

Introducing The Public Health Emergency Preparedness (PHEP) Grant

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PHEP Manager



MISSOURI DEPARTMENT OF
HEALTH &
SENIOR SERVICES

PHEP Funding

- ▶ Majority of LPHAs receive PHEP funding to help prepare, respond and recover from public health emergencies.
- ▶ Funding is in five-year grant cycles.
- ▶ We started a new grant cycle on July 1, 2024.
- ▶ As part of the grant application, we provide justification for funding. We obtain this information in two ways.
 1. A work plan usually completed by your planner (if you have one)
 2. Completed Budget template that outlines how you plan to spend the funding

Cities Readiness Initiative (CRI)

- ▶ CRI is separate PHEP funding provided to cities and counties in metropolitan areas around the country who complete specified requirements.
- ▶ Funding provides for the cities ability to obtain medical countermeasures from the Strategic National Stockpile.
- ▶ Focused on Capabilities 8 and 9.



Work Plan Deliverables

- ▶ Work plans are developed annually to reflect the issues of most importance for the current budget year.
- ▶ LPHAs must select a minimum three of more PHEP capabilities annually, and cover all fifteen capabilities within the 5 year grant cycle.
- ▶ LPHAs must attend a Public Health Emergency Preparedness Grant strategic grant planning session once every 5 years.
- ▶ LPHAs must submit a Record of Changes. If no changes are made, LPHAs should communicate as such.



What is a Work Plan?

- ▶ The Work Plan is an Excel spreadsheet that helps you determine what activities and outputs you want to address in the current budget period.
- ▶ The Work Plan serves as a tool for providing Mid-Year and End-of-Year Reports to DHSS.
- ▶ The Work Plan serves as a tool for the capability leads to provide reviewer comments or feedback.

PHEP LPHA WORK PLAN REPORT JULY 1, 2022 - JUNE 30, 2023				Submitted by: <i>Enter Name & Title</i>	
<i>Enter LPHA Name(s)</i>					
DOMAIN #1: Community Resilience					
CAPABILITY #1: COMMUNITY					
Lead, December Months: <i>December Months@pema.pa.gov</i>					
Select the Quarter in Which the Activity will be Completed:					
1. Emergency Hospital Preparedness Program (EHPP) coordination	Pre-Written Work Plan Activity	Pre-Written Expected Outputs	Output Accomplishments Mid Year	Output Accomplishments End of Year	Reviewer Comments (Please note whether comments are for W/P, Mid Year, or End of Year) <i>Elana, Janet, delete reviewer comments</i>
2. Strengthen community partnerships to respond publicly with preparedness	Select Whether you are Using the Pre-Written Plan or Not				
3. Identify At-Risk Populations	Identify 4 essential Health Care Capabilities existing by June 30, 2023 in an effort to strengthen partnership and emergency response to address public health emergency situations. Consider resources to mitigate public health emergency events on other sites. Coordinate with emergency of stakeholders through the HCC to ensure the community has available capabilities and resources for an emergency response situation.	List of contact information for representatives from the Healthcare Coalition (HCC), as well as stakeholders within the community who have capabilities and resources for an emergency response situation. List of available capabilities and resources of each representative or stakeholder for mutual aid purposes.			<i>Select One</i>
04 April - June 30					
4. Emergency Hospital Preparedness Program (EHPP) coordination	Work Plan Activity	Expected Output	Output Accomplishments Mid Year	Output Accomplishments End of Year	Reviewer Comments (Please note whether comments are for W/P, Mid Year, or End of Year) <i>Elana, Janet, delete reviewer comments</i>
Select One Function Which Supports the Above Activity:	<i>(WHO) will do (WHAT) at (WHERE) from (TIME FRAME - TIME AND DATES) by (FREQUENCIES AND CONSTRAINTS) for the purpose of (W/P - SPECIFIC REASONS OR GOALS), as validated by (HOW WILL YOU SHOW ACCOMPLISHMENTS).</i>	<i>By (TIME FRAME - TIME AND DATES) do (REQUIREMENTS AND CONSTRAINTS) for the purpose of (W/P - SPECIFIC REASONS OR GOALS), as validated by (HOW WILL YOU SHOW ACCOMPLISHMENTS).</i>			
Select One Program or Programs Which Supports the Above Activity & Function:					<i>Select One</i>
Select the Quarter in Which the Activity will be Completed:					
5. Strengthen and implement plans through training and exercising	Work Plan Activity	Expected Output	Output Accomplishments Mid Year	Output Accomplishments End of Year	Reviewer Comments (Please note whether comments are for W/P, Mid Year, or End of Year) <i>Elana, Janet, delete reviewer comments</i>
Select One Function Which Supports the Above Activity:	<i>(WHO) will do (WHAT) at (WHERE) from (TIME FRAME - TIME AND DATES) by (FREQUENCIES AND CONSTRAINTS) for the purpose of (W/P - SPECIFIC REASONS OR GOALS), as validated by (HOW WILL YOU SHOW ACCOMPLISHMENTS).</i>	<i>By (TIME FRAME - TIME AND DATES) do (REQUIREMENTS AND CONSTRAINTS) for the purpose of (W/P - SPECIFIC REASONS OR GOALS), as validated by (HOW WILL YOU SHOW ACCOMPLISHMENTS).</i>			
Select One Program or Programs Which Supports the Above Activity & Function:					<i>Select One</i>

LPHA PHEP Budget

- ▶ This is an example of the budget template to record how you plan to spend PHEP funding.
- ▶ Be sure your budget reflects same capabilities selected in your work plan.

[ENTER COUNTY NAME HERE] COUNTY HEALTH DEPARTMENT		
Public Health Emergency Preparedness Budget FY23 (July 1, 2022 - June 30, 2023)		
Category	Budget	Automatic adjustment for costs allowed for Indirect Calculation (for calculation purposes only)
Personnel Services		0.00
Fringe Benefits		0.00
Travel		0.00
Equipment (*see definition below)		
Supplies		0.00
Other		0.00
Contractual		
Subcontractor #1 (Enter Name)		0.00
Subcontractor #2 (Enter Name)		0.00
Subcontractor #3 (Enter Name)		0.00
Subcontractor #4 (Enter Name)		0.00
Subcontractor #5 (Enter Name)		0.00
Total Direct Costs	0.00	
Indirect (Administrative) Cost	0.00	
TOTAL CONTRACT	0.00	
Allowed cost for the calculation of Indirect (Administrative) Costs:		0.00
If your organization does not have an approved federally negotiated Indirect Cost Rate, enter rate you are requesting.		10.00%
Does your organization have an approved federally negotiated Indirect Cost Rate? (Enter Yes or No)		
Provide in the space below a summary of how you calculated your Indirect (Administrative) Costs in accordance with your federally negotiated rate. Enter the allowed Indirect (Administrative) Cost in the blue cell C27. Attach a		

PHEP Capabilities

1. Community Preparedness
2. Community Recovery
3. Emergency Operations Coordination
4. Emergency Public Information and Warning
5. Fatality Management
6. Information Sharing
7. Mass Care
8. Medical Countermeasure Dispensing
9. Medical Materiel Management and Distribution
10. Medical Surge
11. Non-Pharmaceutical Interventions
- ~~12. Public Health Laboratory Testing~~ LPHAs don't need to address
13. Public Health Surveillance and Epidemiological Investigation
14. Responder Safety and Health
15. Volunteer Management

Contract Reports

- ▶ Contractor shall submit Mid-Year and End-of-Year Work Plans (due January 15 and June 30).
- ▶ Contractor shall submit a Subrecipient Annual Financial Report (June 30).
- ▶ Contractor shall submit a Tangible Property/Inventory Report (June 30).
- ▶ Contractor will submit a Jurisdictional Risk Assessment (JRA) once every five years.

IMPORTANT

LPHA PHEP Grant Timelines/Checklist

Grant Year July 1 – June 30

Description	Complete/ Submit By Date *	Date Completed
Grant year begins July 1		
Previous grant year End of Year Work Plans and any work plan related reports due	June 30	
Previous grant year Final PHEP/CRI invoices due	July 15	
Monthly Invoice and Invoice Tool submission	Monthly – 15 th	
Budget, Work Plan and Concurrence Letter for upcoming grant year (emailed within 7 days of NOFO release)		
Current Mid-Year Work Plans and any work plan related reports due	January 15	
End of Year Inventory List due Must submit form even if no inventory to report	June 30	
End of Year Subrecipient Annual Financial Report due (incorporated in contract)	June 30	
End of Year Tangible Personal Property Report due Must submit form even if no personal property to report	June 30	
End of Year Work Plans and any work plan related reports due	June 30	

*Dates are subject to change

Helpful Links

Office of Emergency Coordination

- ▶ <https://clphs.health.mo.gov/lphs/oec.php>

CDC PHEP website

- ▶ <https://www.cdc.gov/readiness/php/phep/index.html>

Still have questions?



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Email Preparedness@health.mo.gov
with any questions or correspondence
regarding PHEP.

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*Thanks for all you do to protect the
health and safety of the people of
Missouri!*