

# CDC Office of Grants Services (OGS) Responses to HPP-PHEP Recipient Issues and Concerns

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Office of the Chief Operating Officer (OCOO)

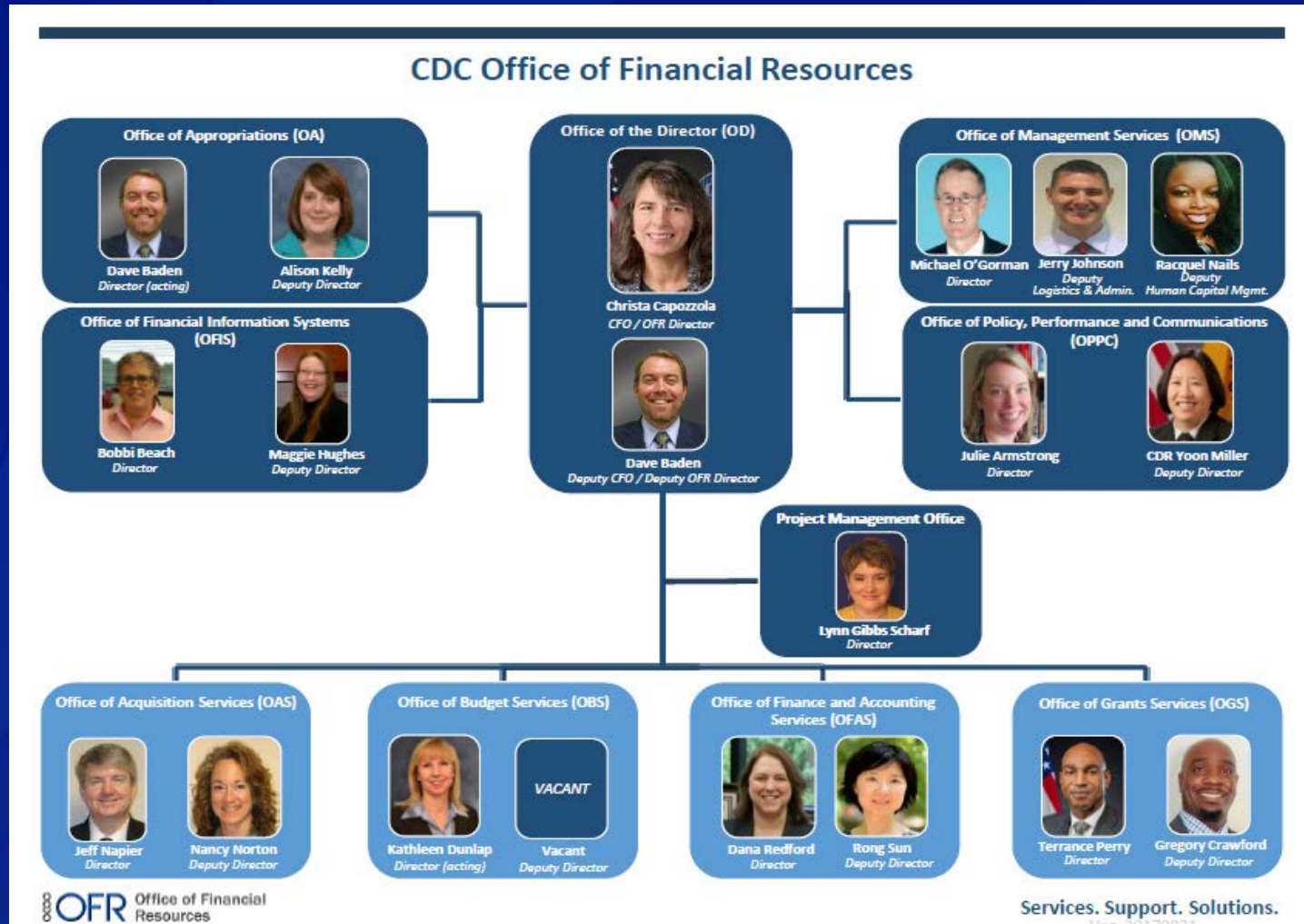
Office of Financial Resources (OFR)

# AGENDA

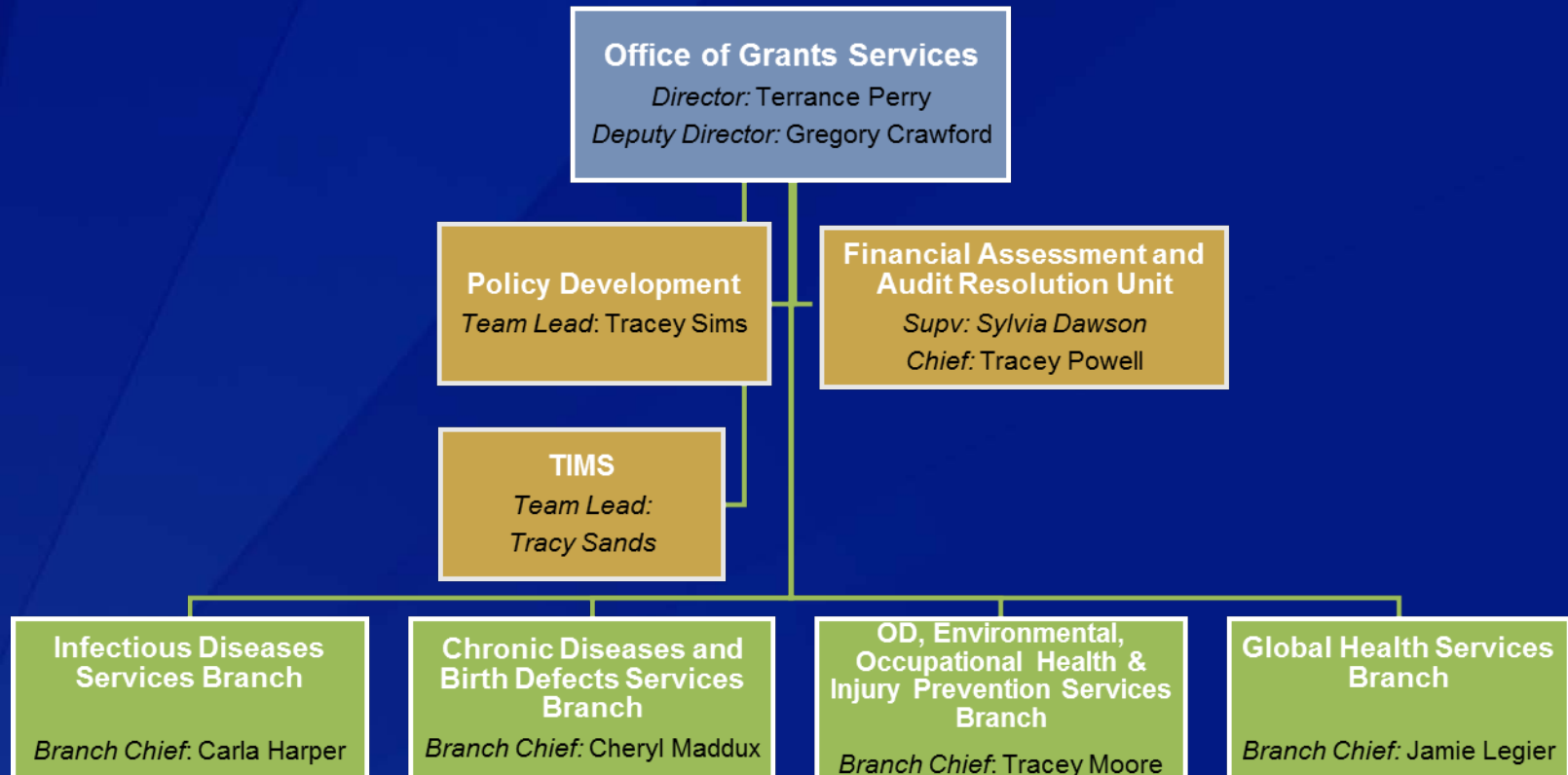
- ❑ Office of Financial Resources (OFR)/Office of Grants Services Overview
- ❑ Questions Raised at the Hospital Preparedness Program - Public Health Emergency Preparedness (HPP-PHEP) Annual Summit
  - Overtime/Compensatory Time
  - Uniform/Clothing
  - Equipment Purchases
- ❑ Tips
- ❑ Temporary Reassignment During an Emergency
- ❑ Crisis Notice Of Funding Opportunity (NOFO)



# CDC Office of Financial Resources Senior Staff



# Office of Grants Services



# Summit Questions

## Under what circumstances are we allowed to request overtime/compensatory time?

- ❑ In accordance with regulation §75.433 entitled Contingency provisions, overtime is not an allowable cost as a line item budget.
- ❑ However, OGS developed two options that can be used to request overtime/compensatory time.
  - *Option 1:* Non-Emergent Activities which includes exercises that support the capabilities, approved budget and work plan via a redirect request.
  - *Option 2:* Recipients can submit quarterly requests forecasting for proposed exercises that may require overtime.

## Do we have authority to purchase uniforms?

- ❑ In accordance with 45 CFR 75.457, uniform purchases are allowable if it is deemed a necessary and reasonable expense incurred for protection and security of facilities, personnel, and work products. Unfortunately, this program does not meet the requirement.
- ❑ However, Office of Grants Services has no issue with the procurement of items that can be reissued such as vests.

## When can equipment purchases be made?

- ❑ Lab purchases will be approved throughout the performance period as a result of the Lab/LRN Refreshment requirement outlined in the HPP/PHEP NOFO.
- ❑ In regards to laptops, recipients should follow their organizational policy. Remember to apply these three tenets: reasonable, allowable and allocable.
- ❑ Equipment purchases may be approved at the end of the performance period providing:
  - There is a follow-on requirement to continue activities; and
  - A justification identifying a bona fide need.



# TIPS

- ❑ On July 17, 2017 a notification was issued to all recipients to submit prior approval requests using the “manage amendments” feature in GrantSolutions. Please do not submit requests via email or using the “grant notes” feature.
  
- ❑ Carefully read:
  - The entire Notice of Award to ensure you do not miss any important submission requirements (e.g., reporting requirements and/or special conditions (if applicable)).
  
  - Budget Guidelines when submitting prior approval requests to ensure all supporting documentation is provided to avoid a delay in processing your the request.

## TIPS (continued)

- ❑ Prior approval templates can be found at <https://www.cdc.gov/grants/alreadyhavegrant/index.html>
- ❑ Ensure the correct Point of Contact (POC) is receiving the email notifications from Grant Solutions. This is the individual who manages the day to day grant business operations to ensure compliance and responsiveness is met.
- ❑ If you've not received a response from the grants management officer/specialist in a timely manner, please escalate to the team leader or branch chief. Please see slide 14 for point of contact information.

## Temporary Reassignment During An Emergency

- ❑ Only the governor of a state, or the tribal organization or designee in writing may request the authority to temporarily reassign state and local public health department or agency personnel.
- ❑ The requests should be comprehensive and include all HHS programs that will be affected as a result of the approval of the temporary reassignment request.
- ❑ Each state and Indian tribe should submit one comprehensive request per HHS declared public health emergency
- ❑ Guidance concerning this process can be found at <https://www.phe.gov/Preparedness/legal/pahpa/section201/Pages/default.aspx>

# Public Health Crisis Notice of Funding Opportunity (Crisis NOFO)

**Purpose:** A unique Notice of Funding Opportunity (NOFO) that will increase the speed at which CDC can fund recipients for domestic emergency preparedness and response using an open, continuous agency-wide umbrella cooperative agreement.

- This crisis NOFO is intended to support response activities and is not for capacity building
- NOFO will remain open for 3-5 years
- Normal procedures for publication and review of applications
- Application due dates in prescribed intervals, as well as on an as needed basis
- Funding preferences stated in the NOFO to address needs and reach areas affected by a crisis

## Crisis NOFO (continued)

- Applicant can propose on any of the most common needs (Domains)
- Retain as Approved but Unfunded (ABU) for extended period of time
- NOFO was published on October 12, 2017
- Webinars were held on October 17, 2017 and October 19, 2017
- Questions and Answers will be posted no later than October 27, 2017
- Award at time of need
- Phased approach by the Grantee to prepare a budget for the crisis

Companion NOFO for other recipient types (Non-Governmental Organization (NGO), Community Based Organizations (CBO), etc.) in development by Office of State, Tribal, Local and Territorial Support (OSTLTS)

# Questions & Comments

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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.



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