

April 12, 2022

TO: All Local Public Health Emergency Preparedness Directors

**RE: Request for Applications
Public Health Emergency Preparedness Funding**

Authority:

Health and Safety Code Sections:
100150-100236, 100250-100255, 100325-100950,
101315-101319, 131000-131020, and 131050-131231

Government Code Sections: 8574.48 and 8587.8-
8587.9

California Code of Regulations, Titles 17 and 22

Dear Local Public Health Emergency Preparedness Director:

The California Department of Public Health (CDPH), Emergency Preparedness Office (EPO) is pleased to announce the request for applications (RFA) for emergency preparedness for public health and the health care coalition grants. This request for application includes the following funding sources:

1. Centers for Disease Control and Prevention's (CDC) Public Health Emergency Preparedness (PHEP);
2. Assistant Secretary for Preparedness and Response's (ASPR) Hospital Preparedness Program (HPP); and
3. State General Fund Pandemic Influenza (GF Pan Flu).

Collectively, this funding is intended to enhance day-to-day response plans and prepare for public health and/or medical emergencies. CDPH will enter into a five-year grant agreement with Local Health Jurisdictions (LHJ) covering the period July 1, 2022 to June 30, 2027. LHJs can apply for each funding source, as applicable (see *Attachment 2*). Following is a description of each funding source and their intended use.

CDC PHEP

PHEP funding is intended to build public health preparedness and response capabilities nationwide. CDPH is providing PHEP funding to LHJs within California to build and strengthen their abilities to effectively respond to a range of public health threats, including infectious diseases, natural disasters, and biological, chemical, nuclear, and radiological events. Preparedness activities funded with PHEP should specifically target the development of emergency-ready public health departments that are flexible and adaptable. For additional information, please visit the [website](#) for CDC's State and Local Readiness PHEP.

Lab

Public Health Laboratory funding is carved from PHEP funding to support local public health laboratories to maintain their Laboratory Response Network (LRN-B) capability to detect biological threats and emerging infectious diseases

CRI

Public Health Cities Readiness Initiative funding is intended to enhance preparedness in large metropolitan public health jurisdictions, to effectively respond to large public health emergencies needing life-saving medicines and medical supplies. CRI funding is to develop, test, and maintain plans to quickly receive medical countermeasures from the Strategic National Stockpile and distribute them to local communities.

ASPR HPP

HPP funding is intended to improve capacity of the health care system to plan for and respond to large-scale emergencies and disasters. CDPH is providing HPP funding to local public health jurisdictions within California to develop and sustain health care coalitions (HCCs). HCCs consist of core members from health care, public health, emergency medical services and emergency management organizations plus additional members that support the health care delivery system. HCCs partner to prepare health care systems to respond to emergencies and disasters, with an aim to improve patient outcomes during disasters and to minimize the need for state and federal resources. For additional information, please visit the [website](#) for ASPR's HPP.

GF Pan Flu

GF Pan Flu funding is intended to enhance LHJs readiness to respond to an infectious disease outbreak. GF Pan Flu funding compliments and supports PHEP and HPP funding goals while expanding the planning, training, and exercising of mass vaccinations in response to an infectious disease outbreak.

Funding:

Funding for the five-year grant period is approved on an annual basis. The funding allocations for HPP are an estimate based on FY 2021-22 allocations as ASPR has not released final allocations for FY 2022-23 (see Attachment 1). The total grant agreement will be based on the allocations listed in Attachment 1 and multiplied by five years.

Funding of local public health jurisdictions is contingent on CDPH-EPO receiving federal and State funds each fiscal year. CDPH-EPO will release local allocations and funding guidance (see Attachment 4) along with FY 22-23 budget templates annually to local public health jurisdictions for all emergency preparedness for public health and the health care delivery system grants prior to the start of the next fiscal year.

Application Submission Requirements:

1. Complete and submit a Letter of Intent (*Attachment 2*) and Project Representative information (*Attachment 3*) and email to LHBTProg@cdph.ca.gov by **April 19, 2022**.
2. Complete an Application package, starting with Attachments 4I-4M, as applicable, and submit to CDPH at: LHBTProg@cdph.ca.gov by **May 20, 2022**.

Upon receipt of attachments 2 & 3, your assigned contract manager will finalize your grant agreement and will send to your LHJ for review and approval. As a reminder, LHJs are not to begin work under this RFA until there is a fully executed grant agreement.

We look forward to collaborating on these activities with your LHJ. EPO will host an application webinar on April 19th and 20th, 2022 to go over the requirements and activities of these funding sources. If you have any questions or need further clarification, please reach out to your EPO Contract Manager.

Sincerely,



On behalf of
Melissa Relles
Assistant Deputy Director
Emergency Preparedness Office
California Department of Public Health

Attachments

Attachment 1: Local Allocation Tables

Attachment 2: Letter of Intent

Attachment 3: Project Representatives

Attachment 4: Funding Guidance:

- A. PHEP Workplan
- B. HPP Workplan
- C. Pan Flu Workplan
- D. Multi-County LEMSA Workplan
- E. PHEP Budget (CRI & Lab)
- F. HPP Budget
- G. Pan Flu Budget
- H. Budget Personnel Summary
- I. Contact Information
- J. Gov. Agency Taxpayer ID Form
- K. Fiscal Corrective Action Plan (CAP)
- L. Inventory Disposal Schedule
- M. Lab Training & Assistance Application

cc: CCLHO and CHEAC

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

FY 22-23 Total Grant Summary						
Local Health Department	DRAFT HPP Allocation	PHEP Allocation	CRI Allocation	Lab Allocation	Pan Flu Allocation	FY 22-23 Total (all grants)
ALAMEDA	\$456,863	\$0	\$0	\$0	\$0	\$456,863
ALAMEDA (minus Berkeley)	\$0	\$886,064	\$374,873	\$0	\$110,721	\$1,371,658
ALPINE	\$125,115	\$110,572	\$0	\$0	\$60,037	\$295,724
AMADOR	\$129,233	\$128,838	\$0	\$0	\$61,231	\$319,302
BERKELEY	\$0	\$168,847	\$28,426	\$0	\$63,846	\$261,119
BUTTE	\$159,987	\$212,144	\$0	\$0	\$66,676	\$438,807
CALAVERAS	\$129,981	\$132,698	\$0	\$0	\$61,483	\$324,162
COLUSA	\$123,844	\$121,213	\$0	\$0	\$60,733	\$305,790
CONTRA COSTA	\$356,150	\$691,535	\$280,907	\$0	\$98,007	\$1,426,599
DEL NORTE	\$111,690	\$123,582	\$0	\$0	\$60,888	\$296,160
EL DORADO	\$164,137	\$208,461	\$47,561	\$0	\$66,435	\$486,594
FRESNO	\$316,642	\$627,440	\$249,946	\$281,933	\$93,818	\$1,569,779
GLENN	\$125,333	\$124,958	\$0	\$0	\$60,978	\$311,269
HUMBOLDT	\$132,504	\$175,948	\$0	\$281,933	\$64,310	\$654,695
IMPERIAL	\$162,268	\$203,760	\$0	\$0	\$66,128	\$432,156
INYO	\$122,675	\$119,356	\$0	\$0	\$60,611	\$302,642
KERN	\$308,139	\$570,747	\$0	\$0	\$90,113	\$968,999
KINGS	\$141,527	\$186,881	\$0	\$0	\$65,025	\$393,433
LAKE	\$119,100	\$142,225	\$0	\$0	\$62,106	\$323,431
LASSEN	\$130,523	\$123,896	\$0	\$0	\$60,908	\$315,327
LONG BEACH	\$0	\$0	\$0	\$0	\$75,407	\$75,407
LOS ANGELES (minus Long Beach & Pasadena)	\$0	\$0	\$0	\$0	\$370,662	\$370,662
MADERA	\$142,715	\$189,870	\$0	\$0	\$65,220	\$397,805
MARIN	\$176,640	\$239,916	\$62,755	\$0	\$68,491	\$547,802
MARIPOSA	\$127,041	\$119,091	\$0	\$0	\$60,594	\$306,726
MENDOCINO	\$142,362	\$153,681	\$0	\$0	\$62,855	\$358,898
MERCED	\$182,061	\$253,555	\$0	\$0	\$69,382	\$504,998
MODOC	\$126,901	\$114,783	\$0	\$0	\$60,313	\$301,997
MONO	\$121,619	\$116,701	\$0	\$0	\$60,438	\$298,758
MONTEREY	\$212,607	\$330,405	\$0	\$0	\$74,405	\$617,417

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

FY 22-23 Total Grant Summary						
Local Health Department	DRAFT HPP Allocation	PHEP Allocation	CRI Allocation	Lab Allocation	Pan Flu Allocation	FY 22-23 Total (all grants)
NAPA	\$152,573	\$179,368	\$0	\$0	\$64,534	\$396,475
NEVADA	\$138,912	\$159,122	\$0	\$0	\$63,210	\$361,244
ORANGE	\$756,790	\$1,699,476	\$767,786	\$281,933	\$163,882	\$3,669,867
PASADENA	\$0	\$0	\$0	\$0	\$64,786	\$64,786
PLACER	\$200,519	\$314,114	\$98,596	\$0	\$73,340	\$686,569
PLUMAS	\$128,629	\$119,130	\$0	\$0	\$60,597	\$308,356
RIVERSIDE	\$616,698	\$1,347,028	\$597,539	\$0	\$140,847	\$2,702,112
SACRAMENTO	\$437,716	\$896,740	\$380,030	\$281,933	\$111,418	\$2,107,837
SAN BENITO	\$137,726	\$142,017	\$15,465	\$0	\$62,092	\$357,300
SAN BERNARDINO	\$516,858	\$1,206,643	\$529,727	\$281,933	\$131,672	\$2,666,833
SAN DIEGO	\$789,169	\$1,780,938	\$807,137	\$281,933	\$169,206	\$3,828,383
SAN FRANCISCO	\$300,290	\$550,999	\$213,022	\$0	\$88,822	\$1,153,133
SAN JOAQUIN	\$281,964	\$504,896	\$0	\$281,933	\$85,809	\$1,154,602
SAN LUIS OBISPO	\$179,324	\$246,669	\$0	\$281,933	\$68,932	\$776,858
SAN MATEO	\$278,301	\$495,678	\$186,300	\$0	\$85,206	\$1,045,485
SANTA BARBARA	\$213,379	\$332,348	\$0	\$0	\$74,532	\$620,259
SANTA CLARA	\$512,470	\$1,084,809	\$470,876	\$281,933	\$123,710	\$2,473,798
SANTA CRUZ	\$177,309	\$241,600	\$0	\$0	\$68,601	\$487,510
SHASTA	\$155,005	\$199,608	\$0	\$281,933	\$65,856	\$702,402
SIERRA	\$125,639	\$111,607	\$0	\$0	\$60,105	\$297,351
SISKIYOU	\$128,268	\$132,342	\$0	\$0	\$61,460	\$322,070
SOLANO	\$212,850	\$331,015	\$0	\$0	\$74,445	\$618,310
SONOMA	\$222,001	\$354,037	\$0	\$281,933	\$75,949	\$933,920
STANISLAUS	\$189,229	\$390,204	\$0	\$0	\$78,313	\$657,746
SUTTER	\$139,678	\$161,049	\$0	\$0	\$63,336	\$364,063
TEHAMA	\$132,479	\$142,938	\$0	\$0	\$62,153	\$337,570
TRINITY	\$127,711	\$116,822	\$0	\$0	\$60,446	\$304,979
TULARE	\$207,473	\$352,790	\$0	\$281,933	\$75,868	\$918,064
TUOLUMNE	\$135,711	\$136,946	\$0	\$0	\$61,761	\$334,418

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023**Attachment 1 v1**

FY 22-23 Total Grant Summary						
Local Health Department	DRAFT HPP Allocation	PHEP Allocation	CRI Allocation	Lab Allocation	Pan Flu Allocation	FY 22-23 Total (all grants)
VENTURA	\$292,319	\$530,947	\$0	\$0	\$87,511	\$910,777
YOLO	\$168,572	\$219,619	\$52,951	\$0	\$67,164	\$508,306
YUBA	\$135,295	\$150,021	\$0	\$0	\$62,616	\$347,932
Multi-County LEMSAs	\$280,635	\$0	\$0	\$0	\$0	\$280,635
Lab Training & Assistance	\$0	\$0	\$0	\$406,500	\$0	\$406,500
TOTALS	\$13,019,153	\$21,208,687	\$5,163,897	\$3,789,696	\$4,960,000	\$48,141,433

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

DRAFT FY 22-23 HPP Allocations (Base: \$125,000)							
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Multi-County LEMSA Amount	Multi-County LEMSA	Final 22-23 Allocation	Change
ALAMEDA	1,656,591	\$457,596	\$456,863	\$0		\$456,863	-\$733
ALPINE	1,135	\$125,115	\$125,227	\$112	Mountain Valley EMS	\$125,115	\$0
AMADOR	37,377	\$129,245	\$132,488	\$3,255	Mountain Valley EMS	\$129,233	-\$12
BUTTE	202,669	\$161,248	\$165,600	\$5,613	Sierra-Sac Valley EMS	\$159,987	-\$1,261
CALAVERAS	45,036	\$129,921	\$134,022	\$4,041	Mountain Valley EMS	\$129,981	\$60
COLUSA	22,248	\$123,747	\$129,457	\$5,613	Sierra-Sac Valley EMS	\$123,844	\$97
CONTRA COSTA	1,153,854	\$354,628	\$356,150	\$0		\$356,150	\$1,522
DEL NORTE	26,949	\$111,725	\$130,399	\$18,709	North Coast EMS	\$111,690	-\$35
EL DORADO	195,362	\$163,464	\$164,137	\$0		\$164,137	\$673
FRESNO	1,026,681	\$314,678	\$330,674	\$14,032	Central California EMS	\$316,642	\$1,964
GLENN	29,679	\$125,240	\$130,946	\$5,613	Sierra-Sac Valley EMS	\$125,333	\$93
HUMBOLDT	130,851	\$132,826	\$151,213	\$18,709	North Coast EMS	\$132,504	-\$322
IMPERIAL	186,034	\$162,578	\$162,268	\$0		\$162,268	-\$310
INYO	18,563	\$122,655	\$128,719	\$6,044	ICEMA	\$122,675	\$20
KERN	914,193	\$307,648	\$308,139	\$0		\$308,139	\$491
KINGS	152,543	\$141,545	\$155,559	\$14,032	Central California EMS	\$141,527	-\$18
LAKE	63,940	\$119,039	\$137,809	\$18,709	North Coast EMS	\$119,100	\$61
LASSEN	27,572	\$130,739	\$130,523	\$0		\$130,523	-\$216
MADERA	158,474	\$142,449	\$156,747	\$14,032	Central California EMS	\$142,715	\$266
MARIN	257,774	\$176,921	\$176,640	\$0		\$176,640	-\$281
MARIPOSA	18,037	\$127,024	\$128,613	\$1,572	Mountain Valley EMS	\$127,041	\$17
MENDOCINO	86,669	\$142,507	\$142,362	\$0		\$142,362	-\$145
MERCED	284,836	\$181,438	\$182,061	\$0		\$182,061	\$623
MODOC	9,491	\$126,905	\$126,901	\$0		\$126,901	-\$4
MONO	13,295	\$121,636	\$127,663	\$6,044	ICEMA	\$121,619	-\$17
MONTEREY	437,318	\$212,814	\$212,607	\$0		\$212,607	-\$207

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

DRAFT FY 22-23 HPP Allocations (Base: \$125,000)							
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Multi-County LEMSA Amount	Multi-County LEMSA	Final 22-23 Allocation	<i>Change</i>
NAPA	137,637	\$152,687	\$152,573	\$0		\$152,573	-\$114
NEVADA	97,466	\$138,918	\$144,525	\$5,613	Sierra-Sac Valley EMS	\$138,912	-\$6
ORANGE	3,153,764	\$760,862	\$756,790	\$0		\$756,790	-\$4,072
PLACER	404,994	\$199,750	\$206,132	\$5,613	Sierra-Sac Valley EMS	\$200,519	\$769
PLUMAS	18,116	\$128,635	\$128,629	\$0		\$128,629	-\$6
RIVERSIDE	2,454,453	\$611,165	\$616,698	\$0		\$616,698	\$5,533
SACRAMENTO	1,561,014	\$434,611	\$437,716	\$0		\$437,716	\$3,105
SAN BENITO	63,526	\$137,412	\$137,726	\$0		\$137,726	\$314
SAN BERNARDINO	2,175,909	\$515,019	\$560,897	\$44,039	ICEMA	\$516,858	\$1,839
SAN DIEGO	3,315,404	\$790,527	\$789,171	\$0		\$789,169	-\$1,358
SAN FRANCISCO	875,010	\$303,717	\$300,290	\$0		\$300,290	-\$3,427
SAN JOAQUIN	783,534	\$278,999	\$281,964	\$0		\$281,964	\$2,965
SAN LUIS OBISPO	271,172	\$180,191	\$179,324	\$0		\$179,324	-\$867
SAN MATEO	765,245	\$278,922	\$278,301	\$0		\$278,301	-\$621
SANTA BARBARA	441,172	\$214,943	\$213,379	\$0		\$213,379	-\$1,564
SANTA CLARA	1,934,171	\$515,550	\$512,470	\$0		\$512,470	-\$3,080
SANTA CRUZ	261,115	\$178,992	\$177,309	\$0		\$177,309	-\$1,683
SHASTA	177,797	\$154,829	\$160,618	\$5,613	Sierra-Sac Valley EMS	\$155,005	\$176
SIERRA	3,189	\$125,637	\$125,639	\$0		\$125,639	\$2
SISKIYOU	44,330	\$128,238	\$133,881	\$5,613	Sierra-Sac Valley EMS	\$128,268	\$30
SOLANO	438,527	\$212,631	\$212,850	\$0		\$212,850	\$219
SONOMA	484,207	\$223,133	\$222,001	\$0		\$222,001	-\$1,132
STANISLAUS	555,968	\$188,871	\$236,376	\$47,147	Mountain Valley EMS	\$189,229	\$358
SUTTER	101,289	\$139,443	\$145,291	\$5,613	Sierra-Sac Valley EMS	\$139,678	\$235
TEHAMA	65,354	\$132,352	\$138,092	\$5,613	Sierra-Sac Valley EMS	\$132,479	\$127
TRINITY	13,535	\$127,697	\$127,711	\$0		\$127,711	\$14
TULARE	481,733	\$206,513	\$221,505	\$14,032	Central California EMS	\$207,473	\$960
TUOLUMNE	53,465	\$135,932	\$135,711	\$0		\$135,711	-\$221

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

DRAFT FY 22-23 HPP Allocations (Base: \$125,000)						
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Multi-County LEMSA Amount	Multi-County LEMSA	Final 22-23 Allocation
VENTURA	835,223	\$292,785	\$292,319	\$0		\$292,319
YOLO	217,500	\$169,133	\$168,572	\$0		\$168,572
YUBA	79,407	\$135,091	\$140,908	\$5,613	Sierra-Sac Valley EMS	\$135,295
TOTALS	29,422,397	12,738,516	13,019,155	280,635		\$12,738,518

Change

-\$466

-\$561

\$204

Population	29,422,397
Local HPP Allocation	\$13,019,153
Local Base Allocation	\$125,000

DRAFT

Multi-County LEMSA Allocation	Total
Central California EMS	\$56,127
Mountain Valley EMS	\$56,127
Sierra-Sac Valley EMS	\$56,127
North Coast EMS	\$56,127
ICEMA	\$56,127
Total	\$280,635

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

FY 22-23 PHEP Allocations (Base: \$110,000)					
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Final 22-23 Allocation	<i>Change</i>
ALAMEDA (minus Berkeley)	1,539,830	\$898,389	\$886,064	\$886,064	-12,325
ALPINE	1,135	\$110,585	\$110,572	\$110,572	-13
AMADOR	37,377	\$129,185	\$128,838	\$128,838	-347
BERKELEY	116,761	\$172,419	\$168,847	\$168,847	-3,572
BUTTE	202,669	\$217,083	\$212,144	\$212,144	-4,939
CALAVERAS	45,036	\$132,926	\$132,698	\$132,698	-228
COLUSA	22,248	\$121,153	\$121,213	\$121,213	60
CONTRA COSTA	1,153,854	\$697,407	\$691,535	\$691,535	-5,872
DEL NORTE	26,949	\$123,900	\$123,582	\$123,582	-318
EL DORADO	195,362	\$208,393	\$208,461	\$208,461	68
FRESNO	1,026,681	\$631,106	\$627,440	\$627,440	-3,666
GLENN	29,679	\$124,971	\$124,958	\$124,958	-13
HUMBOLDT	130,851	\$177,879	\$175,948	\$175,948	-1,931
IMPERIAL	186,034	\$206,127	\$203,760	\$203,760	-2,367
INYO	18,563	\$119,463	\$119,356	\$119,356	-107
KERN	914,193	\$577,229	\$570,747	\$570,747	-6,482
KINGS	152,543	\$188,219	\$186,881	\$186,881	-1,338
LAKE	63,940	\$142,610	\$142,225	\$142,225	-385
LASSEN	27,572	\$124,682	\$123,896	\$123,896	-786
MADERA	158,474	\$190,530	\$189,870	\$189,870	-660
MARIN	257,774	\$242,818	\$239,916	\$239,916	-2,902
MARIPOSA	18,037	\$119,200	\$119,091	\$119,091	-109
MENDOCINO	86,669	\$154,783	\$153,681	\$153,681	-1,102
MERCED	284,836	\$254,372	\$253,555	\$253,555	-817
MODOC	9,491	\$114,873	\$114,783	\$114,783	-90
MONO	13,295	\$116,856	\$116,701	\$116,701	-155
MONTEREY	437,318	\$334,635	\$330,405	\$330,405	-4,230

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023**Attachment 1 v1**

FY 22-23 PHEP Allocations (Base: \$110,000)					
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Final 22-23 Allocation	<i>Change</i>
NAPA	137,637	\$180,825	\$179,368	\$179,368	-1,457
NEVADA	97,466	\$159,961	\$159,122	\$159,122	-839
ORANGE	3,153,764	\$1,736,591	\$1,699,476	\$1,699,476	-37,115
PLACER	404,994	\$315,574	\$314,114	\$314,114	-1,460
PLUMAS	18,116	\$119,298	\$119,130	\$119,130	-168
RIVERSIDE	2,454,453	\$1,353,650	\$1,347,028	\$1,347,028	-6,622
SACRAMENTO	1,561,014	\$902,010	\$896,740	\$896,740	-5,270
SAN BENITO	63,526	\$141,751	\$142,017	\$142,017	266
SAN BERNARDINO	2,175,909	\$1,220,355	\$1,206,643	\$1,206,643	-13,712
SAN DIEGO	3,315,404	\$1,812,475	\$1,780,941	\$1,780,938	-31,537
SAN FRANCISCO	875,010	\$567,173	\$550,999	\$550,999	-16,174
SAN JOAQUIN	783,534	\$503,942	\$504,896	\$504,896	954
SAN LUIS OBISPO	271,172	\$251,184	\$246,669	\$246,669	-4,515
SAN MATEO	765,245	\$503,745	\$495,678	\$495,678	-8,067
SANTA BARBARA	441,172	\$340,082	\$332,348	\$332,348	-7,734
SANTA CLARA	1,934,171	\$1,109,058	\$1,084,809	\$1,084,809	-24,249
SANTA CRUZ	261,115	\$248,115	\$241,600	\$241,600	-6,515
SHASTA	177,797	\$200,663	\$199,608	\$199,608	-1,055
SIERRA	3,189	\$111,630	\$111,607	\$111,607	-23
SISKIYOU	44,330	\$132,640	\$132,342	\$132,342	-298
SOLANO	438,527	\$334,167	\$331,015	\$331,015	-3,152
SONOMA	484,207	\$361,031	\$354,037	\$354,037	-6,994
STANISLAUS	555,968	\$393,992	\$390,204	\$390,204	-3,788
SUTTER	101,289	\$161,303	\$161,049	\$161,049	-254
TEHAMA	65,354	\$143,164	\$142,938	\$142,938	-226
TRINITY	13,535	\$116,899	\$116,822	\$116,822	-77
TULARE	481,733	\$354,410	\$352,790	\$352,790	-1,620
TUOLUMNE	53,465	\$137,964	\$136,946	\$136,946	-1,018

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

FY 22-23 PHEP Allocations (Base: \$110,000)				
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Final 22-23 Allocation
VENTURA	835,223	\$539,207	\$530,947	\$530,947
YOLO	217,500	\$222,895	\$219,619	\$219,619
YUBA	79,407	\$150,170	\$150,021	\$150,021
TOTALS	29,422,397	\$21,457,717	\$21,208,690	\$21,208,687

Change

-8,260

-3,276

-149

Population	29,422,397
Local PHEP Allocation	\$24,998,383
Local Lab	\$3,789,696
TOTAL Local PHEP Allocation (less Lab)	\$21,208,687
Local Base Allocation	\$110,000

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

FY 22-23 CRI Allocations					
Local Health Department	Population	21-22 Allocation	22-23 Allocation	Final 22-23 Allocation	<i>change</i>
ALAMEDA (minus Berkeley)	1,539,830	\$331,121	\$374,873	\$374,873	43,752
BERKELEY	116,761	\$26,216	\$28,426	\$28,426	2,210
CONTRA COSTA	1,153,854	\$246,709	\$280,907	\$280,907	34,198
EL DORADO	195,362	\$41,325	\$47,561	\$47,561	6,236
FRESNO	1,026,681	\$218,863	\$249,946	\$249,946	31,083
MARIN	257,774	\$55,783	\$62,755	\$62,755	6,972
ORANGE	3,153,764	\$683,164	\$767,786	\$767,786	84,622
PLACER	404,994	\$86,341	\$98,596	\$98,596	12,255
RIVERSIDE	2,454,453	\$522,330	\$597,539	\$597,539	75,209
SACRAMENTO	1,561,014	\$332,642	\$380,030	\$380,030	47,388
SAN BENITO	63,526	\$13,336	\$15,465	\$15,465	2,129
SAN BERNARDINO	2,175,909	\$466,346	\$529,727	\$529,727	63,381
SAN DIEGO	3,315,404	\$715,035	\$807,138	\$807,137	92,102
SAN FRANCISCO	875,010	\$192,012	\$213,022	\$213,022	21,010
SAN MATEO	765,245	\$165,372	\$186,300	\$186,300	20,928
SANTA CLARA	1,934,171	\$419,602	\$470,876	\$470,876	51,274
YOLO	217,500	\$47,416	\$52,951	\$52,951	5,535
TOTALS	21,211,252	\$4,563,613	\$5,163,898	\$5,163,897	

Population	21,211,252
Local CRI Allocation	\$5,163,897

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

FY 22-23 Lab Allocations				
Local Health Department	22-23 Allocation	22-23 Lab Trainee	22-23 Lab Assistance	Final 22-23 Allocation
FRESNO	\$281,933	\$0	\$0	\$281,933
HUMBOLDT	\$281,933	\$0	\$0	\$281,933
ORANGE	\$281,933	\$0	\$0	\$281,933
SACRAMENTO	\$281,933	\$0	\$0	\$281,933
SAN BERNARDINO	\$281,933	\$0	\$0	\$281,933
SAN DIEGO	\$281,933	\$0	\$0	\$281,933
SAN JOAQUIN	\$281,933	\$0	\$0	\$281,933
SAN LUIS OBISPO	\$281,933	\$0	\$0	\$281,933
SANTA CLARA	\$281,933	\$0	\$0	\$281,933
SHASTA	\$281,933	\$0	\$0	\$281,933
SONOMA	\$281,933	\$0	\$0	\$281,933
TULARE	\$281,933	\$0	\$0	\$281,933
TOTALS	\$3,383,196	\$0.00	\$0.00	\$3,383,196

Pending Allocation

Local LRN-B Labs	12	
Local Lab Allocation	\$3,383,196	
*Lab Trainee & Assist.	\$406,500	\$406,500
TOTAL Lab	\$3,789,696	

*Lab Trainee and Assistance funds to train microbiologist.

1) Allocated during application approval process.

2) Refer to Local Funding Guidance, Attachment for Lab Trainee and Assistance.

FY 22-23 Pan Flu Allocations (Base: \$60,000)		
Local Health Department	Population	Final 22-23 Allocation
ALAMEDA (minus Berkeley)	1,539,830	\$110,721
ALPINE	1,135	\$60,037
AMADOR	37,377	\$61,231
BERKELEY	116,761	\$63,846
BUTTE	202,669	\$66,676
CALAVERAS	45,036	\$61,483
COLUSA	22,248	\$60,733
CONTRA COSTA	1,153,854	\$98,007
DEL NORTE	26,949	\$60,888
EL DORADO	195,362	\$66,435
FRESNO	1,026,681	\$93,818
GLENN	29,679	\$60,978
HUMBOLDT	130,851	\$64,310
IMPERIAL	186,034	\$66,128
INYO	18,563	\$60,611
KERN	914,193	\$90,113
KINGS	152,543	\$65,025
LAKE	63,940	\$62,106
LASSEN	27,572	\$60,908
LONG BEACH	467,730	\$75,407
LOS ANGELES (minus Long Beach & Pasadena)	9,431,422	\$370,662
MADERA	158,474	\$65,220
MARIN	257,774	\$68,491
MARIPOSA	18,037	\$60,594
MENDOCINO	86,669	\$62,855
MERCED	284,836	\$69,382
MODOC	9,491	\$60,313
MONO	13,295	\$60,438
MONTEREY	437,318	\$74,405

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023**Attachment 1 v1**

FY 22-23 Pan Flu Allocations (Base: \$60,000)		
Local Health Department	Population	Final 22-23 Allocation
NAPA	137,637	\$64,534
NEVADA	97,466	\$63,210
ORANGE	3,153,764	\$163,882
PASADENA	145,306	\$64,786
PLACER	404,994	\$73,340
PLUMAS	18,116	\$60,597
RIVERSIDE	2,454,453	\$140,847
SACRAMENTO	1,561,014	\$111,418
SAN BENITO	63,526	\$62,092
SAN BERNARDINO	2,175,909	\$131,672
SAN DIEGO	3,315,404	\$169,206
SAN FRANCISCO	875,010	\$88,822
SAN JOAQUIN	783,534	\$85,809
SAN LUIS OBISPO	271,172	\$68,932
SAN MATEO	765,245	\$85,206
SANTA BARBARA	441,172	\$74,532
SANTA CLARA	1,934,171	\$123,710
SANTA CRUZ	261,115	\$68,601
SHASTA	177,797	\$65,856
SIERRA	3,189	\$60,105
SISKIYOU	44,330	\$61,460
SOLANO	438,527	\$74,445
SONOMA	484,207	\$75,949
STANISLAUS	555,968	\$78,313
SUTTER	101,289	\$63,336
TEHAMA	65,354	\$62,153
TRINITY	13,535	\$60,446
TULARE	481,733	\$75,868
TUOLUMNE	53,465	\$61,761

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

FY 22-23 Pan Flu Allocations (Base: \$60,000)		
Local Health Department	Population	Final 22-23 Allocation
VENTURA	835,223	\$87,511
YOLO	217,500	\$67,164
YUBA	79,407	\$62,616
TOTALS	39,466,855	\$4,960,000

Population	39,466,855
Pan Flu Allocation	\$4,960,000
Base Allocation	\$60,000

CA Department of Finance
Population Estimates
Report E-1
Released: January 1, 2021

Local Health Department	22-23 Population
ALAMEDA	1,656,591
ALAMEDA (minus Berkeley)	1,539,830
ALPINE	1,135
AMADOR	37,377
BERKELEY	116,761
BUTTE	202,669
CALAVERAS	45,036
COLUSA	22,248
CONTRA COSTA	1,153,854
DEL NORTE	26,949
EL DORADO	195,362
FRESNO	1,026,681
GLENN	29,679
HUMBOLDT	130,851
IMPERIAL	186,034
INYO	18,563
KERN	914,193
KINGS	152,543
LAKE	63,940
LASSEN	27,572
LONG BEACH	467,730
LOS ANGELES (minus Long Beach & Pasadena)	9,431,422
MADERA	158,474
MARIN	257,774
MARIPOSA	18,037
MENDOCINO	86,669
MERCED	284,836
MODOC	9,491
MONO	13,295
MONTEREY	437,318

CA Department of Finance
Population Estimates
Report E-1
Released: January 1, 2021

Local Health Department	22-23 Population
NAPA	137,637
NEVADA	97,466
ORANGE	3,153,764
PASADENA	145,306
PLACER	404,994
PLUMAS	18,116
RIVERSIDE	2,454,453
SACRAMENTO	1,561,014
SAN BENITO	63,526
SAN BERNARDINO	2,175,909
SAN DIEGO	3,315,404
SAN FRANCISCO	875,010
SAN JOAQUIN	783,534
SAN LUIS OBISPO	271,172
SAN MATEO	765,245
SANTA BARBARA	441,172
SANTA CLARA	1,934,171
SANTA CRUZ	261,115
SHASTA	177,797
SIERRA	3,189
SISKIYOU	44,330
SOLANO	438,527
SONOMA	484,207
STANISLAUS	555,968
SUTTER	101,289
TEHAMA	65,354
TRINITY	13,535
TULARE	481,733
TUOLUMNE	53,465

FY 2022-23 Local Grant Allocations
Grant Period: 01/07/2022 to 06/30/2023

Attachment 1 v1

CA Department of Finance
Population Estimates
Report E-1
Released: January 1, 2021

Local Health Department	22-23 Population
VENTURA	835,223
YOLO	217,500
YUBA	79,407
TOTAL	39,466,855

California 39,466,855

Letter of Intent

Emergency Preparedness Office Public Health and Medical Emergency Preparedness Program Local Implementing Agency Funding Application

**Fiscal Years (FY) FY 2022-23 through FY 2026-27
(July 1, 2022 to June 30, 2027)**

Complete and email this form by 4:00pm April 19, 2022 to: LHBTProg@cdph.ca.gov

Emergency Preparedness Office
California Department of Public Health

1) Please complete the fields below for your Agency:

Project Representative:

Title:

Agency:

Address:

Telephone:

Email:

2) Please check the boxes below that indicate the funding source your Agency will apply.

- a) Public Health Emergency Preparedness (PHEP)
- b) Hospital Preparedness Program (HPP)
- c) Pandemic Influenza (Pan Flu)
- d) PHEP & Cities Readiness Initiative (CRI)
- e) PHEP & Laboratory (Lab)
- f) PHEP, CRI & Lab

3) Please complete the fields below in order to expedite processing your agreement.

Does your Agency require a board resolution for a new agreement?

When are your scheduled board meeting dates between May and
September 2022?

Does your Agency require the contract be in hand to get on the Agenda?

When do you need the contract? (i.e. two weeks before, one month
before, etc.)

4) By signing below, your Agency agrees to prepare the required documents for this funding application.

Signature of Project Director or Designee

Date

Printed name

Attachment 3

PROJECT REPRESENTATIVES The Project Representatives during the term of this agreement will be:

Direct all inquiries to the following representatives:

All payments from CDPH to the Grantee; shall be sent to the following address:

Attachment 4

Fiscal Year (FY) 2022 – 2027 Funding Guidance

*Public Health and Health Care Coalition Emergency Preparedness Guidance
California Department of Public Health
Emergency Preparedness Office*

Emergency Preparedness Office
California Department of Public Health
1615 Capitol Avenue, Suite 73.516
PO Box 997377, MS 7204
Sacramento, CA 95899



This material was produced by the California Department of Public Health's Emergency Preparedness Office with funding from the CDC, ASPR and California as Pandemic Influenza. This document contains both Federal and State dates and requirements that are subject to change due to emergency response efforts. Notification of such changes will be provided upon receipt.

TIMELINE

DATE	ACTIVITY
April 12, 2022	Funding Application Package release
April 19, 2022	Letter of Intent (Attachment 2) and Project Representative information (Attachment 3)
April 19 & 20, 2022	Application Webinar, all LHD call
May 20, 2022	Application Package
June 2022	Application Approval Letter
July 1, 2022	Five-Year Grant Agreement begins

Application Package Checklist

Application Document	Completed
All Grants	
Annual Single Audit of FY 21-22	
Budget Personnel Summary FY 22-23 (Attachment H)	
Contact Information FY 22-23 (Attachment I)	
Gov. Agency Taxpayer ID Form (Attachment J)	
Public Health Emergency Preparedness (PHEP)	
PHEP Workplan FY 22-23 (Attachment A)	
PHEP Budget FY 22-23 (Attachment E)	
Hospital Preparedness Program (HPP)	
HPP Workplan FY 22-23 (Attachment B)	
HPP Budget FY 22-23 (Attachment F)	
Pandemic Influenza (Pan Flu)	
Pan Flu Workplan FY 22-23 (Attachment C)	
Pan Flu Budget FY 22-23 (Attachment G)	
Cities Readiness Initiative (CRI) Jurisdictions	
PHEP CRI Budget FY 22-23 (Attachment E)	
Laboratory Response Network – Biological (LRN-B) Jurisdictions	
PHEP Lab Budget FY 22-23 (Attachment E)	
Multi-County LEMSA Jurisdictions	
Multi-County LEMSA Workplan FY 22-23 (Attachment D)	
IF Applicable	
Fiscal Corrective Action Plan (CAP) (Attachment K)	
Inventory Disposal Schedule FY 22-23 (Attachment L)	
Lab Training & Assistance Application FY 22-23 (Attachment M)	

Application funding is subject to change at any time because of changes in Federal or State program funding amendments.

Contents

A. Introduction	4
B. Funding Authorization	4
1. Pandemic and All-Hazards Preparedness and Advancing Innovation (PAHPAI) Act	4
a) PHEP	5
b) HPP	6
c) Pan Flu	6
C. General Information	7
1. Funding Objective.....	7
2. Funding Amount	7
3. Eligibility	7
D. Grant Agreement Award Process	8
E. Application Instructions	8
1. Intent to Apply.....	8
2. Application Webinar.....	8
3. Submission of Application	9
4. Required Application Documents	9
5. FY Allocations.....	10
a) Local Emergency Medical Services Agency (LEMSA) Allocations	10
b) Cities Readiness Initiative (CRI)	10
c) Local Laboratory Response Network – Biological (LRN-B)	11
6. If Applicable.....	12
7. Application Questions.....	12
F. Funding Requirements.....	12
a) Capabilities Planning Guides.....	12
b) Emergency Preparedness Training Workshop (EPTW)	12
c) Inventory.....	13
d) Mid-Year and Year End Reporting.....	13
e) Performance Measures	13
f) Site Visits.....	13
g) Statewide Medical Health Exercise (SWMHE)	14
G. Additional Information	14
H. Audit.....	14
I. Continuation Guidance	14

A. Introduction

The Emergency Preparedness Office (EPO) of the California Department of Public Health (CDPH) is soliciting applications from all Local Health Departments (LHDs) to provide public health and medical emergency preparedness funding for LHDs to plan, train, exercise and improve local public health and medical emergency response and recovery from a disaster. Funding sources include: the Centers for Disease Control and Prevention (CDC), for Public Health Emergency Preparedness (PHEP) planning, Cities Readiness Initiative (CRI), and Laboratory (Lab); the Assistant Secretary for Preparedness & Response (ASPR) for Hospital Preparedness Program (HPP) planning; and the State of California for Pandemic Influenza (Pan Flu) planning.

This application begins the process by which CDPH-EPO will prepare a five-year agreement. The CDPH-EPO authority for these grant agreements is vested in the California Health and Safety Code, Sections 100150-100236, 100250-100255, 100325-100950, 101315, 101319, 131000-131020, and 131050-131231; Government Code, Sections 8574.48 and 8587.8-8587.9; and California Code of Regulations, Titles 17 and 22. The services in this grant agreement are identified as 100% local assistance funding in our agency's budget and meet the conditions of State Contracting Manual 3.17.

The budget period (BP) for all funding streams begins on July 1st and ends on June 30th of each Fiscal Year (FY). The funding streams included in this Guidance are listed below:

- Public Health Emergency Preparedness (PHEP)
 - Cities Readiness Initiative (PHEP CRI)
 - Laboratory (PHEP Lab)
- Hospital Preparedness Program (HPP)
- Pandemic Influenza (Pan Flu)

B. Funding Authorization

1. Pandemic and All-Hazards Preparedness and Advancing Innovation (PAHPAI) Act

The PAHPAI Act reauthorizes, revises, and establishes several programs and entities relating to public health emergency preparedness and response. Language from the PAHPAI Act reauthorizing PHEP and HPP programs is as follows:

TITLE II--IMPROVING PREPAREDNESS AND RESPONSE

(Sec. 201) This section reauthorizes through FY2023 and revises the Public Health Emergency Preparedness cooperative-agreement program administered by the Centers

for Disease Control and Prevention (CDC) to include evaluations using evidence-based benchmarks and objective standards.

(Sec. 202) This section reauthorizes through FY2023 and revises the Hospital Preparedness Program administered by the Office of the Assistant Secretary for Preparedness and Response (ASPR) to require applicants for cooperative agreements under the program to describe the applicant's approach for coordinating services and integrating health data.

a) PHEP

- Awarding Agency: Department of Health and Human Services, Centers for Disease Control and Prevention (CDC)
- Funding Authority: Section 319C-1 of the Public Health Service (PHS) Act (title 47 United States Code (USC) 247d-3a), as amended.
- Award Recipient: California Department of Public Health
- Catalog of Federal Domestic Assistance (CFDA) Number: 93.069 – Public Health Emergency preparedness
- Assistance Type: Cooperative Agreement
- BP3 Grant Number: 5 NU90TP922005-03-00, Award Date: 04/26/2021
- Federal Award Identification Number (FAIN): NU90TP922005
- BP3 Notice of Funding Opportunity (NOFO) Number: CDC-RFA-TP19-1901
- Title of Project: Public Health Emergency Preparedness (PHEP) Cooperative Agreement
- Project Period: From 07/01/2019 through 06/30/2024
- PHEP Federal Project Description: The *Public Health Emergency Preparedness and Response Capabilities: National Standards of State, Local, Tribal, and Territorial Public Health* describes the 15 capability standards for PHEP recipients to strengthen during the 2019-2024 performance period. The capability standards inform the PHEP logic model, which is a high-level description of the PHEP program's general approach that displays "if-then" relationships between the program's strategies, activities, and outcomes. The logic model also highlights priority strategies and activities, provides examples of consequent outputs, and characterizes the intended outcomes that will result from building jurisdictional capabilities.

PHEP recipients are expected to show measurable progress toward achieving the short-term and long-term outcomes during this five-year performance period. CDC will use its PHEP Operational Readiness Review (ORR) Reporting and Tracking System (PORTS) evaluation process to measure PHEP recipient progress in achieving desired outcomes.

Subject to the availability of funding, CDC may introduce future projects that support advanced development of key public health preparedness capabilities in high population cities during the 2019-2024 performance period. This future project may support high

population cities with identifying gaps and strengthening chemical and radiological preparedness.

b) HPP

- Awarding Agency: Department of Health and Human Services, Assistant Secretary for Preparedness & Response (ASPR)
- Funding Authority: Section 319C-2 of the Public Health Services (PHS) Act (title 42 United States Code (USC) 247d-3b), as amended.

Section 311 of the PHS Act (title 42 USC 243), subject to available funding and other requirements and limitations

- Award Recipient: California Department of Public Health
- Catalog of Federal Domestic Assistance (CFDA) Number: 93.889 – National Bioterrorism Hospital Preparedness
- Assistance Type: Formula Grant
- BP2 Grant Number: 5 U3REP190564-02-00
- Federal Award Identification Number (FAIN): U3REP190564
- BP3 Funding Opportunity Announcement (FOA) Number: EP-U3R-19-001
- Title of Project: Hospital Preparedness Program Cooperative Agreement
- Project Period: From 07/01/2019 through 06/30/2024
- HPP Federal Project Description: ASPR's HPP funding is to strengthen and enhance the acute care medical surge capacity through the maintenance and growth of strong Health Care Coalitions (HCCs) within each HPP-funded state, territory, freely associated state, and locality. HPP funds are to build acute care medical surge capacity by ensuring that HPP recipients focus on objectives and activities that advance progress toward meeting the goals of the four capabilities detailed in the 2017-2022 Health Care Preparedness and Response Capabilities and document progress in establishing or maintaining response-ready health care systems through strong HCCs.

c) Pan Flu

Match to federal funding, authorized by the annual California Budget Act

PROGRAM AUTHORITY 4040-Public Health Emergency Preparedness: Health and Safety Code, Sections 100150-100236, 100250-100255, 100325-100950, 101315, 101319, 131000-131020, and 131050-131231; Government Code, Sections 8574.48 and 8587.8-8587.9; and California Code of Regulations, Titles 17 and 22.

4040010 - Emergency Preparedness

The Public Health Emergency Preparedness program coordinates preparedness and response activities for all public health emergencies, including natural disasters, acts of terrorism, and pandemic diseases. The program plans and supports surge capacity in the

medical care and public health systems to meet needs during emergencies. The program also administers federal and state funds that support Public Health emergency preparedness activities.

C. General Information

1. Funding Objective

CDPH-EPO is issuing a funding application request to Local Health Departments or their designated entity for a five-year grant period from July 1, 2022, to June 30, 2027. CDPH-EPO funds PHEP, HPP, Pan Flu, CRI and Lab to LHDs to complete service delivery within their jurisdiction, and to promote planning and preparedness for a response to all public health and medical emergencies, including natural disasters, acts of terrorism, and infectious diseases. The local emergency preparedness program plans shall support surge capacity in public health systems and the health care delivery system to meet the needs during emergencies.

The objective is to award funding for work with PHEP, HPP, Pan Flu, CRI and Lab eligible LHDs. Successful applicants will use jurisdictional hazard and vulnerability assessments, exercises, and real events to assess gaps, and develop improvement plans to inform and galvanize process improvement. Improvements and updates should be at least every three years and used to inform policy, processes, training and exercising needed to be ready for a public health and/or medical emergency that threatens the public's health and the stability of the health care delivery system with a long-term goal of sustaining readiness.

2. Funding Amount

CDPH-EPO will award approximately \$48M each FY dependent upon the annual Federal Continuation Guidance and State award. Attachment 1 is the DRAFT Local Allocation table for FY 2022-23 for each LHJ by funding stream. Each FY CDPH-EPO will release the annual Local Allocation table along with State Continuation Guidance based on federal funding authority and State awards. Refer to Continuation Guidance for additional information.

3. Eligibility

Applicants must be a California Local Health Department or Agency or a Local Health Department's designated entity, from here on referred to as Local Health Jurisdiction (LHJ) that meets all the criteria below:

- i. Operate within the county they authorize to serve,
- ii. Provide proof of non-profit status as part of the response to the Funding Application Request (for example, a copy of your signed 501(c) (3) IRS form),
- iii. Address public health and/or medical emergency preparedness and response planning and implementation and sustainment,
- iv. Follow the California Public Health and Medical Emergency Operations Manual (EOM), California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- v. Demonstrate experience or capacity to provide public health and/or medical emergency preparedness and response planning and implementation to the jurisdiction,
- vi. Collaborate and coordinate with public health and medical emergency preparedness response partners and stakeholders representing the diverse assets, diverse populations in order to meet the public health and medical emergency preparedness and response needs of community, including addressing and promoting the following efforts: tribal engagement, at-risk populations and health equity, and
- vii. Possess the capacity to adhere to the agreement, fiscal and program reporting requirements of CDPH-EPO, CDC and ASPR.

D. Grant Agreement Award Process

Awarded Grant Agreements will be executed by June 30, 2022, for work to begin on July 1, 2022. CDPH-EPO reserves the right to fund any or none of the applications submitted.

Awards will be made to LHJs, whose applications are determined to be technically complete and whose professional qualifications and experience meet the terms of the Funding Application Package. The selection process may include a request for additional information to support the application. In addition, telephone interviews and/or site visits may take place between the selection processes, grant agreement negotiations, and grant agreement award dates.

E. Application Instructions

1. Intent to Apply

Prospective applicants who intend to apply are required to indicate their intention to apply, by submitting the Letter of Intent and Project Representatives. Failure to submit the mandatory, non-binding Letter of Intent will result in application rejection. The mandatory Letter of Intent is non-binding and prospective applicants are not required to apply merely because a Letter of Intent is submitted.

Submitting a Mandatory, Non-Binding Letter of Intent & Project Representatives

The mandatory, non-binding Letter of Intent and Project Representatives must be received by 4:00 pm (PST) on April 19, 2022. Submit the Letter of Intent via email. Email Subject Line: Letter of Intent for Funding Application FY 2022-2027 to LHBTProg@cdph.ca.gov and cc your Contract Manager.

2. Application Webinar

An Application Webinar will be scheduled in April 19 & 20, 2022. The purpose of the webinar is to review the information in this Funding Application Package and answer any questions applicants have regarding the application process.

3. Submission of Application

Submit all required application documents to LHBTProg@CDPH.ca.gov, and cc your Contract Manager, with an email subject line: *LHJ Name* Application documents, in the body of the email list all the attachments included. Application documents 4I-4M are due not later than May 20, 2022.

CDPH-EPO reserves the right to reject any or all applications and/or cancel the grant agreement made under this Funding Application Package. Acceptance of an application is subject to negotiations of an agreement between CDPH-EPO and the applicant.

All materials submitted in response to this Funding Application Package will become the property of CDPH-EPO at the time the application is received. All applicants agree that in applying, they authorize CDPH-EPO to verify any or all claimed information.

All applications must be complete when submitted. CDPH-EPO reserves the right to contact applicants during any application evaluation phase to clarify the content of the application and request changes.

Application will be considered as a representation that:

- i. The LHJ and any subcontractor(s) have carefully investigated all conditions which affect, now and in the future, the performance of the work covered by the application,
- ii. The LHJ and any subcontractor(s) are fully informed concerning the conditions to be encountered, quantity and quality of work to be performed, and
- iii. The LHJ and any subcontractor(s) are familiar with all Federal and State laws that affect the work to be conducted and the persons employed in the work.

Information, Addenda, or Changes

If any clarifications or modifications to this Funding Application Package are necessary, all questions and answers, addenda, or changes will be communicated to the applicant from LHBTProg@cdph.ca.gov. It is the responsibility of applicants to request to join CDPH-EPO emergency preparedness email distribution lists and keep their contact information up to date.

4. Required Application Documents

Complete and submit the required application documents for FY 2022-23. All required application documents for a complete application are included in the checklist on page 2 and detailed below. LHJs work plans and budgets for the current FY will be incorporated into the applicant's five-year agreement.

There are four Workplans; one for each grant (PHEP, HPP and Pan Flu) and one for the Multi-County Local Emergency Medical Services Agencies (MCLEMSA). All local applicants must complete and submit a workplan for each applicable funding stream indicated in Attachment 2 (Letter of Intent). Workplan Instructions are included in Appendix C, this appendix will be updated each FY and be included in the annual Continuation Guidance.

- **Attachment A: PHEP Workplan FY 22-23**

- **Attachment B: HPP Workplan FY 22-23**
- **Attachment C: Pan Flu Workplan FY 22-23**
- **Attachment D: Multi-County LEMSA Workplan FY 22-23**

The budget period for all application funding streams is July 1 to June 30. All budgets are based on the annual allocations for the upcoming FY, use Attachment I – DRAFT Local Allocation tables. Budget Instructions are outlined in Appendix A, this appendix will be updated each FY and be included in the annual Continuation Guidance.

- **Attachment E: PHEP Budget FY 22-23**
- **Attachment F: HPP Budget FY 22-23**
- **Attachment G: Pan Flu Budget FY 22-23**
- **Attachment E: PHEP CRI Budget FY 22-23**
- **Attachment E: PHEP Lab Budget FY 22-23**
- **Attachment H: Budget Personnel Summary FY 22-23**

5. FY Allocations

The DRAFT allocation tables for PHEP, PHEP CRI, PHEP Lab, HPP and Pan Flu funding are listed in Attachment 1, will be updated each FY, and be included in the annual Continuation Guidance.

a) Local Emergency Medical Services Agency (LEMSA) Allocations

Local Entities receiving HPP funding will fund their jurisdiction's single county LEMSA at \$43,175. There are 25 LHJs that share a LEMSA, the five multi-county LEMSAs contract directly with CDPH-EPO, are required to complete the same workplan activities as the single county LEMSAs, multi-county LEMSAs complete Attachment D.

b) Cities Readiness Initiative (CRI)

California has sixteen LHJs outside of Los Angeles County designated as a CRI jurisdiction. California's higher risk Metropolitan Statistical Areas (MSAs) are Los Angeles-Long Beach-Anaheim, San Diego-Carlsbad, and San Francisco-Oakland-Hayward. *City of Berkeley receives CRI funding; it is not counted as a separate CRI jurisdiction by the CDC. CRI LHJs complete Attachment E (PHEP Budget).

California CRI – Local Entities		
Alameda	Orange	San Diego
*City of Berkeley	Placer	San Francisco
Contra Costa	Riverside	San Mateo
El Dorado	Sacramento	Santa Clara
Fresno	San Benito	Yolo
Marin	San Bernardino	

c) Local Laboratory Response Network – Biological (LRN-B)

Fourteen of California's public health labs are designated as LRN-B Reference Public Health Laboratories, see table below. *Twelve LRN-B Reference Public Health Laboratories are allocated \$281,933 of PHEP funding each year. LRN-B LHJs complete Attachment E (PHEP Budget).

LRN-B Reference Public Health Laboratories		
California Department of Public Health	*Sacramento	*Santa Clara
*Fresno	*San Bernardino	*Shasta
*Humboldt	*San Diego	*Sonoma
Los Angeles	*San Joaquin	*Tulare
*Orange	*San Luis Obispo	

An Annual Single Audit for the previous fiscal year, must be provided annually. The Annual Single Audit is reviewed and provided to CDPH's internal audits program prior to the applicant's audit. The Single Audit applies to state, local government, and nonprofit recipients. Single Audit must be submitted to the [Federal Audit Clearinghouse \(FAC\)](#), and to any Federal agency who specifically requests it. Federal guidelines require recipients to submit the documents no more than 30 days after the auditor issues its report or 9 months after the final day of the audit period, whichever comes first. Refer to <https://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>. All LHJs must provide their Annual Single Audit, if the audit is not available at the time the Application Package is due, please provide a letter from your health officer or fiscal officer stating when the Annual Single Audit will be provided. All LHJs provide their Single Audit for the previous FY.

- **Annual Single Audit of FY 21-22**

Current contact information for the emergency preparedness and response programs in LHJs must be submitted and kept up to date throughout the fiscal year. Complete and submit Contact Information, Attachment I. All LHJs complete Attachment I

- **Attachment I - Contact Information FY 22-23**

Government Agency Taxpayer ID form, CDPH9083, is used to confirm applicant's payment address each fiscal year for Quarter 1 payments and future invoice reimbursements. Applicants must include this form each FY. All LHJs complete Attachment J.

- **Attachment J: Government Agency Taxpayer ID form**

6. If Applicable

A Health Officer Letter is required when the Local Health Department or Agency designates another entity to perform the programmatic and fiscal duties during the five-year agreement.

- Health Officer Letter

Local Public Health Laboratories designated as a Laboratory Response Network – Biological (LRN-B) are eligible to apply for additional funding to support Microbiologist training. For more information on how to apply for the PHEP Laboratory Training and Assistance funds, refer to Attachment M.

- Attachment M: PHEP Lab Training and Assistance application

The Inventory Disposal Schedule, Attachment L, is used to report any single piece of equipment with a value of \$5,000 or more that was disposed of during the fiscal year.

- Attachment L: Inventory Disposal Schedule

If the Local Entity has any outstanding audit finding(s) from prior years, a Fiscal CAP is required for each fiscal year when the audit finding(s) are unresolved.

- Attachment K: Fiscal Corrective Action Plan

7. Application Questions

Submit all application questions or concerns to LHBTProg@CDPH.ca.gov, and cc your Contract Manager, with an email subject line: *LHJ Name* Application Question, in the body of the email include your question, or outline your concerns and attach any relevant documents.

F. Funding Requirements

Each FY applicants are required to complete the following activities.

a) Capabilities Planning Guides

LHJs are required to complete the Public Health and Health Care Capabilities Planning Guides (CPGs). The CPG data are a point in time self-assessment of current preparedness abilities, used to identify gaps and guide planned activities for the upcoming FY. CDPH-EPO will provide the CPG questions and instructions on completing and submitting the CPG responses in the second quarter of each FY.

b) Emergency Preparedness Training Workshop (EPTW)

All LHJ Program Coordinators are required to attend the annual CDPH-EPO Emergency Preparedness Training Workshop (EPTW). Each FY EPTW will notify all LHJs via email and provide a link to the EPTW website with the dates, location, registration fee, agenda, and other details. CDPH-EPO encourages Local Entity staff, HPP Healthcare Partners, Healthcare Coalition partners, local Office of Emergency Services and Local Emergency Medical Services (LEMSA) staff to attend the EPTW.

c) Inventory

All LHJs must maintain a list of equipment and/or property purchased with federal and State funds for emergency planning and preparedness. LHJs must include both major and minor equipment and/or property on their inventory list and follow the Code of Federal Regulations (CFR) for purchasing and disposing of equipment and/or property if purchased with federal funds. LHJs will be required to complete federal documentation of purchases and disposals of equipment and/or property that costs \$5,000 or more, to CDPH-EPO.

- i. Major equipment/property: A tangible or intangible item having a base unit cost of \$5,000 or more with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement. Software and videos are examples of intangible items that meet this definition.
- ii. Minor equipment/property: A tangible item having a base unit cost of less than \$5,000 with a life expectancy of one (1) year or more and is either furnished by CDPH or the cost is reimbursed through this Agreement.

d) Mid-Year and Year End Reporting

Each FY programmatic and fiscal progress reports are due for all funding streams to CDPH-EPO twice a year at mid-year and end of year. The programmatic progress report is included within the Workplans and the instructions for completing the report section are within the Work Plan Instructions. The progress expenditure report templates and instructions will be provided via email prior to the due dates.

Due Dates:

- Mid-Year Reports (all): January 31, 2023
- Year End Work Plan Progress Reports: July 30, 2023
- Year End Expenditure Report Approval: 10 days after the approval of a Local Entity' Final Invoice

Submit all Progress Reports via email to LHBTProg@cdph.ca.gov and copy your assigned Project Officer and Contract Manager.

e) Performance Measures

All LHJs may be required to submit federal and State performance measures for each funding stream. LHJs will be informed of what performance measures apply, by funding stream within the Local Work Plans and/or via email. In addition, LHJs may be requested to submit additional data and documents during the five-year agreement as required by the federal funding authority and/or CDPH-EPO.

f) Site Visits

CDPH-EPO Project Officers and Contract Managers will conduct annual site visits of all LHJs or their designated entities to review progress on grant deliverables and activities and provide technical assistance. Site visits are an opportunity for LHJs to share best practices, trainings, exercises, and other events demonstrating grant progress, as well as discuss any challenges or

barriers. Annual site visits may be virtual or in-person, depending on state and/or local restrictions.

g) Statewide Medical Health Exercise (SWMHE)

All LHJs must participate in the annual Statewide Medical and Health Exercise (SWMHE). Each FY SWMHE will notify all LHJs via email and provide a link to the SWMHE website with the dates, incident, location(s), capabilities being tested, and other details. LHJs should utilize their participation in this exercise to complete multiple exercise requirements and encourage participation from all members of their Health Care Coalition, LEMSA and OES.

G. Additional Information

Additional information to assist LHJs with their application, managing and reporting progress.

i. Appendix A - Budget Instructions

Instructions on how to complete the budget templates, include expanded authority (carry-forward) funds and budget revisions.

ii. Appendix B - What's Allowable Matrix

Guide to items that are allowable to purchase by budget category and purpose.

iii. Appendix C - Work Plan Instructions

Instructions on how to complete the work plan templates, including progress reporting.

H. Audit

All funding is subject to an audit by CDPH's Internal Audits program for each FY funding was received. CDPH-EPO assesses the risk of each LHJ based on their ability to meet deliverable deadlines, provide complete and accurate reports, appropriately budget and expend their funds. The assessment is utilized by CDPH's Internal Audits program to determine the type of audit, desktop or onsite, to be performed. CDPH's Internal Audits aims to perform a fiscal audit on all federal funds for each LHJ at least once during a three-year period.

I. Continuation Guidance

Successive fiscal years applicants will receive an annual Continuation Guidance which will include updated federal and State funding requirements, and the annual allocation for the upcoming fiscal year. Updated application documents, per the checklist on page 2, must be completed and submitted each successive fiscal year upon request during the five-year agreement. All LHJs will receive an email notification prior to the upcoming FY providing the annual Continuation Guidance, the annual allocations, updates to the Local work plan activities and deliverables and updates from Federal and State.



California Department of Public Health
Emergency Preparedness Office

Date:

FY 2022-23 to FY 2026-27
Local Health Department Work Plan for
Public Health Emergency Preparedness (PHEP)

[Local Entity Name]

Region:

Population size:

PHEP Requirements

Attachment A

This is a short list of requirements for the Public Health Emergency Preparedness (PHEP) funding.

Instruction

Please use the drop down menus in each "box" and select an option.

Requirement

Use the drop down to indicate the year the requirement was or will be completed.

Conduct a public health full Jurisdictional Risk Assessment (JRA) must be completed at least once every five years (rolling five years).
See Domain 1, Domain Activity 1.1

Exercises

Use the drop down to indicate the year the exercise was or will be completed.

DRILL: Facility setup must be completed once a year.
See Domain 4, Domain Activity 1.1-1.2 for more information.

DRILL: Staff notification and assembly must be completed once a year.
See Domain 4, Domain Activity 1.1-1.2 for more information.

DRILL: Site activation must be completed once a year.
See Domain 4, Domain Activity 1.1-1.2 for more information.

TABLE TOP: Anthrax must be complete at least once every five years (rolling five years).
See Domain 4, Domain Activity 1.4 for more information.

TABLE TOP: Pandemic influenza must be completed at least once every five years (rolling five years).
See Domain 4, Domain Activity 1.3 for more information.

FULL-SCALE: Pandemic influenza, for the critical work force, at least once every five years (rolling five years).
See Domain 4, Domain Activity 1.3 for more information.

FULL-SCALE: Joint PHEP-HPP exercise at least once every five years (rolling five years).
See Domain 1, Domain Activity 2.2 for more information

FULL-SCALE: Anthrax dispensing exercise at least once every five years (rolling five years). MSAs only.
See Domain 4, Domain Activity 1.4 for more information.

PHEP Requirements

Attachment A

AAR/IP

Submission with each incident of a functional and full-scale exercise each year.

EPTW

Attend the Emergency Preparedness Training Workshop (EPTW) each year.

MYTEP

Multi-year Training and Exercise Plan (MYTEP) that specifies at least two years of trainings and exercises, must be updated each year. MYTEP should address the needs and priorities identified in previous AARs/Ips and demonstrate coordination with partners and stakeholders.

Plans

Use the drop down to indicate the activity that will occur for the plan in the FY.

Develop and maintain current version of the following plans (may be included as annexes or components in larger plans).

Listed plans are referenced throughout this work plan.

Listed plans must be reviewed, updated and signed by the respective partners at least once every three years and made available for review prior to site visits.

All hazards preparedness and response plan.
See Domain 1, Domain Activity 6.1 for more information.

Infectious disease response plan.
See Domain 1, Domain Activity 6.1 for more information.

Pandemic influenza plan.
See Domain 1, Domain Activity 6.1 for more information.

Medical countermeasure distribution and dispensing plans.
See Domain 1, Domain Activity 6.1 for more information.

Continuity of operations (COOP) plans.
See Domain 1, Domain Activity 6.1 and Domain 6, Activity 2.7 for more information.

Chemical, biological, radiological, and nuclear (CBRN) threat response plans.
See Domain 1, Domain Activity 6.1 for more information.

Plan(s) that support the volunteer recruitment and management.
See Domain 5, Activity 4.2 for more information.

[Local Entity Name]

Domain 1:	Strengthen Community Resilience
Description:	Community resilience is the ability of a community, through public health agencies, to develop, maintain, and utilize collaborative relationships among government, private, and community organizations to develop and utilize shared plans for responding to and recovering from disasters and public health emergencies.

1 Known Gaps:	
---------------	--

Capability 1:	Community Preparedness
Capability 2:	Community Recovery

2 Classify Activity:		Are you Building or Sustaining this Domain?
----------------------	--	---

Outcomes:	1 Analyze JRA results to determine strategic priorities, identify program gaps, and prioritize preparedness investments. 2 Develop a comprehensive whole-community approach to preparedness management. 3 Have a comprehensive preparedness program including a whole community approach and engaged ESF partners. 4 Create a progressive, multiyear training and exercise program with increasingly complex exercises to improve operational readiness across multiple hazards.
-----------	---

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 1:	Determine the Risks to the Health of the Jurisdiction	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will collaborate in conjunction with stakeholders, partners and tribal entities to complete a JRA once every 5 years (FY 2019-2024), to identify potential hazards, vulnerabilities, and risks within the community that relate to the public health, medical, and mental/behavioral health systems and the access and functional needs of at-risk individuals. FY 21-22 Continue to work on this activity and deliverable and report. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 7</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 1, Activity 2</i> <i>PHEP Capabilities Guide pages 20-22</i>													
Activities	2														
	3														
	4														
Functions used to guide your planned activities															
	1	Capability 1, F1 Determine the risks to the health of the jurisdiction.													
Outputs from the planned activities															
	1	Complete a JRA once within the 5-year period (FY 2019-2024). (Activity 1)													
Outputs	2														
	3														
	4														
Notes	1														
	2														
	3														

		3 FY 2022-23							3 FY 2023-24							
Domain Activity 2:		Ensure HPP Coordination (HPP Coordination occurs throughout PHEP, not limited to the activities below.)	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier			
Activities	1	LHDs will continue assessing risk, planning, coordinating, and exercising with HPP counterparts, including HCC's. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide HPP Coordination. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide HPP Coordination.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 7-8</i> <i>FY 2019-20 Local PHEP Work Plan, multiple locations, key word search HPP and HCC.</i> <i>PHEP Capabilities Guide, multiple locations , key word search HPP and HCC.</i> <i>FY 22-23 HPP Workplan, Capability 2, Phase 3, Objective 3, Activity 2.2</i>														
	2	LHD's will plan and participate in at least one joint exercise with HPP and emergency management at least once in every 5 year period (currently 2019-2024). LHDs can meet this requirement with a functional exercise, full scale exercise, or real incident. Recommend meeting multiple program requirements with this exercise or real incident, by including PHEP, HPP, MCM, CRI and other exercise requirements. FY 21-22 Continue to work on this activity and deliverable and report. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>CDPH Statewide Medical & Health Exercise,</i> <i>https://www.cdph.ca.gov/Programs/EPO/Pages/swmhe.aspx</i> <i>CDC NoFO PHEP CDC RFA TP19-1901, page 7-8, 38-41</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 4, Activity 2</i> <i>PHEP Capabilities Guide, Capability 3, Skills & Training</i> <i>FY 21-22 HPP Workplan, Capability 1, Phase 3, Objective 4, Activity 3.1</i>														
Activities	3															
	4															
	5															
Functions used to guide your planned activities																
	1	Capability 1, F3 Coordinate with partners and share information through community social networks.														
	2	Capability 1, F4 Coordinate training and provide guidance to support community involvement with preparedness efforts.														
Outputs from the planned activities																
	1	Coordinated planning and preparedness activities with HPP/HCC partners. (Activity 1)														
	2	Develop or assist in the development of an AAR/IP within 90 days of the exercise or real event. (Activity 2)														
	3	Share with all appropriate stakeholders or verify sharing of finalized AAR/IP. (Activity 2)														
	4	<i>FY 22-23</i> Complete CDPH survey of top improvements identified in <i>FY 21-22</i> . (Activity 2)														
Outputs	5															
	6															
	7															
Notes	1															
	2															
	3															

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 3:	Plan for the Whole Community	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will have procedures in place to identify individuals with access and functional needs that may be at risk of being disproportionately impacted by incidents with public health consequences. LHDs can use the CMIST framework to update and maintain procedures to identify at-risk populations disproportionately impacted by incidents or events as defined in the CMIST framework. Communication; Maintaining Health; Independence; Support, Safety and Self-determination; Transportation (CMIST). FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 8</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 4, Activity 2</i> <i>PHEP Capabilities Guide, page 20</i> <i>FY 22-23 HPP Workplan, Capability 1, Phase 1, Objective 2, Activity 4.4</i>													
	2	LHDs, in coordination with HPP, will continue to encourage participation of social services including faith based partners, child service providers, community based organizations, mental/behavioral health organizations in community preparedness planning to address needs during an emergency in the jurisdiction. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 8-9</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Functions 1-4</i> <i>PHEP Capabilities Guide, multiple locations, key word search social services, faith based, child services, community, and mental/behavioral health</i> <i>FY 22-23 HPP Workplan, Capability 1, Phase 1, Objective 2, Activity 4.4</i>													
	3	Identify LHD's role in family reunification. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 9</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Functions 2, Activity 1</i> <i>PHEP Capabilities Guide, multiple locations, key word search family reunification</i>													
Activities	4														
	5														
	6														

Functions used to guide your planned activities		
	1	Capability 1, F1 Determine the risks to the health of the jurisdiction.
	2	Capability 1, F2 Strengthen community partnerships to support public health preparedness.
	3	Capability 1, F3 Coordinate with partners and share information through community social networks.
	4	Capability 1, F4 Coordinate training and provide guidance to support community involvement with preparedness efforts.
	5	Capability 2, F1 Identify and monitor community recovery needs.
	6	Capability 2, F2 Support recovery operations for public health and related systems for the community
Outputs from the planned activities		
	1	Document procedures that identify at-risk populations and those individuals with access and functional needs that may be disproportionately impacted. (Activity 1)
	2	Document partners and stakeholders. (Activity 2)
	3	Document role and responsibility in family reunification. (Activity 3)
Outputs	4	
	5	
	6	
Notes	1	
	2	
	3	

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 4:	Focus on Tribal Planning and Engagement	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHD's should engage with federally recognized Native American Tribal entities for emergency preparedness planning and response activities. LHD's whose boundaries include tribal reservations and tribal communities will attempt to engage with federally recognized American Indian tribes for emergency preparedness planning and response activities. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide tribal engagement. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide tribal engagement.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 9-10</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 7</i> <i>PHEP Capabilities Guide, multiple locations</i> , key word search Tribal, Tribes, and native <i>FY 22-23 HPP Workplan, Capability 1, Phase 1, Objective 5, Activity 3.1</i>													
Activities	2														
	3														
	4														
Functions used to guide your planned activities															
	1	Capability 1, F2 Strengthen community partnerships to support public health preparedness.													
	2	Capability 1, F3 Coordinate with partners and share information through community social networks.													
	3	Capability 1, F4 Coordinate training and provide guidance to support community involvement with preparedness efforts.													
Outputs from the planned activities															
	1	Document engagement efforts on Tribal planning (Activity 1)													
	2	In person meeting or attempt(s) to have an in person meeting. (Activity 1)													
	3	FY 20-24 Utilize new engagement techniques, as needed, based on lessons learned during COVID-19. (Activity 1)													
Outputs	4														
	5														
	6														
Notes	1														
	2														
	3														

Domain Activity 5:		Ensure Emergency Support Function (ESF) Cross-Discipline Coordination and Partner and Stakeholder Collaboration	FY 2022-23		Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24		Estimated Completion	4 MY Report		5 YE Report		Notes
Activities			FY 2022-23 Activity Type			Status	Primary Barrier	Status	Primary Barrier		FY 2023-24 Activity Type			Status	Primary Barrier	Status	Primary Barrier	
	1	LHDs, in coordination with HPP, will continue to encourage participation of government agencies and stakeholders with an ESF role including the MHOAC, RDMHS, emergency management, EMS, behavioral/mental <i>health</i> , <i>environmental health</i> , <i>organiza</i> tions serving older adults, and education and child care systems. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this process. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this process.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 10</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 3, Activity 3</i> <i>PHEP Capabilities Guide, multiple locations</i> , key word search ESF, Partner and Stakeholder. <i>CDPH training on Environmental Health Training in Emergency Response (EHTER) is available, contact: Allison.Wilder@cdph.ca.gov</i> <i>FY 22-23 HPP Workplan, Capability 2, Objective 1, Activity 2.1 - 2.3</i>																
Activities	2																	
	3																	
	4																	
Functions used to guide your planned activities																		
	1	Capability 1, F3 Coordinate with partners and share information through community social networks.																
	2	Capability 2, F2 Support recovery operations for public health and related systems for the community																
Outputs from the planned activities																		
	1	Identify and document partners and stakeholders with a role in ESF 8 (Activity 1)																
	2	FY 21-22 Update and maintain ESF 8 list of partners and stakeholders. (Activity 1)																
Outputs	3																	
	4																	
	5																	
Notes	1																	
	2																	
	3																	

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 6:	Strengthen and Implement Plans through Training and Exercising	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will develop and maintain training and exercise plans for building and/or sustaining public health preparedness and response capability. -All-hazards preparedness and response plan -Infectious disease response plan -Pandemic Influenza plan -Medical countermeasures distribution and dispensing plans -Continuity of operations plans (COOP) -Chemical, biological, radiological, and nuclear (CBRN) threat response plans - Plans that support the Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) or volunteer management plan -Communications plan Plans must be reviewed, and updated at least every 3 years. FY 21-22 Continue to work on this activity and deliverable and report. Utilize COVID-19 and other response activities, AAR(s) and IP(s) to update preparedness and response plans. Use the PHEP Capabilities Guide for a list of stakeholders to include in planning process. <i>FY 22-23 Continue to work on this activity and deliverable and report. Utilize COVID-19 and other response activities, AAR(s) and IP(s) to update preparedness and response plans. Use the PHEP Capabilities Guide for a list of stakeholders to include in planning process.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 11-12</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5</i> <i>PHEP Capabilities Guide, multiple locations</i> , key word search the plans listed above. <i>FY 2019-20, thru to 2022-2023 Pan Flu Workplan.</i> <i>FY 22-23 HPP Workplan, Capability 1, Phase 1, Objective 2, Activity 1.1</i>													
	2	LHDs will participate in the Emergency Preparedness Training Workshop (EPTW). Develop and provide multiyear training and exercise plans (MYTEPS) that specify at least two years of trainings and exercises. The MYTEP should address the needs and priorities identified in previous AARs/IPs; demonstrate coordination with applicable entities, partners, and stakeholders; and describe methods to leverage and allocate resources to the maximum extent possible. FY 20-21 EPTW canceled. <i>FY 21-22 EPTW canceled.</i> <i>FY 22-23 EPTW will be held in the spring.</i> FY 21-22 MYTEP(s) developed based on lessons learned from previous year. <i>FY 22-23 MYTEP(s) developed based on lessons learned from previous year.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 11</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Functions 4, Activity 1</i> <i>PHEP Capabilities Guide, multiple locations, key word search multi-year, train, exercise, after-action, and improvement plan.</i> <i>FY 22-23 HPP Workplan, Capability 1, Phase 2, Objective 4, Activity 2.2</i>													
	3	LHDs will develop evaluative processes to review, revise, and maintain plans based on the resulting priorities, needs, findings, and corrective actions of exercises, real incidents, trainings, and assessments. These processes must be used to develop and inform AARs/IPs. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 11-12</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Functions 4, Activity 1</i> <i>PHEP Capabilities Guide, multiple locations, key word search multi-year, train, exercise, after-action, and improvement plan</i>													
Activities	4														
	5														
	6														

Functions used to guide your planned activities		
	1	Capability 1, F1 Determine the risks to the health of the jurisdiction.
	2	Capability 1, F4 Coordinate training and provide guidance to support community involvement with preparedness efforts.
	3	Capability 2, F2 Support recovery operations for public health and related systems for the community
Outputs from the planned activities		
	1	Develop MYTEPs that specify at least two years of training and exercises. (Activity 2)
	2	Document evaluation and improvement planning. (Activity 3)
	3	Coordinate training and exercise implementation with partners and stakeholders. (Activity 1)
	4	Develop and maintain plans appropriately. (Activity 1)
Outputs	5	
	6	
	7	
Notes	1	
	2	
	3	

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 7:	Obtain Public Comment and Input	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will share with stakeholders and community partners public health emergency preparedness and response plans as appropriate for input. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide obtaining input and comment. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide obtaining input and comment.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 12</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5; Capability 2, Function 3, Activity 1</i> <i>PHEP Capabilities Guide, multiple locations</i> , key word search public input.													
Activities	2														
	3														
	4														
Functions used to guide your planned activities															
	1	Capability 1, F2 Strengthen community partnerships to support public health preparedness.													
Outputs from the planned activities															
	1	Document stakeholder and community partner input. (Activity 1)													
Outputs	2														
	3														
	4														
Notes	1														
	2														
	3														

[Local Entity Name]

Domain 2:	Strengthen Incident Management
Description:	Incident management is the ability to activate, coordinate and manage health and medical emergency operations throughout all phases of an incident through use of a flexible and scalable incident command structure that is consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

1 Known Gaps:	
---------------	--

Capability 3:	Emergency Operations Coordination
---------------	-----------------------------------

2 Classify Activity:	Are you Building or Sustaining this Domain?
----------------------	---

Outcomes:	1 Continuity of emergency operations throughout the response and recovery of a public health incident.
-----------	--

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 1:	Activate and Coordinate Public Health Emergency Operations	FY 2022-23 Activity	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1 LHDs will update and maintain procedures for activating, operating, managing, and staffing the public health emergency operations center. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 12-13 FY 2019-20 Local PHEP Work Plan, Capability 3, Function 1, Activities 1, 4; Function 2, Activity 3 PHEP Capabilities Guide pages 34-41														
	2 LHDs will train response staff, formal and/or informal, in the EOM, SEMS, NIMS and EOC/DOC section specific processes. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide staff training on incident management. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide staff training on incident management.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 12-14 FY 2019-20 Local PHEP Work Plan, Capability 3, Function 1, Activities 2-5; Function 2, Activities 2 & 4; Function 4, Activities 1-4 PHEP Capabilities Guide pages 12-41 FY 22-23 HPP Workplan, Capability 1, Phase 2, Objective 4, Activity 1.1														
	3 LHDs will update the EOC/DOC medical health personnel responder list. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 12-14 FY 2019-20 Local PHEP Work Plan, Capability 3, Function 1, Activity 2; Function 2, Activity 1 PHEP Capabilities Guide pages 12-41														
	4 LHDs will have a plan for demobilization to return to "ready state" of operations. <i>FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating the demobilization process.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 12-14 FY 2019-20 Local PHEP Work Plan, Capability 3, Function 5, Activities 1-3 PHEP Capabilities Guide pages 41-42														
Activities	5														
	6														
	7														

Functions used to guide your planned activities	
	1 Capability 3, F1 Conduct preliminary assessment to determine the need for activation of public health emergency operations.
	2 Capability 3, F2 Activate public health emergency operations.
	3 Capability 3, F3 Develop and maintain an incident response strategy.
	4 Capability 3, F4 Manage and maintain the public health response.
	5 Capability 3, F5 Demobilize and evaluate public health emergency operations.
Outputs from the planned activities	
	1 Trained staff on updated policies and procedures for activating, operating, and managing emergency response and recovery. (Activity 2)
	2 FY 24-22 LHDs will have updated operation center procedures. (Activity 1)
	3 FY 24-22 Current list of staff trained to work in the EOC/DOC. (Activity 3)
	4 FY 24-22 Update Demobilization Plan. (Activity 4)
Outputs	5
	6
	7
Notes	1
	2
	3

[Local Entity Name]

Domain 3:	Strengthen Information Management
Description:	Information management is the ability to develop and maintain systems and procedures that facilitate the communication of timely, accurate, and accessible information, alerts, and warnings using a whole community approach. It also includes the ability to exchange health information and situational awareness with federal, state, local, territorial, and tribal governments and partners.

1 Known Gaps:	
---------------	--

Capability 4:	Emergency Public Information and Warning
Capability 6:	Information Sharing

2 Classify Activity:	Are you Building or Sustaining this Domain?
----------------------	---

Outcomes:	1 Establish a standardized system for information sharing which will assess situational awareness and create a common operating picture. 2 Have access to a standardized joint information system to develop, coordinate, disseminate timely and accurate information alerts, warnings, and notification to the public including at risk populations..
-----------	---

		3 FY 2022-23							3 FY 2023-24							3 FY 2024-25
Domain Activity 1:	Maintain Situational Awareness during Incidents	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2024-25 Activity
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier		
Activities	1	LHDs will establish a common operating picture, that facilitates coordinated information sharing among all public health, health care and necessary partners and stakeholders, for example environmental health. This includes state, local, tribal, and the region and their respective preparedness programs, public health laboratories, communicable disease programs and programs addressing health care-acquired infections. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 16</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 6, Function 2, Activities 1, 2, 10</i> <i>PHEP Capabilities Guide pages 62-69</i>														
	2	LHDs will sustain a program that facilitates coordinated information sharing among all public health, health care, and necessary partners and stakeholders. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide information sharing processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide information sharing processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 16</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 6, Function 1, Activities 1-2; Function 2, Activities 3-7</i> <i>PHEP Capabilities Guide pages 62-69</i>														
Activities	3															
	4															
	5															
Functions used to guide your planned activities																
	1	Capability 6, F1 Identify stakeholders that should be incorporated into information flow and define information sharing needs.														
	2	Capability 6, F2 Identify and develop guidance standards and systems for information exchange.														
	3	Capability 6, F3 Exchange information to determine a common operating picture.														
Outputs from the planned activities																
	1	Have or have access to a tool that collects information to create situational awareness in a common operating picture. Provide documentation of utilizing the information tool during real world incident, exercise, and/or planned event.														
	2	FY 21-22 LHD staff trained on information sharing process.														
Outputs	3															
	4															
	5															
Notes	1															
	2															
	3															

Domain Activity 2:		Coordinate Information Sharing	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	3 FY 2023-24		4 MY Report		5 YE Report		Notes	3 FY 2024-25
					Status	Primary Barrier	Status	Primary Barrier		FY 2023-24 Activity Type	Estimated Completion	Status	Primary Barrier	FY 2024-25 Activity Type			
<u>Activities</u>	1	LHDs will have or have access to communication systems that maintain or improve reliable, resilient, interoperable and redundant information and communication systems and platforms, including those for bed availability, EMDS data, and patient tracking , and provide access to HCC members and other partners and stakeholders. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information coordination. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information coordination.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 16-17</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 6, Function 2, Activities 5, 6, 8, 9; Function 3, Activities 6, 7</i> <i>PHEP Capabilities Guide pages 62-69</i> <i>FY 22-23 HPP Workplan, Capability 2, Phase 1, Objective 2, Activity 1.2-1.3</i>															
	2	LHDs will provide situational awareness information to MHOAC program, during emergency response operations and as requested. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information sharing techniques. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information sharing techniques.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 16-17</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 6, Function 3, Activities 3</i> <i>PHEP Capabilities Guide pages 62-69</i>															
	3	LHDs will utilize the California Health Alert Network (CAHAN) to share emergent public health and medical threats. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information sharing processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating information sharing processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 16-17</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 6, CAHAN</i> <i>PHEP Capabilities Guide pages 62-69</i>															
	4																
Activities	5																
	6																
Functions used to guide your planned activities																	
	1	Capability 6, F1 Identify stakeholders that should be incorporated into information flow and define information sharing needs.															
	2	Capability 6, F2 Identify and develop guidance standards and systems for information exchange.															
	3	Capability 6, F3 Exchange information to determine a common operating picture.															
<u>Outputs</u> from the planned activities																	
	1	Provide Documentation showing use of communication systems during real life incident, exercise, and/or event. (Activity 1)															
	2	Provide flash report and situation reports to your MHOAC Program, during real events or exercises as needed. (Activity 2)															
	3	LHDs will maintain participation in the California Health Alert Network and participate in all contact drills. (Activity 3)															
Outputs	4																
	5																
Notes	1																
	2																
	3																

3 FY 2022-23									3 FY 2023-24								3 FY 2024-25
Domain Activity 3:	Coordinate Emergency Information and Warning		FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2024-25 Activity
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier		
Activities	1	LHDs will, in coordination with HCC, develop, and disseminate information, alerts, warnings, and notifications to the public. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 17 FY 2019-20 Local PHEP Work Plan, Capability 4, Function 1, Activities 1 & 4; Function 5, Activities 1-3 PHEP Capabilities Guide pages 43-51 FY 22-23 HPP Workplan, Capability 2, Phase 3, Objective 3, Activity 3.3															
	2	LHDs have or have access to a Communications Plan that utilizes crisis and emergency risk communication (CERC) principles, including PIO roles, responsibility, and trainings, and the joint information system activation criteria. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 17 FY 2019-20 Local PHEP Work Plan, Capability 4, Function 2, Activities 1-2; Function 3, Activity 1 PHEP Capabilities Guide pages 43-51															
Activities	3																
	4																
Functions used to guide your planned activities																	
	1	Capability 4, F1 Activate the emergency public information system															
	2	Capability 4, F2 Determine the need for a Joint Information System															
	3	Capability 4, F3 Establish and participate in information system operations															
	4	Capability 4, F4 Establish avenues for public interaction and information exchange															
		Capability 4, F5 Issue public information, alerts, warnings, and notifications															
	5	Capability 6, F2 Identify and develop guidance standards and systems for information exchange.															
	6	Capability 6, F3 Exchange information to determine a common operating picture.															
Outputs from the planned activities																	
	1	LHDs will have or have access to message templates based on Jurisdiction Risk Assessment (JRA) as appropriate. (Activity 1)															
	2	Documentation of crisis communication elements identified in exercises, real world incidents and or planned events. (Activity 2)															
Outputs	3																
	4																
Notes	1																
	2																
	3																

[Local Entity Name]

Domain 4:	Strengthen Countermeasures and Mitigation
Description:	Countermeasures and mitigation is the ability to distribute, dispense, and administer medical countermeasures (MCMs) to reduce morbidity and mortality and to implement appropriate nonpharmaceutical and responder safety and health measures during response to a public health incident.

1 Known Gaps:	
---------------	--

Capability 8:	Medical Countermeasure Dispensing and Administration
Capability 9:	Medical Materiel Management and Distribution
Capability 11:	Nonpharmaceutical Interventions
Capability 14:	Responder Safety and Health

2 Classify Activity:	Are you Building or Sustaining this Domain?
----------------------	---

Outcomes:	1 Continuity of emergency operations management for emergency or incident requiring MCM dispensing/distribution. 2 Before, during, and after an incident, ensure the safety and health of responders. 3 Timely implementation of public health intervention and control measures.
-----------	---

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 1:	Develop and Exercise Plans for MCM Distribution, Dispensing, and Vaccine Administration	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will develop and submit distribution drills; Site activation, staff call down, and pick list. FY 20-21 Activity and Output waived. <i>FY 21-22 Activity and Output waived.</i> <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 18 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 4 PHEP Capabilities Guide pages 80-90													
	2	LHDs will develop and submit dispensing drills; Facility set up, staff notification and assembly, and site activation. FY 20-21 Activity and Output waived. <i>FY 21-22 Activity and Output waived.</i> <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 18 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 4 PHEP Capabilities Guide pages 80-90													
	3	LHDs will conduct pandemic influenza exercise; TTX, functional, and full scale if applicable. FY 20-21 May use COVID-19 to meet the Activity and Output. <i>FY 21-22 May use COVID-19 to meet the Activity and Output.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 18 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 4 PHEP Capabilities Guide pages 80-90 FY 2019-20, thru to 2022-2023 Pan Flu Workplan, Objective 7 FY 21-22 HPP Workplan, Capability 4, Phase 3, Objective 2, Activity 9.10													
	4	LHDs (CRI) will conduct anthrax exercises; TTX, full scale if applicable FY 20-21 May use COVID-19 to meet the Activity and Output. <i>FY 21-22 May use COVID-19 to meet the Activity and Output.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 18 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 4 PHEP Capabilities Guide pages 80-90 FY 22-23 HPP Workplan Capability 3, Phase 2, Objective 5, Activity 2.2													
	5	LHDs will conduct annual CHEMPACK trainings and exercises, e.g., meetings, drills, workshop, TTX, functional or full-scale with appropriate partners. FY 20-21 Activity and Output waived. <i>FY 21-22 Activity and Output waived.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 18 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 4 PHEP Capabilities Guide pages 80-90 FY 22-23 HPP Workplan Capability 3, Phase 2, Objective 5, Activity 2.2													
Activities	6														
	7														
	8														

Functions used to guide your planned activities	
	1 Capability 8, F1 Determine medical countermeasures dispensing/administration strategies.
	2 Capability 8, F2 Receive medical countermeasures to be dispensed/administered.
	3 Capability 8, F3 Activate medical countermeasure dispensing/administration operations.
	4 Capability 8, F4 Dispense/administer medical countermeasures to targeted population(s).
	5 Capability 8, F5 Report adverse events.
Outputs from the planned activities	
	1 Implement corrective action plan(s) or improvement plan(s), based on exercise or real event.
	2 Verified site and staff contact list, as a result of submitted exercises and drills. (Activity 1)
	3 Complete PHEP reporting requirements.
	4 FY 21-22 Prepared for MCM activation.
Outputs	5
	6
	7
Notes	1
	2
	3

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 2:	Maintain Preparedness Plans Based on Risks	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1 LHDs will review and update MCM plans e.g., bioterror and emerging infectious disease. FY 20-21 Option to reduce or pause Activity and Output. <i>FY 21-22 Option to reduce or pause Activity and Output.</i> <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating of plans.</i> Reference: <i>FY 2020-21 Local PHEP Work Plan, Domain 1, Domain Activity 6</i> <i>CDC NoFO PHEP CDC RFA TP19-1901, page 19-20</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 8, Function 1, Activity 2</i> <i>PHEP Capabilities Guide pages 80-84</i> <i>FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.3</i>														
Activities	2														
	3														
	4														
Functions used to guide your planned activities															
	1 Capability 8, F1 Determine medical countermeasure dispensing/administration strategies.														
Outputs from the planned activities															
	1 Implement corrective action plan(s) or improvement plan(s), based on exercise or real event.														
Outputs	2														
	3														
	4														
Notes	1														
	2														
	3														

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 3:	Participate in ORRs and Self Assessment	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs (CRI) will participate in bi-annual review with CDPH and DSLR. FY 20-21 Activity and Output waived. FY 21-22 Activity and Output Waived. <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 22-23 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 6 PHEP Capabilities Guide pages 80-91													
	2	LHDs (CRI) will complete annual self assessment by June 25 , training for the new ORR self assessment system (PORTS). FY 20-21 Activity and Output waived. <i>FY 21-22 Activity and Output waived.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 22-23 FY 2019-20 Local PHEP Work Plan, Capability 8, Function 6 PHEP Capabilities Guide pages 80-91													
Activities	3														
	4														
	5														
Functions used to guide your planned activities															
	1	Capability 8													
Outputs from the planned activities															
	1	Complete ORR assessment. Complete <i>PORTS</i> Training for new assessment system. (Activity 2)													
	2	Complete CRI reporting requirements.													
Outputs	3														
	4														
	5														
Notes	1														
	2														
	3														

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 4:	Submit Updated MCM Action Plans	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs (CRI) will submit MCM action plans at the end of Q1 and Q3. FY 20-21 Option to reduce or pause Activity and Output. <i>FY 21-22 Option to reduce or pause Activity and Output.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 23-24</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 8, Function 2, Activities 1-3; Function 4, Activities 1, 4.</i> <i>PHEP Capabilities Guide pages 80-91</i> <i>FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.3</i>													
	2														
	3														
	4														
Functions used to guide your planned activities															
	1	Capability 8, F2 Receive medical countermeasures to be dispensed/administered.													
	2	Capability 8, F4 Dispense/administer medical countermeasures to targeted populations.													
Outputs from the planned activities															
Outputs	1	Submitted MCM action plan. (Activity 1)													
	2														
	3														
	4														
Notes	1														
	2														
	3														

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 5:	Update Local Distribution Site Survey	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	LHDs will review inventory tracking process. FY 20-21 Option to reduce or pause Activity and Output. <i>FY 21-22 Option to reduce or pause Activity and Output.</i> <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating inventory processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 23-24 FY 2019-20 Local PHEP Work Plan, Capability 9, Function 1, Activities 1. PHEP Capabilities Guide pages 92-97													
	2	LHDs will train staff on inventory tracking process. FY 21-22 Continue to work on this activity and deliverable. <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 23-24 FY 2019-20 Local PHEP Work Plan, Capability 9, Function 1, Activities 6. PHEP Capabilities Guide pages 92-97													
	3	LHDs will complete and submit CDPH LDS data sheet. FY 20-21 Activity and Output waived. <i>FY 21-22 Activity and Output waived.</i> <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 23-24 FY 2019-20 Local PHEP Work Plan, Capability 9, Function 1, Activities 1-6. PHEP Capabilities Guide pages 92-97													
	4														
Activities	5														
	6														
Functions used to guide your planned activities															
		1 Capability 9, F1 Direct and activate medical materiel management and distribution.													
Outputs from the planned activities															
		1 Trained inventory management staff. (Activity 2)													
		2 Submitted CDPH LDS data sheet. (Activity3)													
		3 FY 21-22 Submit inventory list to CDPH by June 30 <i>each FY</i> .													
Outputs	4														
	5														
	6														
Notes	1														
	2														
	3														

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 6:	Coordinate Nonpharmaceutical Interventions (NPIs)	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1														
	LHDs will coordinate with stakeholders/partners to define procedures, triggers and necessary authorizations to implement NPIs.														
	FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating NPI procedures. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating NPI procedures.</i>														
	Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 24 FY 2019-20 Local PHEP Work Plan, Capability 11, Function 1, Activities 1-2; Function 2, Activity 1. PHEP Capabilities Guide pages 112-119 FY 22-23 HPP Workplan, Capability 4, Phase 1 and Phase 3, Surge Annexes (Infectious Disease, Burn Surge, Radiation, and Chemical)														
Activities	2														
	3														
	4														
Functions used to guide your planned activities															
	1	Capability 11, F1 Engage partners and identify factors that impact nonpharmaceutical interventions.													
	2	Capability 11, F2 Determine nonpharmaceutical interventions.													
Outputs from the planned activities															
	1	LHDs will have a reviewed and revised isolated quarantine plan and/or NPI plans and policies. (Activity 1)													
Outputs	2														
	3														
	4														
Notes	1														
	2														
	3														

		FY 2022-23							FY 2023-24						
Domain Activity 7:	Support the Protection of Responders Health and Safety	FY 2022-23 Activity Type	Estimated Completion	MY Report		YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	MY Report		YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
Activities	1	Determine exposure prevention measures (e.g. decontamination, evacuation strategies). FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating exposure processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating exposure processes.</i> References: <i>FY 22-23 HPP Workplan, Capability 3, Phase 1, Objective 6, Activity 1.1</i>													
	2	LHD to assist, train, or provide resources necessary to protect public health first responders, critical workforce personnel, and critical infrastructure workforce from hazards during a public health response and recovery. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating training on responder safety and health processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating training on responder safety and health processes.</i> References: <i>FY 22-23 HPP Workplan, Capability 3, Phase 2, Objective 5, Activity 2.2</i>													
Activities	3														
	4														
	5														
Functions used to guide your planned activities															
		1 Capability 14, F1 Identify responder safety and health risks.													
		2 Capability 14, F2 Identify risk-specific responder safety and health training.													
Outputs from the planned activities															
	1	Documentation of trained staff on PPE, MCM, workplace violence, psychological first aid, other resources specific to an emergency that would protect responders. (Activity 2)													
	2	LHDs has updated and reviewed all policies, plans, and procedures related to responder health and safety. (Activity 1)													
Outputs	3														
	4														
	5														
Notes	1														
	2														
	3														

[Local Entity Name]	
Domain 5:	Strengthen Surge Management
Description:	Surge management is the ability to coordinate jurisdictional partners and stakeholders to ensure adequate public health, health care, and behavioral services and resources are available during events that exceed the limits of the normal public health and medical infrastructure of an affected community. This includes coordinating expansion of access to public health, health care and behavioral services; mobilizing medical and other volunteers as surge personnel; conducting ongoing surveillance and public health assessments at congregate locations; and coordinating with organizations and agencies to provide fatality management services.

1 Known Gaps:	
---------------	--

Capability 5:	Fatality Management
Capability 7:	Mass Care
Capability 10:	Medical Surge
Capability 15:	Volunteer Management

2 Classify Activity:	Are you Building or Sustaining this Domain?
----------------------	---

Outcomes:	1 Efficient coordination of activities to manage public health and medical surge. 2 Optimal coordination of public health, health care, mental/behavioral health, environmental health, and human services needs during mass care operations 3 Improved partnerships to address public health needs during fatality management operations 4 Timely coordination and support from volunteers during a medical surge response
-----------	---

Domain Activity 1:		Coordinate Activities to Manage Public Health and Medical Surge	3 FY 2022-23						3 FY 2023-24						3 FY 2024-25					
			FY 2022-23 Activity Type	Estimated Completion	Status	4 MY Report Primary Barrier	Status	5 YE Report Primary Barrier	Notes	FY 2023-24 Activity Type	Estimated Completion	Status	4 MY Report Primary Barrier	Status	5 YE Report Primary Barrier	Notes	FY 2024-25 Activity	Estimated Completion	Status	4 MY Report Primary Barrier
Activities	1	LHDs will maintain MHOAC procedures for engaging the health care system and HCC to collect, provide, and receive information to create a shared situational awareness and common operating picture. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 23-24</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 10, Function 1, Activities 1-6.</i> <i>PHEP Capabilities Guide pages 92-97</i> <i>FY 22-23 HPP Workplan, Capability 2, Phase 1, Objective 1, Activity 2.1 and 2.2</i> <i>FY 22-23 HPP Workplan, Capability 1. Phase 1, Objective 2, Activity 2.3</i>																		
	2	LHDs will have or have access to procedures in place to support family reunification. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 23-24</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 10, Function 3, Activities 3.</i> <i>PHEP Capabilities Guide pages 109-110</i>																		
	3	LHDs will have plans in place that clearly define the public health roles and responsibilities during surge operations and outline procedures on how public health will engage the health care system to provide and receive situational awareness through the surge event. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 23-24</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 10, Function 1, Activities 1.</i> <i>PHEP Capabilities Guide pages 109-110</i> <i>FY 22-23 HPP Workplan, Capability 2, Phase 1, Objective 1, Activity 2.2</i>																		
Activities	4																			
	5																			
	6																			
Functions used to guide your planned activities																				
1		Capability 10, F1 Assess the nature and scope of the incident.																		
2		Capability 10, F3 Support jurisdictional medical surge operations.																		
Outputs from the planned activities																				
1		Updated procedures or processes for supporting family reunification. (Activity 2)																		
2		Updated written plans that identify PH's role and responsibilities during surge operations. (Activity 3)																		
3		FY 24-22 MHOAC procedures updated based on Improvement Plans. (Activity 1)																		
Outputs	4																			
	5																			
	6																			
Notes	1																			
	2																			
	3																			

		3 FY 2022-23							3 FY 2023-24							3 FY 2024-25			
Domain Activity 2:		FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2024-25 Activity Type	Estimated Completion	4 MY Report	
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier
Activities	1	LHDs will maintain their identified support roles during mass care operations. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating public health's role. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating public health's role.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 26</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 7, Function 1, Activity 1</i> <i>PHEP Capabilities Guide pages 70-79</i>																	
	2	LHDs should support family reunification, including any special considerations for children as part of their demobilization mass care operations procedures. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this process. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this process.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 26</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 7, Function 4, Activity 3</i> <i>PHEP Capabilities Guide pages 70-79</i>																	
Activities	3																		
	4																		
	5																		
Functions used to guide your planned activities																			
1) Capability 7, F1 Determine public health role in mass care operations.																			
Outputs from the planned activities																			
1) Maintained procedures that identify PH's support role during mass care operations in coordination with partners. (Activity 1)																			
2) Updated procedures or processes for the support of family reunification during demobilization. (Activity 2)																			
Outputs	3																		
	4																		
	5																		
Notes	1																		
	2																		
	3																		

		3 FY 2022-23							3 FY 2023-24							3 FY 2024-25			
Domain Activity 3:	Coordinate with Partners to Address Public Health Needs during Fatality Management Operations	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2024-25 Activity	Estimated Completion	4 MY Report	
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier
Activities	1	LHDs will define public health's role in fatality management. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide fatality management partners. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide fatality management partners.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 26-27</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 5, Function 1, Activity 2</i> <i>PHEP Capabilities Guide pages 52-55</i>																	
	2	LHDs will maintain ability to provide recommendations for hazardous specific fatality situations. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating recommendations. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating recommendations.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 26-27</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 5, Function 2, Activities 1-2</i> <i>PHEP Capabilities Guide pages 55-58</i>																	
Activities	3																		
	4																		
Functions used to guide your planned activities																			
	1	Capability 5, F1 Determine the public health agency role in fatality management																	
	2	Capability 5, F2 Identify and facilitate access to public health resources to support fatality management operations																	
Outputs from the planned activities																			
	1	Updated procedures that contain the collection and analysis of incident data.																	
	2	Documentation of Crisis Communication elements identified in exercises, real world incidents and or planned events.																	
Outputs	3																		
	4																		
Notes	1																		
	2																		
	3																		

Domain Activity 4:		Coordinate Medical and Other Volunteers to Support Public Health and Medical Surge	FY 2022-23		Estimated Completion		4 MY Report		5 YE Report		Notes	FY 2023-24		Estimated Completion		4 MY Report		5 YE Report		Notes	FY 2024-25		Estimated Completion		4 MY Report	
			FY 2022-23 Activity Type		Status	Primary Barrier	Status	Primary Barrier	FY 2023-24 Activity Type			Status	Primary Barrier	Status	Primary Barrier	FY 2024-25 Activity Type		Status	Primary Barrier							
Activities	1	LHDs will maintain, test/train the Disaster Healthcare Volunteer system (ESAR-VHP) to register and verify credentials of medical volunteers. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating volunteer processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating volunteer processes.</i> Reference: <i>FY 21-22 HPP Workplan, Capability 4, Phase 3, Objective 2, Activity 1.1</i>																								
	2	LHDs will develop, refine or maintain written plans that identify the public health role(s) and responsibilities in supporting volunteer management operations. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating public health's role. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating public health's role.</i> Reference: <i>FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.3</i>																								
Activities	3																									
	4																									
	5																									
Functions used to guide your planned activities																										
	1	Capability 15, F1 Recruit, coordinate and train volunteers.																								
Outputs from the planned activities																										
	1	Up-to-date DHV system which includes licensed healthcare professionals. (Activity 1)																								
	2	Updated written plans that identify the PH role and responsibilities in supporting volunteer operations. (Activity 2)																								
Outputs	3																									
	4																									
Notes	1																									
	2																									
	3																									

FY 2022-23									FY 2023-24					FY 2024-25						
Required by State Activity 1:	Support HPP Medical Surge Planning	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2024-25 Activity Type	Estimated Completion	4 MY Report		
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	
Activities	1	FY 21-22 LHDs will assist and provide subject matter expertise to the Hospital Preparedness Program's (HPP) development of their Health Care Coalition (HCC) level Response Plan Annex on Infectious Disease Surge. Utilize existing LHD Pandemic Influenza plan for Infectious Disease. Refer to the PHEP Capabilities Guide for a list of stakeholders to include in planning process. <i>FY 22-23 Continue to assist in the maintenance, testing and updating of the HCC Infectious Disease Surge Annex.</i> References: CDC NoFO PHEP CDC RFA TP19-1901, page 11-12 FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5 PHEP Capabilities Guide, multiple locations, key word search the plan. FY 2019-20, 2020-21 and 2021-2022 Pan Flu Workplan. FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.6																		
	2	FY 21-22 LHDs will assist and provide subject matter expertise to the Hospital Preparedness Program's (HPP) development of their Health Care Coalition (HCC) level Response Plan Annex on Burn Surge. Refer to the PHEP Capabilities Guide for a list of stakeholders to include in planning process. <i>FY 22-23 Continue to assist in the maintenance, testing and updating of the HCC Burn Surge Annex.</i> References: CDC NoFO PHEP CDC RFA TP19-1901, page 11-12 FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5 PHEP Capabilities Guide, multiple locations, key word search the plan. FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.5																		
	3	FY 21-22 LHDs will assist and provide subject matter expertise to the Hospital Preparedness Program's (HPP) development of their Health Care Coalition (HCC) level Response Plan Annex on Radiation Surge. Refer to the PHEP Capabilities Guide for a list of stakeholders to include in planning process. <i>FY 22-23 Continue to assist in the development of the HCC Radiation Surge Annex.</i> References: CDC NoFO PHEP CDC RFA TP19-1901, page 11-12 FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5 PHEP Capabilities Guide, multiple locations, key word search the plan. FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.7 CDPH training on Environmental Health Training in Emergency Response (EHTER) is available, contact: Allison.Wilder@cdph.ca.gov																		
	4	FY 21-22 LHDs will assist and provide subject matter expertise to the Hospital Preparedness Program's (HPP) development of their Health Care Coalition (HCC) level Response Plan Annex on Chemical Surge. Refer to the PHEP Capabilities Guide for a list of stakeholders to include in planning process. <i>FY 22-23 Continue to assist in the development of the HCC Chemical Surge Annex.</i> References: CDC NoFO PHEP CDC RFA TP19-1901, page 11-12 FY 2019-20 Local PHEP Work Plan, Capability 1, Function 2, Activity 5 PHEP Capabilities Guide, multiple locations, key word search the plan. FY 22-23 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 3.8 CDPH training on Environmental Health Training in Emergency Response (EHTER) is available, contact: Allison.Wilder@cdph.ca.gov																		
	5	FY 21-22 LHDs will review the State's Crisis Standards of Care guidelines. <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/California%20SARS-CoV-2%20Crisis%20Care%20Guidelines%20-June%208%202020.pdf																		
	6	FY 21-22 LHDs will participate in the Statewide Medical Health Exercise of Crisis Standards of Care, date to be announced. <i>FY 21-22 This activity was waived.</i> <i>FY 22-23 LHDs will participate in the Statewide Medical Health Exercise of Crisis Standards of Care, date to be announced.</i> Reference: CDPH Statewide Medical & Health Exercise, https://www.cdph.ca.gov/Programs/EPO/Pages/swmhe.aspx																		
Activities	7																			
	8																			
	9																			
Functions used to guide your planned activities																				
1		Capability 10, F3 Support jurisdictional medical surge operations.																		
Outputs from the planned activities																				
1		FY-21-22 LHD Infectious Disease plan utilized by HCC. (Activity 1)																		
2		FY-21-22 LHD provide subject matter expertise to HCCs development of their Burn Surge Annex. (Activity 2)																		
3		FY-21-22 LHD provide subject matter expertise to HCCs development of their Radiation Surge Annex. (Activity 3)																		

[Local Entity Name]

Domain 6:	Strengthen Biosurveillance
Description:	Biosurveillance is the ability to conduct rapid and accurate laboratory tests to identify biological, chemical, radiological, and nuclear agents; and the ability to identify, discover, locate, and monitor - through active and passive surveillance - threats, disease agents, incidents, outbreaks, and adverse events, and provide relevant information in a timely manner to stakeholders and the public.

1 Known Gaps:	
---------------	--

Capability 12:	Public Health Laboratory Testing
Capability 13:	Public Health Surveillance and Epidemiological Investigation

2 Classify Activity:		Are you Building or Sustaining this Domain?
----------------------	--	---

Outcomes:	1 Maintain full ability to conduct rapid and accurate laboratory tests to identify biological agents. 2 Maintain full ability to collect and analyze data for surveillance and epidemiological investigation.
-----------	--

		3 FY 2022-23							3 FY 2023-24						
Domain Activity 1:	Conduct Epidemiological Surveillance and Investigation	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier			
Activities	1	LHDs will continue to develop, maintain, support, and strengthen surveillance and detection systems and epidemiological processes. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 27-30 Pan Flu Work Plan, utilize immunization registry for epidemiological surveillance FY 2019-20 Local PHEP Work Plan, Capability 13, Function 1, Activities 1, 2 & 9. PHEP Capabilities Guide pages 128-137													
	2	Collaborate to enhance essential surveillance systems. LHDs should enhance the public health information system workforce and advance electronic information exchange. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating surveillance processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating surveillance processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 27-30 FY 2019-20 Local PHEP Work Plan, Capability 13, Function 1, Activities 3, 4, 5, 6. PHEP Capabilities Guide pages 128-137													
	3	LHDs will identify and have access to personnel trained to manage and monitor routine jurisdictional surveillance, and epidemiological investigation systems, and support surge requirements in response to threats. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide surveillance personnel training. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide surveillance personnel training.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 27-30 FY 2019-20 Local PHEP Work Plan, Capability 13, Function 2, Activity 7. PHEP Capabilities Guide pages 128-137													

	4	LHDs will have a process in place to establish partnerships, conduct investigations, and share information with other governmental agencies, partners, and organizations. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 27-30</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 13, Function 1, Activities 7; Function 2, Activities 2 & 3.</i> <i>PHEP Capabilities Guide pages 128-137</i>												
	5	LHDs will evaluate effectiveness of public health surveillance and epidemiological investigation processes and systems. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes and systems. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating processes and systems.</i>												
	6	LHDs whose jurisdictional border is shared with Mexico, will conduct border health surveillance activities. <i>FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating surveillance processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 27-30</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 13, Function 1, Activity 7.</i> <i>PHEP Capabilities Guide pages 128-137</i>												
	7	LHDs will implement process(es) for using poison control center data for public health surveillance. <i>FY 21-22 Continue to work on this activity and deliverable.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 27-30</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 13, Function 1, Activity 8.</i> <i>PHEP Capabilities Guide pages 128-137</i> For more details regarding how Poison Control can assist please contact SEHeard@CalPoison.org.												

	8	LHDs will maintain access to electronic death registration (EDR) systems. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating this processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 27-30</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 13, Function 3, Activity 2.</i> <i>PHEP Capabilities Guide pages 128-137</i>													
Activities	9														
	10														
	11														
Functions used to guide your planned activities															
	1	Capability 13, F1 Conduct or support public health surveillance.													
	2	Capability 13, F2 Conduct public health surveillance and epidemiological investigations.													
	3	Capability 13, F3 Recommend, monitor and analyze mitigation actions.													
		Capability 13, F4 Improve public health surveillance and epidemiological investigation systems.													
<u>Outputs</u> from the planned activities															
	1	<i>Documentation of surveillance and detection systems. (Activity 1)</i>													
	2	<i>Documentation of access to trained personnel. (Activity 3)</i>													
	3	Documentation of evaluation of effectiveness. (Activity 5)													
	4	<i>Documentation of processes for partnering with poison control. (Activity 7)</i>													
	5	FY 21-22 Enhanced early detection of potential public health threats. (Activity 2)													
	6	FY 21-22 LHDs that have border points of entry, enhanced early detection of potential public health threats entering the State. (Activity 6)													
Outputs	7														
	8														
	9														
Notes	1														
	2														
	3														

Domain Activity 2:		Conduct Laboratory Testing	FY 2022-23						FY 2023-24							
			FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	
<u>Activities</u>	1	LHDs, whose jurisdiction includes a LRN-B Lab, will meet LRN-B proficiency testing (PT) requirements. This is a PHEP Benchmark. FY 21-22 Continue to work on this activity and deliverable. <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 30-35 FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activities 1 & 4. PHEP Capabilities Guide pages 120-127														
	2	LHDs, whose jurisdiction includes a LRN-B Lab, will meet or sustain standard reference laboratory requirements as appropriate. FY 21-22 Continue to work on this activity and deliverable. <i>FY 22-23 Continue to work on this activity and deliverable.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 30-35 FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activities 1 & 4. PHEP Capabilities Guide pages 120-127														
	3	LHDs, whose jurisdiction includes a LRN-B Lab, should have the ability to expeditiously transport, test and report threat samples with 24 hours. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 30-35 FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activities 4 & 12. PHEP Capabilities Guide pages 120-127														
	4	LHDs, whose jurisdiction includes a LRN-B Lab, will ensure there are established partnerships and processes for addressing joint investigations of intentional public health threats or incidents between the appropriate authorities. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 30-35 FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 5. PHEP Capabilities Guide pages 120-127														
	5	LHDs, whose jurisdiction includes a LRN-B Lab, must maintain a list of sentinel laboratories with current contact information and engage sentinel laboratories utilizing contact drills to support the detection of emerging infectious diseases (EIDs). <i>FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes.</i> Reference: CDC NoFO PHEP CDC RFA TP19-1901, page 30-35 FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 10. PHEP Capabilities Guide pages 120-127														

	6	Maintain staffing and equipment requirements. LHDs, whose jurisdiction includes a LRN-B Lab, must ensure the LRN-B standard laboratory checklist requirements are met. <i>FY 21-22 Continue to work on this activity and deliverable.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 9.</i>													
	7	LHDs, whose jurisdiction includes a public health lab, will maintain a current laboratory COOP plan to ensure the ability to conduct ongoing testing for routine and emerging public health threats and exercise their laboratory COOP plan at least once every five years. <i>FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating the COOP.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 7.</i> <i>PHEP Capabilities Guide pages 120-127</i>													
	8	LHDs, whose jurisdiction includes a public health lab, will maintain certification for packaging and shipping. <i>FY 21-22 Continue to work on this activity and deliverable.</i> FY 22-23 Continue to work on this activity and deliverable. Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 11.</i> <i>PHEP Capabilities Guide pages 120-127</i>													
	9	LHDs, whose jurisdiction includes a public health lab, will maintain lab workforce for surge capacity, preventative maintenance agreements and standard laboratory checklist requirements for staffing and equipment. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating lab staffing. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating lab staffing.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 9.</i> <i>PHEP Capabilities Guide pages 120-127</i>													
	10	LHDs, whose jurisdiction includes a public health lab, will continue to submit data to CalREDIE. <i>FY 21-22 Continue to work on this activity and deliverable.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>FY 2019-20 Local PHEP Work Plan, Capability 12, Function 1, Activity 9.</i> <i>PHEP Capabilities Guide pages 120-127</i>													
	11	LHDs, without a public health lab, will maintain a contract with a local public health lab for testing, packaging, shipping and coordination of sample transport. FY 21-22 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes. <i>FY 22-23 Continue to work on this activity and deliverable. Utilize COVID-19 activities, as appropriate, to inform and guide updating these processes.</i> Reference: <i>CDC NoFO PHEP CDC RFA TP19-1901, page 30-35</i> <i>PHEP Capabilities Guide pages 120-127</i>													
Activities	12														
	13														
	14														

Functions used to guide your planned activities		
	1	Capability 12, F1 Conduct laboratory testing and report results.
	2	Capability 12, F2 Enhance laboratory communications and coordination.
	3	Capability 12, F3 Support training and outreach.
Outputs from the planned activities		
	1	Maintain a local public health lab or contract with a local public health lab for testing, packaging, shipping and coordination of sample transport.
	2	Maintain CDC Federal Select Agents Program (FSAP) certification for select agent testing as appropriate.
	3	Maintain packaging and shipping certifications. (Activity 8)
	4	Contract or MOU with a public health lab. (Activity 11)
	5	Public Health labs maintain and/or update the COOP. (Activity 7)
	6	Maintain staffing and equipment as appropriate. (Activity 6)
	7	FY 21-22 LRN-B Lab maintained.
	8	FY 21-22 Enhanced coordination with appropriate authorities. (Activity 4)
	9	FY 21-22 A process for maintaining lab functionality during a surge. (Activity 9)
	10	FY 21-22 A process for submitting data to CalREDIE. (Activity 10)
	11	FY 21-22 Sentinel laboratories current contacts and contact drills. (Activity 5)
Outputs	12	
	13	
	14	
Notes	1	
	2	
	3	

Application	Definitions
Known Gaps¹	
Known Gaps	Enter gaps identified from jurisdictional Capabilities Planning Guide (CPGs) survey, trainings, exercises, real events, after action reports and/or improvement plans that you want <u>to resolve during the fiscal year</u> .
Classify Activity²	
Sustain	A capability is built and ready for an emergency and/or disaster. Sustainment is working through the preparedness cycle; train, exercise, evaluate and improve in order to retain the ability and improve based on current jurisdictional hazards.
Build	A capability is incomplete. Building activities include research, development, identifying key partners and stakeholders, establishing relationships, defining roles, responsibilities, draft, public comment, etc..
Fiscal Year (FY) Activity³	
Plan/Develop	Strategic and operational planning establishes priorities, identifies expected levels of performance and capability requirements, provides the standard for assessing capabilities and helps stakeholders learn their roles. The planning elements identify what an organization's Standard Operating Procedures (SOPs) or Emergency Operations Plans (EOPs) should include for ensuring that contingencies are in place for delivering the capability during a large-scale disaster.
Organize/Equip	Organizing and equipping include identifying what competencies and skill sets people should possess and ensuring an organization has the correct personnel. Additionally, it includes identifying and acquiring standard equipment an organization may need to use in times of emergency.
Train	Training with the knowledge, skills, and abilities needed to perform key tasks required during a specific emergency situation.
Exercise	Exercises enable entities to identify strengths and incorporate them within best practices to sustain and enhance existing capabilities. They also provide an objective assessment of gaps and shortfalls within plans, policies and procedures to address areas for improvement prior to a real-world incident. Exercises help clarify roles and responsibilities among different entities, improve inter-agency coordination and communications and identify needed resources and opportunities for improvement.
Evaluate/Improve	Quality improvement thru after action Reports (AARs), collecting lessons learned, develop improvement plans, and track corrective actions to address gaps and deficiencies identified in exercises or real-world events to continuously improve and strengthen preparedness.
Updating	Modernize, make current and/or include the most recent information.
Not Applicable	Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.
Estimated Completion³	
This fiscal year by Q2	The activity will be complete by the end of the second quarter of the fiscal year.
This fiscal year by Q4	The activity will be complete by the end of the fourth quarter of the fiscal year.
Continuous	The activity occurs throughout the year.
Out year	Not working on the activity this fiscal year, it will be addressed in the future.

Reporting

Status⁴⁻⁵

Complete	The Activity has been fully executed/in place to satisfy all requirements.
In progress, on schedule	This Activity is work in progress and will be completed by the Estimated Completion time.
In progress, off schedule	This Activity is work in progress and will be not be completed/late by the Estimated Completion time.
Not Started	No work has been done on this Activity.
Canceled	This activity will not be finished/completed this FY.

Primary Barrier⁴⁻⁵

None	No barriers to completing this Activity and corresponding Outputs.
Lack of Funding	In sufficient funding to complete this Activity and corresponding Outputs.
Lack of Personnel	In sufficient staff or subject matter experts to complete this Activity and corresponding Outputs.
Administrative	Jurisdictional administrative processes delayed and/or pushed back the the next FY this Activity.
Time Constraint	Various factors limited the amount of time needed to complete this Activity. A few example, deadlines, workload, and reso
Waiting on EPO	Waiting on EPO to provide materials, resources or guidelines that impedes completion of this Activity.
Real Event	Jurisdiction
Other, provide in the <i>Notes</i> section.	Add additional information in the Notes section of this Activity.



California Department of Public Health
Emergency Preparedness Office

Date:

FY 2022-23 to FY 2026-27

Local Health Department Work Plan for
Hospital Preparedness Program (HPP)
and the Health Care Coalition

[Local Entity Name]

Region:

Population size:

[Local Entity Name]

This is a short list that includes requirements, a checklist and clarifications for the Hospital Preparedness Program (HPP) funding. This list is not exhaustive, HCCs are required to study the HPP Capability Guide and HPP Performance Measures and therein

HPP Performance Measures Implementation Guides

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/hpp-pmi-guidance-2017.pdf>

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/pmi-guidance-2019-2023/Pages/default.aspx>

Pages 90-96 in the 2019-2023 HPP Performance Measures Implementation Guide contain a crosswalk of performance measures to HPP Workplan activities.

HPP Capability Guide

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/2017-2022-healthcare-pr-capabilities.pdf>

HPP Coalition Assessment Tool (CAT)

HPP Performance Measures are reported in the Coalition Assessment Tool (CAT) and to CDPH. CDPH will utilize information in the CAT to meet CDPH's required HPP reporting. CDPH will require HCCs to provide required deliverables and data that are not contained in the CAT. If you need to update your CAT point of contact and access, use the email provided below.

Link: <https://HPPCAT.hhs.gov>

Email: CAT@HHS.gov

Requirement

HPP-PHEP-EMA Joint Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be a standalone functional or full scale joint exercise once every five years (rolling five years). This exercise **must** include a surge of patients into the health care system. [FY 2021-22 HPP Funding Opportunity Announcement, page 16.](#)

Pediatric Surge Care Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 4.6.](#)

Radiation Emergency Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise if selected over the Chemical Emergency Surge Annex exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 5.7.](#)

↑ or ↓

(Radiation or Chemical Exercise)

Chemical Emergency Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise if selected over the Radiation Emergency Surge Annex exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 5.8.](#)

Burn Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 6.9.](#)

Infectious Disease Preparedness and Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 9.10](#)

Participate in State Wide Medical Health Exercise of Crisis Standards of Care CONOPS. [See Capability 4, Phase 3, Objective 1, Activity 3.1.](#)

Provide a current inventory: [Select](#) which quarter to provide the list of all HCC resources purchased in the previous fiscal year that would be utilized during an exercise or real event each year to CDPH. [State Site Visit/State Audit requirement.](#)

Checklist

Performance Measure 4: Complete HCC member updates, [in CDPH template](#) by the due date.

Performance Measure 6: Other Exercise Requirements [within the CAT](#), Exercise Tool report exercise dates and complete a datasheet for all required exercises.

Performance Measure 9: Complete Jurisdictional Risk Assessment Survey [provided by CDPH](#) by the due date.

Performance Measure 10: After Action Reporting (AAR) and Improvement Planning (IP) Matrix, complete [within the CAT](#) within the Exercise Tool.

Performance Measures 12 & 13: Redundant Communications Drills 1 & 2, [enter data into the CAT](#). The second drill must be six months after the first.

Capability Assessments must be completed [within the CAT](#) before the end of year due date.

Performance Measure HPP-PHEP J.1, Information Sharing: Report Essential Elements of Information (EEl)s, situation reporting, [to CDPH](#) as requested during exercises and real events.

CAHAN Communication Drills, quarterly.

Disaster Health Volunteers (DHV) Program must be maintained annually. [See Capability 4, Phase 3, Objective 2, Activity 1.1](#)

Clarifications

Performance Measure 22: This is a Hospital performance measure collected by the Emergency Medical Services for Children (EMSC). This should align with your Pediatric Surge Annex.

Performance Measure HPP-PHEP J.2, Volunteers: This is a State level performance measure.

Performance Measures 23-28: Annual Hospital Surge Test (HST) in the CAT within the Exercise Tool. **Only complete if**, you have a hospital that is in a Frontier and Remote Area (FAR) level four. <https://www.ers.usda.gov/data-products/frontier-and-remote-area-codes/>

HCC Exercise with an FCC to participate in the NDMS patient movement in the CAT within the Exercise Tool. **Only complete if**, you have a Federal Coordination Center (FCC) in your jurisdiction. <https://asprtracie.hhs.gov/technical-resources/resource/5622/national-disaster-medical-system-federal-coordinating-center-guide>

If there is a difference between the Performance Measures and HPP Funding Opportunity Announcement (FOA), the most current requirement is listed in this work plan, at this point in time it is based on the Performance Measures Implementation Guide 2019-2023.

[Local Entity Name]

Capability 1:	Foundation for Health Care and Medical Readiness
Goal:	The community's health care organizations and other stakeholders – coordinated through a sustainable Health Care Coalition (HCC) – have strong relationships, identify hazards and risks, and prioritize and address gaps through planning, training, and managing resources.

1 Known Gaps:	
----------------------	--

2 Classify Activity:		Are you Building or Sustaining this Capability?
-----------------------------	--	---

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 1	Establish and Operationalize a Health Care Coalition (HCC)	FY 2022-23 Activity Type
Activity 2	Identify HCC Members	
	1 HCCs will annually provide a listing of all core members and additional coalition members. EPO will provide a template with instructions and a due date in Q1. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 46 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 11-12 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 3, page 11-12 2019-2023 HPP Performance Measures Implementation Guidance	

	2 Core HCC members should be represented at all HCC meetings, virtually or in-person. Core members should sign all HCC-related documentation and participate in all HCC exercises. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 46 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 1 2017-2022 health Care Preparedness and Response Capabilities, page 11-12 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 3, 4 and 5, page 11-16 <i>2019-2023 HPP Performance Measures Implementation Guidance</i>	
Activity 3	Establish HCC Governance	
	3 HCCs will maintain engagement with the Clinical Advisor. <i>Include this position in your HPP Budget.</i> <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 48-49 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 7 and 8 2017-2022 health Care Preparedness and Response Capabilities, page 11-12 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	

Attachment B

	4	HCCs will continue to maintain a HCC Readiness and Response Coordinator. <i>Include this position in your HPP Budget.</i> <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 48-49 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 7 and 9 2017-2022 health Care Preparedness and Response Capabilities, page 11-12 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activities	5		
	6		
	7		
Outputs from the planned activities			
	1	Provide a listing of all core and additional coalition members in Q1 (Activity 2.1).	
	2	Provide an agenda and sign-in sheets from HCC meetings and trainings (Activity 2.2).	
Outputs	3		
	4		
	5		
Notes	1		
	2		
	3		

		3 FY 2022-23
Objective 2	Identify Risks and Needs	FY 2022-23 Activity Type
Activity 1	Assess Hazard Vulnerability and Risks	
	1 HCCs will continue to annually update their Hazard Vulnerability Assessment (HVA). <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 49-50 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 3 2017-2022 Health Care Preparedness and Response Capabilities, page 13-14 ASPR TRACIE: https://asprtracie.hhs.gov/technical-resources/3/hazard-vulnerability-risk-assessment/1 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1	
	2 HCC funded projects must go toward a risk(s) identified in the HVA, identified gap(s), and/or corrective actions. Utilize "Known Gaps" at the beginning of each Capability in this work plan. Upload work plan and budget into the CAT 30 days after award. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 49 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 5, 10 2017-2022 Health Care Preparedness and Response Capabilities, page 13-14 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activity 2	Assess Regional Health Care Resources	

Attachment B

	3	HCCs will continue to annually update and maintain a resource inventory assessment to identify health care resources and services at the jurisdictional level and have available for the RDMHS. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 50</i> <i>FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 4</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 14-15</i> <i>FY 21-22 PHEP Workplan, Domain 5, Domain Activity 1, Activity 1</i>	
Activity 4		Assess Community Planning for Children, Pregnant Women, Seniors, Individuals with Access and Functional Needs, People with Disabilities, and Others with Unique Needs	
	4	HCCs will continue to annually assess community planning for at risk populations. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 50-51</i> <i>FY 2019-20 Local HPP Work Plan, Capability 1, Objective 2, Activity 1</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 15</i> <i>FY 21-22 PHEP Workplan, Domain 1, Domain Activity 3, Activity 1 and Activity 2</i>	
Activities	5		
	6		
	7		
Outputs from the planned activities			
	1	HCCs will have an updated HVA by June 30 (Activity 1.1).	
	2	HCCs will have HPP Work Plan and Budget into the CAT within 30 days of award (Activity 1.2).	

Attachment B

	3	HCCs will have an updated inventory list available upon request (Activity 2).
Outputs	4	
	5	
	6	
Notes	1	
	2	
	3	

Attachment B

		3 FY 2022-23
Objective 3	Develop a HCC Preparedness Plan	FY 2022-23 Activity Type
Activity 1	Same as above.	
	1 HCCs will continue to update and maintain their Preparedness Plan. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 51-52 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 1, Activity 6 2017-2022 Health Care Preparedness and Response Capabilities, page 17-18 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 4, page 13-14 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activities	2	
	3	
	4	
Outputs from the planned activities		
	1 HCCs will have an updated Preparedness Plan by June 30 (Activity 1).	
Outputs	2	
	3	
	4	
Notes	1	
	2	
	3	

		3 FY 2022-23
Objective 5	Ensure Preparedness is Sustainable	FY 2022-23 Activity Type
Activity 3	Engage Clinicians	
	1 HCCs will continue to engage health care executives, clinicians, community leaders, and tribal representatives in debriefs/hot washes. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 52-53 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 5, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 23-24 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 4, Activity 1	
Activity 4	Engage Community Leaders	
	2 HCCs will continue to engage community leaders, organizations, and the media in exercises to promote resilience of the entire community. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 52-53 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 5, Activities 1-2 2017-2022 Health Care Preparedness and Response Capabilities, page 23-24	
Activity 5	Promote Sustainability of HCC	

Attachment B

	3	HCCs will continue to promote sustainability of HCC by considering cost share with other organizations with similar requirements and leverage group buying power. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 53-54</i> <i>FY 2019-20 Local HPP Work Plan, Capability 1, Objective 5, Activities 1 and 3</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 24</i>	
Activities	4		
	5		
	6		
Outputs from the planned activities			
	1	HCCs will provide documentation of engagement (Activity 3.1 & Activity 4.2).	
Outputs	2		
	3		
	4		
Notes	1		
	2		
	3		

PHASE 2: Train and Equip

PHASE 2: Train and Equip		3 FY 2022-23
Objective 4	Train and Prepare the Health Care and Medical Workforce	FY 2022-23 Activity Type
Activity 1	Promote Role-Appropriate NIMS Implementation	
	1 HCCs will continue to promote role-appropriate National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) trainings. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 54 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 4, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 19	
Activity 2	Educate and Train on Identified Preparedness and Response Gaps	
	2 HCCs will continue to provide trainings based on risks, resource gaps, deliverables and corrective actions. HCCs will upload a list of planned training activities within 30 days of award. <i>FY 20-21 Waived.</i> <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 54 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 4, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 19 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 2 FY 21-22 PHEP Workplan Domain 2, Domain Activity 1, Activity 2	
Activities	3	
	4	
	5	

Attachment B

Outputs from the planned activities		
	1	HCCs will upload a list of planned training activities within 30 days of award (Activity 2.2).
Outputs	2	
	3	
	4	
Notes	1	
	2	
	3	

PHASE 3: Exercise and Respond

PHASE 3: Exercise and Respond		3 FY 2022-23
Objective 4	Train and Prepare the Health Care and Medical Work Force	FY 2022-23 Activity Type
Activity 3	Plan and Conduct Coordinated Exercises with HCC Members and Other Response Organizations	
	1 HPP, PHEP and all HCCs will participate in the annual Statewide Medical Health Exercise (SWMHE). <i>FY 20-21 Canceled.</i> <i>FY 21-22 Canceled.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 55 FY 2019-20 Local HPP Work Plan, Capability 1, Objective 4, Activity 3 and 5 2017-2022 Health Care Preparedness and Response Capabilities, page 20-21 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 2, Activity 2	
Activities	2	
	3	
	4	
Outputs from the planned activities		
	1 HCCs will provide after action reports (AARs) and improvement plans (IPs) (Activity3.1).	
Outputs	2	
	3	
	4	
Notes	1	
	2	
	3	

Health Care Coalition – ing, exercising, and

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

[Local Entity Name]

Capability 2:	Health Care and Medical Response Coordination
Goal:	Health care organizations, the HCC, their jurisdiction(s), and the state's/jurisdiction's ESF-8 lead agency collaborate to share and analyze information, manage and share resources, and coordinate strategies to care to all populations during emergencies and planned events.

1 Known Gaps:	
----------------------	--

2 Classify Activity:		Are you Building or Sustaining this Capability?
-----------------------------	--	---

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 1	Develop and Coordinate Health Care Organization and HCC Response Plans	FY 2022-23 Activity Type
Activity 2	Develop a HCC Response Plan	
1	HCCs, in coordination with PHEP, will review and update their Response Plan annually and upload into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 56-57 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 1, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 27-28 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov FY 21-22 PHEP Workplan, Domain 1, Domain Activity 5, Activity 1 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1 FY 21-22 PHEP Workplan, Domain 5, Domain Activity 1, Activity 1 2019-2023 HPP Performance Measures Implementation Guidance	

Attachment B

	2	HCCs, in coordination with PHEP, will update and maintain current operational roles, situational awareness, information sharing and resource management in their Response Plan annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 57 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 1, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 27-28 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 5, Activity 1 FY 21-22 PHEP Workplan, Domain 5, Domain Activity 1, Activity 1 FY 21-22 PHEP Workplan, Domain 5, Domain Activity 1, Activity 3 2019-2023 HPP Performance Measures Implementation Guidance	
	3	HCCs will continue to participate with PHEP to update and maintain the jurisdictions All Hazards Preparedness and Response Plan annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 57 2017-2022 Health Care Preparedness and Response Capabilities, page 27-28 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 5, Activity 1 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1 2019-2023 HPP Performance Measures Implementation Guidance	
Activities	4		
	5		
	6		
Outputs from the planned activities			
	1	HCCs will have an updated Response Plan by June 30 (Activity 2.1, 2.2, 2.3).	
Outputs	2		

		3 FY 2022-23
Objective 2	Utilize Information Sharing Processes and Platforms	FY 2022-23 Activity Type
Activity 1	Develop Information Sharing Procedures	
	1 HCCs will continue to update their essential elements of information (EEl)s in their Response Plan, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 58 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 2, Activities 3 and 5 2017-2022 Health Care Preparedness and Response Capabilities, page 28 2019-2023 HPP Performance Measures Implementation Guidance	
	2 HCCs, in coordination with PHEP, will annually maintain ability to access timely, relevant, and actionable information about their members during emergencies by June 30, 2021. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 58 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 2, Activities 1-2 2017-2022 Health Care Preparedness and Response Capabilities, page 28-29 FY 21-22 PHEP Workplan, Domain 3, Domain Activity 2, Activity 1 FY 21-22 Pan Flu Workplan, Objective 3	

Attachment B

	3	HCCs will identify reliable, resilient, interoperable, and redundant information and communication systems and platforms, including those for bed availability and patient tracking, and provide access to HCC members and other stakeholders. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 58</i> <i>FY 2019-20 Local HPP Work Plan, Capability 2, Objective 2, Activities 1-2</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 29</i> <i>FY 21-22 PHEP Workplan, Domain 3, Domain Activity 2, Activity 1</i> <i>FY 21-22 Pan Flu Workplan, Objective 3</i> <i>2019-2023 HPP Performance Measures Implementation Guidance</i>	
Activities	4		
	5		
	6		
Outputs from the planned activities			
	1	HCCs Response Plan will include updated EEIs annually (Activity 1.1).	
	2	HCCs will have proof of participation in information sharing exercises (Activity 1.3).	
Outputs	3		
	4		
	5		
Notes	1		
	2		
	3		

PHASE 2: Train and Equip**3 FY 2022-23**

Objective 3		Coordinate Response Strategy, Resources, and Communications	FY 2022-23
Activity 4		Communicate with the Public During an Emergency	Activity Type
	1	HCCs, in coordination with PHEP, will provide public information officer (PIO) training to those who are designated to act in that capacity during an emergency and for HCC members in need of such training, annually by June 30, 2022. This training should include Crisis and Emergency Risk Communication (CERC) training. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 59 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 3, Activities 4 2017-2022 Health Care Preparedness and Response Capabilities, page 31	
Activities	2		
	3		
	4		
Outputs from the planned activities			
	1	HCCs will provide a list of participants and an agenda for each completed training (Activity 4).	
Outputs	2		
	3		
	4		
Notes	1		
	2		
	3		

PHASE 3: Exercise and Respond

PHASE 3: Exercise and Respond		3 FY 2022-23
Objective 3	Coordinate Response Strategy, Resources, and Communications	FY 2022-23 Activity Type
Activity 1	Identify and Coordinate Resource Needs during an Emergency	
1	HCCs will continue to share information and coordination activities with HCC members, and HCC members will have access to information sharing platforms, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 59 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 3, Activities 3 2017-2022 Health Care Preparedness and Response Capabilities, page 29-31	
Activity 2	Coordinate Incident Action Planning During an Emergency	
2	HCCs, in coordination with PHEP, will continue to maintain the ability to coordinate incident action planning during a real event/exercise as reflected in applicable plans, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 59 FY 2019-20 Local HPP Work Plan, Capability 2, Objective 3, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 30 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 2, Activity 1	
Activity 3	Communicate with Health Care Providers, Non-Clinical Staff, Patients, and Visitors during an Emergency.	

Attachment B

	3	HCCs will assist their members with developing the ability to rapidly alert and notify their employees, patients and visitors to provide situational awareness, protect their health and safety and facilitate provider-to-provider communication annually by June 30, 2022. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 60</i> <i>FY 2019-20 Local HPP Work Plan, Capability 2, Objective 3, Activity 3</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 30-31</i> <i>FY 21-22 PHEP Workplan, Domain 3, Domain Activity 3, Activity 1</i> <i>FY 21-22 Pan Flu Workplan, Objective 3</i>	
Activities	4		
	5		
	6		
Outputs from the planned activities			
	1	HCCs will provide a copy of an incident action plan upon request (Activity 2.2).	
Outputs	2		
	3		
	4		
Notes	1		
	2		
	3		

plan and deliver medical

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

[Local Entity Name]

Capability 3:	Continuity of Health Care Service Delivery
Goal:	Health care organizations, with support from the HCC and the state's/jurisdiction's ESF-8 lead agency, uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergency operations. Simultaneous response and recovery operations result in a return to normal or, ideally, improved operations.

1 Known Gaps:	
----------------------	--

2 Classify Activity:		<i>Are you Building or Sustaining this Capability?</i>
-----------------------------	--	--

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 2	Plan for Continuity of Operations	FY 2022-23 Activity Type
Activity 2	Develop a HCC Continuity of Operations Plan	
	1 HCCs will support Health Care Organizations in development or maintenance of their continuity of operations plan (COOP) by January 30, 2022, thereafter annually. The HCO plans will inform the HCC COOP. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 60-61 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 34 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16 FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1	

Attachment B

	2	HCCs will develop or maintain a coalition COOP annually by June 30, 2022 and upload into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 60-61 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 34 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activities	3		
	4		
	5		
Outputs from the planned activities			
	1	HCCs will submit a COOP plan into the CAT (Activity 2.2).	
Outputs	2		
	3		
	4		
Notes	1		
	2		
	3		

		3 FY 2022-23
Objective 3:	Maintain Access to Non-Personnel Resources During an Emergency	FY 2022-23 Activity Type
Activity 1	Assess Supply Chain Integrity	
	1 HCCs will continue to assess supply chain integrity by developing a vendor management process to address limited supply ordering for all HCC members and neighboring HCCs in an emergency. HCCs will share with neighboring HCCs annually by June 30, 2022 and upload into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 62 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 3, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 35 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activity 2	Assess and Address Equipment, Supply and Pharmaceutical Requirements	
	2 HCCs will continue to assess and address equipment, supply, and pharmaceutical requirements annually, and update inventory list. Inventory management program protocol for all cached materials will be updated annually and uploaded into the CAT within 30 days after award. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 62-63 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 3, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 36-7 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activities	3	

Attachment B

	4		
	5		
Outputs from the planned activities			
	1	HCCs will upload a vendor management process into the CAT (Activity 1.1).	
	2	HCCs will upload an inventory management program protocol into the CAT (Activity 1.2).	
Outputs	3		
	4		
	5		
Notes	1		
	2		
	3		

		3 FY 2022-23
Objective 6	Plan for Health Care Evacuation and Relocation	FY 2022-23 Activity Type
Activity 1	Develop and Implement Evacuation and Relocation Plans	
	1 HCCs will continue to support HCC member's development or maintenance of their evacuation, transportation and relocation plans, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 63 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 3, Activity 2 2017-2022 Health Care Preparedness and Response Capabilities, page 40-42 FY 21-22 PHEP Workplan, Domain 4, Domain Activity 7, Activity 1	
Activities	2	
	3	
Outputs from the planned activities		
	1 HCCs will provide upon request meeting minutes and best practices (Activity 1.1).	
Outputs	2	
	3	
	4	
Notes	1	
	2	
	3	

PHASE 2: Train and Equip

		3 FY 2022-23
Objective 5:	Protect Responder Safety and Health	FY 2022-23 Activity Type
Activity 1	Distribute Resources Required to Protect the Health Care Workforce	
	1 HCCs will annually support and promote regional PPE procurement, update inventory list, and include/update this process in the HCC Preparedness Plan. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 65 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 5 2017-2022 Health Care Preparedness and Response Capabilities, page 36-37	
Activity 2	Train and Exercise to Promote Responder Safety and Health	
	2 HCCs, in coordination with PHEP, will continue to annually make available training opportunities to HCC members to promote responder safety and health. Include such trainings in the HCC training plan. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 65 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 5 2017-2022 Health Care Preparedness and Response Capabilities, page 38-40 FY 21-22 PHEP Workplan, Domain 4, Domain Activity 1, Activity 4 and Activity 6 FY 21-22 PHEP Workplan, Domain 4, Domain Activity 7, Activity 2	
Activities	3	
	4	
	5	
Outputs from the planned activities		

Attachment B

	1	HCCs will provide a list of participants and an agenda for each completed training (Activity 2.2).
	2	HCCs will provide MCM dispensing plans reflecting the HCCs role (Activity 2.1).
Outputs	3	
	4	
	5	
Notes	1	
	2	
	3	

y, provide
infrastructure.
emergencies.
rations.

						3 FY 2023-24		
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	
	Status	Primary Barrier	Status	Primary Barrier				Status

Attachment B

						3 FY 2023-24		
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	
	Status	Primary Barrier	Status	Primary Barrier				Status

						3 FY 2023-24		
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	Status
	Status	Primary Barrier	Status	Primary Barrier				

[illegible]

				3 FY 2024-25						
4 MY Report	5 YE Report		Notes	FY 2024-25	Estimate d	4 MY Report		5 YE Report		Notes
Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	

Attachment B

				3 FY 2024-25						
4 MY Report	5 YE Report		Notes	FY 2024-25	Estimate d	4 MY Report		5 YE Report		Notes
Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier	

3 FY 2025-26							3 FY 2026-27					
FY 2025-26	Estimate d	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimate ed	4 MY Report		5 YE Report	
		Status	mary Bar	Status	mary Bar				Status	mary Bar	Status	mary Bar

3 FY 2025-26							3 FY 2026-27					
FY 2025-26	Estimated	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimated	4 MY Report		5 YE Report	
		Status	mary Bar	Status	mary Bar				Status	mary Bar	Status	mary Bar

[illegible]

[Local Entity Name]

Capability 4:	Medical Surge
Goal:	Health care organizations deliver timely and efficient care to their patients even when the demand for health exceeds available supply. The HCC, in collaboration with the state's/jurisdiction's ESF-8 lead agency, coord and available resources for its members to maintain conventional surge response. When an emergency ove HCC's collective resources, the HCC supports the health care delivery system's transition to contingency an response and promotes a timely return to conventional standards of care as soon as possible.

1 Known Gaps:	
----------------------	--

2 Classify Activity:	<i>Are you Building or Sustaining this Capability?</i>
-----------------------------	--

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 1	Plan for a Medical Surge	FY 2022-23 Activity Type
Activity 1	Incorporate Medical Surge Planning into Health Care Organization Emergency Operations Plan	
	1 HCC members will continue to work together to manage staffing resources including volunteers within hospitals and other health care settings, and include/update annually such strategy in preparedness and response plans. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 66-67 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 11 2017-2022 Health Care Preparedness and Response Capabilities, page 45	
Activity 3	Incorporate Medical Surge Planning into HCC Response Plan	

	2 HCCs will continue to serve as planning resources and subject matter experts to PHEP program and LHDs as they develop or augment existing response plans, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 70</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 47-48</i> <i>FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1</i> <i>FY 21-22 PHEP Workplan, Domain 4, Domain Activity 2, Activity 1</i> <i>FY 21-22 PHEP Workplan, Domain 4, Domain Activity 4, Activity 1</i> <i>FY 21-22 PHEP Workplan, Domain 5, Domain Activity 4, Activity 2</i>	
	3 FY 21-22 HCCs will develop complementary coalition-level annexes to their base medical surge/trauma mass casualty Response Plan to manage a large number of casualties with specific needs. <u>Consider regional plans.</u> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 70-74</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 51</i> <i>2019-2023 HPP Performance Measures Implementation Guidance</i> <i>FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1</i>	

	4 HCCs will continue to maintain and update their Pediatric Surge Annex of their Response Plan, annually. Updates will be uploaded into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 71</i> <i>FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 5</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 51</i> <i>Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov</i> <i>FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1</i>	
--	--	--

- | | | |
|---|---|--|
| 5 | <p>Develop an Infectious Disease Surge or Burn Surge Annex to HCC Response Plan by June 2021.</p> <p>If selected over an Infectious Disease Surge Annex, HCCs will develop their Burn Surge Annex of their Response Plan, a draft is due April 1, 2021, and the final by June 30, 2021 and upload into the CAT.</p> <p><i>FY 21-22 Continue to work on this activity and deliverable and report.</i></p> <p>Reference:
 ASPR HPP FOA EP-U3R-19-001, pages 71
 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 6
 2017-2022 Health Care Preparedness and Response Capabilities, page 52
 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov
 <i>FY 21-22 PHEP Workplan, Domain 5, Required by State Activity 1, Activity 2</i></p> | |
|---|---|--|

- | | | |
|--|---|--|
| | <p>6 Develop an Infectious Disease Surge or Burn Surge Annex to HCC Response Plan by June 2022.</p> <p>If a Burn Surge Annex was not selected and developed, HCCs will develop their Infectious Disease Surge Annex of their Response Plan, a draft is due April 1, 2022, and the final by June 30, 2022 and upload into the CAT.</p> <p><i>FY 21-22 Continue to work on this activity and deliverable and report.</i></p> <p>Reference:
ASPR HPP FOA EP-U3R-19-001, pages 72
FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 7
2017-2022 Health Care Preparedness and Response Capabilities, page 53-54
Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov
FY 21-22 Pan Flu Workplan, Objective 1
FY 21-22 PHEP Workplan, Domain 5, Required by State Activity 1, Activity 1</p> | |
| | <p>7 HCCs will develop their Radiation Surge Annex of their Response Plan, a draft is due April 1, 2023, and the final by June 30, 2023 and uploaded into the CAT.</p> <p><i>FY 21-22 Continue to work on this activity and deliverable and report.</i></p> <p>Reference:
ASPR HPP FOA EP-U3R-19-001, pages 73
FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 8
2017-2022 Health Care Preparedness and Response Capabilities, page 51-52
Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov
FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1
FY 21-22 PHEP Workplan, Domain 5, Required by State Activity 1, Activity 3</p> | |

	8 HCCs will develop their Chemical Surge Annex of their Response Plan, a draft is due April 1, 2024, and the final by June 30, 2024 and uploaded into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 73-74 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 9 2017-2022 Health Care Preparedness and Response Capabilities, page 51-52 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1 FY 21-22 PHEP Workplan, Domain 5, Required by State Activity 1, Activity 4	
	9 HCCs will continue to coordinate with the PHEP program and CDPH for integrating crisis care elements into their Response plans annually by June 30, 2022 and upload into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 76 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 3 2017-2022 Health Care Preparedness and Response Capabilities, page 47-51 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1 FY 21-22 PHEP Workplan, Domain 4, Domain Activity 1, Activity 3	
Activities	10	
	11	
	12	

Outputs from the planned activities		
	1	HCCs use the Disaster Healthcare Volunteer (DHV) program (Activity 1.1).
	2	HCCs will provide upon request Medical Response Corps (MRC) engagement activities (Activity 1.1).
	3	HCCs will upload their Pediatric Surge Annex into the CAT (Activity 3.5).
	4	HCCs will upload their Burn or Infectious Disease Surge Annex into the CAT (Activity 3.6).
	5	HCCs will uploaded their Radiation Surge Annex into the CAT (Activity 3.7).
	6	HCCs will have upload their Chemical Surge Annex into the CAT (Activity 3.8).
	7	HCCs will update their Response to include Crisis Care elements (Activity 3.9).
Outputs	8	
	9	
	10	
Notes	1	
	2	
	3	

PHASE 3: Exercise and Respond**3 FY 2022-23**

Objective 1:	Plan for a Medical Surge	FY 2022-23 Activity Type
Activity 3	Incorporate Medical Surge Planning into HCC Response Plan	
	1 HCCs will participate in the SWMHE to validate CDPH's Crisis Standards of Care CONOPS in FY 2022-23. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 77 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 1, Activity 4 2017-2022 Health Care Preparedness and Response Capabilities, page 47-51	
	2 HCCs will complete a redundant communications drill twice a year and enter the data into the CAT. <i>These drills must be six months apart.</i> <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 59 2017-2022 Health Care Preparedness and Response Capabilities, page 29 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 12 and 13, page 28-31 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov 2019-2023 HPP Performance Measures Implementation Guidance	
Activities	3	

Attachment B

	4		
	5		
Outputs from the planned activities			
	1	HCCs will participate in the SWMHE (Activity 3.1).	
	2	HCCs will input data from redundant communications drill into the CAT (Activity 3.2).	
Outputs	3		
	4		
	5		
Notes	1		
	2		
	3		

Attachment B

		3 FY 2022-23
Objective 2:	Respond to a Medical Surge	FY 2022-23 Activity Type
Activity 1	Implement Emergency Department and Inpatient Medical Surge Response	
1	HCCs, in coordination with PHEP, will incorporate the use of volunteers, Disaster Healthcare Volunteer (DHV) system, to support a medical surge response during training, drills and exercises, annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 77 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 13 2017-2022 Health Care Preparedness and Response Capabilities, page 48-49 <i>FY 21-22 PHEP Workplan, Domain 1, Domain Activity 6, Activity 1</i> <i>FY 21-22 PHEP Workplan, Domain 5, Domain Activity 4, Activity 1</i> <i>2019-2023 HPP Performance Measures Implementation Guide</i>	

	2 HCCs will conduct a Coalition Surge Test (CST) annually, results entered into the CAT. <i>FY 20-21 Waived.</i> <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 14 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 14-21, page 32-49 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov 2019-2023 HPP Performance Measures Implementation Guidance	
	3 HCCs will complete the Surge Estimator Tool by March 31, 2022 and March 31, 2024 to support determination of their surge capacity. <i>Only hospitals that provide emergency services are to be included.</i> Data to be entered into the CAT. Reference: ASPR HPP FOA EP-U3R-19-001, pages 78 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	

Attachment B

Activity 3	Develop an Alternate Care System	
	4 HCCs, in collaboration with CDPH, LHDs and emergency management, will develop and/or maintain an alternate care system annually by June 30, 2022 and upload into the CAT. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 78-79 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 3 2017-2022 Health Care Preparedness and Response Capabilities, page 50-51 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
	5 HCCs, in coordination with PHEP, will continue to provide subject matter expertise to LHDs, for providing medical care to sheltered and/or congregate locations during an incident. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 79 2017-2022 Health Care Preparedness and Response Capabilities, page 50-51 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activity 4	Provide Pediatric Care During a Medical Surge Response	

6 HCCs will test/exercise their Pediatric Surge Care Annex during a medical surge response or tabletop/discussion exercise format. Completed and upload results/data into the CAT by the end of the five-year project period (FY 2019-20 to FY 2023-24).

FY 21-22 Continue to work on this activity and deliverable and report.

Reference:

ASPR HPP FOA EP-U3R-19-001, pages 79

FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 4

Coalition Assessment Tool (CAT): <https://HPPCAT.hhs.gov>

Activity 5	Provide Surge Management During a Chemical or Radiation Emergency Event	
	7 HCCs will test/exercise their Radiation Emergency Surge Annex, if chosen over the Chemical Emergency Surge Annex exercise, during a medical surge or tabletop/discussion exercise format, by June 30, 2023 and upload the results/data into the CAT by the end of the five-year project period (FY 2019-20 to FY 2023-24). <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 79 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 5 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
	8 HCCs will test/exercise their Chemical Emergency Surge Annex, if chosen over the Radiation Emergency Surge Annex exercise, during a medical surge or tabletop/discussion exercise format, by June 30, 2024 and upload the results/data into the CAT by the end of the five-year project period (FY 2019-20 to FY 2023-24). <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 79 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 6 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov	
Activity 6	Provide Burn Care During a Medical Surge Response	

9 If a Burn Surge Annex was selected and developed, HCCs will test/exercise their Burn Care [Surge Annex](#) during a medical surge or tabletop/[discussion](#) exercise [format](#), by ~~June 30, 2021~~ and upload the results/data into the CAT [by the end of the five-year project period \(FY 2019-20 to FY 2023-24\)](#).

[FY 21-22 Continue to work on this activity and deliverable and report.](#)

Reference:

ASPR HPP FOA EP-U3R-19-001, pages 79

FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 7

Coalition Assessment Tool (CAT): <https://HPPCAT.hhs.gov>

Activity 9		Enhance Infectious Disease Preparedness and Surge Response	
	10	If an Infectious Disease Surge Annex was selected and developed, HCCs will test/exercise their Infectious Disease Preparedness and Surge Annex during a medical surge or tabletop/discussion exercise format, by June 30, 2022 and upload the results/data into the CAT by the end of the five-year project period (FY 2019-20 to FY 2023-24). <i>FY 21-22 Continue to work on this activity and deliverable and report. HCCs may utilize COVID-19 response to meet this deliverable. A data sheet will need to be completed.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 80 FY 2019-20 Local HPP Work Plan, Capability 4, Objective 2, Activity 10 Coalition Assessment Tool (CAT): https://HPPCAT.hhs.gov <i>FY 21-22 Pan Flu Workplan, Objective 1 and Objective 7</i>	
Activities	11		
	12		
	13		
Outputs from the planned activities			
	1	HCCs will use the Disaster Healthcare Volunteer (DHV) program (Activity 1.1).	
	2	HCCs will provide upon request Medical Response Corps (MRC) engagement activities (Activity 1.1).	
	3	HCCs will input data from CST into the CAT (Activity 1.2).	
	4	HCCs will input data from Surge Estimator Tool into the CAT (Activity 1.3).	
	5	HCCs will provide their tele/virtual medicine policy (Activity 3.4).	
	6	HCCs will provide their policy for establishing an alternate care site (Activity 3.4).	
	7	HCCs will provide after action reports (AARs) and improvement plans (IPs) (Activities 4.6, 5.7, 5.8, 6.9, 9.10)	

care services
inates information
erwhelms the
nd crisis surge

					3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type
	Status	Primary Barrier	Status	Primary Barrier		

					3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type
	Status	Primary Barrier	Status	Primary Barrier		

Attachment B

						3 FY 2023-24
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type
	Status	Primary Barrier	Status	Primary Barrier		

[Local Entity Name]

Capability 4:	Medical Surge
Goal:	Health care organizations deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The HCC, in collaboration with the state's/jurisdiction's ESF-8 lead agency, coordinates information and available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCC's collective resources, the HCC supports the health care delivery system in a contingency and crisis surge response and promotes a timely return to conventional standards of care when possible.

1 Known Gaps:	
----------------------	--

2 Classify Activity:	Are you Building or Sustaining this Capability?
-----------------------------	---

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 1	Plan for a Medical Surge	FY 2022-23 Activity Type
Activity 2	Incorporate Medical Surge Planning into Emergency Medical Services Emergency Operation Plan	
	1 EMS plans should incorporate disaster related dispatch, response, mutual aid and regional coordination, pre-hospital triage and treatment, transportation, supplies and equipment. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-47	

	2	EMS will work collaboratively with the LHD to identify a local initiative or project to meet local needs and delineate the LEMSA role from the LHD role. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA	
Activity 3		Incorporate Medical Surge Planning into HCC Response Plan	
	3	EMS will continue to participate in the review and update of the HCC Response Plan, to maintain the patient transportation process from, the field, to hospital, to interfacility, and to the region. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
	4	EMS will continue to review and update information sharing protocols with HCC members, corroborate member needs and incorporate the process in the HCC Response Plan. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
Activities	5		
	6		
	7		
Outputs from the planned activities			

Attachment B

	1	HCCs will provide the EMS plans upon request (Activity 2.1).
	2	HCCs will provide a documentation of roles and responsibilities for local initiative or project (Activity 2.2).
	3	HCCs will provide a copy of the EMS transportation protocols upon request (Activity 3.3).
	4	
	5	
Outputs	6	
	7	
	8	
Notes	1	
	2	
	3	

PHASE 2: Train and Equip**3 FY 2022-23**

Objective 2:		FY 2022-23 Activity Type
Respond to a Medical Surge		
Activity 3	Incorporate Medical Surge Planning into HCC Response Plan	
	1 EMS will continue to provide training to HCC members on plans, policies and procedures for regional transportation of a patient(s) with a suspected and/or confirmed highly infectious disease. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 68-76</i> <i>FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 46-48</i>	
	2 EMS will continue to provide training to HCC members on plans, policies and procedures for transitioning to a disaster response. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 68-76</i> <i>FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 46-48</i>	
Activities	3	
	4	
	5	
Outputs from the planned activities		
	1 HCCs will provide upon request their patient movement plan, and patient tracking/reunification plan (Activity 3.1).	
	2 HCCs will provide a list of participants and an agenda for each completed training (Activity 3.2).	

PHASE 3: Exercise and Respond

		3 FY 2022-23
Objective 2:	Respond to a Medical Surge	FY 2022-23 Activity Type
Activity 3	Incorporate Medical Surge into HCC Response Plan	
	1 EMS will participate in the Coalition Surge Test (CST) annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48 2019-2023 HPP Performance Measures Implementation Guidance	
	2 EMS will complete a redundant communications drill twice a year with their HCC. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 60-61 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 34 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16	

Attachment B

	3	EMS will participate in the annual SWMHE. <i>FY 20-21 Canceled.</i> <i>FY 21-22 Canceled.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 60-61</i> <i>FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 34</i> <i>2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16</i>	
	4	EMS will participate in the SWMHE to validate the CDPH's Crisis Standards of Care CONOPS in FY 2022-23. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 60-61</i> <i>FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 34</i> <i>2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16</i>	
Activities	5		
	6		
	7		
Outputs from the planned activities			
	1	HCCs will provide after action reports (AARs) and improvement plans (IPs) (Activities 3.1-3.4).	
Outputs	2		
	3		
	4		
Notes	1		

health care
agency,
use. When an
item's transition to
as soon as

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment B

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimate d	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	mary Bar	Status	mary Ba

Attachment B

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimated	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier

Attachment B

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimated	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier

	3 FY 2025-26							3 FY 2026-27				
Notes	FY 2025-26	Estimated	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimated	4 MY Report		5 YE R
			Status	mary Bar	Status	mary Bar				Status	mary Bar	Status

Attachment B

3 FY 2025-26								3 FY 2026-27				
Notes	FY 2025-26	Estimate d	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimat ed	4 MY Report		5 YE R
			Status	mary Bar	Status	mary Bar				Status	mary Bar	Status

3 FY 2025-26								3 FY 2026-27				
Notes	FY 2025-26	Estimate d	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimat ed	4 MY Report		5 YE R
			Status	mary Bar	Status	mary Bar				Status	mary Bar	Status

Application

Known Gaps¹

Known Gaps

Classify Activity²

Sustain

Build

Fiscal Year (FY) Activity³

Plan/Develop

Organize/Equip

Train

Exercise

Evaluate/Improve

Updating

Not Applicable

Estimated Completion³

This fiscal year by Q2

This fiscal year by Q4

Continuous

Out year

Not Applicable

Reporting

Status⁴⁻⁵

Complete

In progress, on schedule

In progress, off schedule
Not Started
Canceled

Primary Barrier⁴⁻⁵

None
Lack of Funding
Lack of Personnel
Administrative
Time Constraint
Waiting on EPO
Real Event
Other, provide in the *Notes*
section.

Definitions

Enter gaps identified from jurisdictional Capabilities Planning Guide (CPGs) survey, trainings, exercises, real events, after action reports and/or improvement plans that you want to resolve during the fiscal

A capability is built and ready for an emergency and/or disaster. Sustainment is working through the preparedness cycle; train, exercise, evaluate and improve in order to retain the ability and improve based on current jurisdictional hazards.

A capability is incomplete. Building activities include research, development, identifying key partners and stakeholders, establishing relationships, defining roles, responsibilities, draft, public comment, etc..

Strategic and operational planning establishes priorities, identifies expected levels of performance and capability requirements, provides the standard for assessing capabilities and helps stakeholders learn their roles. The planning elements identify what an organization's Standard Operating Procedures (SOPs) or Emergency Operations Plans (EOPs) should include for ensuring that contingencies are in place for delivering the capability during a large-scale disaster.

Organizing and equipping include identifying what competencies and skill sets people should possess and ensuring an organization has the correct personnel. Additionally, it includes identifying and acquiring standard equipment an organization may need to use in times of emergency.

Training with the knowledge, skills, and abilities needed to perform key tasks required during a specific emergency situation.

Exercises enable entities to identify strengths and incorporate them within best practices to sustain and enhance existing capabilities. They also provide an objective assessment of gaps and shortfalls within plans, policies and procedures to address areas for improvement prior to a real-world incident.

Exercises help clarify roles and responsibilities among different entities, improve inter-agency coordination and communications and identify needed resources and opportunities for improvement.

Quality improvement thru after action Reports (AARs), collecting lessons learned, develop improvement plans, and track corrective actions to address gaps and deficiencies identified in exercises or real-world events to continuously improve and strengthen preparedness.

Modernize, make current and/or include the most recent information.

Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.

The activity will be complete by the end of the second quarter of the fiscal year.

The activity will be complete by the end of the fourth quarter of the fiscal year.

The activity occurs throughout the year.

Not working on the activity this fiscal year, it will be addressed in the future.

Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.

The Activity has been fully executed/in place to satisfy all requirements.

This Activity is work in progress and will be completed by the Estimated Completion time.

Attachment B

This Activity is work in progress and will be not be completed/late by the Estimated Completion time.
No work has been done on this Activity.
This activity will not be finished/completed this FY.

No barriers to completing this Activity and corresponding Outputs.
In sufficient funding to complete this Activity and corresponding Outputs.
In sufficient staff or subject matter experts to complete this Activity and corresponding Outputs.
Jurisdictional administrative processes delayed and/or pushed back the the next FY this Activity.
Various factors limited the amount of time needed to complete this Activity. A few example, deadlines, w
Waiting on EPO to provide materials, resources or guidelines that impedes completion of this Activity.
Jurisdiction

Add additional information in the Notes section of this Activity.

Attachment B

Annual	Region I	less than 200,000
FY 2022-23	Region II	between 200,000 and
FY 2023-24	Region III	greater than 700,000
FY 2024-25	Region IV	
FY 2025-26	Region V	Q2
FY 2026-27	Region VI	Q3
	Multiple Regions	Q4



California Department of Public Health
Emergency Preparedness Office

Date:

FY 2022-23 to FY 2026-27
Local Health Department Work Plan for
Pandemic Influenza (Pan Flu)

[Local Entity Name]

Region:

Population size:

[Local Entity Name]

Description:	Strengthen planning and response efforts in order to be prepared for an influenza Pandemic.		
1 Known Gaps:			
2 Classify Activity:		Are you Building or Sustaining influenza planning?	
Outcomes:	1 Up-to-date written policies and procedures in place to ensure pandemic influenza readiness and response, including LHD collaborative efforts with local and state partners, effective administration and documentation of vaccines, guidelines for prioritizing lab testing and distribution of materials to partners, document vaccine administration in the immunization registry, and procedures for communication to promote vaccine and preventative measures.		
	2 Surveillance systems are maintained to ensure accurate and timely documentation of novel/variant influenza virus infections, influenza-associated deaths in children and/or case-specific data requested by state and federal partners.		
	3 Local public health laboratories maintain capability and capacity to type and subtype influenza viruses.		
	4 Updated written procedures in place for monitoring exposed persons exposed to avian or novel influenza viruses, including laboratory testing and ensuring regular communication of activities and outcomes to state partners.		
	5 Conduct a mass vaccination clinic and complete an After Action Report/Improvement Plan (AAR/IP).		
	6 Implementation of processes for ensuring optimal utilization of influenza vaccines within local communities, including target populations such as persons with underlying medical conditions and/or school-aged children.		

Objective 1		Update and/or maintain a local Pandemic Influenza Plan Reference: PHEP Work Plan, Domain 1, Activity 6: Strengthen and Implement Plans PHEP Work Plan, Domain 4, Activity 1: Develop and Exercise Plans for MCM Distribution, Dispensing and Vaccine Administration PHEP Work Plan, Domain 4, Activity 2: Maintain Preparedness Plans Based on Risks FY 21-22 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 2.6 FY 21-22 HPP Workplan, Capability 4, Phase 3, Objective 2, Activity 9.10	FY 2022-23						FY 2023-24					
			FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	
Activities	1	Protocol describing how the LHD will work with local partners and health care coalitions to address pandemic influenza preparedness and response. FY 21-22 Continue to work on this activity and deliverable and report. FY 22-23 Continue to work on this activity and deliverable and report.												
	2	Update procedure for how LHD will ensure appropriate staff are prepared to order and receive pandemic influenza vaccines, administer vaccine and document pandemic vaccine administration in the immunization registry within 14 days. FY 22-23 Continue to work on this activity and deliverable and report. Reference: CDPH's Immunization Program : https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/immunize.aspx California Immunization Registry (CAIR): http://cairweb.org/ https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/immunization_branch/SDIR.html http://www.myhealthyfutures.org/												
	3	Update plan for how LHD will identify and vaccinate likely target populations, including Tier 1 through Tier 3 critical workforce and occupational groups. FY 22-23 Continue to work on this activity and deliverable and report. Reference: CDC's Roadmap to Implementing Pandemic Influenza Vaccination of Critical Workforce. https://www.cdc.gov/flu/pandemic-resources/pdf/roadmap_panflu.pdf References: FY 21-22 HPP Workplan, Capability 4, Phase 1, Objective 1, Activity 2.6 FY 21-22 HPP Workplan, Capability 4, Phase 3, Objective 2, Activity 9.10												
	4	Update plans for disseminating CDPH/LHD guidelines for prioritization of influenza laboratory testing to public and private laboratories, healthcare facilities and providers, and other key healthcare partners within the jurisdiction during both the regular influenza season and in a pandemic. FY 22-23 Continue to work on this activity and deliverable and report.												
	5	Update procedures for preparedness and response communications, including outreach and educational efforts to promote vaccine and prevention measures and coordinating these efforts and messaging with key partners in the community. FY 22-23 Continue to work on this activity and deliverable and report.												
	6	Annually provide, and keep updated, the name and contact information for the LHD's Pandemic Influenza Coordinator or position responsible for ensuring completion of Pan Flu Work Plan activities and deliverables. FY 22-23 Continue to work on this activity and deliverable and report .												
Activities	7													
	8													
	9													

Outputs from the planned activities		
	1	Updated process for engaging local partners and stakeholders in influenza pandemic planning and preparedness.
	2	Updated vaccine administration and immunization registry process including documentation.
	3	Updated plan for vaccination plan for target populations and critical workforce.
	4	Updated plans for prioritizing lab testing.
	5	Updated communication procedures.
	6	Pan Flu Coordinator contact is current.
Outputs	7	
	8	
	9	
Notes	1	
	2	
	3	

Objective 2		Maintain a surveillance system for reporting novel/variant influenza virus infections and influenza-associated deaths in children <18 years of age, and report data via electronic or fax during the regular influenza season. Reference: PHEP Work Plan, Domain 3, Activity 2: Coordinate Information Sharing PHEP Work Plan, Domain 6, Activity 1: Conduct Epidemiological Surveillance CDC NoFO PHEP CDC RFA TP19-1901, page 16-17, 25-26 and 28-29	3 FY 2022-23								3 FY 2023-24				
			FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report			
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier		Status
Activities	1	LHDs will report influenza-associated deaths in persons <18 years of age to CDPH within two weeks of death. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>CDPH Influenza guidance:</i> https://www.cdph.ca.gov/Programs/CID/DCDC/pages/immunization/influenza.aspx <i>CDPH Influenza recommendations:</i> https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Immunization/InfluenzaGuidance.pdf													
	2	LHDs will submit completed case report forms to CDPH for influenza-associated deaths in persons <18 years of age within two months of death. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>Refer to references in Activity 1, above.</i>													
	3	LHDs will utilize immunization registry for epidemiological surveillance. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>													
Activities	4														
	5														
	6														
Outputs from the planned activities															
	1	Updated surveillance systems that provide accurate and timely data of novel/variant influenza virus infections and associated deaths.													
	2	Updated process for reporting of influenza associated deaths in person <18 years of age.													
	3	Updated process to provide data requested by State and Federal partners.													
Outputs	4														
	5														
	6														
Notes	1														
	2														
	3														

		3 FY 2022-23						3 FY 2023-24						
Objective 3		Maintain the ability to conduct case-based surveillance for influenza as requested by CDC and/or CDPH. For example, all cases, hospitalizations, ICU admissions, or deaths, and report those cases via electronic means or fax during a pandemic. Reference: PHEP Work Plan, Domain 3, Activity 2: Coordinate Information Sharing PHEP Work Plan, Domain 6, Activity 1: Conduct Epidemiological Surveillance FY 20-21 HPP Workplan, Capability 2, Phase 1, Objective 2, Activity 1.2 and 1.3 FY 20-21 HPP Workplan, Capability 2, Phase 3, Objective 3, Activity 3.3 CDC NoFO PHEP CDC RFA TP19-1901, page 16-17, 25-26 and 28-29	FY 2022-23 Activity Type	Estimated Completion					Notes	FY 2023-24 Activity Type	Estimated Completion			
					4 MY Report		5 YE Report					4 MY Report		
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status
Activities	1	Submit completed case report forms for persons with novel or variant influenza infections to CDPH within three days of confirmation. FY 22-23 Continue to work on this activity and deliverable and report. Reference: CDPH Influenza guidance: https://www.cdph.ca.gov/Programs/CID/DCDC/pages/immunization/influenza.aspx CDPH Influenza recommendations: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Immunization/InfluenzaGuidance.pdf												
	2	Report and submit completed case report forms for pandemic-associated influenza cases within the timeframe specified by CDPH during an influenza pandemic. FY 22-23 Continue to work on this activity and deliverable and report. Reference: Refer to references in Activity 1, above.												
	3	LHDs will utilize immunization registry for epidemiological surveillance. FY 22-23 Continue to work on this activity and deliverable and report.												
Activities	4													
	5													
	6													
Outputs from the planned activities														
	1	Updated case based surveillance systems that provide accurate and timely data of novel/variant influenza virus infections and associated deaths.												
	2	Updated process to provide data requested by State and Federal partners.												
Outputs	3													
	4													
	5													
Notes	1													
	2													
	3													

		3 FY 2022-23								3 FY 2023-24				
Objective 4		Counties with a Public Health Laboratory Maintain the ability of the public health laboratory to type and subtype influenza A viruses and lineage type influenza B viruses (if the laboratory is capable of lineage type testing) for any cases tested for influenza by status of clinical severity (e.g., hospitalized ICU/severe cases, outpatients, and/or fatal cases) during both the regular influenza season and in a pandemic and report results to CDPH through established reporting mechanisms.	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		
					Status	Primary Barrier	Status	Primary Barrier						
					Status	Primary Barrier	Status	Primary Barrier						
<u>Activities</u>	1	LHD's will maintain laboratory testing capability for influenza A/B typing and Flu A subtyping/Flu B lineage typing by rRT-PCR AND satisfactorily pass influenza proficiency testing requirements two times/year. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>PHEP Work Plan, Domain 6 Biosurveillance</i> CDPH Influenza guidance: <i>https://www.cdph.ca.gov/Programs/CID/DCDC/pages/immunization/influenza.aspx</i>												
	2													
	3													
	4													
<u>Outputs from the planned activities</u>														
	1	Maintained laboratory testing capability for influenza.												
	2	Satisfactorily pass influenza proficiency testing requirements two times a year.												
<u>Outputs</u>	3													
	4													
	5													
<u>Notes</u>	1													
	2													
	3													

		3 FY 2022-23							3 FY 2023-24					
Objective 5		Counties with a Public Health Laboratory Submit influenza positive specimens to the CDPH Viral and Rickettsial Diseases Laboratory (VRDL) for antiviral resistance testing, as provided by CDPH's Immunization Branch, in accordance with the Association of Public Health Laboratories (APHL) Influenza Virologic Surveillance Right Size Roadmap. Reference: CDPH Immunization Branch: https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/immunize.aspx APHL Influenza Virologic Surveillance Right Size Roadmap: www.aphl.org/aboutAPHL/publications/Documents/ID_July2013_Influenza-Virologic-Surveillance-Right-Size-Roadmap.pdf	FY 2022-23 Activity Type	Estimated Completion					Notes	FY 2023-24 Activity Type	Estimated Completion			
					4 MY Report		5 YE Report					4 MY Report		
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status
Activities	1	Immediately notify CDPH-VRDL of any Unsubtypeable or Inconclusive results that show a cycle threshold (Ct) value for Flu A ≤ 35. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: CDPH Viral and Rickettsial Disease Laboratory: https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/VRDL_Influenza_Info.pdf												
Activities	2													
	3													
	4													
Outputs from the planned activities														
	1	Routine immediate notification to CDPH-VRDL of any Unsubtypeable or Inconclusive results that show a cycle threshold (Ct) value for Flu A ≤ 35.												
Outputs	2													
	3													
	4													
Notes	1													
	2													
	3													

		3 FY 2022-23							3 FY 2023-24				
Objective 6	Conduct active or passive monitoring for influenza-like illness among persons exposed to avian or novel influenza viruses (e.g., persons exposed to poultry or other animals infected with avian influenza on farms inside or outside of CA, persons exposed to humans with novel or variant influenza virus infections such as H7N9, H5N1, H3N2v, or H1N2v). Reference: CDPH Influenza guidance: https://www.cdph.ca.gov/Programs/CID/DCDC/pages/immunization/influenza.aspx	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status
Activities	1	Update and maintain procedures for monitoring persons exposed to avian or novel influenza viruses. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
	2	Report monitoring activities and outcomes to CDPH electronically or via fax. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
	3	Obtain specimens, from symptomatic persons being monitored for exposure to avian or novel influenza viruses, for testing at a public health laboratory and forward unsubtypeable and indeterminate subtype specimens to VRDL for confirmatory testing at CDC. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
Activities	4												
	5												
	6												
Outputs from the planned activities													
	1	Updated procedures for monitoring exposed persons, including laboratory testing, and ensuring regular communication of activities and outcomes to State partners.											
Outputs	2												
	3												
	4												
Notes	1												
	2												
	3												

3 FY 2022-23													
Objective 7	3 FY 2022-23												
	Conduct at least one mass vaccination clinic exercise and maximize attendance in order to test and evaluate the mass vaccination capability and capacity. Reference: <i>PHEP Work Plan, Requirements</i> <i>CDC NoFO PHEP CDC RFA TP19-1901, exercise requirements on page 39</i> <i>FY 21-22 HPP Workplan, Capability 4, Phase 3, Objective 2, Activity 9.10</i>	FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		
				Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status
Activities	1	LHDs will identify high risk and priority target groups, including low income populations, in order to conduct outreach and provide educational materials, to increase attendance at the mass vaccination clinic exercise. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
	2	LHDs will coordinate with the CDPH Immunization Branch to order and receive State purchased flu vaccine for mass vaccination clinic exercise. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> (If LHDs need additional doses or would like to offer other vaccines, contact CDPH's Immunization Branch.)											
	3	LHDs will plan and conduct your mass vaccination clinic exercise in coordination with your Public Health Emergency Preparedness (PHEP) and Immunization programs. Utilize improvements plans from previous exercises after action reports (AARs) to fill gaps identified and improve the process. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
	4	LHDs will enter into the immunization registry (within 14 days) all vaccine doses administered during the mass vaccination clinic exercise. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: California Immunization Registry (CAIR): http://cairweb.org/											
	5	LHDs will in coordination with your Public Health Emergency Preparedness (PHEP) and Immunization programs, complete an after action report (AAR) including an improvement plan (IP) after the exercise. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>											
Activities	6												
	7												
	8												
Outputs from the planned activities													
	1	Completed a mass vaccination exercise.											
	2	Completed a AAR and IP.											
Outputs	3												
	4												
	5												
Notes	1												
	2												
	3												

Objective 8		In conjunction with the immunization coordinator, support efforts to intensify seasonal flu vaccination efforts to enhance pandemic influenza preparedness.	3 FY 2022-23						3 FY 2023-24					
			FY 2022-23 Activity Type	Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion	4 MY Report		
					Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	
<u>Activities</u>	1	Support the LHD immunization program to enter/record all doses of seasonal influenza vaccine administered by the LHD (in clinics or in LHD offices) in the immunization registry. Data should be recorded within 14 days of administration. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>California Immunization Registry (CAIR):</i> http://cairweb.org/ https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/immunization_branch/SDIR.html http://www.myhealthyfutures.org/												
	2	Support the LHD immunization program to ensure all state-purchased (VFC, 317 or State) seasonal influenza vaccines shared with and administered by local partners are documented in the immunization registry within 14 days of administration. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i> Reference: <i>California Immunization Registry (CAIR):</i> http://cairweb.org/ https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/immunization_branch/SDIR.html http://www.myhealthyfutures.org/												
	3	Promote increased seasonal influenza vaccine within the community, including target populations and school-aged children. <i>FY 22-23 Continue to work on this activity and deliverable and report.</i>												
	4	<i>Suggested Activity</i> : Increase immunization of school-aged children as part of mass vaccination clinics.												
Activities	5													
	6													
	7													
Outputs from the planned activities														
	1	Implementation of processes for ensuring optimal utilization of influenza vaccines within local communities, including target populations such as persons with underlying medical conditions and/or school-aged children.												
Outputs	2													
	3													
	4													
Notes	1													
	2													
	3													

Application	Definitions
Known Gaps¹	
Known Gaps	Enter gaps identified from jurisdictional Capabilities Planning Guide (CPGs) survey, trainings, exercises, real events, after action reports and/or improvement plans that you want <u>to resolve during the fiscal year</u> .
Classify Activity²	
Sustain	A capability is built and ready for an emergency and/or disaster. Sustainment is working through the preparedness cycle; train, exercise, evaluate and improve in order to retain the ability and improve based on current jurisdictional hazards.
Build	A capability is incomplete. Building activities include research, development, identifying key partners and stakeholders, establishing relationships, defining roles, responsibilities, draft, public comment, etc..
Fiscal Year (FY) Activity³	
Plan/Develop	Strategic and operational planning establishes priorities, identifies expected levels of performance and capability requirements, provides the standard for assessing capabilities and helps stakeholders learn their roles. The planning elements identify what an organization's Standard Operating Procedures (SOPs) or Emergency Operations Plans (EOPs) should include for ensuring that contingencies are in place for delivering the capability during a large-scale disaster.
Organize/Equip	Organizing and equipping include identifying what competencies and skill sets people should possess and ensuring an organization has the correct personnel. Additionally, it includes identifying and acquiring standard equipment an organization may need to use in times of emergency.
Train	Training with the knowledge, skills, and abilities needed to perform key tasks required during a specific emergency situation.
Exercise	Exercises enable entities to identify strengths and incorporate them within best practices to sustain and enhance existing capabilities. They also provide an objective assessment of gaps and shortfalls within plans, policies and procedures to address areas for improvement prior to a real-world incident. Exercises help clarify roles and responsibilities among different entities, improve inter-agency coordination and communications and identify needed resources and opportunities for improvement.
Evaluate/Improve	Quality improvement thru after action Reports (AARs), collecting lessons learned, develop improvement plans, and track corrective actions to address gaps and deficiencies identified in exercises or real-world events to continuously improve and strengthen preparedness.
Updating	Modernize, make current and/or include the most recent information.
Not Applicable	Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.
Estimated Completion³	
This fiscal year by Q2	The activity will be complete by the end of the second quarter of the fiscal year.
This fiscal year by Q4	The activity will be complete by the end of the fourth quarter of the fiscal year.
Continuous	The activity occurs throughout the year.
Out year	Not working on the activity this fiscal year, it will be addressed in the future.

Reporting

Status⁴⁻⁵

Complete	The Activity has been fully executed/in place to satisfy all requirements.
In progress, on schedule	This Activity is work in progress and will be completed by the Estimated Completion time.
In progress, off schedule	This Activity is work in progress and will be not be completed/late by the Estimated Completion time.
Not Started	No work has been done on this Activity.
Canceled	This activity will not be finished/completed this FY.

Primary Barrier⁴⁻⁵

None	No barriers to completing this Activity and corresponding Outputs.
Lack of Funding	In sufficient funding to complete this Activity and corresponding Outputs.
Lack of Personnel	In sufficient staff or subject matter experts to complete this Activity and corresponding Outputs.
Administrative	Jurisdictional administrative processes delayed and/or pushed back the the next FY this Activity.
Time Constraint	Various factors limited the amount of time needed to complete this Activity. A few example, deadlines, workload, and reso
Waiting on EPO	Waiting on EPO to provide materials, resources or guidelines that impedes completion of this Activity.
Real Event	Jurisdiction
Other, provide in the <i>Notes</i> section.	Add additional information in the Notes section of this Activity.



California Department of Public Health
Emergency Preparedness Office

Date:

FY 2022-23 to FY 2026-27
Local Health Department Work Plan for
Hospital Preparedness Program (HPP)
and the Health Care Coalition

[Local Entity Name]

Region:

Population size:

[Local Entity Name]

This is a short list that includes requirements, a checklist and clarifications for the Hospital Preparedness Program (HPP) funding. This list is not exhaustive, HCCs are required to study the HPP Capability Guide and HPP Performance Measures and therein

HPP Performance Measures Implementation Guides

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/hpp-pmi-guidance-2017.pdf>

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/pmi-guidance-2019-2023/Pages/default.aspx>

Pages 90-96 in the 2019-2023 HPP Performance Measures Implementation Guide contain a crosswalk of performance measures to HPP Workplan activities.

HPP Capability Guide

Link: <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/2017-2022-healthcare-pr-capabilities.pdf>

HPP Coalition Assessment Tool (CAT)

HPP Performance Measures are reported in the Coalition Assessment Tool (CAT) and to CDPH. CDPH will utilize information in the CAT to meet CDPH's required HPP reporting. CDPH will require HCCs to provide required deliverables and data that are not contained in the CAT. If you need to update your CAT point of contact and access, use the email provided below.

Link: <https://HPPCAT.hhs.gov>

Email: CAT@HHS.gov

Requirement

HPP-PHEP-EMA Joint Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be a standalone functional or full scale joint exercise once every five years (rolling five years). This exercise **must** include a surge of patients into the health care system. [FY 2021-22 HPP Funding Opportunity Announcement, page 16.](#)

Pediatric Surge Care Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 4.6.](#)

Radiation Emergency Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise if selected over the Chemical Emergency Surge Annex exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 5.7.](#)

↑ or ↓

(Radiation or Chemical Exercise)

Chemical Emergency Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise if selected over the Radiation Emergency Surge Annex exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 5.8.](#)

Burn Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 6.9.](#)

Infectious Disease Preparedness and Surge Annex, Exercise: **Select** from the dropdown menu the year of the exercise. This exercise must be completed within five-years (FY 2019-20 to FY 2023-24) via a real event, tabletop or discussion exercise format. [See Capability 4, Phase 3, Objective 2, Activity 9.10](#)

FY 2022-23

Participate in State Wide Medical Health Exercise of Crisis Standards of Care CONOPS. [See Capability 4, Phase 3, Objective 1, Activity 3.1.](#)

☐

Provide a current inventory: [Select](#) which quarter to provide the list of all HCC resources purchased in the previous fiscal year that would be utilized during an exercise or real event each year to CDPH. [State Site Visit/State Audit requirement.](#)

Checklist

☐

Performance Measure 4: Complete HCC member updates, [in CDPH template](#) by the due date.

☐

Performance Measure 6: Other Exercise Requirements [within the CAT](#), Exercise Tool report exercise dates and complete a datasheet for all required exercises.

☐

Performance Measure 9: Complete Jurisdictional Risk Assessment Survey [provided by CDPH](#) by the due date.

☐

Performance Measure 10: After Action Reporting (AAR) and Improvement Planning (IP) Matrix, complete [within the CAT](#) within the Exercise Tool.

☐

Performance Measures 12 & 13: Redundant Communications Drills 1 & 2, [enter data into the CAT](#). The second drill must be six months after the first.

☐

Capability Assessments must be completed [within the CAT](#) before the end of year due date.

☐

Performance Measure HPP-PHEP J.1, Information Sharing: Report Essential Elements of Information (EEl)s, situation reporting, [to CDPH](#) as requested during exercises and real events.

☐

CAHAN Communication Drills, quarterly.

☐

Disaster Health Volunteers (DHV) Program must be maintained annually. [See Capability 4, Phase 3, Objective 2, Activity 1.1](#)

Clarifications

Performance Measure 22: This is a Hospital performance measure collected by the Emergency Medical Services for Children (EMSC). This should align with your Pediatric Surge Annex.

Performance Measure HPP-PHEP J.2, Volunteers: This is a State level performance measure.

Performance Measures 23-28: Annual Hospital Surge Test (HST) in the CAT within the Exercise Tool. **Only complete if**, you have a hospital that is in a Frontier and Remote Area (FAR) level four. <https://www.ers.usda.gov/data-products/frontier-and-remote-area-codes/>

HCC Exercise with an FCC to participate in the NDMS patient movement in the CAT within the Exercise Tool. **Only complete if**, you have a Federal Coordination Center (FCC) in your jurisdiction. <https://asprtracie.hhs.gov/technical-resources/resource/5622/national-disaster-medical-system-federal-coordinating-center-guide>

If there is a difference between the Performance Measures and HPP Funding Opportunity Announcement (FOA), the most current requirement is listed in this work plan, at this point in time it is based on the Performance Measures Implementation Guide 2019-2023.

[Local Entity Name]

Capability 4:	Medical Surge
Goal:	Health care organizations deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The HCC, in collaboration with the state's/jurisdiction's ESF-8 lead agency, coordinates information and available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCC's collective resources, the HCC supports the health care delivery system in a contingency and crisis surge response and promotes a timely return to conventional standards of care when possible.

1 Known Gaps:	
----------------------	--

2 Classify Activity:	Are you Building or Sustaining this Capability?
-----------------------------	---

PHASE 1: Plan and Prepare**3 FY 2022-23**

Objective 1	Plan for a Medical Surge	FY 2022-23 Activity Type
Activity 2	Incorporate Medical Surge Planning into Emergency Medical Services Emergency Operation Plan	
	1 EMS plans should incorporate disaster related dispatch, response, mutual aid and regional coordination, pre-hospital triage and treatment, transportation, supplies and equipment. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-47	

	2	EMS will work collaboratively with the LHD to identify a local initiative or project to meet local needs and delineate the LEMSAs role from the LHD role. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: FY 2019-20 Local HPP Work Plan, Capability 4, LEMSAs	
Activity 3		Incorporate Medical Surge Planning into HCC Response Plan	
	3	EMS will continue to participate in the review and update of the HCC Response Plan, to maintain the patient transportation process from, the field, to hospital, to interfacility, and to the region. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSAs 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
	4	EMS will continue to review and update information sharing protocols with HCC members, corroborate member needs and incorporate the process in the HCC Response Plan. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSAs 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
Activities	5		
	6		
	7		
Outputs from the planned activities			

Attachment D

	1	HCCs will provide the EMS plans upon request (Activity 2.1).
	2	HCCs will provide a documentation of roles and responsibilities for local initiative or project (Activity 2.2).
	3	HCCs will provide a copy of the EMS transportation protocols upon request (Activity 3.3).
	4	
	5	
Outputs	6	
	7	
	8	
Notes	1	
	2	
	3	

PHASE 2: Train and Equip**3 FY 2022-23**

Objective 2:		FY 2022-23 Activity Type
Respond to a Medical Surge		
Activity 3	Incorporate Medical Surge Planning into HCC Response Plan	
	1 EMS will continue to provide training to HCC members on plans, policies and procedures for regional transportation of a patient(s) with a suspected and/or confirmed highly infectious disease. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
	2 EMS will continue to provide training to HCC members on plans, policies and procedures for transitioning to a disaster response. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48	
Activities	3	
	4	
	5	
Outputs from the planned activities		
	1 HCCs will provide upon request their patient movement plan, and patient tracking/reunification plan (Activity 3.1).	
	2 HCCs will provide a list of participants and an agenda for each completed training (Activity 3.2).	

PHASE 3: Exercise and Respond

		3 FY 2022-23
Objective 2:	Respond to a Medical Surge	FY 2022-23 Activity Type
Activity 3	Incorporate Medical Surge into HCC Response Plan	
	1 EMS will participate in the Coalition Surge Test (CST) annually. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 68-76 FY 2019-20 Local HPP Work Plan, Capability 4, LEMSA 2017-2022 Health Care Preparedness and Response Capabilities, page 46-48 2019-2023 HPP Performance Measures Implementation Guidance	
	2 EMS will complete a redundant communications drill twice a year with their HCC. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: ASPR HPP FOA EP-U3R-19-001, pages 60-61 FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1 2017-2022 Health Care Preparedness and Response Capabilities, page 34 2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16	

Attachment D

	3	EMS will participate in the annual SWMHE. <i>FY 20-21 Canceled.</i> <i>FY 21-22 Canceled.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 60-61</i> <i>FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 34</i> <i>2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16</i>	
	4	EMS will participate in the SWMHE to validate the CDPH's Crisis Standards of Care CONOPS in FY 2022-23. <i>FY 21-22 Continue to work on this activity and deliverable and report.</i> Reference: <i>ASPR HPP FOA EP-U3R-19-001, pages 60-61</i> <i>FY 2019-20 Local HPP Work Plan, Capability 3, Objective 2, Activity 1</i> <i>2017-2022 Health Care Preparedness and Response Capabilities, page 34</i> <i>2017-2022 Hospital Preparedness Program, Performance Measures, Performance Measure 5, page 15-16</i>	
Activities	5		
	6		
	7		
Outputs from the planned activities			
	1	HCCs will provide after action reports (AARs) and improvement plans (IPs) (Activities 3.1-3.4).	
Outputs	2		
	3		
	4		
Notes	1		

health care
agency,
use. When an
item's transition to
as soon as

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

Attachment D

						3 FY 2023-24	
Estimated Completion	4 MY Report		5 YE Report		Notes	FY 2023-24 Activity Type	Estimated Completion
	Status	Primary Barrier	Status	Primary Barrier			

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimate d	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	mary Bar	Status	mary Ba

Attachment D

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimated	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier

Attachment D

					3 FY 2024-25					
4 MY Report		5 YE Report		Notes	FY 2024-25	Estimated	4 MY Report		5 YE Report	
Status	Primary Barrier	Status	Primary Barrier				Status	Primary Barrier	Status	Primary Barrier

	3 FY 2025-26							3 FY 2026-27				
Notes	FY 2025-26	Estimated	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimated	4 MY Report		5 YE R
			Status	mary Bar	Status	mary Bar				Status	mary Bar	Status

[illegible]

Attachment D

3 FY 2025-26								3 FY 2026-27				
Notes	FY 2025-26	Estimate d	4 MY Report		5 YE Report		Notes	FY 2026-27	Estimat ed	4 MY Report		5 YE R
			Status	mary Bar	Status	mary Bar				Status	mary Bar	Status

Application

Known Gaps¹

Known Gaps

Classify Activity²

Sustain

Build

Fiscal Year (FY) Activity³

Plan/Develop

Organize/Equip

Train

Exercise

Evaluate/Improve

Updating

Not Applicable

Estimated Completion³

This fiscal year by Q2

This fiscal year by Q4

Continuous

Out year

Not Applicable

Reporting

Status⁴⁻⁵

Complete

In progress, on schedule

In progress, off schedule
Not Started
Canceled

Primary Barrier⁴⁻⁵

None
Lack of Funding
Lack of Personnel
Administrative
Time Constraint
Waiting on EPO
Real Event
Other, provide in the *Notes*
section.

Definitions

Enter gaps identified from jurisdictional Capabilities Planning Guide (CPGs) survey, trainings, exercises, real events, after action reports and/or improvement plans that you want to resolve during the fiscal

A capability is built and ready for an emergency and/or disaster. Sustainment is working through the preparedness cycle; train, exercise, evaluate and improve in order to retain the ability and improve based on current jurisdictional hazards.

A capability is incomplete. Building activities include research, development, identifying key partners and stakeholders, establishing relationships, defining roles, responsibilities, draft, public comment, etc..

Strategic and operational planning establishes priorities, identifies expected levels of performance and capability requirements, provides the standard for assessing capabilities and helps stakeholders learn their roles. The planning elements identify what an organization's Standard Operating Procedures (SOPs) or Emergency Operations Plans (EOPs) should include for ensuring that contingencies are in place for delivering the capability during a large-scale disaster.

Organizing and equipping include identifying what competencies and skill sets people should possess and ensuring an organization has the correct personnel. Additionally, it includes identifying and acquiring standard equipment an organization may need to use in times of emergency.

Training with the knowledge, skills, and abilities needed to perform key tasks required during a specific emergency situation.

Exercises enable entities to identify strengths and incorporate them within best practices to sustain and enhance existing capabilities. They also provide an objective assessment of gaps and shortfalls within plans, policies and procedures to address areas for improvement prior to a real-world incident.

Exercises help clarify roles and responsibilities among different entities, improve inter-agency coordination and communications and identify needed resources and opportunities for improvement.

Quality improvement thru after action Reports (AARs), collecting lessons learned, develop improvement plans, and track corrective actions to address gaps and deficiencies identified in exercises or real-world events to continuously improve and strengthen preparedness.

Modernize, make current and/or include the most recent information.

Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.

The activity will be complete by the end of the second quarter of the fiscal year.

The activity will be complete by the end of the fourth quarter of the fiscal year.

The activity occurs throughout the year.

Not working on the activity this fiscal year, it will be addressed in the future.

Does not apply my jurisdiction. For example, a Public Health Lab, non CRI etc.

The Activity has been fully executed/in place to satisfy all requirements.

This Activity is work in progress and will be completed by the Estimated Completion time.

Attachment D

This Activity is work in progress and will be not be completed/late by the Estimated Completion time.
No work has been done on this Activity.
This activity will not be finished/completed this FY.

No barriers to completing this Activity and corresponding Outputs.
In sufficient funding to complete this Activity and corresponding Outputs.
In sufficient staff or subject matter experts to complete this Activity and corresponding Outputs.
Jurisdictional administrative processes delayed and/or pushed back the the next FY this Activity.
Various factors limited the amount of time needed to complete this Activity. A few example, deadlines, w
Waiting on EPO to provide materials, resources or guidelines that impedes completion of this Activity.
Jurisdiction

Add additional information in the Notes section of this Activity.

Attachment D

Annual	Region I	less than 200,000
FY 2022-23	Region II	between 200,000 and
FY 2023-24	Region III	greater than 700,000
FY 2024-25	Region IV	
FY 2025-26	Region V	Q2
FY 2026-27	Region VI	Q3
	Multiple Regions	Q4

PHEP Budget

Attachment E

1)

2) Date:

3) Entity Name:		
4) FY 22-23 Allocation		
5) Indirect Cost based on:		
6) Personnel Costs Rate:		
Direct Costs Rate:		

Budget Category	Total	% Allocation
Personnel	\$0.00	0%
Fringe	\$0.00	0%
Operating Expenses	\$0.00	0%
Equipment	\$0.00	0%
In State Travel	\$0.00	0%
Out of State Travel	\$0.00	0%
Subcontracts	\$0.00	0%
Other Costs	\$0.00	0%
Total Direct	\$0.00	0%
Total Indirect Cost	\$0.00	
Total Budget	\$0.00	
Balance	\$0.00	

0

0

Personnel												
UID	1) Position and Individual	2) FTE %	3) Time (months)	4) Annual Salary	5) Annual Fringe	Salary Cost	Fringe Cost	Cost	6) Domain	7) Domain Activity	8) Budget Justification	Fringe %
PP101				\$0.00	\$0.00	0.00	0.00	0.00				0
PP102				\$0.00	\$0.00	0.00	0.00	0.00				0
PP103				\$0.00	\$0.00	0.00	0.00	0.00				0
PP104				\$0.00	\$0.00	0.00	0.00	0.00				0
PP105				\$0.00	\$0.00	0.00	0.00	0.00				0
PP106				\$0.00	\$0.00	0.00	0.00	0.00				0
PP107				\$0.00	\$0.00	0.00	0.00	0.00				0
PP108				\$0.00	\$0.00	0.00	0.00	0.00				0
PP109				\$0.00	\$0.00	0.00	0.00	0.00				0
PP110				\$0.00	\$0.00	0.00	0.00	0.00				0
	Personnel	0.00 FTE	0.00 Time	\$0.00	\$0.00	\$0.00 Salary	\$0.00 Fringe	\$0.00 Total Personnel	0.0%			
	Operating Expenses											
UID	1) Item					2) Domain	3) Domain Activity	4) Cost	5) Budget Justification			
POE101								\$0.00				
POE102								\$0.00				
POE103								\$0.00				
POE104								\$0.00				
POE105								\$0.00				
POE106								\$0.00				
POE107								\$0.00				
POE108								\$0.00				
POE109								\$0.00				
POE110								\$0.00				
OE111								\$0.00				
OE112								\$0.00				
OE113								\$0.00				
OE114								\$0.00				
OE115								\$0.00				
								\$0.00				
	Total Operating Expenses											
	Equipment (Major)											
UID	1) Item			2) Domain	3) Domain Activity	4) Qty	5) Unit Price	Cost	6) Budget Justification			
PE101							\$0.00	0.00				
PE102							\$0.00	0.00				
PE103							\$0.00	0.00				

0							0
PE104				\$0.00	0.00		
PE105				\$0.00	0.00		
PE106				\$0.00	0.00		
PE107				\$0.00	0.00		
PE108				\$0.00	0.00		
PE109				\$0.00	0.00		
PE110				\$0.00	0.00		
0.0				\$0.00			
Total Equipment							

0

0

UID	In State Travel					
	1) Travel Name	2) Domain	3) Domain Activity	4) Cost	5) Budget Justification	
	PT101			\$0.00		
	PT102			\$0.00		
	PT103			\$0.00		
	PT104			\$0.00		
	PT105			\$0.00		
	PT106			\$0.00		
	PT107			\$0.00		
	PT108			\$0.00		
	PT109			\$0.00		
	PT110			\$0.00		
\$0.00						
Total In State Travel						
UID	Out of State Travel					
	1) Travel Name	2) Domain	3) Domain Activity	4) Cost	5) Budget Justification	
	POST101			\$0.00		
	POST102			\$0.00		
	POST103			\$0.00		
	POST104			\$0.00		
	POST105			\$0.00		
	POST106			\$0.00		
	POST107			\$0.00		
	POST108			\$0.00		
	POST109			\$0.00		
	POST110			\$0.00		
\$0.00						
Total Out of State Travel						
UID	Subcontracts					
	1) Contract Name	2) FTE	3) Domain	4) Domain Activity	5) Cost	6) Budget Justification
	PS101				\$0.00	
	PS102				\$0.00	
	PS103				\$0.00	
	PS104				\$0.00	
	PS105				\$0.00	
	PS106				\$0.00	
	PS107				\$0.00	
	PS108				\$0.00	
	PS109				\$0.00	
	PS110				\$0.00	

0

0

UID					
	1) Software and Licenses	2) Domain	3) Domain Activity	4) Cost	5) Budget Justification
P0101				\$0.00	
P0102				\$0.00	
P0103				\$0.00	
P0104				\$0.00	
P0105				\$0.00	
P0106				\$0.00	
P0107				\$0.00	
P0108				\$0.00	
P0109				\$0.00	
P0110				\$0.00	
	Software and Licenses			\$0.00	
	1) Training and Conference Registrations				
P0131				\$0.00	
P0132				\$0.00	
P0133				\$0.00	
P0134				\$0.00	
P0135				\$0.00	
P0136				\$0.00	
P0137				\$0.00	
P0138				\$0.00	
P0139				\$0.00	
P0140				\$0.00	
	Training and Conference Registrations			\$0.00	
	1) Training and Exercise Materials				
P0161				\$0.00	
P0162				\$0.00	
P0163				\$0.00	
P0164				\$0.00	
P0165				\$0.00	
P0166				\$0.00	
P0167				\$0.00	
P0168				\$0.00	
P0169				\$0.00	
P0170				\$0.00	
	Training and Exercise Materials			\$0.00	
	1) Maintenance Agreements				
P0191				\$0.00	
P0192				\$0.00	
P0193				\$0.00	
P0194				\$0.00	
P0195				\$0.00	

0					0
P0196				\$0.00	
P0197				\$0.00	
P0198				\$0.00	
P0199				\$0.00	
P0200				\$0.00	
	Maintenance Agreements			\$0.00	
				\$0.00	
	Total Other				
	Total Direct			\$0.00	
	Total Indirect			\$0.00	
	Total			\$0.00	

HPP Budget

Attachment F

1) **HPP Budget**

2) Date:

3) Entity Name:	
4) FY 22-23 Allocation	
5) Indirect Cost based on:	
6) Personnel Costs Rate:	
Direct Costs Rate:	

Budget Category	Total	% Allocation
Personnel	\$0.00	0%
Fringe	\$0.00	0%
Operating Expenses	\$0.00	0%
Equipment	\$0.00	0%
In State Travel	\$0.00	0%
Out of State Travel	\$0.00	0%
Subcontracts	\$0.00	0%
Other Costs	\$0.00	0%
Total Direct	\$0.00	0%
Total Indirect Cost	\$0.00	
Total Budget	\$0.00	
Balance	\$0.00	

HPP Budget

Attachment F

0

UID	Personnel							
	1) Position and Individual	2) FTE %	3) Time (months)	4) Annual Salary	5) Annual Fringe	Salary Cost	Fringe Cost	Cost
HP101				\$0.00	\$0.00	0.00	0.00	0.00
HP102				\$0.00	\$0.00	0.00	0.00	0.00
HP103				\$0.00	\$0.00	0.00	0.00	0.00
HP104				\$0.00	\$0.00	0.00	0.00	0.00
HP105				\$0.00	\$0.00	0.00	0.00	0.00
HP106				\$0.00	\$0.00	0.00	0.00	0.00
HP107				\$0.00	\$0.00	0.00	0.00	0.00
HP108				\$0.00	\$0.00	0.00	0.00	0.00
HP109				\$0.00	\$0.00	0.00	0.00	0.00
HP110				\$0.00	\$0.00	0.00	0.00	0.00
HP111				\$0.00	\$0.00	0.00	0.00	0.00
HP112				\$0.00	\$0.00	0.00	0.00	0.00
HP113				\$0.00	\$0.00	0.00	0.00	0.00
HP114				\$0.00	\$0.00	0.00	0.00	0.00
HP115				\$0.00	\$0.00	0.00	0.00	0.00
	Personnel	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		FTE	Time			Salary	Fringe	Total Personnel
UID	Operating Expenses							
	1) Item	2) Capability		3) Objective		4) Cost		
HOE101								\$0.00
HOE102								\$0.00
HOE103								\$0.00
HOE104								\$0.00
HOE105								\$0.00
HOE106								\$0.00
HOE107								\$0.00

HPP Budget

Attachment F

0

HOE108				\$0.00
HOE109				\$0.00
HOE110				\$0.00
HOE111				\$0.00
HOE112				\$0.00
HOE113				\$0.00
HOE114				\$0.00
HOE115				\$0.00
				\$0.00
				Total Operating

HPP Budget

Attachment F

0

Equipment (Major)	UID	1) Item	2) Capability	3) Objective	4) Qty	5) Unit Price	Cost
	HE101					\$0.00	0.00
	HE102					\$0.00	0.00
	HE103					\$0.00	0.00
	HE104					\$0.00	0.00
	HE105					\$0.00	0.00
	HE106					\$0.00	0.00
	HE107					\$0.00	0.00
	HE108					\$0.00	0.00
	HE109					\$0.00	0.00
	HE110					\$0.00	0.00
						0.0	\$0.00
	Total Equipment						
	In State Travel	UID	1) Travel Name	2) Capability	3) Objective	4) Cost	
HT101					\$0.00		
HT102					\$0.00		
HT103					\$0.00		
HT104					\$0.00		
HT105					\$0.00		
HT106					\$0.00		
HT107					\$0.00		
HT108					\$0.00		
HT109					\$0.00		
HT110					\$0.00		
					\$0.00		
Total In State T							
Out of State Travel		UID	1) Travel Name	2) Capability	3) Objective	4) Cost	

HPP Budget

Attachment F

0

HOST101				\$0.00
HOST102				\$0.00
HOST103				\$0.00
HOST104				\$0.00
HOST105				\$0.00
HOST106				\$0.00
HOST107				\$0.00
HOST108				\$0.00
HOST109				\$0.00
HOST110				\$0.00
				\$0.00
				Total Out of State

HPP Budget

Attachment F

0

UID	Subcontracts				
	1) Contract Name	2) FTE	3) Capability	4) Objective	5) Cost
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	\$0.00				
	Total Subcontr				
UID	Other				
	1) Software and Licenses	2) Capability	3) Objective	4) Cost	
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	Software and Licenses \$0.00				
	1) Training and Conference Registrations	2) Capability	3) Objective	4) Cost	
				\$0.00	
				\$0.00	
				\$0.00	

HPP Budget

Attachment F

0

HO134				\$0.00
HO135				\$0.00
HO136				\$0.00
HO137				\$0.00
HO138				\$0.00
HO139				\$0.00
HO140				\$0.00
Training and Conference Registrations				\$0.00

HPP Budget

Attachment F

0

	1) Training and Exercise Materials	2) Capability	3) Objective	4) Cost
HO161				\$0.00
HO162				\$0.00
HO163				\$0.00
HO164				\$0.00
HO165				\$0.00
HO166				\$0.00
HO167				\$0.00
HO168				\$0.00
HO169				\$0.00
HO170				\$0.00
	Training and Exercise Materials			\$0.00
	Maintenance Agreements	2) Capability	3) Objective	4) Cost
HO191				\$0.00
HO192				\$0.00
HO193				\$0.00
HO194				\$0.00
HO195				\$0.00
HO196				\$0.00
HO197				\$0.00
HO198				\$0.00
HO199				\$0.00
HO200				\$0.00
	Maintenance Agreements			\$0.00
				\$0.00
	Total Other			
	Total Direct			\$0.00
	Total Indirect			\$0.00
	Total			\$0.00

HPP Budget

Attachment F

6) Budget Justification	7) Facility
nt	
5) Budget Justification	6) Facility
ravel	
5) Budget Justification	6) Facility

HPP Budget

Attachment F - HPP Budget DRAFT

HPP Budget

Attachment F

5) Budget Justification & Facility	6) Facility
acts	
5) Budget Justification & Facility	6) Facility
5) Budget Justification & Facility	6) Facility

HPP Budget

Attachment F

16 of 18

0

Facilities

UID	Facility Name
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
P	
Q	
R	
S	
T	
U	
V	
W	
X	
Y	
Z	
AA	
AB	
AC	
AD	
AE	
AF	
AG	
AH	
AI	
AJ	
AK	
AL	
AM	
AN	
AO	
AP	
AQ	
AR	
AS	
AT	
AU	

UID	Facility Name
AV	
AW	
AX	
AY	
AZ	
BA	
BB	
BC	
BD	
BE	
BF	
BG	
BH	
BI	
BJ	
BK	
BL	
BM	
BN	
BO	
BP	
BQ	
BR	
BS	
BT	
BU	
BV	
BW	
BX	
BY	
BZ	
CA	
CB	
CC	
CD	
CE	
CF	
CG	
CH	
CI	
CJ	
CK	
CL	
CM	
CN	
CO	
CP	

Pan Flu Budget

Attachment G

1) **Pan Flu**

2) Date:

3) Entity Name:		
4) FY 22-23 Allcoation		
5) Indirect Cost based on:		
6) Personnel Costs Rate:		
Direct Costs Rate:		

Budget Category	Total	% Allocation
Personnel	\$0.00	0%
Fringe	\$0.00	0%
Operating Expenses	\$0.00	0%
Equipment	\$0.00	0%
In State Travel	\$0.00	0%
Out of State Travel	\$0.00	0%
Subcontracts	\$0.00	0%
Other Costs	\$0.00	0%
Total Direct	\$0.00	0%
Total Indirect Cost	\$0.00	
Total Budget		\$0.00
Balance	\$0.00	

Pan Flu Budget

Attachment G

0

UID	Personnel						
	1) Position and Individual	2) FTE %	3) Time (months)	4) Annual Salary	5) Annual Fringe	Salary Cost	Fringe Cost
FP101				\$0.00	\$0.00	0.00	0.00
FP102				\$0.00	\$0.00	0.00	0.00
FP103				\$0.00	\$0.00	0.00	0.00
FP104				\$0.00	\$0.00	0.00	0.00
FP105				\$0.00	\$0.00	0.00	0.00
FP106				\$0.00	\$0.00	0.00	0.00
FP107				\$0.00	\$0.00	0.00	0.00
FP108				\$0.00	\$0.00	0.00	0.00
FP109				\$0.00	\$0.00	0.00	0.00
FP110				\$0.00	\$0.00	0.00	0.00
FP111				\$0.00	\$0.00	0.00	0.00
FP112				\$0.00	\$0.00	0.00	0.00
FP113				\$0.00	\$0.00	0.00	0.00
FP114				\$0.00	\$0.00	0.00	0.00
FP115				\$0.00	\$0.00	0.00	0.00
	Personnel	0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
		FTE	Time			Salary	Fringe
UID	Operating Expenses						
	1) Item	2) Objective		3) Activity			
FOE101							
FOE102							
FOE103							
FOE104							
FOE105							
FOE106							
FOE107							
FOE108							
FOE109							

Pan Flu Budget

Attachment G

0

Equipment (Major)					
UID	1) Item	2) Objective	3) Activity	4) Qty	5) Unit Price
FE101					\$0.00
FE102					\$0.00
FE103					\$0.00
FE104					\$0.00
FE105					\$0.00
FE106					\$0.00
FE107					\$0.00
FE108					\$0.00
FE109					\$0.00
FE110					\$0.00
					0.0
In State Travel					
UID	1) Travel Name		2) Objective	3) Activity	
FT101					
FT102					
FT103					
FT104					
FT105					
FT106					
FT107					
FT108					
FT109					
FT110					

Pan Flu Budget

Attachment G

0

Out of State Travel				
UID	1) Travel Name	2) Objective	3) Activity	
FOST101				
FOST102				
FOST103				
FOST104				
FOST105				
FOST106				
FOST107				
FOST108				
FOST109				
FOST110				
Subcontracts				
UID	1) Contract Name	2) FTE	3) Objective	4) Activity
FS101				
FS102				
FS103				
FS104				
FS105				
FS106				
FS107				
FS108				
FS109				
FS110				

Pan Flu Budget

Attachment G

0

UID	Other		
	1) Software and Licenses	2) Objective	3) Activity
F0101			
F0102			
F0103			
F0104			
F0105			
F0106			
F0107			
F0108			
F0109			
F0110			
	Software and Licenses		
	1) Training and Conference Registrations	2) Objective	3) Activity
F0131			
F0132			
F0133			
F0134			
F0135			
F0136			
F0137			
F0138			
F0139			
F0140			
	Training and Conference Registrations		

Pan Flu Budget

Attachment G

0

	1) Training and Exercise Materials	2) Objective	3) Activity
F0161			
F0162			
F0163			
F0164			
F0165			
F0166			
F0167			
F0168			
F0169			
F0170			
	Training and Exercise Materials		
	1) Maintenance Agreements	2) Objective	3) Activity
F0191			
F0192			
F0193			
F0194			
F0195			
F0196			
F0197			
F0198			
F0199			
F0200			
	Maintenance Agreements		

Total Direct

Total Indirect

Total

Pan Flu Budget

Attachment G

Cost	6) Objective	7) Activity	8) Budget Justification	Fringe %
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
0.00				0
\$0.00	0.0%			
Total Personnel	Fringe %			
4) Cost	5) Budget Justification			
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				
\$0.00				

9 of 12

10 of 12

11 of 12

[illegible]

\$0.00

UID	1) TITLE/NAME	FTE Percentage and Time (Months)											4) Annual Salary (does not include Fringe)	5) Salary Revision (mm/dd/yy)
		2) PHEP Time (mo)	3) PHEP FTE %	2) LABS Time (mo)	3) LABS FTE %	2) CRI Time (mo)	3) CRI FTE %	2) HPP Time (mo)	3) HPP FTE %	2) Pan Flu Time (mo)	3) Pan Flu FTE %	TOTAL		
PS101												0.00%		
PS102												0.00%		
PS103												0.00%		
PS104												0.00%		
PS105												0.00%		
PS106												0.00%		
PS107												0.00%		
PS108												0.00%		
PS109												0.00%		
PS110												0.00%		
PS111												0.00%		
PS112												0.00%		
PS113												0.00%		
PS114												0.00%		
PS115												0.00%		
PS116												0.00%		
PS117												0.00%		
PS118												0.00%		
PS119												0.00%		
PS120												0.00%		
Totals			0.00%		0.00%		0.00%		0.00%		0.00%			
		Total PHEP	Total HPP	Total Pan Flu										
		↓	↓	↓										
EPO Use Only		0.00%	0.00%	0.00%										

Local Entity Contact Information

Attachment I

Local Entity Name	
--------------------------	--

Pandemic Influenza (Pan Flu)				
Pan Flu Positions	Name	Address	Telephone Number	E-mail Address
Pandemic Influenza Coordinator				
Fiscal Contact				

Public Health Emergency Preparedness (PHEP)				
PHEP Positions	Name	Address	Telephone Number	E-mail Address
Health Officer				
Health Executive				
PHEP Coordinator				
SNS Coordinator				
Epidemiologist				
MHOAC (Primary)				
MHOAC (Alternate)				
Lab Director				
Lab Emergency Contact				
CAHAN Coordinator (Primary)				
CAHAN Coordinator (Alternate)				
Statewide Exercise Coordinator				
Fiscal Contact				
Public Information Officer (PIO)				

Hospital Preparedness Program	
HCC Name	
HCC County(ies)	

HPP Positions	Name	Address	Telephone Number	E-mail Address
HPP Coordinator				
Coalition Coordinator				
LEMSA Coordinator				
MHOAC (Primary)				
MHOAC (Alternate)				
CAHAN Coordinator (Primary)				
CAHAN Coordinator (Alternate)				
Statewide Exercise Coordinator				
Fiscal Contact				
DHV Coordinator				

Submit**GOVERNMENT AGENCY TAXPAYER ID FORM**

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: GovSuppliers@cdph.ca.gov or fax it to (916) 650-0100, or mail it to the address above.

Principal
Government
Agency Name

Remit-To
Address (Street
or PO Box)

City:

State:

Zip Code+4:

Government
Type:

☐ City☐ County☐ Special District☐ Federal☐ Other (Specify)

Federal
Employer
Identification
Number
(FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FI\$Cal ID#
(if known)

Dept/Division/Unit
Name

Complete
Address

FI\$Cal ID#
(if known)

Dept/Division/Unit
Name

Complete
Address

FI\$Cal ID#
(if known)

Dept/Division/Unit
Name

Complete
Address

FI\$Cal ID#
(if known)

Dept/Division/Unit
Name

Complete
Address

Contact Person

Title

Phone number

E-mail address

Signature

Date

California Department of Public Health
Emergency Preparedness Office (EPO)
Corrective Action Plan (CAP) Preparation Instructions

General Instructions: The instructions below have been prepared to assist you in developing your Corrective Action Plan (CAP) for the findings that were made during your Audit. The Final Audit Report was issued to you by the California Department of Public Health, Office of Compliance--Grant Compliance Unit (GCU), which disclosed findings that require corrective action and were stated in terms of "recommendations" by the auditor(s) in the Final Audit Report. These preparation instructions will apply both to the Hospital Preparedness (HPP) and the Public Health Emergency Preparedness (PHEP) Program audits. Each audit finding must be addressed separately.

Your CAP must be prepared and completed using the Final Audit Report. List all findings made using the CAP template provided in this document. The draft CAP must be submitted to EPO for review and approval no later than thirty (30) days after receipt of the CAP template and instructions. Audit findings must be resolved no later than six (6) months after receiving the Final Audit Report. Extensions to this deadline may be granted by your Contract Manager on a case-by-case basis.

CAP Template Completion Instructions :

Upon receipt of these instructions and template, it is recommended that you save a copy of the template to your hard-drive to simplify preparation and for future reference.

COUNTY: (insert County name)

Implementation Schedule Date: Enter the date, month, and year you intend to "activate" CAP activities. Please keep in mind that all activities must be completed/resolved within six (6) months from the date the Final Audit Report was issued. This date may be an estimate of the date of implementation.

Program (PHEP/HPP): A CAP must be prepared for each audited program that had fiscal findings. Please note a separate CAP is required for each audited program; this template includes a tab for each program.

Audit Period FY: Indicate the fiscal year for which the audit was conducted. If the audit included a grant period that was extended, the fiscal year should be displayed as follows: FY 2018/19-20. The month and date are not required in this block.

Contact Information: Enter current contact information for the person who is responsible for tracking CAP activities.

Audit Information: Complete the first three (3) columns using the information within the Final Audit Report. Once those columns have been finalized, you will then complete the remaining columns to ensure that your CAP will not be returned as incomplete. If you are unable to locate the Final Audit Report, you may contact your Contract Manager and request an additional copy.

Audit Category: Listed as the sub-header for each finding, such as "Finding #1 -Sub-contract not provided to CDPH," "Finding #2 -Trust Fund", "Finding #3 -....," etc. These sub-headers are listed in the report's "Executive Summary" and as the sub-headers in the "Findings and Recommendations" section of the Audit Report. For each finding that includes an auditor recommendation, place this sub-heading in the "Audit Category" column exactly as indicated in the Final Audit Report.

Finding: For each finding that includes an auditor recommendation, summarize the auditor's discussion in this section. In summarizing, do not change the context of the finding, but briefly discuss the auditor's disclosure of the finding. At the end of the discussion, provide the page number in the Final Audit Report where the finding is listed. Copying the "Condition" of the report finding will suffice as a summary for the CAP Finding.

Audit Recommendation: Each finding that requires corrective action will include an auditor recommendation for resolution indicated by an underlined sub-heading entitled "Recommendation" for each finding of the report. Summarize this recommendation as appropriate and place the summary in the "Audit Recommendation" block. Generally, copying the "Recommendation" of each report finding is the easiest and most accurate answer for the CAP's "Audit Recommendation" column.

Corrective Action Taken: The County must provide a detailed, yet concise discussion of the intended action(s) either planned, underway, or completed to resolve this specific finding. The discussion must differentiate between actions completed, contemplated, or not completed. Additionally, the County must provide a clear discussion regarding the measures taken to assure that this finding will not recur in the future with subsequent CDPH/EPO-funded programs/grants. Source and/or confirming documentation must be maintained and made available upon CDPH/EPO and CDPH/GCU request.

Estimated Completion Date: Insert the date the County anticipates this specific finding will be resolved. The date should be realistic and flexible as it reflects how difficult or less so it is to resolve the finding. Extensions of this estimated completion date may be requested through the County's EPO Contract Manager. Approvals will be determined on a case-by-case basis. EPO determinations are final.

Actual Completion Date: Insert the date the finding has been resolved. This block is left empty until an updated CAP is submitted to the EPO Contract Manager for review and approval. This block is only completed once and within the allotted six-month audit resolution period. Assure source documentation is maintained on each finding to confirm that the finding has been resolved. In order for the CAP to be accepted as complete, there must be a completion date.

Finding Resolved (Yes/No): This block reflects whether the finding has been completely resolved or not; future updates will be required until the finding is resolved. "Yes" is meant to convey that the finding has been resolved within the estimated or actual completion date. A "No" response conveys that the finding remains an open item within the County's CAP and further reporting will be required. Any additional time needed to resolve and report efforts of resolving the finding must be requested in writing to the EPO Contract Manager representing the County's region.

Reporting Requirements for Unresolved Audit Findings: Counties with unresolved audit findings must use this CAP template to provide written audit resolution updates to CDPH/EPO Contract Managers during scheduled mid-year and year-end reporting periods. In some instances, these reporting requirements may be sooner, depending on the County's due date for the mid-year and year-end progress reports. Should there be a variance between required program reporting and CAP updates, consult with your Contract Manager concerning a modified update reporting schedule. This reporting requirement will become an additional reporting requirement for future CDC and HPP grant award periods. All audit findings are reportable activities until the finding is resolved.

Submission of CAPs for Review and Approval: CAPs will be submitted via email to your CDPH/EPO Contract Manager - Local Emergency Preparedness Section.

Please direct all questions regarding the CAP to your Contract Manager

California Department of Public Health
Emergency Preparedness Office (EPO)
Corrective Action Plan

COUNTY:						
Implementation Schedule Date:		Program:	PHEP	Audit Period: FY		
CONTACT INFORMATION						
Contact Name & Position:		Contact Organization:		Address:		
Phone Number:		Email Address:				
Audit Category	Finding	Audit Recommendation	Corrective Action Taken	Estimated Completion Date	Actual Completion Date	Finding Resolved (YES/NO)

4

INVENTORY DISPOSAL SCHEDULE

(See Reverse for Instructions)

(See FAR 52.245 - I (j))

1. TYPE (Check block(s) where applicable)

☐ TERMINATION
INVENTORY☐ FINAL SCHEDULE

2. SCHEDULE REFERENCE NUMBER

PAGE NUMBER

NUMBER OF PAGES

OMB Control Number:

9000-0075

Expiration Date:

4/30/2022

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0075. We estimate that it will take 2 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

3. PRIME CONTRACT NUMBER		4. SUBCONTRACTOR/PURCHASE ORDER NUMBER		5. CONTRACT TYPE		6. TERM DOCKET NUMBER		7. TOTAL LINE ITEMS		8. TOTAL ACQUISITION COST	
9a. CAGE CODE		9b. PRIME CONTRACTOR (Point of Contact)				10a. CAGE CODE		10b. SUBCONTRACTOR (Point of Contact)			
9c. STREET ADDRESS						10c. STREET ADDRESS					
9d. CITY, STATE, AND ZIP CODE						10d. CITY, STATE, AND ZIP CODE					
11a. LOCATION OF PROPERTY				11b. POINT OF CONTACT FOR PROPERTY		12. PRODUCT COVERED BY CONTRACT/ORDER					

13. ITEM NUMBER	14. ITEM DESCRIPTION	15. GOVERNMENT FURNISHED/ CONTRACTOR ACQUIRED	16. DML (DEMILITARIZA -TION) CODE	17. PROPERTY CLASSIFI- CATION	18. GOVERNMENT PART OR DRAWING NUMBER AND REVISION NUMBER	19. CONDITION CODE	20. QUANTITY	21. UNIT OF MEASURE	22. COST		23. CONTRACTOR'S OFFER
									UNIT (a)	TOTAL (b)	

24a. SIGNATURE OF CONTRACTOR SUBMITTING SCHEDULE				24b. NAME OF CONTRACTOR SUBMITTING SCHEDULE				24c. TITLE				24d. DATE	
--	--	--	--	---	--	--	--	------------	--	--	--	-----------	--

INSTRUCTIONS

The Contractor shall submit all schedules to the Plant Clearance Officer.

Manual submissions. Prepare a separate schedule for items in each property classification (block 17) and a separate schedule for scrap. Submit an original and 2 copies of each scrap schedule and continuation sheet (SF 1429). For other schedules, an original and 7 copies are required.

Electronic submissions. Group all items of the same property classification. Submit separate schedules for scrap.

General instructions.

BLOCKS 1, 2 & 4 - Self-explanatory.

BLOCK 3 - PRIME CONTRACT NO. (For contract modifications and BOAs). If the property applies solely to one contract modification indicate the modification number after the contract number. For task orders and orders under basic ordering agreements, enter the contract number or BOA number followed by the order number under which the property is accountable.

BLOCK 5 - CONTRACT TYPE. Use one of the following codes:

J - Fixed-Price
O - Other
S - Cost-Reimbursement
Y - Time-and-Material
Z - Labor-Hour
9 - Task Order Contracts and Orders under Basic Ordering Agreements (BOAs)

BLOCKS 6 - 8 - Self-explanatory.

BLOCKS 9a and 10a - CAGE CODE. Enter the Commercial and Government Entity code when applicable.

BLOCKS 9b-d, 10b-d, and 11a-13 - Self-explanatory.

BLOCK 14 - ITEM DESCRIPTION. Describe each item in sufficient detail to permit the Government to determine its appropriate disposition. Scrap may be described as a lot including metal content, estimated weight and estimated acquisition cost. For all other property, provide the information required by FAR 52.245 - 1 (f)(1)(iii). List the national stock number (NSN) first. For the following, also provide:

Special tooling and special test equipment. Identify each part number with which the item is used.
Computers, components thereof, peripheral and related equipment. The manufacturer's name, model and serial number, and date manufactured.
Work in process. The estimated percentage of completion.
Precious metals. The metal type and estimated weight.
Hazardous material or property contaminated with hazardous material. The type of hazardous material.

Metals in mill product form. The form, shape, treatments, hardness, temper, specification (commercial or Government), and dimensions (thickness, width, and length).

BLOCK 15 - GOVERNMENT FURNISHED/CONTRACTOR ACQUIRED. Per line item, enter one of the following:

GF - Government furnished
CA - Contractor acquired

BLOCK 16 - DML CODE. (Demilitarization code). If applicable, enter the code specified in DoD 4160.21-M-1.

BLOCK 17 - PROPERTY CLASSIFICATION. Use one of the following classifications for each line item:

EQ - Equipment
M - Material
STE - Special test equipment
ST - Special tooling

In addition, when applicable, list one of the following sub classifications for each line item below the property classification:

COM - Computers, peripherals, etc.
AAE - Arms, ammunition and explosives
PM - Precious metals
HAZ - Hazardous materials
ME - Metals in mill product form
WIP - Work in process
CL - Classified

BLOCK 18 - Self-Explanatory.

BLOCK 19 - CONDITION CODE. Assign one of the following codes to each item:

Code 1. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
Code 4. Property which shows some wear, but can be used without significant repair.
Code 7. Property which is unusable in its current condition but can be economically repaired.
Code X. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.

Code S. Property has no value except for its basic material content.

BLOCKS 20 - 22 - Self-explanatory.

BLOCK 23 - CONTRACTOR'S OFFER. The Contractor's offer to purchase the item if it survives screening.

Laboratory Training and Assistance Application

Laboratory training and assistance awards for Public Health Emergency Preparedness (PHEP) must be submitted to CDPH Emergency Preparedness Office (EPO) by **May 20, 2022** via email to LHBTProg@cdph.ca.gov cc: katya.ledin@cdph.ca.gov and CAPHLD.documents@gmail.com. EPO, in conjunction with the California Association of Public Health Laboratory Directors Executive Committee (CAPHLD EC) and the Office of the State Public Health Laboratory Director (OSPHLD) shall process all received applications. The CAPHLD EC recommendations for funding will be made to EPO who administer the agreement and funding for this award.

There is \$406,500 available in laboratory (lab) training awards to Local Health Department (LHD) Reference and Sentinel Labs for training of Public Health Microbiologists (PHM). Refer to Funding Guidance for a list of labs. The funding available breaks down as follows:

- Lab Training Funds of \$30,000 each, only 12 available
- Lab Training Assistance of \$15,500 each, only 3 available

Lab Training Funds

This funding is in support of PHM trainees and limited training supplies. The application criteria are:

- Each LHD lab's trainee applicant must be approved by CDPH Laboratory Field Services (LFS)
- The applicant LHD lab must be approved by CDPH LFS for PHM training, and
- The LHD lab providing the PHM training and applying for the funds must provide a training schedule that is within the Federal budgeting cycle of July 1, 2022 to June 30, 2023.

Applying

To apply for the Lab Training Funds complete and submit the documents below to the Emergency Preparedness Office (EPO) via email to LHBTProg@cdph.ca.gov cc: katya.ledin@cdph.ca.gov and CAPHLD.documents@gmail.com.

The email must contain the following:

Email Subject: County Name FY22-23 PHEP Application – Lab Training & Assistance

Attachments:

1. Letter to EPO – see page 3, complete highlighted text
2. Current Public Health Microbiologist Trainee certificate/license, or LFS Trainee Support Letter – see example page 4, LFS completes

3. Training Schedule – LHD document

Awards

Notification of Lab Training funds award approval will be sent to the LHD and LHD Lab. If the number of applications exceeds the number of awards, CAPHLD EC will make a recommendation to EPO based on the number of funds requested, lab needs, participation in training with other approved labs and history of successful training.

Lab Training Assistance

This funding is to assist with PHM training and may be used to backfill local staff released for training PHM or to hire experts to do PHM training and for materials and supplies needed for PHM training. The application criteria are:

- The applicant LHD lab must have at least one PHM Lab Training funds applicant,
- The applicant LHD lab must be approved by CDPH LFS for PHM training,
- The applicant LHD lab must have an agreement with at least two other approved labs to participate jointly in PHM training,
- The applicant LHD lab must submit the attached lab PHM Lab Training Funds application.

Applying

To apply for Lab Training Assistance the LHD lab must be applying for Lab Training funds and complete and submit the documents below to the Emergency Preparedness Office (EPO) via email to LHBTProg@cdph.ca.gov cc: katya.ledin@cdph.ca.gov, and CAPHLD.documents@gmail.com.

The email must contain the following:

Email Subject: County Name FY 22-23 PHEP Application – Lab Training & Assistance

Attachments:

1. Complete steps 1 - 3 of the Lab Training Funds application
2. Two Support Letters (minimum) – see example page 5, complete highlighted text

Awards

Notification of Lab Training Assistance award approval will be sent to the LHD and LHD Lab. If the number of applications exceeds the number of awards, CAPHLD EC will make a recommendation to EPO based on the number of funds requested, lab needs, participation in training with other approved labs and history of successful training.

Applicant LHD Letter Head

Date

Department of Public Health
Emergency Preparedness Office
Attention: Local Emergency Preparedness Section
MS 7002
P.O. Box 997377
Sacramento, CA 95899-7377

RE: APPLICATION FOR LABORATORY TRAINING FUNDS

This is our formal request for **one** laboratory training grant award in the amount of **\$30,000** for a Public Health Microbiologist trainee. The name of the trainee is **trainee First & Last name**; who is qualified and interested in the position.

The training will be conducted in the **LHD Name** LHD Public Health Laboratory from **Month Date, Year** to **Month Date, Year**.

Enclosed with this letter is the Laboratory Field Services (LFS) approval letter or current Public Health Microbiologist Trainee (PMT) certificate/license for our proposed trainee, and a tentative training schedule is attached with this application.

Sincerely,

First & Last Name

Title (Laboratory Manager/Director, Assistant Director or Bioterrorism Coordinator

LHD Name LHD Department of Public Health

Address 1

Address 2

City, State Zip

encl.

Cc:

LHD Emergency Preparedness Coordinator(s)

LHD Health Officer (optional)

EXAMPLE

Will be on CDPH Letter Head

Date

Trainee First & Last Name

Trainee Address 1

Trainee Address 2

Trainee City, State Zip

RE: PUBLIC HEALTH MICROBIOLOGIST TRAINEE SUPPORT LETTER
FROM: LABORATORY FIELD SERVICES

- ☐ You have been approved as a Public Health Microbiologist Trainee.
- ☐ You will need 26 weeks of training in an approved public health training laboratory.
- ☐ You may qualify for some reduction of the 26 weeks training period based upon your clinical laboratory experience when verified. Specific evaluation of your experienced will be made if you are being considered for an appointment to a training program.
- ☐ You should make copies of this letter and forward a copy, along with a cover letter and your resume, to the approved public health training laboratories where you may wish to apply for a trainee position.
- ☐ Before we can approve your application to take the certification examination, it must be determined that your experience is at least equivalent to the required training for admission to this examination. We will be contacting your current and former employers to ascertain the nature and extent of your laboratory experience.
- ☐ You have been approved to take the state examination for certification as a Public Health Microbiologist.
- ☐ You have been issued a temporary certificate. It is valid until the date of expiration which appears on the certificates upper left corner or until the results of the examination are known.
- ☐ The temporary certification becomes in valid should you fail the examination.
- ☐ The next scheduled state examination for certification as a Public Health Microbiologist will be held as listed in the enclosed schedule.
- ☐ Enclosures.

SAMPLE Support LHD(s) Letter Head

Date

Department of Public Health
Emergency Preparedness Office
Attention: Local Emergency Preparedness Section
MS 7002
P.O. Box 997377
Sacramento, CA 95899-7377

RE: SUPPORT LETTER FOR LABORATORY TRAINING ASSISTANCE

This letter is our formal support of the Applying LHD Name LHD Public Health Laboratory's Public Health Microbiologist training. Applying LHD Name LHD Public Health Laboratory is one of the laboratories involved in the joint training and has a dedicated history of training microbiologists. We continue to support the Public Health Microbiologist (PHM) training programs of our partners which play an important role in alleviating the shortage of PHMs in the State of California. This training helps maintain staff competency and laboratory capabilities and keep up with advances in the field of public health microbiology.

Sincerely,

First & Last Name

Title (Laboratory Manager/Director, Assistant Director or Bioterrorism Coordinator)

LHD Name LHD Department of Public Health

Address 1

Address 2

City, State Zip