Public Health Emergency
Preparedness Budget Instructions
Fiscal Year 2020-21
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Budget Guidelines
This section identifies basic concepts and rules that apply to the budget template. Many of the hyperlinks that appear in this document are located on the Partner Communication and Alerting Portal (PCA Portal). The PCA Portal requires a Wisconsin Logon Management System (WILMS) ID. For access to or technical question about the PCA Portal, please contact Joe Cordova at joseph.cordova@wiscosin.gov or (608)267-9010.

Auditors would use a budget if the state or local health departments were audited. Please keep this in mind while explaining functions of purchases and justifications throughout each budget. Following these budget guidelines will help ensure a correctly completed budget.

- **Allocations**: Each budget must match the corresponding allocation award. To determine the grant allocations, see BP1901-02 Local Public Health Agency (LPHA) and Tribal Public Health Emergency Preparedness (PHEP) Allocations.
- **Itemization**: Use only one line per item or one line per multiple of the same item. Do not copy additional information on to a second line.
- **Justifications**: Provide a justification for each line item in the budget that explains how the position or item supports public health preparedness. Budget justifications are a common source of errors during the budget review process.
- **Travel**: All travel must be related to public health emergency preparedness, and budgeted at state approved rates.
- **Indirect Costs and Fringe Benefits**: LPHAs are expected to follow their agency policies for establishing indirect costs and fringe benefit rates. Documentation of these rates must be made available to the Office of Preparedness and Emergency Healthcare (OPEHC) upon request.
- **Western Wisconsin Public Health Readiness Consortium (WWPHRC)**: Members of the Western Wisconsin Public Health Readiness Consortium (WWPHRC), please see the Appendix.
- **Supplanting**: Funds may not be used to cover positions and other expenditures already funded by other sources.
- **Sole Source Purchasing**: LPHAs are expected to follow their agency policies as they relate to bidding or sole source contracting or purchasing. Documentation of contracts or purchases must be made available to OPEHC upon request.
- **Expense Preapproval Guidelines**: To request preapproval for any expense for which it is required, email the OPEHC Grants Manager, Dana Wallace.
Step-By-Step Budget Instructions

Below is a list of steps necessary to complete the PHEP budget. Completing these steps will minimize errors and delays. Following these steps, there are numbered sections that provide detailed instructions.

Filling out the Budget

1. Review the Budget Guidelines Section. This section explains basic concepts and prohibited expenditures that apply to the budget templates.
2. Identify your grant allocation. See Partner Communication & Alerting (PCA) Portal announcement.
3. Download and save the correct budget template from the PCA Portal Budget Management page located near the bottom of the page. Please save as to your desktop, otherwise your template will save to the PCA Portal. Do not save the template directly to the webpage.
   **Common Error:** The use of an incorrect budget template is a common error.
4. Name the spreadsheet using the format “[your agency] BP2 1901 PHEP” or “[your agency] BP2 1901 CRI.”
5. Complete detailed budget and narrative information for each tab. The total budget amounts for each tab (such as the Salary and Fringe Benefits, Travel, and Supplies tabs) will automatically total on the Summary tab. In-depth instructions for each budget tab are featured in the detailed budget instructions for each tab section.
6. Provide a justification for each line item in the budget that explains how the position or item supports public health emergency preparedness.
7. **Verify the completion of the Budget Breakdown by Capability** for all rows in each tab on the budget spreadsheet for which a cost is listed before submitting a completed budget. Make sure that each row totals to 100 percent in the Budget Breakdown by Capability. These breakdowns are featured on the far right of each budget category. Below is an example of a correctly completed Budget Breakdown by Capability.
   **Common Error:** Failure to complete the Budget Breakdown by Capability. Ensure that the budget breakdown by capability table is complete in each tab.

   ![Budget Breakdown by Capability](image)

   Figure 1: Correctly Completed Budget Breakdown by Capability

8. Ensure the Total Expenditures on the Summary-Total tab equals your allocation amount once your budget is complete. Cells B19 and B33 must be equal.
   **Common Error:** Total Expenditures and Allocation Amount cells are not equal.
Uploading the Budget
1. Go to the PCA portal under the Local Preparedness Budget Management page and click on “submit a new budget”.
2. Select the appropriate budget period/cooperative agreement from the drop down menu.
3. Use the drop down menu to select your jurisdiction. Here, you will upload your appropriately-named, completed budget.
4. Use the summary information from your budget to complete the online Local and Tribal Preparedness Budget Form.

<table>
<thead>
<tr>
<th>Cooperative Agreement/Budget Period:</th>
<th>Attach Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jurisdiction:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Salary</th>
<th>Mid-year Expenditures</th>
<th>Final Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consultant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If there are comments that you would like OPEHC to review, write them in the comments section.

<table>
<thead>
<tr>
<th>Indirect Rate (enter 0.05 for 5%)</th>
<th>Comments, Initial:</th>
<th>Comments, Mid-year:</th>
<th>Comments, Final:</th>
</tr>
</thead>
</table>

5. Attach completed budget to the Local and Tribal Preparedness Budget Form and enter initial budget numbers into the Local and Tribal Preparedness Budget Form by July 31, 2020.
6. Update the Local and Tribal Preparedness Budget Form with mid-year expenditures by February 26, 2021.
7. Update the Local and Tribal Preparedness Budget Form with final expenditures for the BP2 1901 budget period by August 16, 2021.

If you have questions or need assistance, please contact Dana Wallace at dana.wallace@wi.gov or (608) 261-6375.
Detailed Budget Instructions for Each Tab

Summary Tab

Directions

Ensure that you are using the correct budget template. Remember to name the spreadsheet using the following format: “[your agency] BP2 1901 PHEP” or “[your agency] BP2 1901 CRI.”

Enter the name of the health department into cell B17 and the allocation amount into cell B18. Enter indirect cost expenditures in line B32. Each tab (Salary & Fringe Benefits, Travel, etc.), once completed, will automatically populate the remaining cells on the Summary tab.

Verify the completion of the Budget Breakdown by Capability for all rows on the Summary tab. These lines should populate automatically after all tabs are completed.

Indirect Costs

Directions

The following are examples of expenditures that may be covered by indirect costs rate:

- Financial tracking and report preparation
- Information technology distributed costs
- Distributed accounting costs
- County counsel time
- Administrative services
- Facilities operations charges
- Department analyst time
- Auditor/controller time working on the grant
- Liability insurance
- Personnel services
- Overhead costs

![Figure 2: Location of Indirect Costs on the Local and Tribal Preparedness Budget Form on the PCA Portal](image)

Salary and Fringe Benefits Tab

Directions

For each requested position, provide the following information:

- Name of staff member occupying the position (if not available use "vacant")
- Name of position
- Function of position (such as preparedness or fiscal)
- Annual salary
• Description of position
• Percentage of time budgeted for this program (full time equivalent [FTE])
• Number of months budgeted
• Amount requested for salary
• Fringe as a percentage of salary
• Fringe as a fixed amount
• Amount requested for benefits

Fringe benefits are usually applicable to direct salaries and wages. Profile information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, enter a fixed amount. Include either fringe as a percentage of salary, or fringe as a fixed amount. **Do not** include both.

**Remember to fill in the Budget Breakdown by Capability table and ensure that each row totals to 100 percent.**

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Position Title</th>
<th>Function of Position</th>
<th>Annual Salary</th>
<th>Description of Position</th>
<th>FTE</th>
<th># of Months Budgeted</th>
<th>Amount Requested for Salary</th>
<th>Fringe as a % of Salary</th>
<th>Fringe as a Fixed Amount</th>
<th>Amount Requested for Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Susan Taylor</td>
<td>Project Coordinator</td>
<td>Preparedness</td>
<td>$42,000</td>
<td>This position directs the overall operation of the PHEP program for the health department. Is responsible for overseeing the implementation of program capabilities, and coordinating with other agencies.</td>
<td>25%</td>
<td>12</td>
<td>$5,000.16</td>
<td>0%</td>
<td>$359.13</td>
<td>$359.13</td>
</tr>
<tr>
<td>Example: (Vacant)</td>
<td>Outreach Supervisor</td>
<td>Communications</td>
<td>$27,000</td>
<td>This position will assist with writing and editing communication documents to meet PHEP grant objectives, including plans and ARFs.</td>
<td>100%</td>
<td>12</td>
<td>$27,000.00</td>
<td>27%</td>
<td>$ -</td>
<td>$7,290.00</td>
</tr>
</tbody>
</table>

Figure 3: Example of a Correctly Populated Salary and Fringe Benefits Tab

**Common Errors in Completing the Fringe Benefits Tab**

- **Name of Personnel column lists only generic groups, such as “public health staff” or “department staff”. Make sure to list names of individual personnel on individual lines.**
- **The Description of Position is left blank. Remember that each staff member listed must have a corresponding Description of Position.**
- **Fringe as a Percentage of Salary and Fringe as a Fixed Amount are both filled out. Make sure to fill out Fringe as Percentage of Salary or Fringe as a Fixed Amount, but not both.**

**Travel Tab**

**Directions:**

On separate lines, enter the name of each person who will be travelling. Provide the position title of each traveler. Provide a brief narrative justification for travel, describing why the travel is required, how it relates to public health emergency preparedness, and approximate dates (such as National Association of County and City Health Officials (NACCHO) Conference May 2022). State the function of travel (such as for training or for a conference) and specify if travel is in state or out of state.

**Note:** If traveler is not listed on the Salary and Fringe Benefits page, the traveler must be involved in preparedness work.

Review state-approved rates for travel and other expenses in the [State of Wisconsin Division of Personnel Management Pocket Travel Guide](#).

List number of trips planned and who will be making the trip. If mileage is to be paid, provide the number of miles and cost per mile at the state reimbursement rate of $0.51 per mile.
If per diem is to be paid, indicate the number of days and amount of daily per diem, as well as the number of nights and estimated cost of lodging (reimbursable at state rates per day of breakfast at $8, lunch at $10, dinner at $20, and bag lunch at $4). Specify whether meals purchased were breakfast, lunch, or dinner, and use the state approved per diem rate. Maximum reimbursement rates for lodging in-state is $82 per day for all counties except Milwaukee, Waukesha, and Racine counties, which have a rate of $90 per day.

**Note:** All rates exclude sales and room taxes.

If travel costs include registration fee please list the expense in the Other column on the Travel tab, and specify this cost in the Justification for Travel.

**Note:** Remember to fill in the Budget Breakdown by Capability and ensure that each row totals to 100 percent.

<table>
<thead>
<tr>
<th>Name of Personnel</th>
<th>Position Title</th>
<th>Justification for Travel</th>
<th>Function of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Susan Taylor</td>
<td>Project Coordinator</td>
<td>The Project Coordinator will take 1 trip to the Dells to attend the WPBA Conference in May 2021. This estimate includes $300 for conference registration.</td>
<td>Conferences/Trainings</td>
</tr>
<tr>
<td><strong>Example:</strong> (Vacant)</td>
<td>Outreach Supervisor</td>
<td>The Outreach Supervisor will travel to Atlanta to attend the CDC Conferences schedule for January, April, and August. This estimate includes $50 for conference registration.</td>
<td>Conferences/Trainings</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-state/Out-of-state</th>
<th>Number of Miles</th>
<th>Rate per Mile</th>
<th>Total Mileage</th>
<th># Days (Applies to Per</th>
<th>Per Diem Amount</th>
<th># Days (Applies to Lodging)</th>
<th>Lodging</th>
<th>Other</th>
<th>Budget TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state</td>
<td>120.00</td>
<td>$0.510</td>
<td>$61.20</td>
<td>3</td>
<td>$38.00</td>
<td>1</td>
<td>$82.00</td>
<td>$300.00</td>
<td>$557.20</td>
</tr>
<tr>
<td>Out-of-state</td>
<td>-</td>
<td>-</td>
<td>$500.00</td>
<td>3</td>
<td>$50.00</td>
<td>2</td>
<td>$67.00</td>
<td>$50.00</td>
<td>$834.00</td>
</tr>
</tbody>
</table>

**Figure 4:** Example of a Correctly Populated Travel Tab

**Common Errors in Completing the Travel Tab**
- The Justification for Travel column does not provide a clear link between travel and public health preparedness work. Remember to include a justification for each line item that highlights how travel relates to public health preparedness.
- Rate per Mile is greater than the state-approved rate of $0.51 per mile.
- Only the Budget TOTAL column is populated. Make sure to fill out the following information according to your anticipated travel: mileage, per diem, lodging, or other.
- Entries in the Other column are not clarified in the Justification for Travel section. If including costs in the Other column, make sure to explain what these funds are used for in Justification for Travel section such as conference registration fees, airfare, parking, or ground transportation.

**Equipment Tab**
Directions

Provide a description of the item purchased and a justification for purchase of each item. In the justification for purchase, specify how the item relates to public health emergency preparedness.

This is for items that are **not** considered supplies. Equipment refers to an item that is durable and will be used beyond the budget period (such as electronics or refrigerators), and for the purposes of this budget, **is at least $5,000 per unit cost**. If multiple items total more than $5,000, such as the purchase of three laptop computers at $2,500 each, these do not go in the Equipment tab, as their **individual cost is less than $5,000 each**. Maintenance or rental fees for equipment should be included in the Other tab.

If using PHEP funding to fund only part of an item, include the full cost of the item under acquisition cost and then calculate the percentage of that item that will be funded with PHEP. The formula under the $ of PHEP Funds section will calculate the dollar amount.

The PHEP program collects equipment information as part of the federal asset reporting requirements. The PHEP program may follow up in future years to determine the disposition of these items.

**Note:** Remember to fill in the Budget Breakdown by Capability.

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Justification for Purchase</th>
<th>Who Holds the Title</th>
<th>Serial Number or Other Identification Number</th>
<th>Acquisition Date</th>
<th>Acquisition Cost</th>
<th>% of PHEP Funds</th>
<th>$ of PHEP Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Western Shelter Gatekeeper I-20 All Hazards Emergency Facility</td>
<td>This item allows the Department to train staff and volunteers on sheltering procedures, including use in our annual exercise.</td>
<td>Madison County DPH</td>
<td>GK120</td>
<td>1/16/2014</td>
<td>$108,194.68</td>
<td>75%</td>
<td><strong>$81,146</strong></td>
</tr>
</tbody>
</table>

**Figure 5: Example of a Correctly Populated Equipment Tab**

**Common Errors in Completing the Equipment Tab**

- Individual items priced at less than $5,000 are included in the Equipment tab. Please only include individual item costs greater than $5,000.
- Quantity and unit cost of items are not specified. If purchasing multiples of the same item, list the quantity and unit cost of each item in the Description of Item column.
- Equipment listed falls outside of federal guidelines and has not received prior approval from OPEHC.

**Supplies Tab**

**Directions**

Supplies are generally consumable and expendable, or items such as electronics that cost less than $5,000 each. List each supply item individually. Show the unit cost of each item, number of items, and total dollar amount. Provide justification for each item and relate each item to public health emergency preparedness. Supply items should **not** include services purchased. Services (such as monthly service contract or maintenance fees) should go in the Contractual tab.

If appropriate, general office supplies may be shown by an estimated amount per month times the number of months in the budget category tied to some basis of allocation (usually FTE).

Remember to fill in the Budget Breakdown by Capability.

**Note:** The purchase of promotional items such as memorabilia, gifts, and souvenirs with PHEP funds is prohibited.
Common Errors in Completing the Tab

- Quantity and unit cost of items are not specified. If purchasing multiples of the same item, list the quantity and unit cost of each item in the Description of Items column.
- Services are included. Services should be listed in the Contractual tab or Other tab as appropriate.
- Promotional items are included. Promotional items are not an allowable expense. (See Funding Restrictions)
- Description of Item is general and does not provide details or itemization (i.e., “miscellaneous costs”). Items must be specified.

Contractual Tab

Directions

For contractual costs that are general in nature (such as janitorial, maintenance, payroll services, or Certified Public Accountant (CPA)), include the description of the service, the hourly rate or price per unit, and the number of units or hours to be purchased. For services, summarize the scope of work (such as what you will receive) under Description of Vendor and indicate how the contractor was selected (such as bid or sole source) under Mode of Selection. Follow local procurement guidelines. If sole source, please provide a detailed justification as to why this approach was utilized as opposed to a bid method.

Note: The Centers for Disease Control and Prevention (CDC) use this category for any item where you could use a contract when purchasing from a vendor. For example, if you purchase personal protective equipment (PPE), it would be via a contract with a vendor (like a purchase order). Alternatively, you might hire a trainer and develop a contract with a scope of work to define what the trainer will accomplish for you. In addition, remember to fill in the Budget Breakdown by Capability.
Common Errors in Completing the Contractual Tab

- Mode of Selection and Function of Purchase columns are left blank. Remember to specify Mode of Selection and Function of Purchase for each contracted vendor.
- A detailed justification is not included in the Description of Vendor column when sole source method versus bid method is utilized for mode of selection. When sole source selection is utilized, a justification for this method must be provided.

Consultant Tab

This category is appropriate when hiring an individual to give professional advice or services for a fee but not as an employee of the grantee organization. The consultant’s efforts contribute to the program capabilities, however, their work is not designed to achieve the capabilities. The services are usually unique, specialized professional skills (as opposed to administrative or manual labor costs) requiring advanced education or experience in a specific technical field.

Directions

Complete the Description of Items, Justification for Service, and Total Cost. The Justification of Service should be based off the contract or scope of work drafted at the time the consultant was contracted. Remember to fill in the Budget Breakdown by Capability.

---

<table>
<thead>
<tr>
<th>Name of Vendor</th>
<th>Description of Vendor</th>
<th>Function of Purchase</th>
<th>Mode of Selection</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> HMS Inc.</td>
<td>Annual maintenance fee and annual service fee for public health surveillance system capable of collecting data relevant to public health both automatically and in real time. Sole Source selection was used because of an existing annual contract.</td>
<td>Services</td>
<td>Sole Source</td>
<td>$ 0.450</td>
</tr>
<tr>
<td><strong>Example:</strong> ABC Training</td>
<td>Contract with ABC Training to provide training to local emergency responders.</td>
<td>Exercise and Preparedness Development</td>
<td>Bid</td>
<td>$ 600</td>
</tr>
<tr>
<td><strong>Example:</strong> AVI Technical Services</td>
<td>Contract with AVI to provide upgrades to the EOC, including new wiring and upgrades to display various data systems needed to conduct and participate in conference calls during an emergency. Sole Source selection was used because AVI Technical is a unique service in the area.</td>
<td>Services</td>
<td>Sole Source</td>
<td>$ 5,000</td>
</tr>
</tbody>
</table>
Common Errors in Completing the Consultant Tab

- Costs listed do not belong in the Consultant tab, or do not provide enough information to determine the nature of the service. Verify that costs listed under the consultant tab are unique, specialized, and professional in nature, rather than administrative or manual labor costs, which should be located in the Contractual tab.

Other Tab

This category contains items not included in the previous budget categories.

Directions

Complete the Description of Item or Service, Function of Purchase (such as communications or administration), Total Cost, and Justification/Basis for Allocation. Remember to fill in the Budget Breakdown by Capability.

If appropriate, detail monthly or other recurring costs in the justification or basis for allocation column.

**Note:** Maintenance or rental fees for equipment should be listed here. The Other tab should include costs such as phone service fees or other costs that would be enterprise services (such as costs for regular services such as internet and landlines that support daily operations) within your agency and are billed back to you by your agency.

Membership fees should also be listed here, and should receive prior approval from OPEHC.

<table>
<thead>
<tr>
<th>Description of Item or Service</th>
<th>Function of Purchase</th>
<th>Total Cost</th>
<th>Justification/Basis for Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong> Local and long distance telephone costs</td>
<td>Communications</td>
<td>$4,800.00</td>
<td>Total phone costs are anticipated to be $4,800 based on 8 FTE x $50 per month x 12 months.</td>
</tr>
<tr>
<td><strong>Example:</strong> Equipment rental (postage machine)</td>
<td>Administration/Internal Services</td>
<td>$1,200.00</td>
<td>Total postage costs are anticipated to be $2,000 based on previous year actual costs.</td>
</tr>
<tr>
<td><strong>Example:</strong> Occupancy costs</td>
<td>Administration/Internal Services</td>
<td>$24,000.00</td>
<td>The Health Department's rent per person, based on the cost allocation plan, is $1,000 per month. Based on 2 FTE, total cost will be $24,000.</td>
</tr>
</tbody>
</table>

Figure 9: Example of a Correctly Populated Other Tab

Common Errors in Completing the Other Tab

- Different items are lumped together in the same line of the budget. Make sure to list distinct items on separate lines.
- Quantity and unit cost of items are not specified. If purchasing multiples of the same item, list the quantity and unit cost of each item in the Description of Item or Service column.
Funding Restrictions

Notice of Funding Opportunity (NOFO) Restrictions—PHEP Cooperative Agreement CDC-RFA-TP19-1901

General Restrictions

- LPHAs may not use funds for research.
- LPHAs may not use funds for clinical care except as allowed by law.
- LPHAs may use funds only for reasonable program purposes including personnel, travel, supplies, and services.
- Generally, LPHAs may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the LPHA.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
  - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
  - The salary or expenses of any grant or contract recipient, or agent acting for such LPHA, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body.
- See additional requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or sub-recipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See AR 35 for applicability.
- Recipients may supplement but not supplant existing state or federal funds for activities described in the budget. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds.
- Payment or reimbursement of backfilling costs for staff is not allowed.
- None of the funds awarded to these programs may be used to pay the salary of an individual at a rate in excess of executive level II or $192,300* per year.
- Funds may not be used to purchase or support (feed) animals for labs, including mice.
- Funds may not be used to purchase a house or other living quarters for those under quarantine. Rental may be allowed with approval from the CDC Office of Grants Services.

Supplanting

* Updated per the notice of award
Recipients may supplement but not supplant existing state or federal funds for activities described in the budget. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. For example, funds may not be used to cover positions and other expenditures already funded by other sources.

**Personnel Costs**
LPHAs may (with prior approval from OPEHC) use funds for overtime for individuals directly associated (listed in personnel costs) with the grant.

**Travel**
Travel or conferences not specific to public health emergency preparedness are not allowed.

**Lobbying**
Other than for normal and recognized executive-legislative relationships, PHEP funds may not be used for:
- Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
- The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body.

See [AR 12](#) for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.

**Construction and Major Renovations**
- LPHAs may not use funds for construction or major renovations.
- Generally, LPHAs may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly justified in the budget.

**Passenger Road Vehicles**
- Funds cannot be used to purchase over-the-road passenger vehicles.
- Funds cannot be used to pay for over-the-road passenger vehicle registration or maintenance.
- Funds cannot be used to purchase vehicles to be used as means of transportation for carrying people or goods, such as passenger cars or trucks and electrical or gas-driven motorized carts.
- Funds can (with prior approval from OPEHC) be used to lease vehicles to be used as means of transportation for carrying people or goods, e.g., passenger cars or trucks and electrical or gas-driven motorized carts during times of need, such as to transport personnel and supplies to support medical countermeasure point of dispensing (POD) operations.
- Funds can (with prior approval from OPEHC) be used to make transportation agreements with commercial carriers for movement of materials, supplies and equipment. There should be a written process for initiating transportation agreements (such as contracts, memoranda of understanding [MOU], formal written agreements, and other letters of agreement). Transportation agreements should include, at a minimum, the:
  - Type of vendor.
  - Number and type of vehicles, including vehicle load capacity and configuration.
  - Number and type of drivers, including certification of drivers.
  - Number and type of support personnel.
  - Vendor’s response time.
Vendor’s ability to maintain cold chain, if necessary to the incident.
This relationship may be demonstrated by a signed transportation agreement or documentation of transportation planning meeting with the designated vendor. All documentation should be available to the CDC project officer for review if requested.

**Transportation of Medical Materiel**
- Funds can (with prior approval) be used to procure leased or rental vehicles for movement of materials, supplies and equipment.
- LPHAs can (with prior approval) use funds to purchase material-handling equipment (MHE) such as industrial or warehouse-use trucks to move materials, such as forklifts, lift trucks, or turret trucks. Vehicles must be of a type not licensed to travel on public roads.
- LPHAs may purchase basic (non-motorized) trailers with prior approval from OPEHC.

**Procurement of Food and Clothing**
- Funds may not be used to purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts.
- Purchase of vests (or similar items) that may be used multiple times by numerous individuals, to be worn during exercises or responses are allowed.
- Generally, funds may not be used to purchase food. However, with prior approval from OPEHC, funds may be allowed for the purchase of food. Specifically, if providing a meal and/or refreshments is necessary to avoid negatively impacting the effectiveness of a training or exercise (i.e., time considerations related to attendees leaving the premises to purchase food, delayed start time of training or exercise, etc.), preapproval may be requested. Note: LPHAs are required to maintain an agenda and a meal sign-in sheet at the local level for auditing purposes. See 45 CFR 75.432 for additional information.

**Vaccines**
- LPHAs can (with prior OPEHC approval) use funds to purchase caches of antibiotics for use by public health responders and their households to ensure the health and safety of the public health workforce during an emergency response, or an exercise to test response plans. Funds may not be used to supplant other funding intended to achieve this objective.
- LPHAs can (with prior OPEHC approval) use funds to purchase caches of vaccines for public health responders and their households to ensure the health and safety of the public health workforce.
- LPHAs can (with prior OPEHC approval) use funds to purchase caches of vaccines for select critical workforce groups to ensure their health and safety during an exercise testing response plans.
- LPHAs may not use PHEP funds to supplant other funding intended to achieve these objectives.
- LPHAs must document in their submitted exercise plans the use of vaccines for select critical workforce personnel before OPEHC will approve the vaccine purchase.
- Recipients of PHEP-funded vaccines (within the context of the exercise) may include:
  - Persons who meet the criteria in the CDC Advisory Committee on Immunization Practices (CDC/ACIP) recommendations for who should receive vaccine; and
  - Persons who are not eligible to receive the vaccine through other entitlement programs such as Medicare, Medicaid, or the Vaccines for Children (VFC) program. VFC-eligible children or Medicare beneficiaries may participate in the exercise; however, they should be vaccinated with vaccine purchased from the appropriate funding source.
- PHEP funds may not be used to purchase vaccines for seasonal influenza mass vaccination clinics or other routine vaccinations covered by Advisory Committee on Immunization Practices (ACIP) schedules.
- PHEP funds may not be used to purchase influenza vaccines for the general public.

LPHAs may not use funds for clinical care except as allowed by law. Per the PHEP Notice of Funding Opportunity, clinical care is defined as "directly managing the medical care and treatment of individual patients.” PHEP-funded staff may administer medical countermeasures (MCMs) such as antibiotics or vaccines as a public health intervention in the context of an emergency response or an exercise to test response plans. CDC does not consider this clinical care since it is not specific to one.

**Laboratory Supplies**

Instruments, reagents, and supplies for the following are not generally purchased with PHEP funding:
- Instruments, reagents, and supplies for testing seasonal influenza
- Instruments, reagents, and supplies for testing rabies
- Instruments, reagents, and supplies for routine food testing (surveillance)
- Instruments, reagents, and supplies for testing vaccine preventable diseases (such as measles or mumps)
- Instruments, reagents and supplies for routine testing of vector-borne illnesses (both clinical and vector surveillance)
- Routine drug screening of laboratory staff
- Influenza vaccines (for the general public)

Because recipients receive substantial assistance from CDC through other programs, recipients should ensure these line items are funded under the appropriate program.

**Advertising and Public Relations, Supplies, Meetings, Promotional Items and Memorabilia**

*(Federal Regulation Codes under section 200.421: PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)*

(a) The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.

(b) The only allowable advertising costs are those which are solely for:
   (1) The recruitment of personnel required by the non-Federal entity for performance of a Federal award (See also §200.463 Recruiting costs);
   (2) The procurement of goods and services for the performance of a Federal award;
   (3) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or
   (4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

(c) The term “public relations” includes community relations and means those activities dedicated to maintaining the image of the non-Federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

(d) The only allowable public relations costs are:
(1) Costs specifically required by the Federal award;
(2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award); or
(3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.

(e) Unallowable advertising and public relations costs include the following:
   (1) All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section;
   (2) Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also §200.432 Conferences), including:
      (i) Costs of displays, demonstrations, and exhibits;
      (ii) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and
      (iii) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;
   (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
   (4) Costs of advertising and public relations designed solely to promote the non-Federal entity.

Memberships
Generally, funds may not be used for membership fees. However, with prior approval from OPEHC, under certain conditions, funds may be used for membership fees. To request preapproval for any expense for which it is required, email the OPEHC Grants Manager, Dana Wallace.
Appendix

Western Wisconsin Public Health Readiness Consortium (WWPHRC) Expenditures

Counties that participate in the WWPHRC will establish an MOU with the consortium that directs OPEHC to reduce their allocation by a certain dollar amount. OPEHC will reduce the LPHAs’ dollar amount in the actual contract and increase by that amount the contract for Polk County (the fiscal agent for the WWPHRC).

Please do not include the WWPHRC dollar amount in your county budget posted on the PCA Portal. On the local and tribal preparedness budget form, in the initial budget column, do not include amounts from your original LPHA allocation. Rather, list the dollar amounts that are included in your contract with OPEHC, which reflects the amount redirected to the WWPHRC.

For example, if your initial LPHA allocation from OPEHC is $100,000 but 25 percent is being redirected to WWPHRC (off the top) then your initial budget should total $75,000. Please do not list your initial budget as $100,000 with a contractual line item of $25,000 to the WWPHRC. That does not reflect the actual amount in your contract and Community Aids Reporting System (CARS) profile.

### Local and Tribal Preparedness Budget Form

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<th>Attach Worksheet (Initial Budget Only)</th>
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