

**Public Health Emergency
Preparedness
Budget Instructions Budget Period 1 (BP1)
7/1/2024–6/30/2025**



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Budget Guidelines

This section identifies general best practices when completing your Public Health Emergency Preparedness (PHEP) budget. For local health departments that receive Cities Readiness Initiative (CRI) funding, all PHEP budget guidelines also apply to your CRI budget. Many of the hyperlinks that appear in this document are located on the [Partner Communications and Alerting Portal \(PCA Portal\)](#). The PCA Portal requires a Wisconsin Logon Management System (WILMS) ID. For access to or technical questions about the PCA Portal, please contact the PCA Portal Support Team at dhspcaportal@dhs.wisconsin.gov.

Submitted PHEP budgets will be reviewed by Office of Preparedness and Emergency Health Care (OPEHC) programmatic and fiscal staff. In the event of an audit of the state or local health departments, auditors may review PHEP budgets. Please keep this in mind when justifying your expenses.

- Allocations: Match each budget with the corresponding allocation award. Local health department and Tribal health center allocation amounts are posted to the PCA Portal [Local and Tribal Objectives page](#) and will populate automatically in the PHEP budget template Summary-Total tab once you select the name of your health department or Tribal health center.
- Itemization: List only one expense per line or one of the same type of expense per line.
- Justifications: Provide a justification for each line item in the budget that explains how the expense supports public health emergency preparedness. All expenses must support one or more of the Centers for Disease Control and Prevention (CDC) [Public Health Emergency Preparedness and Response Capabilities](#). Referencing these capabilities in your narrative justifications is encouraged. Justifications should address the "5 Ws," who, what, when, where, and why, to ensure the information is clear to a reader who is external to your program.
- Data entry: Only enter information in yellow highlighted cells. Do not enter data in light blue cells; values in these cells will populate automatically. Purple cells are provided as examples of how to fill out the budget template.
- Supplanting: Funds may not be used to cover positions and other expenditures already funded by other sources.
- Allowable expense questions: [Contact](#) an OPEHC grants manager or the PHEP program coordinator with any questions regarding allowable uses of PHEP funding or any other PHEP budget questions.
- Western Wisconsin Public Health Readiness Consortium (WWPHRC): See the [Appendix](#) if you are a member of the Western Wisconsin Public Health Readiness Consortium (WWPHRC).

Step-by-Step Budget Instructions

1. Review the [Budget Guidelines Section](#).
2. Download and save the appropriate budget template from the [Local Preparedness Budget Management page](#). In this case, the budget template will be titled "BP1 1901 PHEP Budget Template" or "BP1 1901 PHEP CRI Budget Template" (for Cities Readiness Initiative jurisdictions). Budget templates are located near the bottom of the page. Please **"save as"** to your own files, otherwise edits to your template will save to the PCA Portal.
3. Name the spreadsheet using the format "[your agency] BP1 1901 PHEP Budget" or "[your agency] BP1 1901 PHEP CRI Budget."
4. As you fill out the budget, complete the Budget Breakdown by Capability for all rows in which a cost is listed. The Budget Breakdown by Capability is located on the far right of each budget tab. Enter percentages to indicate which of the CDC [Public Health Emergency Preparedness and Response Capabilities](#) the expense will maintain or strengthen. A higher percentage indicates a greater share of your effort going toward this capability. Ensure that each row totals to 100 percent. Figure 1, below, shows an example of a correctly completed Budget Breakdown by Capability. The Budget Breakdown by Capability uses capability abbreviations. Full capability names and explanations are included in the capabilities guidance linked above.

Budget Breakdown by Capability															
CP	CR	EOC	EPIW	FM	IS	MC	MCD	MMMD	MS	NPI	PHLT	PHSEI	RSH	VM	TOTAL
50%	0%	20%	0%	0%	0%	15%	0%	0%	0%	0%	0%	15%	0%	0%	100%
20%	20%	0%	20%	0%	20%	0%	0%	0%	0%	0%	0%	0%	20%	0%	100%

Figure 1: Correctly Completed Budget Breakdown by Capability

Summary-Total Tab

Directions

Use the correct budget template. Ensure it corresponds to the appropriate:

- Cooperative agreement.
- Budget period.

Use the following naming convention for the spreadsheet:

- [your agency] BP1 1901 PHEP Budget
- [your agency] BP1 1901 PHEP CRI Budget (for Cities Readiness Initiative jurisdictions only)

Select the name of your health department or Tribal health center in cell B15.

Your agency's allocation amount will automatically populate in cell B16. Allocations are also posted to the [Local and Tribal Objectives page](#) for your reference.

Notes:

- Only enter information in yellow-highlighted cells. Do not enter data in light blue cells; values in these cells will populate automatically.
- The remaining cells in the Summary-Total tab will automatically populate once expenses are entered in the budget category tabs (such as Salary and Fringe Benefits, Travel, and Equipment). Indirect costs should be entered in the [Indirect tab](#), which will automatically populate cell B28 of the Summary-Total tab.
- The Budget Breakdown by Capability, in the Summary-Total tab, will automatically populate once it is completed in the budget category tabs.

Salary and Fringe Benefits Tab

Directions

For each requested position, provide the following information:

- Name of personnel occupying the position (if not available, enter "Vacant")
- Position title
- Description of position (this should describe the scope of responsibility of the position and explain how it relates to public health emergency preparedness)
- Annual salary
- Percentage of time paid via PHEP funding (full time equivalent [FTE])
- Number of months budgeted

- Fringe as a percentage of salary

Notes:

- Fringe benefits are usually applicable to direct salaries and wages. Information on the basis for fringe calculation must be made available upon request.
- On-call pay should be included in the Salary and Fringe Benefits tab.

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

Name of Personnel	Position Title	Description of Position	Annual Salary	% Time Paid via PHEP	# of Months Budgeted	Amount Requested for Salary	Fringe as a % of Salary	Amount Requested for Benefits	Total Amount for Position
<i>Example: Susan Taylor</i>	<i>Preparedness Coordinator</i>	<i>This position coordinates 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.</i>	<i>\$ 45,000</i>	<i>100%</i>	<i>12</i>	<i>\$ 45,000.00</i>	<i>36%</i>	<i>\$ 16,200.00</i>	<i>\$ 61,200.00</i>
<i>Example: (Vacant)</i>	<i>Health Officer</i>	<i>This position supervises health department staff with preparedness and response roles, liaises with community partners and stakeholders, and serves as Incident Commander during incidents.</i>	<i>\$ 84,000</i>	<i>25%</i>	<i>10</i>	<i>\$ 17,500.00</i>	<i>36%</i>	<i>\$ 6,300.00</i>	<i>\$ 23,800.00</i>

Figure 2: Example of a Correctly Populated Salary and Fringe Benefits Tab

Common Errors—Salary and Fringe Benefits Tab

- **Name of Personnel:**
 - *Error:* Lists only generic groups (for example, “public health staff” or “department staff”).
 - *Correction:* List names of individual personnel on separate lines.
- **Description of Position:**
 - *Error:* Field is left blank or does not describe how the position is related to public health emergency preparedness.
 - *Correction:* Provide a description of position responsibilities for each staff member and describe how the position supports public health emergency preparedness.
- **Annual Salary:**
 - *Error:* The amount listed is the total amount to be charged to PHEP funding, not the base salary figure for the staff member.
 - *Correction:* Provide base annual salary in the Annual Salary cell for each staff member.

Travel Tab

Directions

- **Traveler type:**
 - Dollars requested in the **Travel category** should be for **agency staff travel only**.
 - Travel for any **other participants** (if applicable) should be included in the **Other tab**.
- **Funding type:**
 - PHEP carryover funding cannot be used to support travel expenses.
 - Local health departments and Tribal health centers should use their PHEP base (current year) funding for this purpose.
- **Reimbursement rates:** Each local health department and Tribal health center should use their agency's or organization's travel reimbursement rate as set forth in an established policy. Requested reimbursement for travel costs submitted through the State of Wisconsin Community Aids Reporting System (CARS) cannot exceed Wisconsin state travel reimbursement rates. State reimbursement rates are listed in the [State of Wisconsin Division of Personnel Management Pocket Travel Guide – November 2023](#).
- **Data entry:**
 - **Name of Personnel:** On separate lines, enter the name of each staff member who will be travelling for purposes related to public health emergency preparedness.
 - **Position Title:** Provide the position title of each traveler. If the traveler is not listed on the Salary and Fringe Benefits page, the traveler must be involved in public health emergency preparedness work.
 - **Justification for Travel:** Provide a brief narrative justification for travel describing:
 - Why the travel is required.
 - How it relates to public health emergency preparedness.
 - Destination location, including city and state.
 - Known or approximate dates of travel (such as National Association of County and City Health Officials [NACCHO] Preparedness Summit, March 2024, Cleveland, Ohio).
 - **Function of travel:** Select the function of travel from the drop-down list. *If selecting "Other,"* specify the function of travel in the Justification for Travel cell. Different types of trips (for example, a conference versus quarterly meetings or two different conferences) should be listed as separate line items.
 - **In-state/Out-of-state:** Indicate if travel is in-state or out-of-state.
 - **Mileage:** If mileage is to be paid:

- Provide the number of miles.
- The rate per mile is automatically set to the current Wisconsin state reimbursement rate of \$0.51. Requested reimbursement for travel costs submitted through the State of Wisconsin Community Aids Reporting System (CARS) cannot exceed Wisconsin state travel reimbursement rates. If your agency or organization's travel reimbursement rate as set forth in an established policy is *less* than the Wisconsin state reimbursement rate, please contact OPEHC staff and request that appropriate adjustments be made to the budget template Travel tab.
- **Meals:** If meal costs are to be reimbursed:
 - Provide the number of days.
 - Provide the meal cost per diem.
- **Lodging:** If lodging costs are to be reimbursed:
 - Provide the number of nights lodging.
 - Provide the estimated cost of lodging per night.
- **Other:** If travel costs include other costs not included in columns F through L (such as conference registration fees, airfare, parking, or ground transportation):
 - Enter the expense(s) in the Other cell (column M).
 - Specify the other expense(s) in the Justification for Travel cell (for example, "Other costs include \$400 for airfare, \$300 for registration, and \$25 for airport parking").

Note: Out-of-State Travel

- **Multiple travelers and trips:** The amount of PHEP funds used to support multiple travelers for multiple out-of-state trips should be limited. Approval from OPEHC is required for multiple out-of-state travelers or multiple out-of-state trips.
- **Reasonable expenses:** PHEP grantees in travel status are expected to use good judgment when incurring travel costs. Only expenses incurred while conducting official PHEP business will be reimbursed. Reimbursement claims must represent actual, reasonable, and necessary expenses. Reimbursements may not cover the entire cost if they exceed prescribed limitations.

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

Name of Personnel	Position Title	Justification for Travel	Function of Travel	In-state/Out-of-state
<i>Example: Susan Taylor</i>	<i>Preparedness Coordinator</i>	<i>The Preparedness Coordinator will take 1 trip to Wisconsin Dells to attend the WPHA Conference in May 2024. This conference includes several sessions on public health emergency preparedness topics. Other costs include \$300 for conference registration.</i>	<i>Conference</i>	<i>In-state</i>
<i>Example: (Vacant)</i>	<i>Health Officer</i>	<i>The Health Officer will travel to Atlanta, GA to attend the NACCHO Preparedness Summit scheduled for April 2024. Other costs include \$400 for airfare, \$300 for registration, and \$25 for airport parking.</i>	<i>Conference</i>	<i>Out-of-state</i>

Number of Miles	Rate per Mile	Total Mileage	# Days	Meal Per Diem	# Nights Lodging	Lodging Per Diem	Other *any cost listed here must be explained in Justification for Travel (column C)	Budget TOTAL
120.00	\$ 0.510	\$ 61.20	3	\$ 41.00	2	\$ 90.00	\$ 300.00	\$ 664.20
50.00	\$ 0.510	\$ 25.50	5	\$ 50.00	4	\$ 204.00	\$ 725.00	\$ 1,816.50

Figure 3: Example of a Correctly Populated Travel Tab

Common Errors—Travel Tab

- **Justification for Travel:**
 - *Error:* The justification for travel does not provide a clear link between travel and public health emergency preparedness work.
 - *Correction:* Include a justification for each line item that explains how travel relates to public health emergency preparedness.
- Maximum reimbursement rates:
 - *Error:* Mileage, meal, or lodging rate listed exceeds Wisconsin state travel reimbursement rates.
 - *Correction:* Ensure that rates listed do not exceed [Wisconsin state travel reimbursement rates](#). If your agency or organization's travel reimbursement rate as set forth in an established policy is *less* than the Wisconsin state reimbursement rate,

please contact OPEHC staff and request that appropriate adjustments be made to the budget template Travel tab.

- **Other costs:**

- *Error:* Expenses in the Other cell are not specified in the Justification for Travel.
- *Correction:* If including costs in Other, explain the expense(s) in the Justification for Travel (column C).

Equipment Tab

Directions

- **Equipment definition:** Per CDC guidelines, “equipment” is defined as a tangible, non-expendable item that has a useful life of more than one year **and** an acquisition cost of \$5,000 or more per unit. Individual items costing less than \$5,000 per unit with a useful life of more than one year should be listed in the Other tab. Maintenance or rental fees for equipment should be included in the Other tab.
- **Data entry:**
 - **Description of item:** Provide a description of the item
 - **Justification of item:** Provide a justification for the item that explains how it relates to public health emergency preparedness.
 - **Serial number or other identification number and acquisition date:** Once you have received approval from OPEHC and purchased the item, follow up with OPEHC to provide the serial number or other identification number and acquisition date. 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.
 - **Cost:** Enter the full cost of the item in the Cost cell (column E).
 - **Percentage of PHEP funds:** Include the percentage of PHEP funds anticipated to be used to purchase the item.

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

Description of Item	Justification of Item	Serial Number or Other Identification Number	Acquisition Date	Cost	% of PHEP Funds	Budget Total
<i>Example: Generator</i>	<i>This item serves as a backup power source in the event of a power loss in the public health emergency operations center.</i>	<i>A8120</i>	<i>2/1/2024</i>	<i>\$ 300,000.00</i>	<i>5%</i>	<i>\$ 15,000</i>
<i>Example: TSI Portacount Fit Test Machine</i>	<i>This item allows the Department to conduct quantitative fit testing of staff and partners to support responder safety and health.</i>	<i>8038-36481</i>	<i>9/1/2023</i>	<i>\$ 15,550.00</i>	<i>100%</i>	<i>\$ 15,550</i>

Figure 4: Example of a correctly populated Equipment Tab

Common Errors—Equipment Tab

- **Cost:**
 - *Error:* Individual items with an acquisition cost of less than \$5,000 per unit are included in the Equipment tab.
 - *Correction:* Include only individual items with an acquisition cost of \$5,000 or more per unit in the Equipment tab.

Supplies Tab

Directions

- **Supplies definition:** Supplies are generally consumable and expendable. Supply items should not include services purchased.
- **Data entry:**
 - **Description of item:**
 - Provide a description of each item.
 - List each supply item or type of item on separate lines.
 - **Justification of item:** Provide a justification for the item that explains how it relates to public health emergency preparedness.
 - **Unit of measure, quantity, and cost per unit:** Provide the unit of measure (such as month, item, or case) and enter the quantity and cost per unit.
 - **Other cost:** If supplies costs include other costs not included in the per unit cost (such as shipping or printing costs):
 - Enter this expense or expenses in the Other Cost cell (column F)
 - Specify the expense(s) in the Justification of Item cell.

Notes:

- If appropriate, general office supplies may be shown using a jurisdiction-approved basis of allocation (for example, \$200 per year per FTE @ 3.5 FTE = \$700).
- The purchase of promotional items, such as giveaways, tote bags, or promotional magnets, with PHEP funds is [prohibited](#).

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

Description of Item	Justification of Item	Unit of Measure (e.g., month, item, case, etc.)	Quantity	Cost per Unit	Other Cost	Budget Total
<i>Example: General office supplies (pens, pencils, paper, etc.)</i>	<i>These supplies will support the operations of the PHEP program.</i>	<i>Months</i>	<i>12</i>	<i>\$ 20.00</i>	<i>\$ -</i>	<i>\$ 240.00</i>
<i>Example: Educational pamphlets - emergency alerting system</i>	<i>These educational pamphlets will inform the public and partners about our county emergency public information and warning system. Other costs includes \$38 for shipping.</i>	<i>Item</i>	<i>3000</i>	<i>\$ 1.00</i>	<i>\$ 38.00</i>	<i>\$ 3,038.00</i>
<i>Example: Emergency Operations Coordination (EOC) vests</i>	<i>These vests will be used multiple times by numerous staff members, to be worn during public health exercises or responses, and will remain property of the health department.</i>	<i>Item</i>	<i>10</i>	<i>\$ 15.00</i>	<i>\$ -</i>	<i>\$ 150.00</i>

Figure 5: Example of a Correctly Populated Supplies Tab

Common Errors—Supplies Tab

- **Unit of measure, quantity, cost per unit:**

- *Error:* Unit of measure, quantity, and cost per unit are not specified.
- *Correction:* Provide unit of measure, quantity, and cost per unit in the appropriate cells.

- **Other Costs:**

- *Error:* Supply costs are included in "Other Costs."
- *Correction:* The Other cost column is only for other costs not included in the per unit cost (such as shipping or printing costs).

- **Promotional Items:**

- *Error:* Promotional items are included.
- *Correction:* Do not include promotional items in your PHEP budget. Promotional items are not an allowable expense (see [Funding Restrictions](#)).

- **Description of Item:**

- *Error:* Description of item does not provide sufficient detail or itemization (for example, entering only "miscellaneous costs").
- *Correction:* Provide specific information about the item(s) to be purchased.

- **Item not a Supply**

- *Error:* Item listed in the Supply category is not consumable and may be used by multiple people or more than a year (for example, purchase of a printer, phone, canopy, etc.)
- *Correction:* List items that are not consumable and have a purchase cost of under \$5,000 per unit in the "Other" category tab.

Contractual Tab

Directions

- **Contractual definition:** Per CDC guidelines, the “contractual” category is used for any item where you could use a “contract” (or other type of agreement) when purchasing from a third party to acquire commercial goods or services. For example, you may hire a trainer and develop a contract with a scope of work to define what the trainer will accomplish for you.
- **Data entry:**
 - **Name of vendor:** Provide the name of the vendor (if not available, use “TBD”).
 - **Description of service:** Provide a description of service that summarizes the vendor’s scope of work (what you will receive).
 - **Justification of service and cost calculation:**
 - Provide a justification of service that explains how the service relates to public health emergency preparedness.
 - Include a cost calculation or description that explains how you arrived at the total cost figure in column E.
 - **Mode of selection:** Indicate how the contractor was selected in the Mode of Selection cell (best judgment, bid, or sole source). If sole source, provide a justification in the Justification of Service cell that explains why this mode of selection was used as opposed to a competitive bid. Follow local procurement guidelines if stricter than the thresholds below.
 - **Bid** is required for any single contract/agreement over \$5,000 or total contracts/agreements to a single vendor over \$5,000 in a fiscal year.
 - **Best Judgment** can be used for any contract/agreement up to \$5,000 in a fiscal year. Contracts totaling more than \$5,000 with a vendor in a grant year is considered serial contracting and would require a selection process.
 - **Sole Source** may only be used when a product or service is only available from one supplier, a system contains proprietary information, or if after a number of attempts at solicitation fail and competition is deemed inadequate.

Notes:

- Follow local procurement guidelines.
- Documentation of contracts, purchases, and competitive selection criteria must be made available to OPEHC upon request.

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

Name of Vendor	Description of Service	Justification of Service and Cost Calculation	Mode of Selection *if Sole Source, must explain why in Justification (column C)	Total Cost
<i>Example: ABC Training</i>	<i>Provide training to local emergency responders.</i>	<i>This training will address identified gaps from After Action Report (AAR) findings. This includes the total cost of two 2-hour training sessions. 2 trainings x \$300/training = \$600</i>	<i>Best Judgement (\$5000 or less)</i>	<i>\$ 600</i>
<i>Example: AVI Technical Services</i>	<i>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.</i>	<i>These upgrades are necessary to facilitate emergency operations coordination for the public health Emergency Operations Center (EOC). This is the county's negotiated project cost with AVI Technical Services that was established through an RFB in 2023.</i>	<i>Bid</i>	<i>\$ 8,000</i>
<i>Example: County Aging and Disability Resource Center (ADRC)</i>	<i>Provide subject matter expertise to integrate considerations for populations with access and functional needs into emergency plans and identify strategies to support social cohesion and community resilience.</i>	<i>This estimate includes 120 hours of consulting x \$45/hour = \$5400. There is only one ADRC in the county. The ADRC is a trusted community resource and partner with particularly strong connections to older adults, individuals with disabilities, individuals with chronic health conditions, and other populations that are disproportionately impacted by public health incidents.</i>	<i>Sole Source</i>	<i>\$ 5,400.00</i>

Figure 6: Example of a Correctly Populated Contractual Tab

Common Errors—Contractual Tab

- **Mode of selection justification:**
 - *Error:* A justification is not provided when sole source is selected as the mode of selection.
 - *Correction:* If sole source is selected, provide a justification in the justification of service cell that explains why this mode of selection was used as opposed to a competitive bid.
- **Cost calculation:**
 - *Error:* No cost calculation is provided.
 - *Correction:* In the Justification of Service and Cost Calculation (column E), include a cost calculation or description that explains how you arrived at the total cost figure entered in column E.

Other Tab

Directions

- **Other definition:** The Other tab is for other items not included in the previous budget categories. Examples include:
 - Individual items costing less than \$5,000 with a useful life of more than one year.
 - Telecommunications such as phone and internet costs.
 - Copiers.

- Software license costs.
- Maintenance or rental fees for equipment.
- Membership fees.
- Insurance.
- Enterprise services within your agency that are billed back to you by your agency.
- **Data entry:**
 - **Description of item or service:**
 - Provide a description of each item or service requested.
 - Each item or service requested should be listed on a separate line.
 - **Justification of item or service and cost calculation:**
 - Provide a justification that explains how the item or service relates to public health emergency preparedness.
 - Include a cost calculation or description that explains how you arrived at the total cost figure in column C.

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

Description of Item or Service	Justification of Item or Service and Cost Calculation	Total Cost
<i>Example: Local and long distance telephone costs</i>	<i>Total phone costs are anticipated to be \$4,800 based on 2.8 FTE x \$50 per month x 12 months.</i>	\$ 1,680.00
<i>Example: ArcGIS license</i>	<i>This software will be used by the department to map county preparedness data. Total software license costs are anticipated to be \$7600 annual based on \$3800 per license x 2 staff members = \$7600.</i>	\$ 7,600.00
<i>Example: Occupancy costs</i>	<i>The health department's rent per person, based on the cost allocation plan, is \$200 per month. 2.8 FTE x \$200 per month x 12 months = \$6720</i>	\$ 6,720.00
<i>Example: XYZ Rentals</i>	<i>Postage machine rental and required maintenance approximately 3 times per year. Rental costs are anticipated to be \$2,000 based on previous year actual cost, plus \$700 annual required maintenance.</i>	\$ 2,700.00
<i>Example: 2 wheelchairs</i>	<i>Wheelchairs will support access and functional needs populations at Point of Dispensing (POD) sites or shelters. \$440 based on 2 wheelchairs x \$220 per unit.</i>	\$ 440.00

Common Errors—Other Tab

- **Multiple items:**

- *Error:* Multiple different items are listed in a single line.
- *Correction:* List each item on a separate line.

- **Cost calculation:**

- *Error:* A cost calculation or description to explain the total cost is not provided.
- *Correction:* Provide a cost calculation or description that explains how you arrived at the total cost figure in column C. If purchasing multiples of the same item, include the quantity and unit cost in the justification of item or service and cost calculation (column B).

- **Item not “Other”:**

- *Error:* Item is consumable (meaning, has a single use or is not meant to last more than one year) or item has a per-unit cost of more than \$5,000
- *Correction:* If the item is consumable, include in the “Supplies” category. If the item has a per-unit cost of more than \$5,000, include in the “Equipment” category.

Indirect Tab

Directions

- **Indirect rate:** Local health departments and Tribal health centers are expected to follow their agency’s or organization’s policies for establishing indirect cost rates. Documentation of these rates must be made available to OPEHC upon request.
- The following are examples of expenses that may be covered by indirect cost rates:
 - 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
- **Data entry:**
 - **Indirect costs:** Provide a description of your organization’s method for calculating indirect costs in cell A9. For example, “ABC Health Department calculates indirect costs as 6.9% of direct salaries/wages”.
 - **Indirect cost requested as a whole number:** Enter the indirect cost requested as a whole number in cell B9. Cell B9 will automatically populate to the Indirect costs line (cell B28) in the Summary-Total tab.

Method for Calculating Indirect Costs	Indirect Cost (\$) Requested <i>Enter a whole number, not a percentage</i>
<i>Example: ABC Health Department calculates indirect costs as 6.9% of direct salaries/wages (\$62,500 x 0.069 = \$4312.50)</i>	\$ 4,313

Figure 8: Example of a Correctly Populated Indirect Tab

Common Errors—Indirect Tab

- **Method for Calculating Indirect Not Provided**
 - *Error:* The calculation or explanation of how the indirect cost requested is not provided.
 - *Correction:* Follow the example to provide the appropriate amount of detail as to how the health department calculated the amount of indirect that is being requested. Only providing an indirect rate is not sufficient detail.

Finalizing and Submitting your Budget

Once you have finished filling out the budget template, complete the following to finalize and submit your budget to OPEHC for review:

1. Ensure that the Total Expenditures on the Summary-Total tab does not exceed your Allocation amount listed in cell B16.

2. Ensure that your budget is saved with the correct title: "[your agency] BP1 1901 PHEP Budget" or "[your agency] BP1 1901 PHEP CRI Budget."
3. Verify that the Budget Breakdown by Capability is completed for all rows in which a cost is listed. Each row should total to 100 percent.
4. Go to the PCA Portal [Local Preparedness Budget Management page](#) and select "Submit a New Budget". This will open a new, blank Local and Tribal Preparedness Budget Form. **Note:** You should only open a new form if this is the first time you are submitting this budget. If you are submitting a budget revision, see [Revisions](#).
5. Select the appropriate cooperative agreement and/or budget period. PHEP budgets for the current year should be submitted using the PHEP BP1 1901 cooperative agreement and budget period. CRI budgets for the current year should be submitted using the CRI BP1 1901 cooperative agreement and budget period.
6. Select your jurisdiction.
7. Attach your appropriately named, completed budget template to the "Attach Worksheet" cell.
8. View the Summary-Total tab of your completed budget. Enter the numbers in column B of the Summary tab into the Initial Budget column in the Local and Tribal Preparedness Budget Form on the PCA Portal. **Note:** As of fiscal year 2021–2022, "Consultant" is no longer a category in the PHEP budget. Disregard this line in the budget form on the PCA Portal.
9. Save the form.

Note: If there are comments that you would like OPEHC to review, include them in the comments section of the Local and Tribal Preparedness Budget Form on the PCA Portal (this is optional).

Local and Tribal Preparedness Budget Form			
Cooperative Agreement/Budget Period: <input type="text"/> *			
Jurisdiction: <input type="text"/> *		Attach Worksheet (Initial Budget Only) <input type="button" value="Click here to attach a file"/>	
	Initial Budget	Mid-year Expenditures	Final Expenditures
Personnel Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fringe	<input type="text"/>	<input type="text"/>	<input type="text"/>
FTE	<input type="text"/>	N/A	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consultant	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Allowable Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>
Indirect Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (calculated after submission)			
Indirect Rate (enter 0.05 for 5%) <input type="text" value="0"/> ----- This value applies to all reporting periods -----			
Comments, Initial:	Comments, Mid-year:		Comments, Final:
<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="button" value="Submit"/>			

Figure 9: Blank Local and Tribal Preparedness Budget Form on the PCA Portal.

If you have questions or need assistance, please [contact](#) an OPEHC grants manager or the PHEP program coordinator.

Funding Restrictions

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

The document linked above is the PHEP Cooperative Agreement Notice of Funding Opportunity, published by CDC. In CDC documents, the term “recipient” refers to the 62 PHEP recipients (50 states, 4 cities, and 8 U.S. territories and freely associated states). The following funding restrictions apply to both the State of Wisconsin as a PHEP recipient, as well as Wisconsin local health departments and Tribal health centers as PHEP subrecipients.

General Restrictions

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes including personnel, travel, supplies, and services.
- Generally, recipients 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 recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body.
 - Using the salary or expenses of any grant or contract recipient, or agent acting for such recipient, for 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 subrecipient, 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.
- 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 \$212,100 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 CDC Office of Grants Services.

Supplanting

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

Recipients may (with prior approval) use funds for overtime for individuals directly associated (listed in personnel costs) with the award with prior approval from CDC Office of Grants Services.

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

- Recipients may not use funds for construction or major renovations.
- Generally, recipients 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 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.

- Recipients can (with prior approval) use funds to lease vehicles to be used as means of transportation for carrying people or goods, for example, passenger cars or trucks and electrical or gas-driven motorized carts during times of need.
- Additionally, PHEP grant funds can (with prior approval) 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, formal written agreements, and/or other letters of agreement). Transportation agreements should include, at a minimum:
 - 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 Material

- Funds can (with prior approval) be used to procure leased or rental vehicles for movement of materials, supplies, and equipment.
- Recipients 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, turret trucks, etc. Vehicles must be of a type not licensed to travel on public roads.
- Recipients may purchase basic (non-motorized) trailers with prior approval from CDC Office of Grants Services.

Procurement of Food and Clothing

- 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 and to be worn during exercises or responses may be allowed.
- Food: Generally, funds may not be used to purchase food. However, under limited circumstances and with prior approval from OPEHC, funds may be allowed for the purchase of food following current state and federal government guidelines.

Note: In the event that prior approval has been obtained to purchase food, recipients 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

- PHEP recipients can, with prior CDC 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.
- PHEP recipients can, with prior CDC 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.
- PHEP recipients can, with prior CDC 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.
 - Recipients must document in their submitted exercise plans the use of vaccines for select critical workforce personnel before CDC will approve the vaccine purchase.
- Recipients may not use PHEP funds to supplant other funding intended to achieve these objectives.
- 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.

Recipients 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 an emergency response or an exercise to test response plans.

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; and
- 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 includes 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.
 - (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).
 - (3) Costs of conducting general liaison efforts 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.
 - (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.

General Procurement Standards

Some of the general standards over procurement include:

- Every non-federal entity receiving federal awards must have documented procurement procedures that reflect federal law, Uniform Guidance standards, and any state regulations.
- Entities should focus on the most economical solution during the procurement process and must avoid using federal funds for the acquisition of unnecessary items. Organizations are encouraged to consider the use of shared services and intergovernmental agreements to foster greater economy and efficiency.
- Written conflict-of-interest policies are required. No employee or agent of the entity may participate in the selection, award, or administration of a contract funded by federal grant dollars if they have an actual or apparent conflict of interest.
- The organization must document the procurement steps and activities required to be completed. This includes the basis for the type of procurement, contract type, and the basis for the contractor selection and price.

- Ultimately, the recipient of federal awards must maintain an appropriate level of oversight to ensure that contractors perform in accordance with the terms of their contract.

PHEP BP5 No-Cost Extension

PHEP BP5 was the final year of the previous five-year cooperative agreement cycle. In the cooperative agreement, CDC permits expanded authority to jurisdictions to carry over unobligated PHEP and CRI balances from the previous budget period until the end of the five-year cooperative agreement performance period (that is, 6/30/2024). Unobligated funds may be used for purposes within the scope of the project as originally approved.

Because PHEP BP5 was the final year of the performance period, expanded authority has expired. This means that DHS and its subgrantees cannot automatically carry over unobligated funding into the new budget period (BP1, 7/1/2024-6/30/2025). Wisconsin has requested a 12-month no-cost extension of PHEP BP5 through 6/30/2025. If approved by CDC, DHS PHEP staff will inform local and Tribal public health agencies about next steps for extending their BP5 work plan activities and budget.

Salary and fringe for unfinished activities: Local health departments and Tribal health centers

Revisions

OPEHC Revision Policy

Changes to existing line items

OPEHC allows local health departments and Tribal health centers to move up to 25 percent of their overall approved budget allocation between existing line items (within or between categories) without prior approval. In these cases, local health departments and Tribal health centers are advised to maintain an internal record of their budget changes. Any change over 25 percent of the approved budget requires prior approval from OPEHC.

Changes involving addition of a new line item

Any budget change involving the addition of a new line item that did not appear in the initial approved budget requires prior approval from OPEHC.

Process for requesting prior approval

To request prior approval for a budget revision, please send an email describing the request to the [OPEHC grants manager or PHEP program coordinator](#). Once prior approval has been given via email, the local health department or Tribal health center must submit a revised budget via email to the OPEHC grants manager or PHEP program coordinator for OPEHC review. OPEHC staff will respond to the budget submitter via email after review to provide feedback and/or approval of the revised budget.

Uploading Revised Budgets to the PCA Portal

Once the revised budget has been approved, the local health department or Tribal health center should upload the budget to the appropriate Local and Tribal Preparedness Budget Form on the PCA Portal:

1. Name the budget spreadsheet using the format “[your agency] BP1 1901 PHEP Budget_revised[today’s date]” or “[your agency] BP1 1901 PHEP CRI Budget_revised[today’s date]” (for Cities Readiness Initiative jurisdictions).
2. Log onto the PCA Portal. Click on Local and Tribal Objectives in the left sidebar and then click Local Preparedness Budget Management page.
3. Scroll to the bottom of the Local Preparedness Budget Management page to view the “My Budgets” section.
4. Open your agency’s existing PHEP BP1 1901 budget form. This form should already contain numbers in the Initial Budget column and your agency’s approved budget in the Attach Worksheet cell.
 - a. If you were the last person to modify the budget form, it should appear under “My Budgets.” Click on the Cooperative Agreement title to view the budget form.
 - b. If the budget form does not appear under “My Budgets,” click on “My Budgets” to access the full library of local and Tribal preparedness budgets. Filter by Jurisdiction. Locate the PHEP BP1 1901 budget form and click “View Budget.”
5. Click the “Edit Item” icon in the upper left-hand corner of the web page.
6. Attach your approved revised budget to the “Attach Worksheet” cell.
7. View the Summary-Total tab of your approved revised budget. Ensure that the numbers in column B of the Summary tab match the numbers entered in the Initial Budget column of the Local and Tribal Preparedness Budget Form on the PCA Portal. The Initial Budget column should always reflect your current, approved budget. Note: As of fiscal year 2021–2022, “Consultant” is no longer a category in the PHEP budget. Disregard this line in the budget form on the PCA Portal.
8. Save the form.

Note: If there are comments that you would like OPEHC to review, include them in the comments section of the Local and Tribal Preparedness Budget Form on the PCA Portal (this is optional).

How to Access Your Agency’s Preparedness Budgets

1. Log onto the PCA Portal. Click on "Local and Tribal Objectives" in the left sidebar and then click "Local Preparedness Budget Management page."

PCA Home People Search PH Preparedness Trauma HERCs Communicable Environmental and Occupational Health

Objectives

Program Requirements

Capabilities

Local and Tribal Objectives

Topic Areas

- 2017 PHEP Plan
- After Action Reports
- Alerting
- Avian Influenza
- CRI
- Ebola Information
- emPOWER
- Exercises

Local and Tribal Objectives

[Sign up](#) to receive Public Health Emergency Preparedness GovD email communications.

Office of Preparedness and Emergency Health Care (OPEHC) Org Chart: [OPEHC Org Chart - March 2022.pdf](#)

Please contact [Hannah Sorensen](#), PHEP Program Coordinator, with any questions regarding contract objectives or the

[Local Preparedness Budget Management page](#) - (submit your budgets on this page)

[Local Preparedness Contract Deliverables Reporting BP3 \(7/1/21-6/30/22\)](#) - Due June 30, 2022

[CDC COVID-19 Year End Progress Reporting - Year 2 \(3/5/21-3/15/22\)](#) - Due April 29, 2022 for

2. Scroll to the bottom of the page to view the "My Budgets" section.

Click on "My Budgets" below to access the full library of local and tribal preparedness budgets.

My Budgets

Edit Cooperative Agreement

If you were the last person to modify the budget form, it should appear under the "My Budgets" header. Click on the Cooperative Agreement title to view the budget form.

If the budget form does not appear under "My Budgets," follow the steps below.

3. Click on "My Budgets" to access the full library of local and Tribal preparedness budgets.

Click on "My Budgets" below to access the full library of local and tribal preparedness budgets.

My Budgets

Edit Cooperative Agreement

4. Filter by Jurisdiction.

Title	Jurisd	Cooperative Agreement
(no title)		Ebola Supplemental (4/1/15 - 9/30/16)

5. Click "View Budget" for the budget you would like to view.

Title	Jurisd	Cooperative Agreement
View Budget	Bad River Band Chippewa Indians	PHEP BP4 1901 (CARS#155015/65596; 7/1/22-6/30/23)

Final Expenditures

All local health departments and Tribal health centers are required to submit final expenditures on their PHEP BP1 local and Tribal preparedness budget form on the PCA Portal. The deadline for this submission can be found in the BP1 Local and Tribal Preparedness Contract Objectives, which are posted to the PCA Portal [Local and Tribal Objectives page](#). Note: There is no requirement to update the Local and Tribal Preparedness Budget Form with mid-year expenditures in BP1.

A video tutorial on how to submit final expenditures is available on the PCA Portal [Tech Tips](#) page.

1. Log onto the PCA Portal. Click on Local and Tribal Objectives in the left sidebar and then click Local Preparedness Budget Management page.
2. Scroll to the bottom of the [Local Preparedness Budget Management page](#) to view the “My Budgets” section.
3. Open your agency’s existing PHEP BP1 1901 Local and Tribal Preparedness Budget Form. This form should already contain numbers in the Initial Budget column and your agency’s approved PHEP BP1 budget in the Attach Worksheet cell.
 - a. If you were the last person to modify the budget form, it should appear under “My Budgets.” Click on the Cooperative Agreement title to view the budget form.
 - b. If the budget form does not appear under My Budgets, click on “My Budgets” to access the full library of local and Tribal preparedness budgets. Filter by Jurisdiction. Locate the PHEP BP1 1901 form and click “View Budget.”
4. Click the “Edit Item” icon in the upper left-hand corner.
5. Enter your final expenditure values (for salary, fringe, travel, equipment, supplies, contractual, indirect costs, and other, as applicable) in the Final Expenditures column.
 - a. **Note:** As of fiscal year 2021–2022, “Consultant” is no longer a category in the PHEP budget. Disregard this line in the budget form on the PCA Portal.
6. Save the form.

Common Errors

- **Submitting a new budget form:**
 - *Error:* Submitting a new budget form to report final expenditures.
 - *Correction:* To submit final expenditures, edit the existing PHEP BP1 budget form that already contains numbers in the Initial Budget column and your agency's approved PHEP BP1 budget in the Attach Worksheet cell.
- **Final expenditures exceed initial budget total:**
 - *Error:* The Final Expenditures column total dollar amount exceeds Initial Budget column total dollar amount.
 - *Correction:* Ensure that the Final Expenditures column total dollar amount reflects actual spending and is equal to or less than the Initial Budget column total dollar amount.

Appendix

Western Wisconsin Public Health Readiness Consortium (WWPHRC) Expenditures

Local health departments and Tribal health centers that participate in the WWPHRC will sign a memorandum of understanding (MOU) with WWPHRC that directs OPEHC to reduce their allocation by a certain dollar amount. OPEHC will reduce the local health department or Tribal health center's dollar amount in their PHEP contract and increase the contract for Eau Claire City-County Health Department (which serves as fiscal agent for WWPHRC) by that amount.

Please do not include the WWPHRC dollar amount in your PHEP budget (Excel file) or in your agency's PHEP BP1 1901 Local and Tribal Preparedness Budget Form in the PCA Portal. Doing so would not reflect the actual amount in your contract and Community Aids Reporting System (CARS) profile. Rather, your PHEP BP1 budget should **reflect the dollar amount included in your contract with OPEHC**, which accounts for the amount that was redirected to WWPHRC. The correct dollar amount for your jurisdiction for PHEP BP1 will populate automatically when you select your local health department or Tribal health center name from the drop-down menu on the Summary - Total tab of the budget template.

For example, if your initial PHEP budget allocation from OPEHC is \$100,000, but 25 percent is being redirected to WWPHRC, then your initial PHEP budget should total \$75,000.