



Program Elements 58 (Tribes) and 59 (NARA): Tribal public health modernization Budget guidance

February 2023

Updates in red

Funding Information

State General Fund investment in public health modernization. In June 2021 the Oregon Legislature increased the investment in public health modernization to \$60.6 million for the 2021-23 (July 1, 2021 – June 30, 2023) biennium. Of this, \$4,367,000 is allocated to support Tribal public health modernization

Public Health Infrastructure (CDC). In December 2022, OHA received one-time funding of \$28,718,258 through the CDC's Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems project for Strategy A1 Workforce for the period of 12/1/2022-11/30/2027. OHA has allocated \$4,000,000 of these funds to Tribes and NARA.

The Oregon Health Authority, in agreement with Tribal Health Directors, has allocated funding as follows:

PE58-01 and PE59-01 funding for Section 1: Public Health Modernization Assessment, Planning and Implementation (July 1, 2021 – June 30, 2023)

- \$100,000 to Burns Paiute Tribe for Assessment and Planning only.
- \$401,890 to each other Tribe and NARA for Planning and Implementation activities. Please note that \$23,888 has already been awarded in bridge funding through 12/31/2021.
- OHA is also funding Northwest Portland Area Indian Health Board for technical assistance and training to support Tribal public health modernization in the amount of \$650,000.

PE58-02 and PE59-02 funding for Section 2: Public Health Infrastructure: Workforce

- Federal CDC funds
- A total of \$4,000,000 is allocated to Tribes and NARA. Tribes will determine funding formula at the February 2023 Tribal Health Directors Meeting.

- These are one-time funds that may be used between 12/1/2022 and 11/30/2027.
- Each Tribe and NARA will determine if they would like to receive all its allocated funding in a single fiscal year (with carryover of unspent funds allowed in subsequent fiscal years) or have the allocation split evenly across the entire five year period.

Allowable Expenses and Budget Requirements

PE 58-02 and PE 59-02 CDC Public Health Infrastructure

Currently, a written budget is not required for PE 58-02 or PE 59-02. However, OHA is still negotiating some specific reporting requirements with CDC and will notify Tribes/NARA of any changes, if needed.

Funds provided may only be used to implement activities listed in PE 58 and PE 59 Section 2 Public Health Infrastructure: Workforce. Maximum flexibility is provided to Tribes and NARA to carry out this work consistent with the language in the PE; there are no restrictions on the types of positions that can be hired for the specific purpose of public health capacity building. Some costs associated with recruitment and hiring are allowable, including supplies and equipment needed to perform jobs, personal protective equipment, data management and other necessary supplies.

Exclusions (PE 58-02 and PE 59-02 CDC Public Health Infrastructure funding)

1. Funds awarded may not be used for research or political actions.
2. Funds awarded may not be used for clinical care expenses such as medical supplies or medication.
3. Funds may not be used to purchase capital equipment (items with a per unit value of \$5000 or greater).
4. Funds awarded may not be used for special benefits for employee recruitment and retention packages or staff retreats.
5. Funds awarded may not be used for vehicles and building improvements.

PE 58-01 and PE 59-01 – Budget Requirements

Each Tribe/NARA was required to submit a budget for the period of 7/1/2021 through 6/30/2023 for total amounts as follows:

- Burns Paiute Tribe - \$100,000

- All other Tribes and NARA - \$401,890

Budgets for PE 58-01 and PE 59-01 were due by close of business on Friday, January 5, 2022.

Budget template and narrative for PE 58-01 and PE 59-01

1. The budget template requires narrative descriptions for certain expenses, including salaries and contracts. Tribes may enter this information on the budget template or provide the information in a separate document.
2. Tribes may include positions, contracts, and other line items paid for with other funds that are necessary for fulfilling PE58/59 requirements. These can be added as line items with \$0 in associated costs.
3. Funds can be used for subcontracting with other organizations. Please refer to the section in the table below for additional information about subcontracting requirements. OHA reserves the right to request budgets for funds awarded to subcontractors.
4. Funds can be used to cover the Tribe/NARA's Indirect or Cost Allocation rate as outlined in an approved indirect or cost allocation plan.

Exclusions (PE 58-01 and PE 59-01)

1. Funds awarded may not be used for direct medical or behavioral health services, including but not limited to payment for durable medical equipment and supplies; vaccine and medications; staff, supplies, or equipment used to screen people at high risk or to confirm a diagnosis; or clinical education provided by a qualified health care professional.
2. Funds awarded may not be used for the purchase of vehicles.
3. Funds awarded may not be used for research or political actions.
4. Funds awarded may not supplant state, local, other non-federal, or other federal funds. Funds may not be used to supplant state-covered services or replace services required under the existing Financial Assistance Agreement.
5. All capital expenditures above \$5,000 per item must be pre-approved by OHA.

Budget amendments (PE 58-01 and PE 59-01)

1. Modification to the approved budget of 25% or more for any budget category may only be made with OHA approval.
2. OHA may request a revised budget following the end of the Fiscal Year 2022 if the Tribe/NARA is underspent by more than 20% of expected expenditures. If Tribe/NARA cannot demonstrate that all funds will be expended by the end of the funding period, OHA will work with the LPHA to determine a reduced award amount.
3. OHA may request revised budgets or additional information on expenditures on an as-needed basis.

The PE PE 58-01 and PE 59-01 budget and budget narrative includes the following categories:

Salary	<p>List each position on a separate line. Then, for each position, include the position title, annual salary, FTE as a percentage, and the number of months paid from this budget. The total salary will automatically calculate.</p> <p>Include a brief description for each position describing their primary responsibilities and how those support PE58/59 requirements.</p>
Fringe Benefits	<p>List the base rate, if applicable, and the total amount for fringe benefits. Enter a brief description of the method to determine the fringe benefit amount, if not a flat rate.</p>
Contractual	<p>List each contract and the subcontractor's name (if known) along with the anticipated amount of the subcontract and a brief description of the work to be completed.</p> <p>Tribes/NARA may enter a line item for “unobligated contract funding” if the Tribe/NARA reserves funds for future contracts that have not yet been determined.</p> <p>All subcontracts are subject to all applicable subcontractor provisions outlined in the Public Health Intergovernmental Agreement for the Financing of Public Health Services.</p> <p>Refer to the Guidance for Local Public Health Authorities on Monitoring of Subcontractors for monitoring requirements.</p>

Travel	<p>In-state: Provide a narrative statement describing proposed in-state travel. Include local mileage as well as per diem, lodging, and transportation. Federal per diem rate limits the amount of reimbursement for in-state travel: www.gsa.gov/perdiem.</p> <p>Out-of-state: Travel to attend out-of-state events or conferences is permitted if the content applies to PE58/59 requirements. Provide a narrative statement that includes the name of the event or conference and how the proposed travel is related to PE58/59 requirements. In addition, include amounts for per diem, lodging, transportation, registration fees, and other expenses. Federal per diem rates limit the amount of reimbursement for out-of-state travel: www.gsa.gov/perdiem.</p>
Capital Purchases and Equipment	<p>Include equipment necessary to meet PE58/59 requirements, such as computers, phones, and other technology.</p> <p>Provide a total amount for equipment and a line list of items that cost \$5,000 or more each. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. All equipment purchases must directly contribute to meeting PE58/59 requirements.</p> <p>OHA will collect the equipment inventory form at the end of each fiscal year.</p> <p>Funds may be allocated to purchase office space for employees to support work of PE 58/59 directly. <i>However, such purchases must be pre-approved by OHA and sufficient funding must be budgeted for program activities to assure completion of deliverables in program element and work plan.</i></p>
Supplies	<p>Provide a total amount for supplies. Supplies may include office supplies or meeting supplies.</p>
Other	<p>List expenses for items not listed in other budget categories. Items listed in this section must directly contribute to meeting PE58/59 requirements. Other items may include:</p> <ul style="list-style-type: none"> - Telephone, rent, copying, printing, postage, and mailing that are directly related to program activities; - Software purchases and upgrades, software licensing fees; - Educational materials;

- Paid media campaigns (must include justification that describes how campaigns are related and essential to specific activities in the work plan);
- Purchase of meals for meetings;
- Accreditation and reaccreditation fees.

The purchase of meals for meetings is allowable for meetings if the meeting is directly related to PE 58/59 activities, and meals/food is an important culturally-responsive component of how the Tribe/NARA and/or partners gather to meet. Tribe/NARA must document attendance, including name and affiliation, for all meetings where food is provided.

If expenditures are allocated to the purchase of incentives, incentives may only be given to community partners and community members who are participating as individual citizen volunteers and not as part of paid job duties while representing their employing organization. Incentives may not be given to Tribal health employees. Tribes/NARA must document distribution of incentives, once purchased.

Funds may not be used to provide direct services, as defined above.

Total Direct Costs	The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.
Cost Allocation or Indirect Rate	Indicate the cost allocation or indirect rate. Then enter the total amount for indirect charges.

Fiscal reporting (All PE 58 and PE 59)

Tribes and NARA must report expenses on the quarterly expenditure and revenue report.

For more information

Questions? Contact Danna Drum, 503-957-8869 or danna.k.drum@dhsosha.state.or.us, or Andrew Epstein, 503-969-5816 or andrew.d.epstein@dhsosha.state.us.