

**Program Element PE0 01-07, 01-08, 01-09 and 01-10:
COVID-19 Response
Budget Guidance**



Updated 10/6/2022, changes in red

The information in this document will be updated on an as-needed basis.

Award Funding Information

There has and will continue to be a great deal of work to protect communities from the spread of COVID-19 and other emerging infections, like Monkey Pox (hMPXV). Local public health authorities (LPHAs) are critical to the response to these infections.

ELC funding (PE01 -07, -08, -09): May only be used for Covid-19, unless pre-approved by OHA and CDC for Monkeypox (hMPXV) – PLEASE SEE BELOW. As of December 31, 2020, all LPHAs received federal Epidemiology and Laboratory Capacity (ELC) funding through OHA for cultural and linguistic competency and responsiveness, testing coordination, case investigation and contact tracing, isolation and quarantine, and social services and wraparound supports. These funds are awarded through PE01 -07, -08 and -09.

The Oregon Health Authority (OHA) has dedicated ELC funding as follows:

PE01-07 – Up front total award of \$22,249,873, distributed using the modernization funding formula. Active 12/31/20-6/30/2024. LPHAs may continue to use ELC funds awarded under PE01 -07 through 6/30/21. Unspent funds will be carried forward through June 30, 2022 and beyond to the end date noted above if not spent by that time.

PE01-08 – Up front award of \$20,000 for each LPHA that opted in to receive these funds. Funding may only be used for isolation and quarantine-related direct costs. Active 12/30/20-6/30/2024.

PE01-09 – A total of \$63,910,417 is distributed to LPHAs through the public health modernization funding formula. Active 1/15/21-6/30/2024. Although these funds expire on 7/31/24, they are unlikely to last through that time period and should be spent as LPHAs need them for the COVID-19 response.

If an LPHA has insufficient resources to support hMPXV response, the LPHA may submit a request to OHA to use up to 25 percent of each PE 01-07, -08, and -09 awards for hMPXV testing, outreach and education, case investigation, contact tracing, isolation supports and outbreak response. PE 01-08 funds may only be used for isolation supports.

To submit a request, please provide the following information in an email to Alessandra.Karson-whitethorn2@dhs.ohs.state.or.us by **October 28, 2022** with the following information:

1. Amount to be redirected for hMPXV activities in PE 01-07, -08, -09. You may only request up to 25% of the total funding for hMPXV. Please note that PE 01-08 funds may only be used for isolation supports.
2. A revised proposed budget for PE 01-07 and -09 including the proposed hMPXV budgeted expenses.
3. Brief description of how the redirected funding will be used for hMPXV activities.

OHA will submit one complete request to CDC for approval to redirect these funds. **FUNDS MAY NOT BE USED FOR HMPXV ACTIVITIES UNTIL OHA NOTIFIES THE LPHA OF CDC APPROVAL.**

CARES Immunization Supplemental funding (PE01-10): May be used for Covid-19 and Monkey Pox (hMPXV) vaccine activities as long as the vaccine provider is also an enrolled Covid-19 vaccine provider. All LPHAs received CARES Immunization Supplemental funding to support and strengthen critical immunization planning and implementation requirements and activities. A total of ~~\$17~~ \$25 million was distributed to LPHAs as up-front total awards, using the public health modernization funding formula. These funds are active from 7/1/20-6/30/24.

~~Additional CARES Immunization Supplemental funding are expected to be awarded to LPHAs in July 2021.~~

Refer to the following links for additional information on COVID-19 funding sources and Program Element sub-elements:

LPHA COVID-19 Funding Table:

<https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALH>

[EALTHDEPARTMENTRESOURCES/Documents/COVID-19-LPHA-Funding-REVISED.pdf](https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/COVID-19-LPHA-Funding-REVISED.pdf)

LPHA COVID-19 CARES Immunization Supplemental Funding Matrix:
https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Matrix%20of%20CARES%20Funding_05-26-21.pdf

PE01 -07 and -09 Allowable Expenses and Budget

Budget plan and narrative requirements

Each LPHA must submit a PE01-07 and 01-09 budget plan and narrative using the [template](#) provided by OHA. The budget is due by May 31, 2021. OHA may request revised budgets or additional information on expenditures on an as needed basis.

Although these funds are active through 6/30/24, each LPHA should use these funds as needed for the COVID response. For some LPHAs, this may mean that all funds will be expended in FY21, and the LPHA should develop a budget accordingly. For other LPHAs these funds will carry forward to FY22, and the LPHA should develop a budget for the length of time they expect funds to last. Each LPHA should enter the anticipated budget duration on the budget template.

For PE 01-08, LPHAs will account for the use of these funds for isolation direct client costs on their quarterly revenue and expenditure reports. No budget is needed for these funds. **These were limited funds and LPHAs are encouraged to fully expend these funds by 6/30/2023, if possible.**

Wraparound service direct costs

(Note: this section also applies for one-time wraparound service direct cost funds provided through PE01-08 to LPHAs that opted in).

LPHAs must ensure that a portion of PE01-09 funds is used to provide direct cost wraparound services to people who need them to complete isolation ~~or~~ **quarantine**, and this must be reflected in the budget and budget narrative. These payments may be made by the LPHA or another county division, or funds may be subcontracted to other organizations. Subcontracts for isolation **and quarantine**

direct cost services must be listed in the LPHA budget. LPHAs must follow applicable isolation ~~and quarantine~~ direct cost guidance to ensure consistency in supports offered across the state.

LPHAs must provide the following direct cost wraparound services as the minimum on an as-needed basis for individuals to complete isolation ~~or quarantine~~ **as resources are available.**

- Housing, such as hotels or motels; or rent or mortgage;
- Food; and
- Essential utilities including water, electricity and gas.

LPHAs may provide the following direct cost wraparound services.

- Nonessential utilities including garbage or sewer;
- Transportation;
- Communications, such as cell phones;
- Health care and self-monitoring supplies not covered by insurance;
- Childcare; and
- Cleaning services.

The following costs are not allowable: lost wages, car payments, credit cards payment, past due payments, or student and personal loans.

Eligibility for and duration of wraparound supports are determined by the most current Investigative Guidelines. When funds for wraparound services are limited, LPHAs are encouraged to prioritize the services that are most essential for an individual to safely complete isolation ~~and quarantine~~.

Reasonable efforts should be made to utilize other benefits such as SNAP and WIC to pay for costs related to isolation ~~and quarantine~~.

Vaccine expenses

Vaccine expenses cannot be charged to PE 01-07 or 01-09. Please refer to the section “Fiscal Reporting from LPHAs” for additional information.

Gift Cards

Gift cards used for isolation ~~or quarantine~~ supports only (e.g., grocery stores) may exceed \$100 per person and must be purchased with PE 01-07 or 01-09 funds.

Gift cards or other incentive items used for vaccine outreach or as an incentive for vaccination may not value more than \$100 per individual and must be purchased with PE 01-10 funds. In order to use funds for vaccine incentives, LPHA must have on file with OHA a [Local Vaccine Request form](#).

LPHAs should track the purchase and use of all gift cards.

Indirect costs

- ELC funds (PE01 -07 and -09) can be used for indirect costs.
- ELC funds awarded for wraparound service direct costs through PE01 -08 cannot be used for indirect costs

LPHAs may also use a separate funding stream, such as State General Funds distributed through PE01 or PE 51 to cover indirect costs. **If an LPHA uses State General Funds through a Program Element, the LPHA should report these expenditures on the appropriate Program Element or Sub-element revenue/expenditure report under Other and also include “COVID funding indirect charges” on an “Other S&S Category” line on the “Other S&S” tab.**

PE01-07/-09 Budget categories

Personnel	<p>Provide a list of each position that will be funded. LPHAs may roll up positions by FTE (i.e., 4 COVID case investigators; 3.6 community outreach coordinators), rather than listing duplicate positions as separate line items.</p> <p>The LPHA should review Program Element 01 requirements to determine which positions are needed to fulfill requirements. The LPHA may utilize funds from this PE to cover salaries for staff normally funded by non-COVID-19 sources (e.g., TPEP) as long as they are working on COVID.</p>
Travel	<p>Provide the total estimated budgeted amount for travel. Travel costs include local mileage as well as per diem, lodging and transportation to conduct COVID-19 response work. Federal per diem rates limit the amount of reimbursement for in-state travel: www.gsa.gov/perdiem.</p>
Capital Equipment	<p>Provide a total amount for equipment, as well as a narrative listing line item planned purchases with a brief rationale. Vehicle</p>

purchases must be pre-approved by CDC. Please email publichealth.policy@dhsosha.state.or.us with the following information prior to making a vehicle purchase: 1) justification for the purchase; 2) total number of vehicles being purchased; 3) cost per vehicle; 4) which funding source is being used for the purchase. OHA will work with CDC as quickly as possible to obtain approval. Funds may not be used to purchase or lease buildings or other capital improvements. Any equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the LPHA's COVID-19 response.

OHA will collect the equipment inventory form at the end of each fiscal year.

Supplies

Provide a total amount for supplies. Supplies may include office supplies, home **isolation** kits and communications material.

Gift cards used for isolation ~~or quarantine~~ supports only (e.g., grocery stores) may exceed \$100 per person and must be purchased with PE 01-07 or 01-09 funds. **Please note that gift cards or other incentive items used for vaccine outreach or as an incentive for vaccination may not value more than \$100 per individual and must be purchased with PE 01-10 funds.** LPHAs should track the purchase and use of all gift cards.

Contractual

List each subcontracted program activity and the name of the subcontractor (if known) along with the amount of the anticipated subcontract. The initial budget can list out anticipated outcomes and can be adjusted later.

LPHAs may enter a line item for “unobligated contract funding” if the LPHA will reserve funds for future contracts that have not yet been determined.

All subcontracts are subject to all applicable subcontractor provisions outlined in the Public Health Intergovernmental Agreement for the Financing of Public Health Services.

	Refer to the Guidance for Local Public Health Authorities on Monitoring of Subcontractors for monitoring requirements.
Other	<p>List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities.</p> <p>If funds are allocated to isolation and quarantine wraparound service direct costs that will be provided by the LPHA, list the total amount of funding the LPHA is budgeting for the funding period. See the following section for required and discretionary categories of wraparound service direct costs that should be accounted for in the LPHA’s budgeting process.</p> <p>If funds are allocated to educational materials or paid media campaigns, the budget must include a brief narrative justification that describes how such materials or campaigns are related and essential to COVID response activities.</p> <p>Funds may not be used to provide direct medical services, but may be used to provide public health services, such as testing and active monitoring.</p>

PE01-10 Allowable expenses

LPHAs are not required to submit budgets for PE01-10 funds.

Allowable expenses include:

- Staffing
- Vaccine storage and handling equipment
- Contractors (i.e., for staffing or consultation/planning, education, immunization events, etc.)
- Education
- Infrastructure
- Clinic costs
- Local collaborations
- Indirect costs

- Incentives or gift cards for vaccine may not exceed a value of \$100 per individual. In order to use funds for incentives, LPHA must have on file with OHA a Local Vaccine Request form.
- Funds may be used to support hMPXV vaccination if the provider is also a COVID-19 vaccine provider. Funds **may not** be used for hMPXV vaccine incentives.

Payments

PE01-07, 01-08,01-09, and 01-10 payments

Funding under each PE sub-element will be paid as a lump sum upon amendment execution.

COVID-19 funds may not be used for implementation of programs outside of emergency preparedness and response related to COVID-19, **except for where noted in this guidance related to hMPXV.**

Fiscal reporting from LPHAs

LPHA must report expenses on the quarterly expenditure/revenue report.

- Funding should be reported per regular reporting standards.
- PE01-07/-08/-09 direct cost wraparound services should be reported in quarterly revenue and expenditure reports using 2E and recording expenses on page 2 'Other Services and Supplies' and must include line-item categories for Housing, Food and Utilities.

Vaccine expenses

Vaccine expenses should be charged to PE01-10 or to the FEMA Vaccine Project only.

Beginning 1/1/2022, LPHAs must report vaccine expenses as follows:

- Vaccine expenses can be charged to PE01 -07 between 7/1/21-12/31/21.
- Vaccine expenses charged to PE01 -09 between 7/1/21-12/31/21 must be moved to PE01 -07, PE01 -10 or the FEMA Vaccine Project.
- From 1/1/22 forward, vaccine expenses can only be charged to PE01 -10 or the FEMA Vaccine Project.
- No changes are needed to any Revenue and Expenditure reporting through 6/30/21.

For more information

Contact Danna Drum with PE01-07/-08/-09 programmatic questions.

- Danna Drum: danna.k.drum@state.or.us or (503) 957-8869

Contact Kelly McDonald with PE01-10 programmatic questions or other questions about CARES Immunization Supplemental Funding at

kelly.mcdonald@dhsoha.state.or.us or (541) 419-0136

Contact OSPHD staff at oha-phd.expendvreport@dhsoha.state.or.us with IGA contract or payment questions.

Everyone has a right to know about and use Oregon Health Authority (OHA) programs and services. OHA provides free help, some examples of help include:

- **Sign language and spoken language interpreters**
- **Written materials in other languages**
- **Braille**
- **Large print**
- **Audio and other formats**

If you need help or have questions, please contact Cessa Karson at

alessandra.karson-whitethorn2@dhsoha.state.or.us, 971-256-1518, or 711 TTY.