

From: Dos Santos, Andrea (DOH) <andrea.dossantos@doh.wa.gov>
Sent: Friday, March 02, 2018 9:49 AM
To: DOH DL OS PHEPR Tribal Contract Managers; rickson.kanichy@makah.com; cbreault@quinault.org; adeshields@samishtribe.nsn.us; Means, Analiese (DOHi); Johnson, Corrie (DOHi); 'Glen Roggenbuck'; jshike@yakama.com; Bruner, Jasper (DOHi); Katherine Clark; kristina.currie@hohtribe-nsn.org; Johnson, Lona (DOHi); Lloyd.Lee@elwha.org; Cline, Mollie (DOHi); Sanchez, Bonnie (DOHi); Monica McGee; Check, Pat (DOHi); Stacy McKay; Waseem Bashir; McDougale, Ledora (DOHi); Law, Julie; Pimms, Bonnie (DOHi); Dressler, Dylan (DOHi); Colvin, Tawhnee (DOHi); Medicine White Crow, Emma (DOHi); Underwood, Noreen (DOHi); LaPointe, Jennifer (DOHi); Demorest, Terresa (DOHi); Culbertson, Kay (DOHi)
Cc: Loehr, Michael M (DOH); Van De Wege, Lori (DOH); Baird, Kristen M (DOH); Covington, Trevor N (DOH); Paris, Rachel (DOH)
Subject: WA Department of Health FY18 PHEP Funding - reply by May 30 2018
Attachments: SUBMIT -FY18 Domain Planning Worksheet.docx; FY18 DOH PHEP Planning Tool.pdf; FOA BP1 Cooperative Agreement Supplemental.pdf; FOA 2017-2022 HPP-PHEP Cooperative Agreement.pdf

Dear Tribal Partners,

The Department of Health (DOH), Office of Emergency Preparedness and Response is now **accepting submissions** **DUE: May 30, 2018** for the **Open Tribal Contracting Period for Fiscal Year 2018 (FY18) Public Health Emergency Preparedness (PHEP) funds** to strengthen jurisdictions' ability to respond to public health incidents and build more resilient communities.

The FY18 period of performance will be July 1, 2018 to June 30, 2019.

[FY18 PHEP Contracting Materials](#)

The following resources attached to this email will help you develop and submit contract activities for FY18:

- **SUBMIT - FY18 PHEP Domain Planning Worksheet** – **DUE: May 30, 2018** <attached file>
Worksheet to submit by email to Kristen.baird@doh.wa.gov of preparedness activities in alignment with new 2017-2022 HPP-PHEP cooperative agreement and the six PHEP Preparedness Domains.
- **FY18 DOH PHEP Planning Tool** <attached file>
Planning document comprised of example preparedness activities grouped by the six PHEP Preparedness Domains 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 and grant guidance.
- **FOA BP1 Cooperative Agreement Supplemental** <attached file>
35 page document outlining the BP1 Cooperative Agreement Supplemental through June 30th, 2019. This document notes that this supplemental will replace Budget Period 2 (BP2) and builds on existing guidance from the FOA 2017-2022 HPP-PHEP Cooperative Agreement.
- **FOA 2017-2022 HPP – PHEP Cooperative Agreement** <attached file>

Page 13, begins expectations to develop and strengthen the six Preparedness Domains through specific strategies and examples of activities. With this document you will be able to understand CDC's approach to the new cooperative agreement.

- **BP1 Supplemental Tribal Allocations <PENDING>**

DOH is still in the process of determining allocations due to a delayed notice of funding and changes in total funding amount. We are committed to sharing this information as soon as it is available and we are working diligently as we know this influences your Statements of Work for FY18.

Updates for FY18 PHEP Tribal Contracting

Baseline Activities & Reporting

Starting in FY2018, all contracts will include activities that aim to develop and/or enhance baseline preparedness capabilities. It is important to note: Sub awardees are *not* required to complete all of the baseline activities, however, we do ask that you provide a brief summary on what your agency has done toward developing that capability and/or completing that activity. These baseline activities *will not* prevent you from pursuing other activities you may identify.

What is driving this change?

- Feedback from new contracting members looking for a baseline of activities to build their programs.
- Increased contract development speed due to streamlining of commonly contracted activities.
- Increased emphasis in sub recipient monitoring as a growing trend at a federal level.
- The need to be able to identify program status and operational capability to inform planning, training, exercising, and other support needs.

Why summarize your status on the baseline activities?

Summarizing capability and/or activity status helps us to better understand your needs. What you include in your summary is up to you. Examples of what would be helpful to include;

- Has your agency already addressed this capability or activity?
 - If so, what were your outcomes and/or outputs?
- Do you have staffing issues that prevent you from building this capability or completing this activity?
- Are there issues regarding funding that prevent you from building this capability or completing this activity?
- Is a particular capability or activity assigned to a different area within your agency?
- Does this capability not align with your agency's goals? Why?
- Would you like to work on this capability or activity in the next contract period? Why?

The baseline activities were chosen based on being fundamental to either core program functions or essential response capabilities. They are meant to serve as a baseline for public health emergency preparedness programs. Baseline activities are outlined in the *FY18 DOH PHEP Planning Tool* attached to this email.

PHEP Snapshot Tool: Mid-Year Reporting

EPR will also begin conducting mid-year reporting utilizing the PHEP Snapshot Tool in addition to existing year-end reporting. This will allow us to identify common challenges and roadblocks, maintain awareness of public health preparedness programs, and ensure funds do not remain idle only to be "lost" at the end of the period of performance. This will also provide a checkpoint halfway through the year for contract managers to connect with sub awardees to identify if there are any needs, requests, or challenges.

A final highlight for FY18 will be the ongoing implementation of the Tribal Reinvestment Period.

During FY17 \$194,274 of tribal PHEP funds were successfully reinvested back into tribally-specific public health preparedness projects. The Office of Emergency Preparedness and Response will continue to support this opportunity to enhance preparedness capability for tribes through the Tribal Reinvestment Period by identifying unobligated tribal funds after the close of the Open Tribal Contracting Period.

Please find Instructions below to begin the contracting process:

- 1) Review PHEP contracting materials and determine if contracting for FY18 is appropriate.
- 2) Reply by email **DUE: May 30, 2018** with one of the following actions:
 - ✓ **If selecting YES, to contract for FY18 PHEP funds-**
Submit a completed FY18 PHEP Domain Planning Worksheet by email to Kristen.Baird@doh.wa.gov .
 - If selecting NO, to not contract for FY18 PHEP funds –**
Please send an email with the following statement by email to concondeliverables@doh.wa.gov:

“(insert tribal affiliation) does not intend to contract for FY18 PHEP funds.”

If choosing to not contract for FY18 no further action is required. Next fiscal year the option will be presented again to contract for PHEP funds.
- 3) After submitting the FY18 PHEP Domain Planning Worksheet or statement to not contract in FY18 you will receive notification confirming your submission.
- 4) **Next Steps for FY18 Contracting:**
Your submission of the FY18 PHEP Domain Planning Worksheet will be reviewed and developed into a draft Statement of Work working with EPR tribal Contract Managers and negotiating deliverables for each planned activity.
Once a final Statement of Work has been reached with an email of approval from the primary tribal contact, the contract will be sent to processing (this process can take up to 6 weeks!).
After processing, a final contract will be sent from the DOH Contracts Office to the designated primary and secondary contract contact by email for signatures and return by mail to the DOH Contracts Office in order to fully execute the contract.

[END]

If you have any questions, please feel free to contact Kristen Baird Romero at 360.236.4057 or email Kristen.Baird@doh.wa.gov or Trevor Covington at 360.236.4477 or email Trevor.Covington@doh.wa.gov .

Look forward to working with each of you throughout the next fiscal year.

Respectively,

Andrea

Andrea Dos Santos, MPH
Administrative Operations Supervisor

Office of Emergency Preparedness and Response
Washington State Department of Health
Office: 360-236-4075
Cell: 360-485-8247
andrea.dossantos@doh.wa.gov