

## **Program Element #02: Cities Readiness Initiative (CRI) Program**

1. **Description.** Funds provided under this Agreement for this FY 2008-2009 Program Element #2 may only be used, in accordance with and subject to the requirements and limitations set forth below, to operate a Cities Readiness Initiative (CRI) Program. This CRI Program Element Description prescribes plans and procedures for dispensing mass prophylaxis to 100% of the population residing in the Portland CRI Region within 48 hours of the decision to do so.

This CRI Program information applies only to the Agreement between the Department and the Washington County Department of Health and Human Services, designated as the Local Public Health Authority (LPHA) for Washington County which is the administrative county for the Portland Metro CRI Program. LPHA shall create subgrants, in the form of inter-governmental agreements (IGAs), with each Oregon CRI LPHA and shall require that these LPHAs meet the applicable requirements in this Agreement. The responsibility to meet the requirements outlined in this Agreement ultimately resides with the LPHA for Washington County.

### **2. Definitions Specific to CRI Programs.**

- a. **Annual Technical Assistance Review (TAR) or Annual TAR Review:** The yearly evaluation of an LPHA's CRI Program materials, products, plans, exercises, and activities conducted by a team of federal, state, and local preparedness staff using a worksheet developed by federal and state program partners.
- b. **Centers for Disease Control and Prevention or CDC:** The nation's lead public health agency, which is one of the major operating components of the U.S. Department of Health and Human Services
- c. **Department of Homeland Security:** The federal agency responsible for protecting the United States territory from terrorist attacks and responding to natural disasters.
- d. **Division of the Strategic National Stockpile or DSNS:** The CDC program that manages the Strategic National Stockpile Program.
- e. **DSNS Drills:** A set of five drills developed by the RAND Corporation for the CDC's Division of the Strategic National Stockpile. Drills include: Call-down, Pick-list generation, Dispensing, Site Activation and Facility Set-Up.
- f. **DSNS Local Technical Assistance Review Tool or local TAR tool:** A worksheet developed by federal and state program partners to evaluate and score local mass dispensing plans and capabilities. The TAR tool shall serve as the work plan for CRI LPHAs.
- g. **Homeland Security Exercise and Evaluation Program or HSEEP:** The Homeland Security Exercise and Evaluation Program is a capabilities and performance-based program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises.

- h. Local Public Health Authority (LPHA):** A county government or a health district created under ORS 431.414 or a person or agency a county or health district has contracted to act as the local public health authority.
  - i. Mass:** A large but non-specific amount or number.
  - j. National Incident Management System (NIMS):** The federal Department of Homeland Security's system for integrating effective practices in emergency preparedness and response into a comprehensive national framework for incident management. NIMS enables emergency responders at all levels and in different disciplines to effectively manage incidents no matter what the cause, size or complexity. More information can be viewed at <http://www.fema.gov/emergency/nims/index.shtm>.
  - k. Point of Dispensing (POD) Site:** A site such as a high school gymnasium at which prophylactic medications are dispensed to the public.
  - l. Portland Metro Cities Readiness Initiative Program Area (CRI):** The Cities Readiness Initiative is a CDC program that aids cities and metropolitan areas in increasing their capacity to receive and dispense medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack. The counties forming the Portland CRI Program Area are Clackamas, Washington, Multnomah, Columbia, and Yamhill LPHAs in Oregon and Clark and Skamania LPHAs in Washington State. Washington State is responsible for all CRI activities for the Clark County LPHA and Skamania County LPHA. Additional information about the CRI Program and the Cooperative Agreement Guidance for Public Health Emergency Preparedness is viewable at <http://www.bt.cdc.gov/planning/coopagreement/>.
  - m. Prophylaxis:** Measures designed to preserve the health of an individual or society and prevent the spread of disease.
  - n. Strategic National Stockpile (SNS):** A CDC program developed to provide: 1) rapid delivery of a broad spectrum of pharmaceuticals, medical supplies and equipment for an ill-defined threat in the early hours of an event; 2) shipments of specific items when a specific threat is known; and 3) technical assistance to distribute SNS material. SNS program support includes the 12-hour Push Pack, stockpile and vendor managed inventory, vaccines, federal buying power, and Federal Medical Stations.
- 3. Procedural and Operational Requirements.** LPHA CRI services and activities supported in whole or in part with funds provided under this Agreement must be delivered or conducted in accordance with the following requirements:
- a. Non-Supplantation.** Funds provided under this Agreement for this Program Element shall not be used to supplant state, local, other non-federal, or other federal funds.
  - b. Audit Requirements.** In accordance with federal guidance, each LPHA receiving funds shall, not less than once every two years, audit its expenditures of CRI funding. Such audits shall be conducted by a qualified independent auditing firm and in accordance with the federal Office of Management and Budget Circular A-133. Audit reports must be sent to the Department, who will provide them to the CDC. Failure to conduct an audit or expenditures

not made in accordance with federal cooperative agreement guidance and grants management policy may result in a requirement to repay funds to the federal treasury or the withholding of funds.

- c. **CRI Coordinator.** The LPHA for Washington County shall identify a CRI Coordinator. The CRI Coordinator will be the Department's chief point of contact for CRI Program issues.
- d. **Annual Technical Assistance Review (TAR).** Each CRI LPHA shall coordinate and invite the participation of local CRI planning partners, including local law enforcement and local emergency management, and the Department for the annual TAR review. The local TAR tool shall serve as the evaluation tool. Each CRI LPHA must submit a completed local TAR tool and provide supporting documentation to the state SNS Coordinator for the annual TAR review. The TAR tool is to be submitted no later than June 30, 2009.
- e. **CRI Emergency Plans and Procedures.** Consistent with the CDC, State and Local Public Health Emergency Preparedness Cooperative Agreement: No. U90/CCU017007-09 between the State of Oregon and the CDC, and consistent with this Program Element, each CRI LPHA shall maintain emergency preparedness procedures as a component of its jurisdictional Emergency Operations Plan. All LPHA emergency procedures must comply with the National Incident Management System. CRI LPHA plans and procedures, whose development is supported in whole or in part with funds provided for this Program Element, shall meet an approved county format. Each CRI LPHA shall maintain and update a local Mass Dispensing plan to include:
  - i. Resource requesting procedures and POD inventory control procedures with inventory control forms and job action sheets.
  - ii. Documentation of how the local Mass Dispensing plan has been incorporated into the county all-hazards plan.
- f. **Exercise Requirements for CRI Program Area LPHAs.** This section presents the CRI Program exercise requirements that are in addition to those presented in PE12. All exercises designed and conducted using these CRI Program Element funds must comply with Homeland Security Exercise and Evaluation Program (HSEEP) requirements. CRI funding provided through this Program Element can be used to support these exercise requirements. All applicable exercises must include documentation of involvement, or attempts to promote involvement, of a CRI LPHA's local emergency management and local law enforcement partners. LPHAs within the CRI Program Area must complete the following exercises:
  - i. Three of the five DSNS drills by August 9, 2009.
  - ii. Multnomah County LPHA and Washington County LPHA shall conduct at least one of the three DSNS drills prior to December 31, 2008. This meets the CDC requirement for the planning jurisdictions identified as the 25% most populous within the CRI Metropolitan Statistical Area.

- iii. One functional POD exercise in each CRI LPHA service area by August 9, 2009. This exercise can be used to fulfill DSNS exercise requirements if the LPHA uses the DSNS data collection tools. This exercise can be used to fulfill the PE12 requirement for a functional exercise.
- iv. One regional tabletop on pharmaceutical distribution and allocation. This exercise shall include all LPHAs and their planning partners within the CRI Program Area. Each LPHA is not expected to conduct the exercise individually within their jurisdiction.
  - (a.) Washington County LPHA will provide the lead planner and produce the required HSEEP documents for this regional tabletop exercise.
  - (b.) Washington County LPHA shall submit an exercise scope to the state SNS Coordinator for approval at least 45 days prior to the exercise. This scope shall include goals, objectives, activities, a list of invited participants, and a list of exercise design team members.

#### **4. CRI Requirements of Washington County LPHA.**

- a. The award of funds under this Agreement to Washington County LPHA shall include funds to implement the CRI Program requirements as outlined in this Agreement throughout the CRI Program Area. Washington County LPHA shall use a portion of the CRI award to fund a CRI Coordinator position. LPHA may subgrant CRI monies to other LPHAs within the CRI Program Area, or other vendor for CRI implementation, subject to Department prior approval.
- b. Washington County LPHA shall exercise appropriate programmatic and fiscal oversight of each LPHA that receives a CRI subgrant from the Washington County LPHA, including the submission of plans, reports and budgets as indicated in the Program Element.

#### **5. CRI Strategic Plan, Expense Reports and Other Reporting Requirements.**

- a. Washington County shall submit a strategic plan to the state SNS Coordinator and participating LPHAs by October 31, 2008 that presents objectives and related activities, responsible parties, and timelines for the CRI Program Area. This strategic plan shall include objectives that:
  - i. Ensure each CRI LPHA will achieve a local TAR score of 69 or higher by providing the documentation required in the TAR;
  - ii. Ensure each CRI LPHA will meet the exercise requirements; and
  - iii. Outline programmatic and fiscal oversight responsibilities.
- b. Washington County shall submit a budget for the time period August 11, 2008 to August 10, 2009 to the Department and participating LPHAs for the CRI Program along with the strategic plan by October 31, 2008. Budgets are to detail estimated expenditures using a budget template provided by the Department.

- i. Washington County LPHA shall provide to the state SNS Coordinator and participating LPHAs twice annual financial reports detailing CRI expenses. These reports shall be provided in a budget-to-expense report template provided by the Department. The reports are due January 15, 2009 and August 1, 2009.
- ii. Washington County LPHA shall submit a summary quarterly one-page report and a quarterly one-page report from each of the CRI LPHAs to the state SNS Coordinator. These quarterly reports shall provide updates on CRI Program activities and these reports are due on the 15<sup>th</sup> day of December, March, and June.
- iii. Washington County LPHA shall provide other reports about the CRI Program as the Department may reasonably request from time to time.

**6. CRI Requirements to be included in the IGA between Washington County and each CRI LPHA.**

- a. Each CRI LPHA shall actively participate in CRI planning and exercise activities.
- b. Each CRI LPHA shall complete a security assessment for 90% of its identified Point of Dispensing sites by June 30, 2009.
- c. Each CRI LPHA shall complete a local TAR tool, which serves as the CRI LPHA's work plan; provide the supporting documentation required by the TAR; and participate in an annual TAR review as outlined elsewhere in this Program Element.
- d. Each CRI LPHA shall achieve a score of 69 or greater on the local TAR tool.
- e. Each CRI LPHA shall submit a quarterly one-page report to the Washington County LPHA that provides an update on CRI Program activities. These reports are due on the 1<sup>st</sup> day of December, March, and June. The Department shall provide a template for this report.
- f. Each CRI LPHA shall submit a budget to Washington County LPHA by November 15, 2008 for the time period August 11, 2008 to August 10, 2008. The Department shall provide a budget template.
- g. If Washington County LPHA does not spend or obligate its award 45 days prior to the end of the grant period, the unspent funds will be returned to the Department for reallocation to projects that support CRI objectives.