



TOMÁS J. ARAGÓN, M.D., Dr.P.H.
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

November 19, 2021

Shannon Dicus
Sheriff
San Bernardino County Sheriff Department
655 E. Third Street
San Bernardino, CA 92415-1017

Authority:

Section 311(c)(1) of the Public Health Service Act
(42 USC 243(c)(1))

American Rescue Plan Act of 2021, ([P.L. 117-2](#))

**ELC Detection & Mitigation of COVID-19 in Confinement Facilities Funding
Award Number ELCCON-74
San Bernardino County Sheriff Department**

Dear Shannon Dicus:

This letter covers the reimbursement for the Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC), Detection and Mitigation of COVID-19 in Confinement Facilities funding through the American Rescue Plan Act of 2021, P.L. 117-2. This funding is intended to detect, diagnose, trace, and monitor COVID-19 infections, and mitigate the spread of COVID-19 in confinement facilities. Funding for these activities is covered for the period August 1, 2021 to July 31, 2024. The California Department of Public Health (CDPH) is allocating **\$2,208,159** to **San Bernardino County Sheriff Department**.

You are encouraged to review the Guidance document (Attachment 1) which highlights 15 allowable activities. The first activity is required; whereas, the other activities are optional to address needs within your jurisdiction. If your Agency would prefer to reallocate your funding to another Agency within your jurisdiction, please reach out to CDPH at: CDPHELC@cdph.ca.gov.

Submission Requirements:

Complete a Workplan (Attachment 2) and Spend Plan (Attachment 3) by **December 17, 2021** and submit to CDPH at: CDPHELC@cdph.ca.gov. Your Agency should consider the following when developing your Workplan and Spend Plan:

CDPH Emergency Preparedness Office, MS 7002 • P.O. Box 997377 • Sacramento, CA
95899-7377

(916) 650-6416 • (916) 650-6420 FAX
Internet Address: www.cdph.ca.gov



Reporting Requirements:

As a subrecipient of the ELC Detection and Mitigation of COVID-19 in Confinement Facilities funding, the CDC requires submission of the following reporting documents. For your convenience, your Contract Manager will issue reminders as these dates get closer.

Submit quarterly progress and expenditure reports to CDPH following the schedule below. Progress reports should be completed within your workplan, and expenditure reports should be completed within your spend plan. **Please note:** if your workplan and spend plan are under review by CDPH and have not been approved by the reporting due date below, you are still required to submit your progress reports to CDPH.

Year/Quarter	Reporting Period	Due Date
Year 1/Q1 & Q2	August 1, 2021 – January 31, 2022	February 28, 2022
Year 1/Q3	February 1, 2022 – April 30, 2022	May 31, 2022
Year 1/Q4	May 1, 2022 – July 31, 2022	August 31, 2022
Year 2/Q1	August 1, 2022 – October 31, 2022	November 30, 2022
Year 2/Q2	November 1, 2022 – January 31, 2023	February 28, 2023
Year 2/Q3	February 1, 2023 – April 30, 2023	May 31, 2023
Year 2/Q4	May 1, 2023 – July 31, 2023	August 31, 2023
Year 3/Q1	August 1, 2023 – October 31, 2023	November 30, 2023
Year 3/Q2	November 1, 2023 – January 31, 2024	February 29, 2024
Year 3/Q3	February 1, 2024 – April 30, 2024	May 31, 2024
Year 3/Q4 (Final)	May 1, 2024 – July 31, 2024	August 30, 2024

Reimbursement/Invoicing:

CDPH will reimburse your Agency upon receipt of invoice (Attachment 4). In order to receive your reimbursements, please complete and submit your invoice(s) to: CDPHELC@cdph.ca.gov.

1. First Quarter Payment: CDPH will issue a warrant (check) to your Agency for 25% of your total allocation, this will be issued as an advance payment.
2. Future payments will be based on reimbursement of expenditures once the 25% advance payment has been fully expended. In order to receive future payments, your Agency must complete and submit progress and expenditure reports to CDPH following the due dates above within Reporting Requirements.
3. Your Agency must maintain supporting documentation for any expenditures invoiced to CDPH against this source of funding. Documentation should be readily available in the event of an audit or upon request from CDPH. Documentation should be available for five years.

We are hopeful that this funding can support the needs of your Agency and that it provides adequate resources for your participation in activities for Detection and Mitigation of COVID-19 in Confinement Facilities. CDPH is hosting a webinar on Wednesday, December 1st at 11am to go over the requirements and activities of this funding. If you have any questions or need further clarification, please reach out to CDPHELC@cdph.ca.gov.

Sincerely,

Melissa Relles

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

Attachments

Attachment 1: Funding Guidance
Attachment 2: Workplan and Progress Report
Attachment 3: Spend Plan and Expenditure Report
Attachment 4: Invoice Template
Attachment 5: Funding Allocations