



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. Local public health authorities (LPHAs) are critical to the response to COVID-19. In May 2020, Oregon received funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to support an equity-centered approach to active monitoring for the period of March 27 through December 30, 2020. All LPHAs are receiving funding for these activities with the exception of Multnomah and Washington counties, which received funds through the CARES Act directly.

The Oregon Health Authority (OHA) has dedicated funding for:

- PE01-05 – Up front total award of \$11,301,721 using the modernization funding formula. Up to an additional \$17,000,000 is available for active monitoring fee-for service reimbursement and reimbursement for isolation and quarantine-related direct costs. The total funds available from March 27, 2020 through December 30, 2020.
- PE01-06 - \$662,600 spread evenly across COVID-19 emergency preparedness regions for regional coordination and response activities.

Unspent PE01 -05 and -06 funds from FY20 (ending June 30, 2020) may be eligible for carry forward to FY21 (ending December 30, 2020). Carry forward amendments for unspent FY20 will be issued after final FY20 R/E reports are received and approved by the Office of the State Public Health Director. Issue date will be approximately September 2020.

Budget

Each LPHA must submit a PE01-05 budget using the template provided by OHA for PE01-05. Fiscal Agents for each emergency preparedness region must submit a separate budget for PE01-06. The budget is due within 60 days of receiving award. OHA may request revised budgets or additional information on expenditures on an as needed basis.

The CARES Act provides that payments from the fund may only be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency related to Coronavirus Disease 2019 (COVID-19);
2. Were costs incurred during the period March 27, 2020 and ended December 30, 2020.

The CARES Act funds cannot be used for indirect costs. LPHAs may use a separate funding stream, such as State General Funds distributed through PE01 -04 to cover indirect costs.

The budget will include the following categories:

Personnel	Provide a list of each position that will be funded. The LPHA should review Program Element 01 -05 and -06 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.
Travel	Provide the total estimated budgeted amount for travel. 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 .
Capital Equipment	Provide a total amount for equipment, as well as a narrative listing line item planned purchases with a brief rationale. Funds may not be used to purchase vehicles, RVs, buildings or capital improvements. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. 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 quarantine kits and communications material.
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 contracts and can be adjusted later. All subcontracts are subject to all applicable subcontractor provisions outlined in the Public Health Intergovernmental Agreement for the Financing of Public Health Services.
Other	List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities. 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 specific activities listed in the work plan. 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.
Total Direct Costs	The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.

Payments and Invoicing

Payments for base funding

Base funding under PE01-05 and PE01-06 will be paid as a lump three-month sum after the award is executed. FY20 base awards were issued during June 2020.

Payments for active monitoring fee-for-service reimbursement and reimbursement for isolation and quarantine wraparound service direct costs

Reimbursement payments are only available through PE01-05, and not through PE01-06.

Payments for both 1) Active Monitoring Fee for Service and 2) Isolation and Quarantine and Wraparound service direct costs must be invoiced to OHA including the required elements described in this document. LPHAs should also refer to the Instructions in the COVID-19 Invoice Template provided by OHA.

Invoices must be submitted to OHA-PHD.ExpendRevReport@dhsosha.state.or.us at least quarterly (monthly preferred). LPHA must use the COVID-19 Invoice Template provided by OHA. OHA will amend PE01-05 awards based on the invoice received. Payment will be issued to the LPHA once amendment is executed.

Final invoices are due no later than January 31, 2020.

COVID-19 funds may not be used for implementation of programs outside of emergency preparedness and response related to COVID-19.

Invoice requirements for active monitoring fee-for-service reimbursement:

The LPHA must provide the following information with supporting documentation:

1. Number of cases.
2. Use the approved fee per case.
3. Supporting documentation required with the invoice includes ORPHEUS Case ID.
4. Do not include patient name or other HIPAA protected information.

Invoice requirements for reimbursement for isolation and quarantine wraparound service direct costs:

The LPHA must provide the following information with supporting documentation:

1. Total amount due for wraparound services by category.
2. Supporting documentation should include by description detailing vendor name, amount paid, items purchased and dates of purchase.

Reimbursable categories for direct costs for wraparound services may include the following:

- Housing, such as hotels or motels; or rent or mortgage (one month); utilities including electricity, water, sewer, gas, garbage (one month)

- Cleaning services;
- Food;
- Transportation;
- Communications, such as cell phones;
- Health care and self-monitoring supplies not covered by insurance; and
- Childcare.

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

Reimbursable costs do not include: lost wages, car payments, credit cards payment, or student and personal loans.

Fiscal reporting from LPHAs

LPHA must report both base funding and invoice expenses on the quarterly expenditure/revenue report. Reimbursable expenses should be listed under line 2A Professional Services/Contracts. Base funding should be reported per regular reporting standards.

FY20: Standard reporting through Quarterly Revenue and Expense reports will be expected for FY20 by August 20, 2020 close out.

FY21: Standard reporting through Quarterly Revenue and Expense reports will be expected during FY21 Q1 and Q2. A final close out report will be due by January 31, 2020.

For more information

Contact Cara Biddlecom at cara.m.biddlecom@state.or.us or (971) 255-6370 with programmatic questions.

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