Fiscal Year 2024-2028 PHEP Notice of Funding Opportunity (NOFO) Informational Webinar

Division of State and Local Readiness (DSLR)

February 29, 2024

Agenda

- **Purpose: New PHEP Program Vision**
  - Response Readiness Framework and Ties to Capabilities
  - Big Picture: Excellence in Response
  - Key NOFO Changes
- **Application Process**
  - Transition to Ready CAMP
  - Ready CAMP and Grants.gov Submission
  - Five-year Work Plan and Budget
  - Allowable Costs and Changes
- **Evaluation**
  - Performance Measurement Plan
  - Exercise Framework
  - Monitoring, Reporting, and Engagement Expectations
- **Transition to Ready CAMP**
- **Upcoming Meetings and Additional Resources**
- **Questions and Answers**

New PHEP Program Vision

Impetus for Change

- Lessons learned from COVID-19 and other recent responses
- Need to evolve as our public health preparedness discipline also evolves
- Input from multiple stakeholders in jurisdictional readiness
  - State, tribal, local, and territorial (STLT) jurisdictions
  - Regional response partners (FEMA, ASPR)
  - National partners
  - DSLR, Office of Readiness and Response (ORR), and CDC
- Wanted to clearly define and streamline program focus and expectations
  - “Elegantly simple!”
- Focus on jurisdictional response capabilities

Public Health Response Readiness Framework (RRF)

Federal fiscal years (FY) 2024-2028 PHEP Program Priorities – Defines Excellence In Response Operations

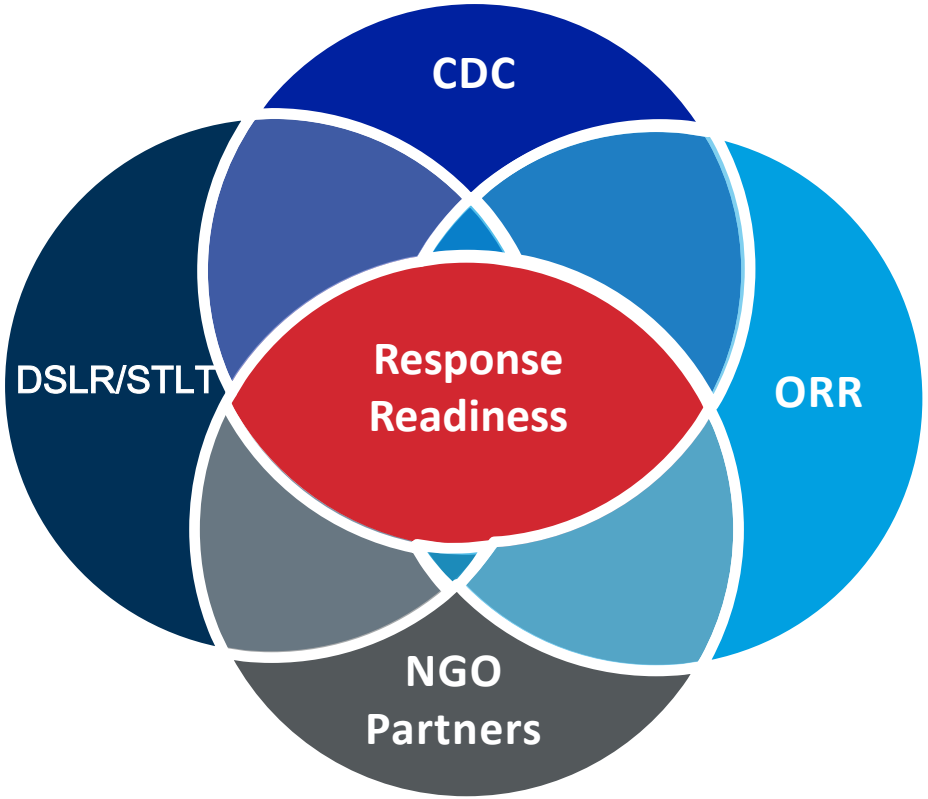
www.cdc.gov/orr/readiness/phep/00_docs/CDC-PHEP-Response-Readiness-Framework_January-2024_508c.pdf

Response Readiness Framework (RRF)

CDC's **15 Preparedness and Response Capabilities** are the nucleus of the PHEP program.

The capabilities underpin PHEP recipient strategies to advance **Response Readiness Framework** priorities and achieve excellence in response operations

DSLR's Collaborative Approach to Response Readiness



Key Program Changes

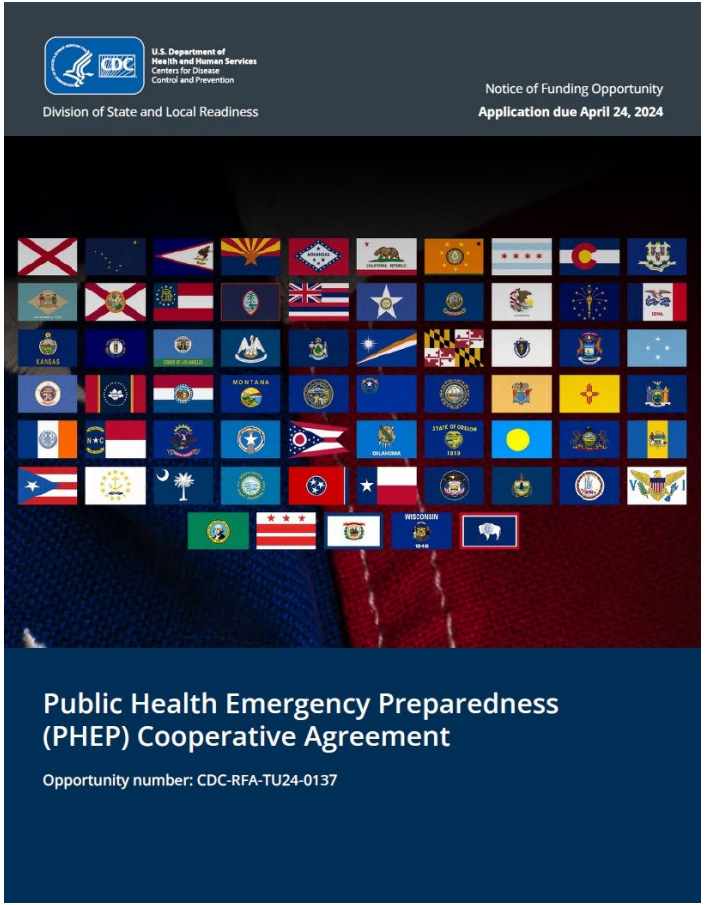
FY 2024-2028 PHEP Program Vision

Core Elements of Success

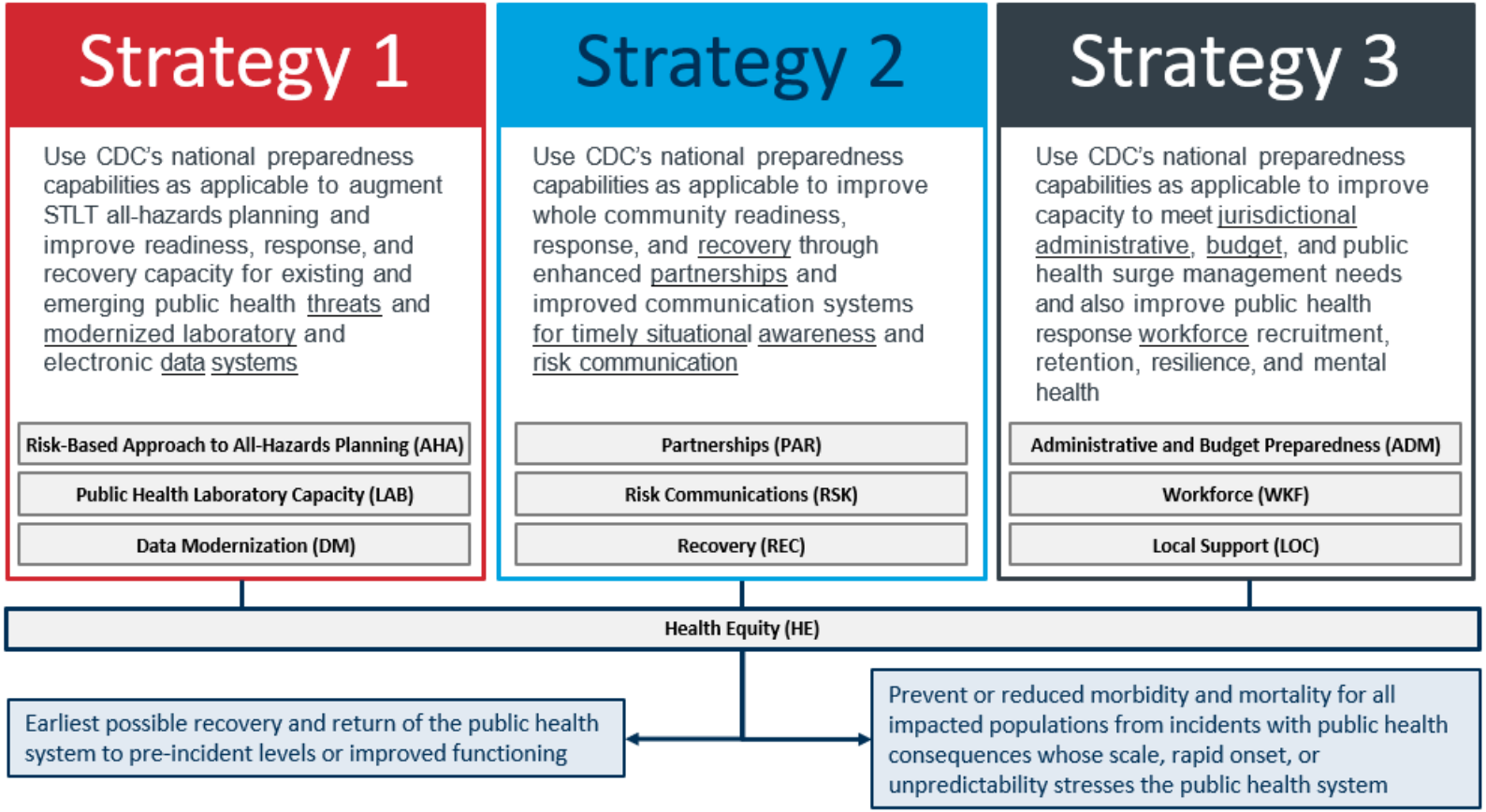
1. Integration of Response Readiness Framework
2. Simplified Evaluation Strategy
3. Streamlined / Reduced Administrative Burden Across the Program
4. Clearly Defined Program and NOFO Requirements

HHS NOFO 100 Design

- Goal: Develop more user-friendly NOFOs
  - Follow plain language principles
  - Use simpler formats that are easier to follow and find information
  - Include only what applicants need to do to apply



PHEP NOFO Logic Model and Program Strategies



Programmatic Changes

NOFO Approach

- Based on CDC Response Readiness Framework and 10 cross-cutting program priorities

Rural and Frontier Preparedness Training

- Focused on local jurisdictions' response readiness

Health Equity Requirements

- Designed to increase advocacy for communities of focus

Evaluation Strategy

- Streamlined evaluation process
- Replaces Operational Readiness Review (ORR)

Exercise Framework Strategies

- Risk-based, progressive approach to full-scale exercising

Programmatic Changes, continued

Five-year Work Plan and Budget

- One-time application forecasts five-year performance period

Quarterly Reporting

- Submit first progress update in second quarter of Budget Period 1

Performance Report

- Serves as annual administrative update
- Submit for Budget Periods 2-5 to receive annual funding

Monitoring and Engagement Expectations

- At least one virtual or in-person site visit required
- Must maintain communication schedule with project officers and other DSLR staff

Ready CAMP

- Collaborative system for collecting program data
- Capacity indicators

Application Process

Streamlining the Application Process

- Goal: Eliminate the need for continuation applications
- **One** application for all five years (FY2024-2028) versus annual application
- Removed guesswork for work plan narratives
- More flexibility in budgeting across period of performance
- Annual “update” needed to receive annual funding
  - Existing quarterly progress update data = Annual Performance Report
  - Updated SF-424 and SF-424A

Building Your Application

- **Two distinct IT systems: Ready CAMP and Grants.gov**
- Ready CAMP to build the application; Grants.gov for official submission
- Application instructions and templates available in Ready CAMP Knowledge Center
  - "Application Instructions: Preparing your Application in Ready CAMP"
  - "Application Instructions: Submitting Your Application to Grants.gov"

Five-Year Work Plan

- **Strategies and Activities**
- Administrative and Federal Requirements
- Public Health Emergency Preparedness and Response Capabilities
- Capacity Indicators
- Planned Exercises

Five-Year Work Plan

- **Strategies and Activities**
  - Activity Milestones
    - Pre-selected milestones = NOFO performance measures
    - Option to add milestone(s)
    - Expected completion dates
    - Person/Position responsible
- **Administrative and Federal Requirements**
- **Public Health Emergency Preparedness and Response Capabilities**
- **Capacity Indicators**
- **Planned Exercises**

Five-Year Work Plan

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Administrative and Federal Requirements

- Comply with reporting requirements.
- Describe fiscal and programmatic accountability systems in place that document annual improvement.
- Submit required program progress reports and financial data.
- Document maintaining funding and matching funds.
- Submit independent audit reports of PHEP expenditures every two years to Federal Audit Clearinghouse within 30 days of receiving audit reports.
- Participate in program monitoring activities.
- Site visit frequency based on jurisdictional progress toward meeting program requirements and other jurisdictional needs and requests.

Five-year Budget

- **Goal:** Minimize burden and need for prior approval for budget redirections
- In Ready CAMP, budget line items are attached at the activity level
- Actual budget for Budget Period 1
- Estimated budgets for Budget Periods 2-5
  - Use same provisional planning numbers entered for Budget Period 1
- Direct assistance (DA) changes
- Office of Grants Services plan for issuing annual awards

Allowable Costs

- NOFO lists some allowable and unallowable items
  - Goal: Clean Notices of Awards (NOAs) without restrictions
  - More in-depth detail covered during March grants management call

- **New:** Funding Limitations Supplemental Guidance
  - Contains detailed listing of unallowable items and activities

Evaluation

Reduced Reporting Burden

- **New Period of Performance FY 2024-2028**
  - 34 activities with defined deliverables
    - 9 PHEP benchmarks
      - Tied to potential remediation and funding penalty if target not achieved
  - 13 exercise requirements (discussion- and operation-based)
- **Operational Readiness Review is retired**
  - 5 descriptive forms
  - 15 capability planning forms
  - 15 operational requirements (drills, exercises)

PHEP Benchmarks

Benchmark	Details
AHA-B	Complete and submit a multiyear integrated preparedness plans and data elements
LAB-B	Participant in LRN-B challenge panels
LAB-C	Participate in LRN-C proficiency testing
HE-A	Update risk assessment to include people who are disproportionately impacted by public health emergencies
PAR-A	Include critical response and recovery partners in required plans and exercises
RSK-B	Identify and implement communication surveillance, media relations, and digital communication strategies in exercises
WKF-A **ADM-D**	Develop plans, processes, and procedures to hire, recruit, train, and retain a highly qualified and diverse workforce Reduce the time PHEP-funded positions at the recipient level remain vacant
ADM-E	Distribute or award funds to local health departments and tribal entities within 90 days after the start of the budget period

Five-Year Work Plan

- **Strategies and Activities**
  - Evaluation and Performance Measurement Plan
- Administrative and Federal Requirements
- Public Health Emergency Preparedness and Response Capabilities
- Capacity Indicators
- Planned Exercises

Evaluation and Performance Measurement Plan

- **Describe how you will:**
  - Collect performance measure data
  - Respond to the evaluation questions
  - Use evaluation findings for **continuous quality improvement**
  - Use findings to reduce or **eliminate health disparities**
  - Incorporate evaluation and performance into planning, implementation, and reporting of activities
  - Incorporate key partners
  - Share findings with community partners
  - Manage data you collect
    - Who can access
    - How protected
    - Archived

Note: See the **2024 PHEP Application Work Plan Template: Strategies and Activities** for more detail.

Five-Year Work Plan

- Strategies and Activities
  - Evaluation and Performance Measurement Plan
- **Public Health Emergency Preparedness and Response Capabilities**
- Capacity Indicators
- Planned Exercises

Public Health Emergency Preparedness and Response Capabilities

- 15 public health capabilities remain foundation of PHEP program
- RRF defines 10 cross-cutting priority areas
  - Application requires recipients to **indicate which capabilities will support completing the defined activity**
- CDC will:
  - Develop evidence base for how capabilities apply to the RRF
  - Maintain fiscal insight on capabilities

Note: See the **2024 PHEP Application Work Plan Template: Public Health Capabilities** for more detail**.**

Five-Year Work Plan

- Strategies and Activities
  - Evaluation and Performance Measurement Plan
- Public Health Emergency Preparedness and Response Capabilities
- **Capacity Indicators**
- Planned Exercises

Capacity Indicators

- **Self-assess program capacity on 32 indicators**
- Capacity: Describes jurisdictional ability to achieve the activity
  - Consider whether there are challenges/barriers, not applicable or not prioritized
- Scale
  - No capacity
  - Limited capacity
  - Some capacity
  - Significant capacity
  - Full capacity
- **Example indicator**
  - **Budget Management:** Ability to decide how to spend money, manage funds, and award contracts related to administrative and budgetary requirements

Note: See the **2024 PHEP Application Work Plan Template: Capacity Indicators** for definitions of 34 indicators.

Exercise Framework

Five-Year Work Plan

- Strategies and Activities
  - Evaluation and Performance Measurement Plan
- Public Health Emergency Preparedness and Response Capabilities
- Capacity Indicators
- **Planned Exercises**

Exercise Framework Benefits

- Expanded preparedness and response focus
- Risk-based, recipient-driven approach to exercising and evaluation
- Progressive approach to exercising and evaluation
- Flexibility in designing and conducting exercises
- Reduction in overall exercise requirements

Designing the Exercise Framework

- Reflects Homeland Security Exercise and Evaluation Program (HSEEP) approach to exercises:
  - Develop
  - Exercise
  - Evaluate
- Promotes Exercise Program Management
  - Overseeing and integrating various exercises over time
    - Promotes the HSEEP progressive "stair-step" approach
  - Maximizes efficiency, resources, time, and funding by promoting a coordinated approach

2024-2028 PHEP Exercise Journey

- **January 31, 2025:** Complete and submit risk assessment (RA)
  - RAs conducted in Budget Periods 2, 3, 4, or 5 of the current NOFO may be submitted
- **June 30, 2025:** Conduct integrated preparedness planning workshop (IPPW) and develop multiyear integrated preparedness plan (MYIPP)
- Develop and conduct exercises
- Create after-action reports (AARs) and improvement plans (IPs)

Monitoring, Engagement, and Reporting Expectations

Performance Period Submission Requirements

- One application forecasts entire period of performance
  - Includes five-year work plan and five-year budget
- Annual Performance Report
  - Annual report to include progress updates in addition to revised budgets and work plans for Budget Periods 2-5
  - Replaces mid-year progress update
- Quarterly Reports
  - Intended to be short
  - Progress on required NOFO activities
  - First quarterly report for Budget Period 1 is **waived.**

CDC's Role

- **Partnership between CDC and recipient is essential to success**
  - Engagement and Communication
    - Regular/consistent calls with project officers
    - Site visits
  - Monitoring
    - Application review

- **DSLR is committed to supporting PHEP recipients' success**
  - Providing ongoing guidance
  - Supporting programmatic goals and outcomes
  - Offering training opportunities
  - Responding to technical assistance in a timely manner

Reporting Requirements (NOFO pages 96-97)

Report	Description	When
Evaluation and performance measurement plan	• Builds on the plan in the application. • Incorporates evaluation and performance measurement into planning, implementation, and reporting of activities. • Describes how data are collected and used (Data Management Plan).	• December 31, 2024
Quarterly update	• Indicates progress on: ○ Response readiness framework activities and administrative and federal requirements. • Provides quarterly budget update • Update evaluation and performance management plan, if needed • Update performance measures for completed activities.	Quarterly starting: • January 31 for time period October 1 to December 31 • April 30 for time period January 1 to March 31 • July 31 for time period April 1 to June 30 • October 31 for time period July 1 to September 30

Annual Performance report	• Serves as yearly administrative application update to receive annual funding.
	  ○ Cumulative review of Q1 -Q3 updates
	  ○ SF-424
	  ○ SF-424A
		• March 31, 2025-2028
		• April 2, 2029

Federal financial report	• Includes funds authorized and disbursed during the budget period. • Indicates exact balance of unobligated funds and other financial information.	• September 28, 2025-2028
Final performance report	• Includes information summarizing period of performance activities and outcomes (Closeout)	• October 28, 2029
Final financial report	• Includes aggregated financial information in Federal Financial Report. (Closeout)	• October 28, 2029

Transition to Ready CAMP

Transition Details

- How did we get here?
- Integration of multiple systems into Ready CAMP
- User acceptance testing (UAT) with recipients
- Ready CAMP system will open for application submission in early March
- PERFORMS will sunset August 31, 2024
  - Recipients will have time to retrieve information and print reports
- Ready CAMP Training

Upcoming Meetings and Additional Resources

Upcoming Meetings

CDC PHEP NOFO Informational Webinar

- February 29: 8 p.m. to 9:30 p.m. EST (replay)
- March 7: 2 p.m. to 3:30 p.m. EST (replay)
- March 7: 8 p.m. to 9:30 p.m. EST (replay)

Ready CAMP Training

- March 4, 1 p.m. to 2 p.m. EST
- March 5, 11 a.m. to noon EST; 7 p.m. to 8 p.m. EST

Upcoming Meetings

Quarterly DSLR OGS Grants Management Call

- Thursday, March 21: 3 p.m. EDT

CDC OGS Application Budget Discussion Call

- May: Two sessions (TBD)

Evaluation and Exercise Webinar

- TBD

Additional Guidance and Resources To Be Posted in Ready CAMP Knowledge Center

- Application Instructions
- Application Work Plan Templates
- Funding Limitations
- Modified Requirements for U.S.-Affiliated Pacific Islands (USAPI) and U.S. Virgin Islands (USVI)
- Workforce Development Supplemental Guidance and Resources
- LRN-B and LRN-C Supplemental Guidance and Resources
- Administrative Preparedness Supplemental Guidance and Resources
- Exercise Framework Supplemental Guidance and Resources

Questions and Answers

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.