

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



Updated **11/29/23, changes in dark 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 (mpox). 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 (mpox) – 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 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 12/31/20-6/30/2026.
Unspent funds will be carried forward through June 30, 2026. No new work will be approved, but LPHAs may continue to use funds as intended in their 2021 budget and narrative submission.

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 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 1/15/21-6/30/26.
No new work will be approved, but LPHAs may continue to use funds as intended in their 2012 budget and narrative submission.

CARES Immunization Supplemental funding (PE01-10): CARES Immunization Supplemental funding (PE01-10): To be used to support COVID-19 vaccination planning and implementation activities. May also be used for mpox vaccine activities if the vaccine provider is also conducting COVID-19 vaccination activities. All LPHAs received CARES Immunization Supplemental funding to support and strengthen critical immunization planning and implementation requirements and activities. A total of \$25 million was distributed to LPHAs through PE01-10 as up-front total awards, using the public health modernization funding formula. These funds are active from 7/1/20-6/30/25. **Please note that the CDC has now approved the use of these funds for routine vaccination work as long as Covid-19 vaccine is offered as part of that work. Purchase of vaccine with these funds is still prohibited by the CDC.**

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/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-COVID%20Funding_April%202023.pdf

PE01 -07 and -09 Allowable Expenses and Budget

Budget plan and narrative requirements

In May 2021, each LPHA was required to submit a PE01-07 and 01-09 budget plan and narrative using the [template](#) provided by OHA.. OHA may request revised budgets or additional information on expenditures on an as needed basis.

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, though some LPHAs continue to have funding

available due to rollover ending 6/30/24.

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 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 Incentive 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 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)</p>
<p>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.</p> <p>OHA will collect the equipment inventory form at the end of each fiscal year.</p>	

Supplies

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

Gift cards used for isolation 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

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 COVID response activities.

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.

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 mpox vaccination if the provider is also a COVID-19 vaccine provider. Funds **may not** be used for mpox vaccine incentives.
- Funds may not be used to purchase vaccine or promotional/incentive materials for vaccine events.

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 mpox.

Fiscal reporting from LPHAs

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

- Funding should be reported per regular reporting standards.

Vaccine expenses

Vaccine expenses should be charged to PE01-10.

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.
- From 1/1/22 forward, vaccine expenses can only be charged to PE01 -10.
- 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@oha.oregon.gov or (503) 957-8869

Contact Kelly McDonald with PE01-10 programmatic questions or other questions about CARES

Immunization Supplemental Funding at kelly.mcdonald@oha.oregon.gov or (541) 419-0136.

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@oha.oregon.gov, 971-256-1518, or 711 TTY.