

## **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 biennium. Of this, \$33,484,623 is allocated to local public health authorities.

**Federal American Rescue Plan Act (ARPA) COVID-19 Public Health workforce.** In May 2021 OHA received \$25,667,917 through its CDC Public Health Emergency Preparedness Cooperative Agreement for the 2021-23 biennium. Of this, all of the required 40% award allocation to LPHAs or CBOs, \$10,267,167, is allocated to local public health authorities.

This brings the total available funding for the 2021-23 biennium under PE 51-01, PE 51-02 and PE 51-03 to \$43,751,790.

**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 \$14,500,000 of these funds to LPHAs.

The Oregon Health Authority has allocated funding as follows:

**PE51-01** funding for Section 1: LPHA Leadership, Governance and Implementation.

- State General Fund.
- A total of \$29,484,623 is allocated to LPHAs using the public health modernization funding formula. Funds are paid in 1/12 increments.
- Active dates: 7/1/21-6/30/23.

**PE51-02** funding for Section 2: Regional Public Health Service Delivery.

- State General Fund
- A total of \$4,000,000 is allocated to LPHAs. Awards will be based on regional proposals and budgets. Regional funding decisions are expected

by early 2022. Funds are paid to the Fiscal Agent of a regional partnership in 1/12 increments.

- Active dates: 7/1/21-6/30/23.

**PE51-03** funding for Section 3: COVID-19 Public Health Workforce.

- Federal ARPA funds
- A total of \$10,267,167 is allocated to LPHAs using the public health modernization funding formula. Funds are paid in 1/12 increments.
- Active dates: 7/1/21-6/30/24. In October 2022, OHA was granted a no cost extension through 6/30/24.

**PE 51-05** funding for Section 4: Public Health Infrastructure: Workforce

- Federal CDC funds
- A total of \$14,500,000 is allocated to LPHAs using the public health modernization funding formula, except for Multnomah County, which is funded directly by CDC. These are one-time funds that may be used between 12/1/2022 and 11/30/2027
- Each LPHA will determine if they would like to receive all its allocated funding up front or over a one-year or multi-year time period (up to five years maximum through 11/30/2027) to be paid in 1/12 increments.

## **Allowable Expenses and Budget Requirements**

### **PE 01-05 CDC Public Health Infrastructure**

A written budget is not required for PE 51-05. Funds provided through PE 51-05 may only be used to implement activities listed in PE 51 Section 4 Public Health Infrastructure: Workforce. Maximum flexibility is provided to LPHAs 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 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 51-05 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 51-01, PE 51-02, PE 51-03 – Budget Requirements**

Each LPHA must submit two budgets using the template provided by OHA for PE51 -01 and PE51 -03 funds. Fiscal agents for regional partnerships must also submit a budget for PE 51-02 funds. The template includes three separate tabs for PE51-01, PE 51-02 and PE51-03. For the PE51-03 budget only, each LPHA must provide the additional information requested on the budget template for the number and total FTE of new and existing staff funded by job category. This is a federal reporting requirement. OHA is requesting that all LPHAs also provide the additional information for state General Fund dollars allocated through PE 51-01 and -02; the information collected will be used in the public health modernization evaluation.

**Updated budgets for PE51-01, PE 51-02 and PE51-03 were due by close of business on Friday, October 28, 2022.**

### Budget template for PE 51-01, PE 51-02 and PE 51-03

1. For PE 51-01 and -02, an updated budget was required for **7/1/22-6/30/23**.
2. For PE 51-03, an updated budget was required for **7/1/22-6/30/24**.  
Although these funds are active through 6/30/24, LPHAs should use these funds as needed to support requirements in PE 51. Some LPHAs may budget to spend their entire PE 51-03 allocation by the end of FY23, whereas others may plan for a portion of their allocation to carry forward to FY24.
3. The budget template requires narrative descriptions for certain expenses, including salaries and contracts. LPHAs may enter this information on the budget template or provide the information in a separate document.
4. LPHAs may include positions, contracts and other line items paid for with other funds that are necessary for fulfilling PE51 requirements. These can be added as line items with \$0 in associated costs.
5. 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.

Exclusions (PE 51-01, PE 51-02, PE 51-03)

1. Funds awarded may not be used for direct medical 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 or purchase of meals for meetings outside of the OHA Healthy Meetings Policy.
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, nor to replace services required under the existing Financial Assistance Agreement. In developing the framework for Public Health Modernization, the overall intent of the 2014 Task Force on the Future of Public Health Services was for the total local investment in public health services to be maintained or increased, not supplanted by increased state investment in public health. While local funding may shift within an LPHA's budget, the goal is that state public health modernization funds do not supplant overall local investment in public health.

Budget amendments (PE 51-01, PE 51-02, PE 51-03)

1. Modification to the approved budget of 10% or more for any budget category may only be made with OHA approval.
2. OHA may request a revised budget following the end of Fiscal Year 2022 if the LPHA is underspent by more than 20% of expected expenditures. If LPHA 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 51-01, PE 51-02 and PE 51-03 budget and budget narrative includes the following categories:**

<b>Salary</b>	<p>List each position on a separate line. For each position, include the position title, annual salary, FTE as a percentage, and the total number of months the position will be funded. The total salary will automatically calculate.</p> <p>Include a brief description for each position describing their primary responsibilities and how those support PE51 requirements.</p>
<b>Fringe Benefits</b>	<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>
<b>Contractual</b>	<p>List each contract and the name of the subcontractor (if known) along with the anticipated amount of the subcontract and a brief description of the work to be completed.</p> <p>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.</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 <a href="#">Guidance for Local Public Health Authorities on Monitoring of Subcontractors</a> for monitoring requirements.</p>
<b>Travel</b>	<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 rates limit the amount of reimbursement for in-state travel: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</p> <p>Out-of-state: Travel to attend out-of-state events or conferences is permitted if content is applicable to PE51 requirements. Provide a narrative statement that includes the name of the event or conference, and how the proposed travel is related to PE51 requirements. 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: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</p>
<b>Equipment</b>	<p>Include equipment necessary to meet PE51 requirements, such as computers, phones and other technology.</p> <p>Provide a total amount for equipment, as well as a line list of items that cost \$5,000 or more. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. All</p>

	<p>equipment purchases must directly contribute to meeting PE51 requirements.</p> <p>OHA will collect the equipment inventory form at the end of each fiscal year.</p>
<b>Supplies</b>	Provide a total amount for supplies. Supplies may include office supplies or meeting supplies.
<b>Other</b>	<p>List expenses for items not listed in other budget categories. Items listed in this section must directly contribute to meeting PE51 requirements. Other items may include:</p> <ul style="list-style-type: none"> <li>6. Telephone, rent, copying, printing, postage, and mailing that are directly related to program activities;</li> <li>7. Software purchases and upgrades, software licensing fees;</li> <li>8. Educational materials;</li> <li>9. Paid media campaigns (must include justification that describes how campaigns are related and essential to specific activities in the work plan);</li> <li>10. Purchase of meals for meetings (see below);</li> <li>11. Accreditation and reaccreditation fees.</li> </ul> <p>The purchase of meals for meetings is allowable for meetings if more than 50% of meeting attendees are not employees of the health department. LPHA must document attendance, including name and affiliation, for all meetings where food is provided.</p> <p>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 public health employees. LPHA must document distribution of incentives, once purchased.</p> <p>Funds may not be used to provide direct services, as defined above.</p>
<b>Total Direct Costs</b>	The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.
<b>Cost Allocation or Indirect Rate</b>	Indicate the cost allocation or indirect rate. Then enter the total amount for indirect charges.

## **Fiscal reporting (All PE 51)**

LPHAs must report expenses on the quarterly expenditure and revenue report.

### **For more information**

Contact your [Public Health Systems Consultant](#) or **Andrew Epstein** with programmatic and budget questions.

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Contact OSPHD staff at [oha-phd.expendevreport@dhsoha.state.or.us](mailto:oha-phd.expendevreport@dhsoha.state.or.us) with IGA contract or payment questions.