



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

Epidemiology and Laboratory Capacity (ELC)

Enhancing Detection (ED) Expansion

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Amendment Background

- Federal appropriation allowability
- Fund use shifts, shift with the pandemic
- Every scenario is different.
- Each LPHA is deploying the contract deliverables differently, allowability cannot be one size fits all.
- Future funding will not be reduced if full contract amount is not expended.

Amendment Content

- DHSS Contact
- Deliverable 3.1.1 – remove contact tracing
- All submissions via [Local Public Health Agency Contract Hub](#) (Hub)
- All costs must be pre-approved, prior to expending and invoicing.
- Removal of all previous budgets

Amendment Timeline

- Amendment released by October 1
- If not signing, please communicate interest in canceling current contract

Local Public Health Agency Hub

- Details processes for:
 - Requesting Prior Approval
 - Invoice Submission
 - Quarterly Report Submission
 - Subrecipient Annual Financial Report Submission
- Unallowable Costs
- Generally Allowable Costs

Prior Approval Requests

- The Contractor shall request and receive prior approval for all expenditures from the Department before funds can be expended.
- Requests must be submitted via link in the Hub.
- If cost is listed as unallowable on Hub, do not submit a prior approval request – it will be denied.

Prior Approval Requests – continued

- All requests must be:
 - Linked to a contract deliverable
 - Include a budget justification
 - Allowable, allocable, reasonable & necessary to meet contract deliverable(s)
- Requests will not be accepted after April 30, 2025.

Uniform Administrative Cost Principles for HHS Awards

- Uniform cost principles related allowable, allocable, reasonable and necessary costs can be found at the below links:
 - [§ 75.403 Factors affecting allowability of costs](#)
 - [§ 75.404 Reasonable costs](#)
 - [§ 75.405 Allocable costs](#)

Prior Approval Form

Contract Number

Local Public Health Agency Name *

Requester's Name *

Email Address *

Enter email address of person requesting prior approval.

Item/Description *

Enter a general description of the item/project requiring prior approval.

Amount Requested *

Enter the cost of the item/project requiring prior approval.

Contract Deliverables *

Select the contract deliverable(s) the item or project supports.

Deliverable 3.1.6 only applies to LPHAs with a prior amendment adding this deliverable.

- 3.1.1 - Case investigation
- 3.1.2 - Public health surveillance which includes data reporting, analysis and visualization
- 3.1.3 - COVID-19 Testing
- 3.1.4 - Health education and information that promotes the reduction of community spread
- 3.1.5 - Professional development or activities aimed at building infection prevention and control and outbreak response expertise
- 3.1.6 - Maintaining and enhancing health information systems and activities to strengthen Communicable Disease response for future outbreaks

Budget Justification *

Provide a Budget Justification that describes what is being purchased, details how the item will be used to accomplish contract deliverables, and include a cost breakdown (if applicable) to show how the cost of the request was determined.

Cost Eligibility *

How is the expense allowable, allocable, reasonable, and necessary to accomplish the selected contract deliverable(s)?

Timeframe *

What is the estimated timeframe to purchase and receive the item?

File Upload *

Upload files as appropriate:

- Vendor quotes
- Any additional files to support prior approval request

Drag and drop files here or [browse files](#)

Invoice Submission

- Invoices are due by the last day of the month following the month in which the LPHA provided and paid for services under the contract.
- Final invoice is due no later than August 30, 2025.
- DHSS reserves the right to deny invoices submitted late.
- Itemized invoices must be submitted via link in the Hub.

Invoice Submission - continued

- Backup documentation should be included in submission and may include:
 - Paid vendor invoices and/or receipts
 - Timesheets
 - Confirmation of receipt of goods and services procured

Report Submission

- Quarterly Activity Reports are due by the 15th day of the month following end of the reporting period.
- DHSS reserves the right to hold payment if activity report submissions are past due.
- Final Activity Reports are due with final invoice, no later than August 30, 2025.
- Final Subrecipient Annual Financial Reports are due with final invoice, no later than August 30, 2025.
- Reports must be submitted via link in the Hub.

Examples of Allowable Funding Requests

- Staff time to assist in entering COVID-19 test results and obtaining outbreak numbers
 - aligns with deliverable 3.1.2 - Public health surveillance which includes data reporting, analysis and visualization
- Literature/pamphlet holder
 - aligns with deliverable 3.1.4 - Health education and information that promotes the reduction of community spread

Examples of Allowable Funding Requests - continued

- Small lab fridge for COVID-19 specimen storage
 - aligns with deliverable 3.1.3 - COVID-19 Testing
- Phone System Upgrade
 - if request meets all requirements to be considered allowable, allocable, reasonable, and necessary, the purchase of the telephone system may be allowed but the installation of new wiring would not be allowed (renovation).

Examples of Unallowable Funding Requests

- Front office staff time during COVID-19 vaccination clinic time – vaccination is not supported by contract deliverables.
- Touchless door entry – this would involve renovation.
- Keyless entry to protect COVID-19 inventory – vaccination is not supported by contract deliverables; would also be renovation.

Examples of Unallowable Funding Requests - continued

- Waiting room chairs (furniture).
- Waiting room sensory wall for children – does not align with deliverables.
- Small lab fridge for specimens not including COVID-19 – does not align with deliverables.

Examples of Unallowable Funding Requests - continued

- Conference room table and chairs for staff development – aligns with deliverable 3.1.5 - Professional development or activities aimed at building infection prevention and control and outbreak response expertise; however, it is furniture and unallowable.



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QUESTIONS?



<https://app.smartsheet.com/b/publish?EQBCT=be00d15f5b44412b95a8b08eaea4dfe8>



[Health.Mo.Gov](https://www.health.mo.gov)



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**PROTECTING HEALTH AND
KEEPING PEOPLE SAFE**