

Dear Tribal Partners,

The Department of Health (DOH), Office of Emergency Preparedness and Response is now **accepting submissions **DUE: May 30, 2016** for the open tribal contracting period for Fiscal Year 2016 (FY16) Public Health Emergency Preparedness (PHEP) funds** to strengthen jurisdictions' ability to respond to public health incidents and build more resilient communities.

FY16 PHEP funding from the Centers for Disease Control and Prevention (CDC) **period of performance is July 1, 2016 to June 30, 2017.**

Updates for FY16 PHEP Funding

As shared, the goal for the Office of Emergency Preparedness and Response is to have non-consolidated contracts (which includes tribal contracts) executed before July 1, 2016. While this is not a requirement, staff are committed to working with each tribe to meet this goal.

An additional highlight for FY16 will be the inclusion of **one additional funding opportunity for specifically tribal preparedness projects open only to contracting tribes and tribal associations.**

By incorporating feedback from tribal partners, the Office of Emergency Preparedness and Response will combine unobligated tribal funds by July 1, 2016 to reinvest back into tribal preparedness projects. The intention of this additional opportunity is to:

- ❖ Incorporate feedback from tribal partners into an effective business process.
- ❖ Enhance preparedness capability for tribes using designated tribal PHEP funds.
- ❖ Offer all tribes an opportunity to pursue, regardless of funding allocation level, preparedness projects that can efficiently build capacity within tribal communities.

Please find Instructions below to begin the contracting process.

Instructions

- 1) Review PHEP materials and determine if contracting for FY16 is appropriate.
- 2) Reply by email to concondeliverables@doh.wa.gov **DUE: May 30, 2016** with one of the following statements:

✓ **“YES, (*insert tribal affiliation*) intends to contract for FY16 PHEP funds.”**

-OR-

✗ **“NO, (*insert tribal affiliation*) does not intend to contract for FY16 PHEP funds.”**

If choosing to not contract for FY16 no further action is required. Next fiscal year the option will be presented again to contract for PHEP funds.

- 3) If selecting **YES** to contract for FY16 PHEP funds ...
Submit completed FY16 PHEP Planning Worksheet by email to Kristen.Baird@doh.wa.gov **DUE: May 30, 2016** in alignment with BP5 Guidance and CDC’s 15 Public Health Preparedness Capabilities.

- 4) After submitting the FY16 Planning Worksheet you will receive notification of your submission.

At this time your submission will be review and developed into a draft Statement of Work. The primary tribal contract contact and tribal coordinator will negotiate planned deliverable for activities.

Once a final Statement of Work has been reached with an email of approval from the tribal contact, the contract will be sent to processing (this process can take up to 4 weeks!).

After processing, a final contract will be sent from the DOH Contracts Office to the designated contact by email for signature and return by email to execute the contract.

[Process Complete.]

The following resources will help you develop and submit contract activities as well as provide links to more information:

FY 16 PHEP Contracting Materials

- FY16 PHEP Capability Planning Worksheet – **DUE: May 30, 2016** <attached file>
Worksheet to submit by email to Kristen.baird@doh.wa.gov of preparedness activities in alignment with BP5 Guidance and CDC’s 15 Preparedness Capabilities.
- 2016-17 DOH PHEP Capability Planning Tool <attached file>
Planning document of example preparedness activities by CDC Preparedness Capability to help plan intended preparedness activities. Please note, activities are not limited to this list, but instead are provided to share past examples of contract activities by tribal partners.
- BP5 Tribal Allocations <attached file>
Excel spreadsheet of BP4 and BP5 tribal PHEP allocations.

General PHEP Resources

- [CDC's 15 Public Health Preparedness Capabilities: National Standards for State and Local Planning](#)
Document for public health jurisdictions outlining CDC's 15 strategic planning capabilities to organize work and identify capabilities to build or sustain. (Complete document).
Also available [At-A-Glance: Capability definitions, Functions, and Associated Performance Measures](#) , and two videos *Public Health Emergency Preparedness 101 and 102* found at bottom of page:
<http://www.cdc.gov/phpr/capabilities/index.htm> .
- **Budget Period 5 - BP5 Guidance** <attached file>
Document from CDC Office of Financial Resources for PHEP and HPP. Please note highlights on Page 5, 'Funding Restrictions' and Page 25, 'Project Period Closeout Requirements'.

If you have any questions, please feel free to contact Kristen Baird Romero at 360.236.4057 or email Kristen.baird@doh.wa.gov . Look forward to working with each of you throughout the next fiscal year.

Respectively,
Kristen

Kristen Baird Romero

Washington State Department of Health (DOH)
Emergency Preparedness and Response
101 Israel Road SE
Tumwater, WA 98501

Desk – 360.236.4057
Mobile – 360.791.1381

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