



The Commonwealth of Massachusetts
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Memorandum

To: Local/State Advisory Council
 From: Mary Clark, Director of the Emergency Preparedness Bureau
 Date: May 9, 2011
 Re: Revised Timeline for CDC Grant Concurrence Process

The Centers for Disease Control and Prevention (CDC) released the new PHEP Funding Opportunity Announcement (FOA) on April 20, 2011. This represents the beginning of a new 5-year Cooperative Agreement. The initial 12-month budget period is expected to start on August 10, 2011 and end on August 9, 2012. **The grant application must be submitted by 5:00 PM on June 17, 2011.**

Although the FOA includes a funding table, the CDC has indicated that the figures provided are for planning purposes only, and are likely to change before the awards are finalized. It is possible that final budget amounts will not be available before the deadline for submitting the application, June 17. For this reason, EPB will be developing budgets at the FOA level, and for reduced funding scenarios.

The CDC's commitment to continuation of awards is conditioned on the availability of funds, evidence of satisfactory progress by the recipient, and determination that continued funding is in the best interest of the federal government.

Preliminary Funding Table of GY10E to BP1

	GY 10E	BP1	Variance
Base	\$ 12,124,995	\$ 11,656,559	\$ (468,436)
CRI	\$ 1,563,781	\$ 1,508,240	\$ (55,541)
Chem Lab Level I	\$ 1,080,994	\$ 955,994	\$ (125,000)
Risk based \$\$	\$ -	\$ 716,852	\$ 716,852
Total	\$ 14,769,770	\$ 14,837,645	\$ 67,875

As in previous applications, the FOA requires that the application include evidence that a majority, if not all, of local health departments in the Commonwealth approves or concurs with the approaches and priorities described in the application. The timeline

presented in this document will guide the concurrence process between DPH and the local health departments and tribal entities, as required under the CDC's PHEP Cooperative Agreement. Where specified, the amount of time between each of the steps is figured in *business* days, and also identifies a specific calendar date or a range of dates for each Concurrence Step.

Exact times for some events (for example, conference calls or budget meetings) will be determined a few days before that Concurrence Step. Where possible, steps that require a quick response from DPH have been compressed to allow for an increased amount of time for DPH to write the application and for local public health and tribal entities to review the guidance and the application, and to vote on concurrence.

Based upon the information contained within the guidance, we have **36 business days** to complete the grant writing process (counting from the release date to the submission date, and accounting for the Memorial Day holiday). The concurrence process has been revised to reflect application requirements provided during of the PHEP Directors held in Atlanta from April 25 through April 28.

Step 1: DPH discussed the grant guidance and the timeline for review, concurrence, and submission of the application with the LSAC at the April 25, 2011 LSAC meeting, noting that a revised timeline might be needed.

Step 2: DPH has forwarded an electronic copy of the FOA and Capabilities document, and will provide a written summary, and a high-level overview of the proposed application for distribution to the Local/State Advisory Council (LSAC) prior to the May 23, 2011 meeting. At the May 23 meeting DPH will review the application and detailed line item budget, and answer questions from local health and others in attendance.

Step 3: LSAC members will communicate with the coalitions and regions, reminding them about the upcoming statewide conference call and share documents and information from DPH. This step will be part of an ongoing communications process that will occur throughout the grant writing period.

Step 4: On the morning of May 27, DPH will host a state-wide conference call with local public health departments and tribal nations to discuss the contents of, and take feedback on the draft. This will be a moderated call with an initial presentation and then an extended period for Questions & Answers. Conference call details will be distributed before the call.

Step 5: DPH will provide a high-level summary document of the state-wide conference call, including the Q&A session, by close of business on May 27.

Step 6: Regions, coalitions, and tribal nations will hold meetings to discuss the application and to vote whether to concur with the information that DPH proposes to send to the CDC. Coalition-level meetings will be held and additional feedback will be presented to DPH by **June 8. Please note that due to changes**

in the Open Meeting Law, coalitions may not conduct their concurrence votes by email or conference call.

Step 7: The vote of each coalition, region, and tribal nation will be transmitted through its member on the Advisory Council to Michael Coughlin in the Emergency Preparedness Bureau at DPH. If approved by the majority of the state, the Advisory Council will provide to DPH appropriate electronic signatures of the Advisory Council member from each Region and Coalition for use on a formal letter of concurrence. *DPH must receive the signatures and the results of the regional, coalitional, and tribal concurrence votes by no later than close of business on June 10, 2011.*

If you have any questions about the PHEP application or concurrence process please contact Michael Coughlin at (617) 624-5091 or michael.coughlin@state.ma.us.