AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Acknowledgement of County Manager Authorization to

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County & CDPHE OEPR

Term Begins: 7/1/2016 **Term Ends:** 6/30/2017 **Grant Contract #:**

Summary:

EPR Budget for 16-17 grant year. Funding was cut $416 from last year.

Fiscal Impact: $19,659 grant funding

Submitted by: B. Lucero **Submitter's Email Address:** blucero@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
In 2016 adopted budget. No concerns. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 4/14/2016

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 4/8/16

Reveiwed by: Discharge Date: 4/14/2016 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 4/15/2016

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 4/19/2016

Revised April 2015

Emergency Preparedness and Response
Local Public Health Agency FUNDING FORMULA

	FY 16-17 Funding	FY 15-16 Funding	FY 14-15 Funding	FY 13-14 Funding
FY 15-16 Total Colorado PHEP Grant Award:	**$8,460,431**	**$9,096,364**	**$9,068,322**	**$8,589,784**
Total Local Public Health Agency Award (66% of Total Award):	**69%**	**66%**	***60% Historical Award***	***60% Hisorical Award***
Local Public Health Agency Contractual Distribution Amount:	**$5,863,600**	**$6,003,600**	**$5,440,993**	**$5,153,870**

		Amount Per Step	LPHA Distribution Total
Step 1 = Base Funding Per Agency *		$14,000	$756,000
Step 2 = Funding for Agencies Serving Multiple Counties	50%	$7,000	$84,000
Step 3 = Regional Staff Funding Per FTE(see 4th Tab)		$80,000	$3,119,920
Step 4 = Population Distribution Funding			$1,903,680
			$5,863,600

Local Public Health Agency (Contractor)	2012 Population Projected (Used for FY14 Funding Formula)	2012 Population Actual	Agency Base Funding	Additional County Funding		Population Based Funding	Funding w/o FTE	Revised Total 16/17 Award	Original Total 16/17 Award	Funding Cut Difference	Funding Cut % Change
Alamosa County Public Health Department		15,637	$14,000		$0	$5,733	$19,733	**$259,733**	$260,155	($422)	-0.16%
Baca County Public Health Agency		3,731	$14,000		$0	$1,368	$15,368	**$15,368**	$15,469	($101)	-0.65%
Bent County Nursing Service		5,775	$14,000		$0	$2,117	$16,117	**$16,117**	$16,273	($156)	-0.96%
Boulder County Public Health Agency		305,251	$14,000		$0	$111,917	$125,917	**$265,917**	$274,147	($8,230)	-3.00%
Broomfield Health and Human Services Dept		58,322	$14,000		$0	$21,383	$35,383	**$75,383**	$76,956	($1,573)	-2.04%
Chaffee County Public Health Department		18,066	$14,000		$0	$6,624	$20,624	**$20,624**	$21,111	($487)	-2.31%
Cheyenne County Public Health Agency		1,888	$14,000		$0	$692	$14,692	**$41,332**	$41,383	($51)	-0.12%
Clear Creek County Public and Environmental Health		8,987	$14,000		$0	$3,295	$17,295	**$17,295**	$17,537	($242)	-1.38%
Pitkin County Public Health Agency		17,206	$14,000		$0	$6,308	$20,308	**$20,308**	$20,772	($464)	-2.23%
Conejos County Public Health and Nursing Service		8,220	$14,000		$0	$3,014	$17,014	**$17,014**	$17,235	($221)	-1.28%
Costilla County Public Health Agency		3,597	$14,000		$0	$1,319	$15,319	**$15,319**	$15,416	($97)	-0.63%
Custer County Public Health Agency		4,233	$14,000		$0	$1,552	$15,552	**$15,552**	$15,666	($114)	-0.73%
Delta County Health and Human Services		30,528	$14,000		$0	$11,193	$25,193	**$25,193**	$26,016	($823)	-3.16%
Denver Environmental Health		0					$0	**$80,000**	$80,000	$0	0.00%
Denver Health and Hospital Authority		634,619	$14,000		$0	$232,676	$246,676	**$406,676**	$423,787	($17,111)	-4.04%
Dolores County Public Health Agency		2,002	$14,000		$0	$734	$14,734	**$14,734**	$14,788	($54)	-0.37%
Eagle County Public Health Agency		51,944	$14,000		$0	$19,045	$33,045	**$33,045**	$34,445	($1,400)	-4.06%
El Paso County Department of Health and Environ.		646,160	$14,000		$0	$236,907	$250,907	**$490,907**	$508,330	($17,423)	-3.43%
Elbert County Health and Environment		23,293	$14,000		$0	$8,540	$22,540		$0	$0	0.00%
Fremont County Public Health Agency		47,011	$14,000		$0	$17,236	$31,236	**$31,236**	$32,504	($1,268)	-3.90%
Garfield County Public Health Service		57,148	$14,000		$0	$20,953	$34,953	**$34,953**	$36,494	($1,541)	-4.22%
Grand County Public Health		14,138	$14,000		$0	$5,184	$19,184	**$19,184**	$19,565	($381)	-1.95%
Gunnison County Department of Health and Human Services		15,434	$14,000		$0	$5,659	$19,659	**$19,659**	$20,075	($416)	-2.07%
Hinsdale County Public Health Agency		788	$14,000		$0	$289	$14,289	**$14,289**	$14,310	($21)	-0.15%
Jackson County Public Health Agency		1,326	$14,000		$0	$486	$14,486	**$14,486**	$14,522	($36)	-0.25%
Jefferson County Public Health		552,117	$14,000	1.00	$7,000	$202,427	$223,427	**$443,427**	$458,314	($14,887)	-3.25%
Kiowa County Public Health Agency		1,412	$14,000			$518	$14,518	**$94,518**	$94,556	($38)	-0.04%
Kit Carson County Health and Human Services		8,070	$14,000		$0	$2,959	$16,959	**$43,599**	$43,816	($217)	-0.50%
Lake County Public Health Department		7,299	$14,000		$0	$2,676	$16,676	**$16,676**	$16,873	($197)	-1.17%
Larimer County Health Department		310,715	$14,000		$0	$113,920	$127,920	**$247,920**	$256,298	($8,378)	-3.27%
Las Animas-Huerfano Counties Health Dept		21,462	$14,000	1.00	$7,000	$7,869	$28,869	**$28,869**	$29,447	($578)	-1.96%
Lincoln County Department of Public Health		5,438	$14,000		$0	$1,994	$15,994	**$42,634**	$42,780	($146)	-0.34%
Mesa County Health Department		148,013	$14,000		$0	$54,267	$68,267	**$548,267**	$552,258	($3,991)	-0.72%
Mineral County Public Health Agency		708	$14,000		$0	$260	$14,260	**$14,260**	$14,279	($19)	-0.13%
Montezuma County Public Health Agency		25,407	$14,000		$0	$9,315	$23,315	**$103,315**	$104,000	($685)	-0.66%
Montrose County Department of Health and Human Services		40,786	$14,000		$0	$14,954	$28,954	**$28,954**	$30,053	($1,099)	-3.66%
Northeast Colorado Health Department		71,824	$14,000	5.00	$35,000	$26,333	$75,333	**$155,333**	$157,270	($1,937)	-1.23%
Northwest Colorado Visiting Nurse Assoc		36,394	$14,000	1.00	$7,000	$13,343	$34,343	**$114,343**	$115,325	($982)	-0.85%
Otero County Department of Health		24,022	$14,000	1.00	$7,000	$8,807	$29,807	**$189,807**	$190,455	($648)	-0.34%
Ouray County Public Health Agency		4,462	$14,000		$0	$1,636	$15,636	**$15,636**	$15,756	($120)	-0.76%
Park County Public Health Department		16,063	$14,000		$0	$5,889	$19,889	**$19,889**	$20,322	($433)	-2.13%
Prowers County Public Health		12,410	$14,000		$0	$4,550	$18,550	**$18,550**	$18,885	($335)	-1.77%
Pueblo City-County Health Department		161,005	$14,000		$0	$59,031	$73,031	**$313,031**	$317,372	($4,341)	-1.37%
Rio Blanco County Deparmtnet of Public Health and Envi		6,763	$14,000		$0	$2,480	$16,480	**$16,480**	$16,662	($182)	-1.09%
Rio Grande County Public Health Agency		11,898	$14,000		$0	$4,362	$18,362	**$18,362**	$18,683	($321)	-1.72%
Saguache County Public Health Agency		6,389	$14,000		$0	$2,342	$16,342	**$16,342**	$16,515	($173)	-1.05%
San Juan Basin Health Department		64,650	$14,000	1.00	$7,000	$23,703	$44,703	**$204,703**	$206,446	($1,743)	-0.84%
San Juan County Nursing Service		682	$14,000		$0	$250	$14,250	**$14,250**	$14,268	($18)	-0.13%
San Miguel County Department of Health Environment		7,588	$14,000		$0	$2,782	$16,782	**$16,782**	$16,987	($205)	-1.21%
Southern Ute Nation		1,500	$14,000		$0	$550	$14,550	**$14,550**	$14,590	($40)	-0.27%
Summit Public Health Department		28,167	$14,000		$0	$10,327	$24,327	**$104,327**	$105,087	($760)	-0.72%
Teller County Public Health Department		23,436	$14,000		$0	$8,593	$22,593	**$22,593**	$23,224	($631)	-2.72%
Tri-County Health Department		1,352,453	$14,000	2.00	$14,000	$495,859	$523,859	**$786,399**	$823,495	($37,096)	-4.50%
Ute Mountain Ute Nation		2,075	$14,000		$0	$761	$14,761	**$14,761**	$14,817	($56)	-0.38%
Weld County Department of Public Health and Environment		263,746	$14,000		$0	$96,699	$110,699	**$230,699**	$237,811	($7,112)	-2.99%
LOCAL PUBLIC HEALTH AGENCY TOTALS:		**5,192,258**	**$756,000**	**12.00**	**$84,000**	**$1,903,680**	**$2,743,680**	**$5,863,600**	**$6,003,600**	**($140,000)**	**-1.54%**

Tri-County recieves the funding allocated to Elbert county per their mututal agreement.
Tri-County covers all Emergency Preaparedness and response related activities including PHEP, CRI and Ebola for Elbert

Organization Name	Gunnison County Public Health
Budget Period	7/1/16-6/30/17
Project Name	PHEP

Personal Services

Position Title	Description of Work	Annual Salary & Fringe or Hourly Rate	Percent of Time (FTE) or Number of Hours Per Month	Months	Total Amount Requested from CDPHE
EPR Coordinator	Coordiinates EPR activities for LPHA	$27.85	50.00	12	16,710
					-
				Total Personal Services (including fringe benefits)	**16,710**

Supplies

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Phone	Cell Phone for EPR (22.50/Month)	270.00	270
GIS Mapping	GIS Mapping charge for Public Health Department (22.05/Month)	264.60	265
			-
			-
		Total Supplies	**535**

Travel

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Mileage	Travel to EPR Spring meeting DEN (402 Miles) @ $.54/mile & Travel to GJ for EPR Workshop	267.08	267
Per Diem	$36/day X 5 days of meetings	180	180
Hotel	2 nights in DEN @$90/night	180	180
			-
			-
		Total Travel	**627**

Other/Operating Costs

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
			-
			-
		Total Other/Operating Costs	**-**

Contractual/Consultant (payments to third parties or entities)

Item	Subcontractor Entity Name and/or Description of Item	Cost of Sub Contractor	Total Amount Requested from CDPHE
			-
			-
		Total Contractual	**-**
		Total Direct Costs	**17,872**

Indirect

Item	Description of Item	Indirect Percentage	Total Amount Requested from CDPHE
Indirect cost rate	Negotiated Indirect Rate		-
Indirect cost rate	Total Personnel Cost		-
Indirect cost rate	Total Direct Cost	10.00%	1,787
		Total Indirect	**1,787**
		TOTAL REQUESTED BUDGET	**19,659**

COLORADO

Office of Emergency Preparedness & Response

Department of Public Health & Environment

Grant Line Item Budget Guidance

Created April 2016
Office of Emergency Preparedness
Administration and Fiscal Branch

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Introduction

The information in the OEPR Grant Line Item Budget Guidance is intended to provide general guidance to help you plan and develop your budget. Its use solely intended for Local Public Health Agencies. It is best to review this information alongside your current contract budget to ensure that nothing was missed. This information is current as of April 2016. Please contact the Administration and Fiscal Branch Manager, Aaron Vigil, at aaron.vigil@state.co.us if you need any updates or to confirm any information included in this document.

For simplification, this document is broken up into three major parts:

- **Budget Sample** - A sample budget which shows a fully completed grant budget
- **Building a Grant Budget** – Break down of each line item to show what should be included
- **Budget Revision Process** – How to change your budget once your contract is executed

Budget Basics 101

When building a grant budget there are two major categories to take into consideration, Direct Costs and Facilities and Administrative Costs (or Indirect Costs). Direct Costs include all expenses that are incurred solely for work on the grant project. Direct Costs can be specifically documented by recordkeeping mechanisms such as invoices and timesheets. All Direct costs must be:

- ALLOCABLE to the operation of the grant program (not to be used for general agency purposes)
- ALLOWABLE by CDPHE the Federal Funding Agency
- REASONABLE and NECESSARY for the performance of the project

The most common Line Items for Direct Costs are as follows:

- **Personal Services** – Include all personnel who will work on the grant project
- **Supplies** – Include all supplies needed to complete the work on the grant project
- **Travel** – Include all travel associated with the grant project
- **Other/Operating** – Include all operating or other expenses which do not fall into any other category
- **Equipment** – Include all purchases of equipment with a useful life of one year and a cost per item of $5,000 or more
- **Contractual/Consultant** – Include all payments to a third-party for work completed on the grant project

Facilities and Administration Costs or Indirect Costs are costs that are not directly charged to the grant (i.e. facilities costs, accounting costs, legal costs, ect.). Indirect costs can include a broad category of costs. To assist with the oversight of allowable, reasonable, and allocable costs, CDPHE negotiates and approves written Indirect Cost agreements with organizations that receive Federal Funds as a subrecipient from CDPHE. Each agency should have their own negotiated Indirect Cost agreement since all agencies Indirect Costs differ. Please check with the Fiscal staff for your agency to ensure that the correct Indirect Cost agreement is being incorporated into the budget.

Invoicing

When submitting invoices for reimbursement, your agency can only submit invoices for items/staff/travel listed in the approved contract budget. If something is identified that will need to be paid, but it is not in your approved contract budget, a budget revision will have to take place. Please see page 6 for the budget revision process.

Completed Budget Sample

Personal Services

Position Title	Description of Duties	Annual Salary & Fringe or Hourly Rate	Percent of Time (FTE) or Number of Hours Per Month	Months	Total Amount Requested from CDPHE
Public Health Director	Oversees public health functions	85,000	0.05	12	4,250
EPR Coordinator	Coordinates EPR activities for the agency	47,000	0.25	12	11,750
Office Manager	Oversees administration of the office	25	2	12	600
				Total Personal Services (including fringe benefits)	**16,600**

Supplies

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Office Supplies	General office supplies; $50/month X 12 months	600	600
Computers	Computer and accessories for 1 staff	1,500	1,500
Trailer Supplies	ESF 8 go-kit, exercise equipment, storage equipment for EPR trailer	4,000	4,000
		Total Supplies	**6,100**

Travel

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Milage	Travel to EPR State meetings 150 miles X $0.50/mile	75	75
Lodging	Lodging for 2 staff x 2 Nights x $150 each for EPR Regional Staff Meeting	600	600
Conference Travel	NACCHO Emergency Preparedness Summit x 2 Staff	4,000	4,000
		Total Travel	**4,675**

Other/Operating Costs

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Meeting Expenses	Room rental, refreshments, marketing material x 2 meetings	500	500
Membership Dues	NPHIC Memberships x 1 Staff	75	75
Training	EPR training: $250 x 2 Staff	500	500
		Total Other/Operating Costs	**1,075**

Contractual/Consultant (payments to third parties or entities)

Item	Subcontractor Entity Name and/or Description of Item	Cost of Sub-Contractor	Total Amount Requested from CDPHE
EPR Consultant	EPR Consultant for $20/hour x 4 hours/month x 12 months	960	960
Training	Trainer fee for EPR Trainer	150	150
		Total Contractual	**1,110**
		Total Direct Costs	**29,560**

Indirect

Item	Description of Item	Indirect Percentage	Total Amount Requested from CDPHE
Indirect cost rate	Negotiated Indirect Rate		
Indirect cost rate	Total Personnel Cost	10%	1,600
Indirect cost rate	Total Direct Cost		
		Total Indirect	**1,660**
		TOTAL REQUESTED BUDGET	**31,220**

Building a Grant Budget

Personnel Expenses: Salaries and Fringe Benefits

This budget category includes the costs of all salaries and fringe benefits that will be paid to personnel who will perform work on the grant project. This can include current personnel and those still to be hired. When listing personnel, please include the following:

- **Position Title** – Enter the position title of each person who will be performing duties under this grant. Please do not enter the name of the person performing the duties.
- **Position Description** - Briefly describe of duties each person will perform on the grant project.
- **Annual Salary/Hourly Rate** – Enter each person's annual salary plus fringe or their hourly rate.
- **Number of Months** – Enter the number of months each person will work on the grant project.
- **Percentage of Time/Number of Hours Worked** – Enter each person's percentage of time or their number of hours worked.

EXAMPLE:

Salaried Staff

Position Title	Description of Duties	Annual Salary & Fringe or Hourly Rate	Percent of Time (FTE) or Number of Hours Per Month	Months	Total Amount Requested from CDPHE
Public Health Director	Oversees public health functions	85,000	0.05	12	4,250
EPR Coordinator	Coordinates EPR activities for the agency	47,000	0.25	12	11,750

Hourly Staff

Position Title	Description of Duties	Annual Salary & Fringe or Hourly Rate	Percent of Time (FTE) or Number of Hours Per Month	Months	Total Amount Requested from CDPHE
Office Manager	Oversees administration of the office	25	2	12	600

Supply Expenses

This budget category includes the costs of all supplies that will be needed to perform work on the grant project. The types of supplies will vary widely based on the project's nature, scope, duration, and objectives. Please include any supplies that will be needed in order to complete the grant project. When listing supplies, please include the following:

- **Item** – Enter the item(s) that you will be requesting. (i.e. Office Supplies; Computer; ect.)
- **Description of Item(s)** - Briefly describe the item(s) usage, cost and quantity (i.e. Computers for 2 staff at $1,500 each)
- **Cost of Item** – Enter the total amount for the item requested

EXAMPLE:

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Office Supplies	General office supplies; $50/month X 12 months	600	600
Computers	Computer and accessories for 1 staff	1,500	1,500
Trailer Supplies	ESF 8 go-kit, exercise equipment, storage equipment for EPR trailer	4,000	4,000

* Please note, for federal grant programs, equipment is defined as an item of nonexpendable, tangible property that has a useful life of more than one year and an acquisition cost that is **equal to or greater than $5,000**. All purchases that meet the above criteria must be reported back to CDPHE.

Common list of supplies

- Office Supplies
- Communication
- Computers
- Printers
- Software
- Postage
- Clinic/Lab Supplies
- Generators
- Radios

Travel Expenses

This budget category includes the costs of all travel associated with work on the grant project. Grant projects often include travel for project personnel to attend meetings with funding agency representatives, attend professional conferences and meetings to disseminate information about the project, or for other purposes specific to the project. When listing supplies, please include the following:

- **Item** – Enter the item(s) that you will be requesting. (i.e. Mileage; Per Diem, Lodging; ect.)
- **Description of Item(s)** - Briefly describe the item(s) usage, cost and quantity (i.e. Lodging for 2 staff x 2 Nights x $150 each)
- **Cost of Item** – Enter the total amount for the item requested

EXAMPLE:

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Mileage	Travel to EPR State meetings 150 miles X $0.50/mile	75	75
Lodging	Lodging for 2 staff x 2 Nights x $150 each for EPR Regional Staff Meeting	600	600
Conference Travel	NACCHO Emergency Preparedness Summit x 2 Staff	4,000	4,000

When budgeting for travel, please consider the following:

- Travel to EPR Regional Meeting(s)
- Travel to various project meetings
- Travel to various training(s)
- Travel to Conferences/Summits

Operating/Other Expenses

This budget category includes the costs of all operating or other expenses associated with work on the grant project. It is generally advisable to include as few items as possible in the "Other Costs" category; however, in some cases it may be necessary. When listing Operating/Other, please include the following:

- **Item** – Enter the item(s) that you will be requesting. (i.e. Membership dues, Meeting Expenses, Training, ect.)
- **Description of Item(s)** - Briefly describe the item(s) usage, cost and quantity (i.e. Lodging for 2 staff x 2 Nights x $150 each)
- **Cost of Item** – Enter the total amount for the item requested

EXAMPLE:

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
Meeting Expenses	Room rental, refreshments, marketing material x 2 meetings	500	500
Membership Dues	NPHIC Memberships x 1 Staff	75	75
Training	EPR training: $250 x 2 Staff	500	500

Common list of Operating Expenses

- Meeting Expenses
- Membership Dues
- Insurance/Legal Costs
- Rent/Utilities
- Training/Drill Expenses

Contractual/Consultant Costs

This budget category includes the costs of all Contractual/Consulting costs associated with work on the grant project. Whenever grant funds are used to pay a third party (individual or organization) outside of the agency, these costs should be included in the grant budget under the Consultants/Contractual category. When listing Contractual/Consulting, please include the following:

- **Item** – Enter the item(s) that you will be requesting (i.e. EPR Consultant, Sub-Contractor, Trainer, ect.)
- **Description of Item(s)** - Briefly describe the item(s) usage, cost and quantity (i.e. EPR Consultant for $20/hour x 4 hours/month x 12 months)
- **Cost of Item** – Enter the total amount for the item requested

EXAMPLE:

Item	Description of Item	Cost of Item	Total Amount Requested from CDPHE
EPR Consultant	EPR Consultant for $20/hour x 4 hours/month x 12 months	960	960
Training	Trainer fee for EPR Trainer	150	150

Facilities & Administrative Costs (Indirect Costs)

This budget category includes the costs of all Facilities & Administrative costs (Indirect Costs) associated with work on the grant project. Office of Management and Budget Super Circular 2 CFR 200 states that an organization that only receives Federal funds as a subrecipient may negotiate a rate with the pass-through entity (CDPHE) or use a de minimis indirect cost rate. The CDPHE Internal Audit team negotiates and approves submitted written indirect cost agreements with organizations that receive Federal funds as a subrecipient from CDPHE. The written agreement facilitates the organization's recovery of indirect costs under the provisions of the Federal OMB Super Circular 2 CFR 200. When listing Contractual/Consulting, please include the following:

- **Item** – Enter the item(s) that you will be requesting (i.e. Indirect Cost Rate)
- **Description of Item(s)** - Briefly describe the type of indirect to be charged (i.e. Negotiated Indirect Rate, Total Direct Cost, ect.)
- **Cost of Item** – Enter the Indirect Percentage for the rate requested

EXAMPLE:

Item	Description of Item	Indirect Percentage	Total Amount Requested from CDPHE
Indirect Cost Rate	Negotiated Indirect Rate		
Indirect Cost Rate	Total Personnel Cost	10%	1,660
Indirect Cost Rate	Total Direct Cost		

*If your agency does not have a Negotiated Indirect Rate or does not know your Negotiated Indirect Rate, please contact the CDPHE Internal Audit Team:

Internal Auditor	Patricia Theriot	303-692-2143	Patricia.Theriot@state.co.us
Audit Specialist	Lynne Swanson	303-692-2145	Lynne.Swanson@state.co.us

Budget Revision Process

There will be times during the grant project when your budget will need to be changed. This can happen for a variety of different reasons including, but not limited to:

- Staff salary savings when someone vacates their position
- Projects that were not completed
- Items not purchased
- Trips not taken

When your agency have identified that you will need to revise your budget, a Budget Revision form will have to be submitted and approved by the OEPR Contract Administrator. When completing a budget revision form, please take into consideration the following:

- **Prior Approval:** Budget revisions must be approved **prior** to the costs being incurred. A purchase cannot be made, trip be taken or staff time reimbursed until you have received an approved Budget Revision form from the OEPR Contract Administrator
- **Budget revisions are not retroactive:** Under no circumstance can you apply a Budget Revision retroactively to an expense. (**Example:** If an invoice is submitted for a purchase made in December, but your budget did not include any supplies. Then you submit a Budget Revision form in January for the purchase, your purchase will be **disallowed**. You can only being work on the revised budget once you have received an approved copy from the OEPR Contract Administrator.
- **Percentage Change:** Any budget revision which is moving **less than 25%** of the overall budget can be approved by the OEPR Contract Administrator. Any budget revision which is moving **25% or more** will have to be a formal Contract Amendment.
- **Budget Justification:** Anytime you are changing your budget a Budget Justification must be submitted as well. This allows OEPR to document why the budget is being revised.

Step Action Guide:

1. Complete the Budget Revision and Budget Justification form.
2. Sign the completed request
3. Send the Completed Budget revision form to the OEPR Fiscal Email box at: cdphe_eprfiscal@state.co.us
4. You will receive notification that your budget revision has been approved within 48 hours

OEPR Contact Information

Contracts:

Contract Administrator	Joslynn Hilliard	303-692-6367	joslynn.hilliard@state.co.us

Statements of Work:

PHEP Manager	Korey Bell	303-692-2967	korey.bell@state.co.us
Contract Administrator	Joslynn Hilliard	303-692-6367	joslynn.hilliard@state.co.us

Budgets and Budget Revisions:

Contract Administrator	Joslynn Hilliard	303-692-6367	joslynn.hilliard@state.co.us
Admin-Fiscal Branch Manager	Aaron Vigil	303-692-2607	aaron.vigil@state.co.us

Invoices:

Senior Fiscal Coordinator	Paula Robinson	303-692-2962	paula.robinson@state.co.us
Fiscal Coordinator	Wendy Chavez	303-692-2717	wendy.chavez@state.co.us

Regional Point of Contact:

Northeast Region	Lynn Garst	303-692-2586	lynn.garst@state.co.us
Northwest Region	Judy Yockey	303-692-2645	judy.yockey@state.co.us
North Central Region	Stephanie McPherson	303-692-2751	stephanie.mcpherson@state.co.us
South Region	Korey Bell	303-692-2967	korey.bell@state.co.us
Southwest Region	Keith Schemper	303-692-2643	keith.schemper@state.co.us
Southeast Region	Nicole Roland	303-692-2971	nicole.roland@state.co.us
South Central Region	Nancy Gilbert	303-692-6395	nancy.gilbert@state.co.us
West Region	Judy Yockey	303-692-2645	judy.yockey@state.co.us
San Luis Valley	Kristen Campos	303-692-2763	kristen.campos@state.co.us

Helpful Links:

OEPR Website:

https://www.colorado.gov/pacific/cdphe/emergency-preparedness-and-response-topics

CDPHE Standardized Invoice:

https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links

OEPR Fiscal Email Box:

cdphe_eprfiscal@state.co.us

STATEMENT OF WORK
To Original Contract Routing Number ** *** ********
Contract Amendment # (1, 2, 3, etc) Routing Number ** *** ********

These provisions are to be read and interpreted in conjunction with the provisions of the contract specified above.

This template is provided for contract Statements of Work (SOW). Use the CDPHE SOW Development Checklist to develop the content of this template. Instructions are provided in blue font and customizable text is in red.

I. Entity Name: This section is **OPTIONAL.**
Term: July 1, 2016-June 30, 2017

II. Project Description:
CDC's Office of Public Health Preparedness and Response, Division of State and Local Readiness, administers funds for preparedness activities to state and local public health systems. The Public Health Emergency Preparedness Program (PHEP) supports public health departments across the nation to upgrade their ability to effectively respond to a range of public health threats, including infectious diseases, natural disasters, and biological, chemical, nuclear, and radiological events. In the state of Colorado, preparedness activities funded by the PHEP cooperative agreement are coordinated by the Colorado Department of Public Health and Environment, Office of Emergency Preparedness and Response. These activities are targeted specifically for the development of emergency-ready public health agencies that are flexible and adaptable.

III. Definitions:
CDPHE-OEPR: Colorado Department of Public Health and Environment, Office of Emergency Preparedness and Response
CNS: Colorado Notification System
CO-SHARE: Colorado State Health and Readiness Exchange
DOC: Department Operation Center (CDPHE)
FSE: Full Scale Exercise
HAN: Health Alert Network
HCC: Healthcare Coalition
HPP: Hospital Preparedness Program
IMS: Inventory Management System
LTP: Local Transfer Point
MCM ORR Medical Countermeasure Operational Readiness Review
PHEP: Public Health Emergency Preparedness Grant
SNS: Strategic National Stockpile
POD: Point of Dispensing
RSS: Receive, Store, Stage (State warehouse for SNS distribution)
RTP: Regional Transfer Point
SRPOC: State Regional Point of Contact

IV. Work Plan:

Goal #1: Increase capacity for preparedness, response and recovery in the {**COUNTY NAME**), CO.	
Objective #1: No later than the expiration date of the Contract, provide public health preparedness, response and recovery activities in {**COUNTY / REGION / LOCATION**} through planning, training, exercises and real events.	
Primary Activity #1	**PLANNING**: Participate in Emergency Preparedness and Response planning and planning coordination.

Sub-Activities #1	1. The Contractor shall submit their Public Health Emergency Operations Plan (PHEOP) to CDPHE-OEPR for review. 2. The Contractor shall update their Communications Plan/Annex to include notification and information sharing elements. 3. The Contractor shall update their SNS Mass Antibiotic/Vaccination Dispensing Plan based upon the 2016 POD Plan Review and 2015-2016 MCM ORR (Medical Countermeasure Operational Readiness Review) Dispensing Criteria, in preparation for the 2017 Statewide Full Scale Exercise. 4. The Contractor shall maintain an internal contact list on CO-SHARE to ensure emergency preparedness 24/7 after hours contact capacity, including persons who may be needed to respond to an emergency epidemic 5. The Contractor shall work with Regional Staff and CDPHE to develop a five-year strategic plan to increase preparedness and response capabilities. 6. The Contractor shall ensure a functioning notification process capable of receiving and disseminating Health Alert Network (HAN) messages to jurisdictional partners.
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Primary Activity #2	**TRAINING**: Participate in Emergency Preparedness Training and Training Activities
Sub-Activities #2	1. The Contractor shall participate in Hazard Vulnerability Assessment Awareness Training provided by CDPHE-OEPR. 2. The Contractor shall participate in one (1) workshop with their HCC to integrate HCC entities into MCM exercise operations. Workshop will be conducted by CDPHE. 3. The Contractor shall participate in a live training, webinar, or online course hosted by CDPHE-OEPR pertaining to "Community Inclusion in Colorado" maps and resources.
Primary Activity #3	**EXERCISING / DRILLS**: Participate in Emergency Preparedness and Response exercises and drills.
Sub-Activities #3	1. The Contractor shall initiate a minimum of one (1) HAN drill to local/ regional partners and OEPR. 2. The Contractor shall conduct two (2) drills, or real event activation, using the Colorado Volunteer Mobilizer volunteers in local or regional jurisdiction. 3. The Contractor shall participate in four (4) quarterly drills initiated by CDPHE in the Colorado Notification System. 4. The Contractor shall participate in two (2) tactical communications drills initiated by CDPHE focusing on **CDPHE DOC to Local DOC** and **RSS to RTP/LTP** communication via 800MHz radio and cell phone equipment. 5. The Contractor shall participate in a minimum of two (2) **DOC/RTP/LTP to POD** tactical communications drills initiated by the agency. 6. The Contractor shall participate in two (2) SNS Inventory Management System resource request drills in preparation for the 2017 Statewide Full Scale Exercise. 7. The Contractor, or designated regional staff, shall attend the Midterm Planning Conference for the Statewide Full Scale Exercise. 8. The Contractor, or designated regional staff, shall attend the Final Planning Conference for the Statewide Full Scale Exercise. 9. The Contractor shall identify and request the participation of two non-traditional community partners in the Statewide Full Scale Exercise. 10. The Contractor shall develop a Tactical Communications Plan for the Full Scale Exercise. 11. The Contractor shall exercise (1) RTP or LTP distribution site during the Statewide Full Scale Exercise to include the receipt of MCM and utilization of the SNS Inventory Management System. *** Only required for regional staff that are responsible for transfer points.** 12. The Contractor shall coordinate with other counties in the region to exercise a

	minimum of two (2) Open PODs, to include the dispensing of MCM, during the Statewide Full Scale Exercise. 13. The Contractor shall post all hosted exercise / drills into the appropriate CO-SHARE Exercise Calendar.
Primary Activity #4	**ADDITIONAL ACTIVITIES**: Coordinate collaborative activities with local, regional and state emergency preparedness and response staff.
Sub-Activities #4	1. The Contractor shall act as a liaison between CDPHE and EPR Regional Staff to local community preparedness associates. 2. The Contractor shall attend, lead or participate in local and/or regional jurisdiction Healthcare Coalition planning meetings. 3. The Contractor or designated staff shall attend quarterly Colorado Healthcare Coalition Council meetings as requested by the council. 4. The Contractor shall use CDPHE-provided evaluation tools to collect CDPHE and federally specified data, including surveys, upon request. 5. The Contractor shall coordinate and participate in site visits as requested by CDPHE. 6. The Contractor shall participate in workshops, conferences, mandatory meetings, and communication drills as requested by CDPHE. 7. The Contractor shall participate in work groups as requested by CDPHE. 8. The Contractor shall seek planning, training, exercise and other emergency preparedness and response technical assistance from EPR Regional Staff and CDPHE OEPR as needed.
Standards and Requirements	1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the contract term. The contractor shall monitor documents and website content for updates and comply with all updates. 2. The Contractor shall ensure that appropriate Regional Emergency Preparedness and Response Staff time and resources are allocated to support all identified activities for all local agencies within their region. 3. Colorado Board of Health Rule requires update and review of Public Health Emergency Operations Plan (PHEOP) once every three years. A checklist will be provided by CDPHE-OEPR that outlines required elements. 4. For after-hours contact capacity, the Contractor will list position name and applicable contact method. List shall include persons with experience and training in communicable disease epidemiology. If a local resource does not exist, indicate the regional or state resource and contact information. 5. Elements to be included in the Strategic Plan will be provided by CDPHE-OEPR. Regional staff and OEPR staff will educate LPHA Directors and EPR Coordinators on the required elements of the Strategic Plan. The Strategic Plan may be agency-based or region-based. 6. Required elements of the Communications Plan/Annex will be detailed in a template provided by CDPHE-OEPR. 7. The Contractor shall use the 2016 POD Plan review feedback and MCM ORR Dispensing Criteria to update their Mass Dispensing/Vaccination Plan or Annex. Plan review feedback and MCM ORR Dispensing criteria provided by CDPHE. 8. HAN drill report will be generated by the system once drill is complete. This report should be uploaded to the appropriate CO-SHARE folder. 9. Participation in full scale exercise planning conferences may be in person, by telephone, or webinar. 10. HCC MCM Operational Integration Workshop will be conducted by CDPHE in all local HCC locations throughout the state from October 2016-May 2017. This workshop will address identified gaps from previous exercises and assist in preparing for the FSE in June 2017.

	11. For Full Scale Exercise planning, a Tactical Communications Plan template will be provided by CDPHE-OEPR. Documentation shall include methods of communication, radio channels if applicable, and other designated methods of information sharing. 12. For Full Scale Exercise planning, non-traditional partners may include service providers, local organizations or other groups who serve demographically diverse or functional populations who live in your region. (ex: Area Agency on Aging in areas with older adult populations, refugee service providers, veteran service offices, Child Find services, ethnic or language-specific health providers.) "Community Inclusion in Colorado" resource maps should be utilized to identify non-traditional community partners for exercise participation. The role of non-traditional partner participation may include Exercise Player, Exercise Planner, Exercise Evaluator or Exercise Observer. 13. All tactical communications drills initiated by CDPHE will be documented by CDPHE. Tactical communications drills initiated by the agency should be documented on the FY 16-17 Drill Reporting Spreadsheet in CO-SHARE. 14. SNS Inventory Management System resource request drills will be initiated by CDPHE and documented by the OEPR IMS Coordinator. One drill may be completed during the FSE. 15. The Contractor will utilize SNS Distribution Plans, gaps identified in past RTP/LTP drills/exercise and FSE guidance and requirements provided by CDPHE to conduct the RTP/LTP exercise during the FSE. 16. The Contractor will utilize SNS Mass Prophylaxis/Dispensing/POD Plans, gaps identified in past POD drills/exercise and FSE guidance and requirements provided by CDPHE to conduct the POD exercise during the FSE. 17. Colorado Volunteer Mobilizer Drill Report shall include dates of drill, description of volunteer pool, and a summary of responding entities activated. Activating the CVM during the Full Scale Exercise will meet the requirement for one drill activation. 18. One Colorado Notification System drill will be a "No-Notice" drill. 19. A minimum one, non-regional staff, agency representative must participate in "Community Inclusion in Colorado" maps training. 20. All hosted trainings and exercises should be posted to the appropriate CO-Share Training and Exercise calendars. 21. All hosted trainings should be posted to CO.TRAIN. 22. The Contractor shall seek planning, training, exercise and other emergency preparedness and response technical assistance from EPR Regional Staff and CDPHE-OEPR as needed.	
Expected Results of Activity(s)	1. Colorado public health agencies will have increased capacity to respond to public health emergencies and related events to which a public health response is necessitated.	
Measurement of Expected Results	1. Measures of Public Health Emergency Operations Plans effectiveness and validity will be evaluated per the performance measures for PHEP and HPP capabilities – resources to reference include: a. PHEP Performance Measures Specifications and Implementation Guidance b. Hospital Preparedness Program (HPP) Performance Measure Manual. c. Strategic National Stockpile- Medical Countermeasure Operational Readiness Review (SNS MCM-ORR) Guidance. 2. Exercises and drills will be evaluated through After Action Reports and Improvement Plans to determine plan or system response readiness. Homeland Security Exercise Evaluation program standards will be utilized for exercise and drill evaluation.	
		Completion Date
Deliverables	1. Contractor shall upload a copy of their PHEOP to the appropriate CO-SHARE folder.	December 31, 2016

	2. Contractor shall indicate After Hours contact information via a link in the Grant Reporting Spreadsheet.	July 31, 2016
	3. Contractor shall upload draft Strategic Plan to the appropriate CO-SHARE folder.	May 31, 2017
	4. Contractor shall upload their Communications Plan to the appropriate CO-SHARE folder.	August 31, 2016
	5. Contractor shall (1) post in their Grant Reporting Spreadsheet the LPHA position which is responsible for receiving and disseminating HANs and (2) upload system description and process into the appropriate CO-SHARE folder.	August 31, 2016
	6. The Contractor shall upload the updated Mass Antibiotic/Vaccination Plan or Annex (POD Plan) to the appropriate CO-SHARE folder.	November 30, 2016
	7. The Contractor shall indicate in their grant reporting spreadsheet the names of individuals who participated in Hazard Vulnerability Awareness Training	May 31, 2017
	8. The contractor shall upload a HAN report detailing the number of contacts attempted and the number of verified successful messages to the appropriate CO-SHARE folder.	June 15, 2017
	9. The Contractor shall indicate in their grant reporting spreadsheet the dates of participation in quarterly Colorado Notification System drills.	September 30, 2016 December 31, 2016 March 31, 2017 June 30, 2017
	10. Contractor shall upload an attendance roster from the Midterm Planning Conference to the appropriate CO-SHARE folder.	January 31, 2017
	11. Contractor shall upload an attendance roster from the Final Planning Conference to the appropriate CO-SHARE folder.	May 31, 2017
	12. Contractor shall upload Full Scale Exercise Tactical Communications Plan to the appropriate CO-SHARE folder.	April 30, 2017
	13. Contractor shall indicate in the Grant Reporting Spreadsheet the name of the non-traditional community partner and the results of the request for exercise participation.	April 30, 2017
	14. The Contractor shall upload drill report template for two (2) tactical communications drills focusing on DOC/RTP/LTP to POD communications drills to the appropriate CO-SHARE folder	June 30, 2017
	15. The Contractor shall indicate in their Grant Reporting Spreadsheet the dates of participation in two (2) CDPHE DOC to LPHA DOC or RSS to RTP/LTP tactical communication drills.	June 30, 2017
	16. The Contractor shall indicate in their Grant Reporting Spreadsheet the dates of participation in two (2) SNS Inventory Management drills.	June 30, 2017
	17. The Contractor shall complete an online After Action Survey, including a list of participating agency representatives.	June 30, 2017
	18. The contractor shall upload Healthcare Coalition meeting minutes with attendance list to the appropriate CO-SHARE folder, and indicate dates in their Grant Reporting Spreadsheet.	June 30, 2017
	19. The Contractor shall indicate in their Grant Reporting Spreadsheet the dates of participation in Healthcare Coalition Council meetings.	June 30, 2017
	20. Contractor shall indicate in their Grant Reporting Spreadsheet the dates of HCC exercise workshop attendance and the names of individuals who attended	May 31, 2017

	21. The contractor shall indicate in their Grant Reporting Spreadsheet the date of training, format, and names of individuals who attended "Community Inclusion in Colorado" training.	May 31, 2017
	22. The Contractor shall email CVM drill reports to koral.obrien@state.co.us and upload into the appropriate CO-SHARE folder. Dates of the drills shall be recorded onto the Grant Reporting Spreadsheet.	December 31, 2016 and June 15, 2017
	23. The Contractor shall upload a list of recruited Full Scale Exercise volunteers to the appropriate CO-SHARE folder.	April 30, 2017
	24. The Contractor shall upload modified exercise marketing materials to the appropriate CO-SHARE folder.	May 31, 2017
	25. The Contractor shall upload Full Scale Exercise after-action documentation including ExPlan, MSEL, Participant Lists, Situational Awareness Reports, Resource Request Forms and Improvement Plans to the appropriate CO-SHARE folder.	June 30, 2017
	26. The Contractor shall post their completed Drill Report Template in CO-SHARE.	Within 30 days of the drill No Later than June 1, 2017.
	27. The contractor will report to their Grant Reporting Spreadsheet verification of participation in workshops, conferences, and mandatory meetings as requested by CDPHE-OEPR.	Within 30 days of participation. No later than June 30, 2017
	28. The Contractor shall post all hosted trainings and exercises on the appropriate CO-SHARE Training and Exercise calendars.	At least two weeks prior to training or June 1, 2017.

V. Key Personnel:
Local Public Health Agency Staff

VI. Monitoring:
CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Office of Emergency Preparedness and Response. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reporting in agency Grant Reporting Spreadsheet, documents uploaded to CO-SHARE, participation in required activities, the timely submission of invoices and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

VII. Resolution of Non-Compliance:

The Contractor will be notified in writing within **(?)** calendar days of discovery of a compliance issue. Within **(?)** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The

action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the *(title of responsible individual)* and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.