

Department of State Health Services (DSHS) - Community Preparedness Section (CPS)
Public Health Emergency Preparedness (PHEP)
Budget Period (BP) 3 – COLLABORATIVE PROJECTS - Discretionary Funding Opportunity

****NOTE: NEW CRITERIA FOR COLLABORATIVE PROJECTS – THE DEPARTMENT OF STATE HEALTH SERVICES (DSHS), COMMUNITY PREPAREDNESS SECTION (CPS) IS ONLY SOLICITING STATEWIDE AND REGION WIDE PROJECTS THAT IMPACT/BENEFIT MULTIPLE JURISDICTIONS IN THE STATE, REGION OR AREAS WITHIN A REGION.**

The content of this document is to provide applicants with specific guidelines on strategies to assist with the completion of the Discretionary Project Application, to include a narrative and budget. 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 Public Health Funding & Policy Committee, Formula Funding Workgroup met and determined the BP3 PHEP Discretionary funds would be used to fund **only State-wide and Region-wide projects that benefit multiple jurisdictions in the state, region or areas within a region.** All PHEP discretionary projects submitted will be reviewed and approved through a DSHS, CPS competitive review process. PHEP discretionary funds are **“one-time only” funds** and projects should not incur any future recurring costs. All activities must be completed and funds expended by June 30th, 2015. Please note; those applicants issued a contract for their approved project(s) may need additional time for state and local contracting processes. Timelines must be realistic as most projects will only have **8-9 months to be completed.**

Collaborative 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 BP3 Discretionary Project Narrative 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 CDC PHEP funding opportunity announcement.

The following items/activities are NOT allowed:

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

Matching Requirements (ALL Contractors)

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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 required 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.
- Application Budget (template provided)
- Application Match Budget (contractor only – template provided)

Submission Due Date

Applications are required to be submitted electronically to CPSRCT@dshs.state.tx.us and contractors need to send a copy to the assigned contract manager no later than **5:00 pm on Wednesday, June 18, 2014**. 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 and Funding 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, state-wide or region-wide project with benefit to multiple jurisdictions, and compliance with the PHEP funding opportunity announcement rules. If the project meets these first three 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 “BP3 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 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.