described in the budget.
- Serving as a conduit for an award to another party or provider who is ineligible.
- Payment or reimbursement of backfilling costs for staff.
- Electronic medical records systems.
- Vector Controls such as foggers and larvacides.

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- Recurring costs.
- Full-time personnel.
- Broad “other operating costs”, must be project driven.

The following items/activities are allowable:

- Response clothing, justified with need for staff to be easily identified.
- Augmenting of vehicles with items such as siren and lights.

Additional Information:

- If an item/purchase benefits more than one program, then the purchase cost must be shared proportionally across the programs.
- Travel must be for PHEP activities only. If an event touches on preparedness, PHEP funds may be used to fund a proportional amount of the event. Conference outline or meeting agenda may be requested.
- Applicant must provide quantities and unit costs for items.
- Registration fees must be broken out for each event and have number of people attending.
- Contractors should not exceed the 10% match requirement.
- Equipment quote must match amount listed in the budget.
- Multi-year warrantee *may only* be purchased as a part of an equipment purchase (e.g. lab equipment and two year warrantee). Standalone warrantee purchases are limited to one year.

Matching Requirements (Contractors Only)

Funds awarded must be matched by costs or third party contributions that are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching. The non-federal contributions (match) may be provided directly or through donations from public or private entities and may be in cash or in-kind donations, fairly evaluated, including plant, equipment, or services. The costs that the Contractor incurs in fulfilling the matching or cost-sharing requirement are subject to the same requirements, including the cost principles, that are applicable to the use of Federal funds, including prior approval requirements and other rules for allowable costs as described in 45 CFR 74.23 and 45 CFR 92.24.

Application Package

The mandatory application package associated with this opportunity includes:

- Application Narrative (template provided)
 - Must show a strong link to PHEP activities and demonstrate clear and concise milestones and activities with a timeline for achieving all activities.
 - Must provide “priority #” for each project, if submitting more than one project application.
 - Must contain the signature of the PHEP Manager and entity Director.
 - Management agrees to place a high priority on successful completion of the PHEP discretionary project(s) submitted and will work to remove barriers and obstacles so the project(s) may be completed in a timely manner
 - Must agree to notifying or obtaining approval of Commissioner’s Courts (LHD’s only)
- Application Budget (template provided)
- Application Match Budget (contractor only – template provided)

Projects that address the following MAY obtain a higher priority ranking:

- Working with partners/coalition building
- Project has been referenced as a “best practice” at the national level, please see links below (if so, please include in your application narrative). Conduct a search for PHEP-allowable projects on these sites:
 - <https://eweb.naccho.org/eweb/DynamicPage.aspx?site=naccho&webcode=mpsearch>
 - <http://www.cidrap.umn.edu/public-health-practices>

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- Project has been referenced as a “best practice” at the state level, please see link below (if so, please include in your application narrative)
 - <http://www.dshs.state.tx.us/commprep/phep/Best-Practices/Promising-Practices.doc>
- Ensuring commissioner’s courts have been notified or approval obtained (for LHD’s only)
- Alignment with one of the five State Capability Priority Areas:
 - Community Preparedness
 - Mass Fatality
 - Epidemiology & Surveillance
 - Medical Surge
 - Responder Health & Safety
- Alignment with your LHD’s and/or Regional priorities as outlined in your Jurisdictional Risk Assessment (JRA)
- Compliance with the PHEP funding opportunity announcement rules for allowable expenditures

Submission Due Date

Applications are required to be submitted electronically to CPSRCT@dshs.state.tx.us no later than **5:00 pm on Friday, August 16, 2013**. Late or incomplete application packets could result in a poorly scored project and therefore impact the likely-hood of being approved and/or funded.

Review Process

Each project will be reviewed by the Tollgate Review Committee (TGRC) comprised of representatives from a local health department, a health service region and the central office. Initial eligibility of a project is based on scope alignment with at least one of the fifteen PHEP capabilities and compliance with the PHEP funding opportunity announcement rules. If the project meets these first two eligibility requirements, the proposal will be scored using the PHEP discretionary project evaluation tool. The Committee will rank projects according to their score. Available funding will determine the number of projects that may be funded. As projects are implemented, DSHS central office project managers are assigned to provide guidance and oversight and to monitor project progress and expenditures. Projects are expected to be completed within the prescribed timeline and with funds completely expended by the close of the period. Applicants are required to submit monthly reports outlining milestones/activities/tasks and budget activities to date. The TGRC will convene monthly to discuss project progress and expenditures with project managers and to identify projects that may be in jeopardy of not being completed by the end of the project period. The TGRC reserves the right to redirect discretionary project funds to other viable projects if necessary.

Reporting Requirements

Applicants must provide a monthly update of progress and activities documented and submitted on the “BP2 PHEP Discretionary Project Report” also known as “Monthly Project Report”. Submission due dates will be outlined once funds are awarded. Applicants will also be required to provide other reports as requested.

This report assists DSHS in tracking project expenses and progress; and increases the likelihood that all discretionary project funds will be expended by the required due date. CPS leadership will assign a CPS staff member (“Project Manager”) to support each project. The CPS Project Manager will provide technical assistance and assist with any barriers identified, and will work with each project to ensure successful completion. The Project Manager will review the monthly project reports and provide information on project progress and expenditures to the TGRC.