

OHS/DOH
State Local Health Departments (SLHD) Conference Calls
September 25, 2009
Notes & Follow-Up Items

The NYS Office of Homeland Security (OHS) and the NYS Department of Health (DOH) jointly conducted two conference calls on Friday, September 25, 2009 with local health departments. The purpose of these calls was to give an overview of the State Local Health Department Homeland Security Grant Program and to give jurisdictions the opportunity to ask questions about the program. OHS and DOH will work closely throughout this grant funding cycle to implement this program. Joint application reviews will be conducted to ensure close coordination among the multiple funding streams being administered by OHS and DOH.

Funding for this program is part of the FFY2009 State Homeland Security Grant Program **CFDA #97.067**

The following summarizes the calls and provides additional guidance on this program.

Clarification on what funds LHDs can use for what preparedness activities:

LHDs should use their CDC Public Health Emergency Preparedness (PHEP) funds for their base Public Health Emergency Preparedness activities (planning, training and exercising) that include all hazards, epidemiology, risk communication, informatics and laboratory. The LHDs should concentrate their OHS funds on mass prophylaxis and medical surge planning and exercises. LHDs should use their CDC Public Health Emergency Response (PHER) supplemental funds for all activities associated with the 2009-2010 H1N1 Influenza Mass Vaccination Campaign.

Required Documents to be Submitted to OHS:

- Point of Contact Designation – this form was sent to County Executives asking them to designate a contact for this grant program. OHS requires that this be submitted in order for us to contract with the Local Health Departments. If your county has not submitted this form, please reach out to them and ask them to do so.

- Grant Reporting Worksheet for LHD Grant – Due to OHS by **September 30, 2009** – the information on this spreadsheet is information that OHS is required to collect and submit to the federal Department of Homeland Security. The data should be for the SLHD grant only and not include other homeland security grant funding. The budget information may be just estimates if you have not completed your final plans. The information may be changed if needed when the full grant application is completed.

- Grant Applications: Must be submitted via the OHS electronic grants database (E-Grants) by **October 15, 2009**. This date is flexible, but the sooner your application is submitted the sooner funds will be made available to you for reimbursement. Specific questions regarding the use of the E-Grants system should be directed to the OHS Grants Division @ (518) 485-7241.

Application Process/Contracting Process:

- Each jurisdiction is assigned a Program Representative that will work with you from application stage through contract closeout.
- Steps for completing application:
 - o Review SLHD Grant Guidance
 - o Register as a user of the E-Grants system
 - o Download E-Grants Tutorial
 - o All Guidance and forms can be found at:
http://www.security.state.ny.us/Grant-Guidance/grantee_forms
- Steps for Contract:
 - o OHS generates a standard reimbursement contract based on OHS/DOH deliverables. A sample workplan is provided in the Grant Guidance Document. This is a sample only and Grantees may alter this as appropriate for their program. Contract dates will be 8/10/09-8/09/10.
 - o Grantee must have contract signed by authorized county official and returned to OHS for approval of the Attorney General and State Comptroller. This may take up to eight weeks to be approved.
 - o Approved contracts will be returned to Grantees and reimbursement may begin. Vouchers must be completed and submitted in hard copy only; no electronic copies will be accepted. In addition to a standard voucher grantees must complete quarterly fiscal cost report forms with accompanying detailed itemization reports. Reporting forms can be found on our website at the address listed above.
 - o Programmatic progress reporting is required quarterly based on the calendar quarter and must be completed in the E-Grants system.
- Unallowable Costs and Other Restrictions:
 - o Supplanting is not allowed. Funds are to supplement projects.
 - o Construction costs are not allowed.

- Vehicles are not allowed.
 - Cap on Personnel – up to 50% of funds may be spent on personnel costs to include: costs for program management, management and administration of grant funds (up to 3% of grant); overtime costs for staff to attend training/exercises; contractors hired to perform staff related activities.
 - Traditional Public Health Staff are not allowed: e.g. nursing administrator.
 - Equipment purchases: equipment must on the federal authorized equipment list (AEL) which can be found on the Responder Knowledge Base Website: <https://www.rkb.us/>. For purposes of this grant, equipment must be from the Medical Category, Section 9, with one exception: you may purchase refrigerator/freezer from Section 19 as it pertains to maintaining temperature control (cooling) for pharmaceuticals, vaccines, reagents, samples, or evidence.
- Reminder to refer to Grant Guidance and E-Grants tutorial.

Additional questions regarding the Homeland Security Grant should be directed to the OHS via email @ grants@security.state.ny.us or by calling (518) 485-7241. We will coordinate responses with DOH as appropriate and will update this document on the website.