



The CDC Supplemental Workforce Funding aims to establish, expand, train and sustain the state, tribal, local and territorial (STLT) public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives. Public health agencies shall use available funding to recruit, hire, and train personnel to address projected jurisdictional COVID-19 response needs over the performance period, including hiring personnel (see Allowable Costs section) to build capacity to address local public health priorities deriving from COVID-19.

The Office of Public Health Practice, Planning, and Local Partnerships within CDPHE is disbursing funds to contractors, Tribes, and each of the 54 Local Public Health Agencies. Due to the nature and speed of the agreements, it is extremely important to provide guidance that summarizes federal and state legal requirements on allowable costs. In addition to meeting the allowability requirements, all expenses must be allocable to the scope of work, be reasonable, and consistent with documented agency policy.

**Statement of Work Expires June 30, 2023**

Expense	Allowable	Allowable Spend Ideas	Unallowable
<b>Personnel</b>	Annual federal salary cap for 2022 is <a href="#">\$203,700</a>  Costs related to recruiting, hiring and training personnel, which include: <ul style="list-style-type: none"> <li>• Permanent, full-time and part-time staff (converting PT positions to FT during performance period is included)</li> <li>• Student internships or fellowship opportunities</li> <li>• Temporary or term-limited staff</li> <li>• Training and education for new or existing staff</li> <li>• Contractors or contracted employees</li> </ul> Salaries and fringe benefits  Retention initiatives and incentive recruiting bonuses (pre-approved in budget). Follow agency documented policy/procedure.	Creating student internship or fellowship opportunities;  Using temporary staffing or employment agencies;  Hiring patient navigators;  Conduct workforce analysis to determine whether health departments were organized to maximum benefit for the COVID-19 response and how they may want to be reconstituted to prepare for future emergencies;  If not already available, conduct gap assessment to inform work plans activities and hiring goals;  Professional or clinical staff, including public health physicians and nurses (other than school-based staff); mental or behavioral health specialists to support workforce and community resilience; social service specialists; vaccinators; or laboratory scientists or technicians;  Disease investigation staff, including epidemiologists; case	Costs related to: <ul style="list-style-type: none"> <li>• Research</li> <li>• Lobbying</li> <li>• In-patient services</li> <li>• Scholarships cannot be funded</li> </ul>

		<p>investigators; contact tracers; or disease intervention specialists;</p> <p>School nurses and school-based health services personnel, including hiring school-based nurses, converting current nurses from part-time to full-time work, increasing hours, increasing nursing salaries or otherwise supporting retention efforts;</p> <p>Program staff, including program managers; communications and policy staff; logisticians; planning and exercise specialists; program evaluators; pandemic preparedness and response coordinators to support the current pandemic response and identify lessons learned to help prepare for possible future disease outbreaks; health equity officers or teams; data managers, including informaticians, data scientists, or data entry personnel; translation services; trainers or health educators; or other community health workers;</p> <p>Administrative staff, including human resources personnel; fiscal or grant managers; clerical staff; staff to track and report on hiring under this cooperative agreement; or others needed to ensure rapid hiring and procurement of goods and services and other administrative services associated with successfully managing multiple federal funding streams for the COVID-19 response; CDC encourages recipients to think about hiring dedicated administrative staff, including HR personnel, at both the state and local levels. Recipients of this funding may also want to consider recruiting HR staff with experience integrating Diversity, Equity, and Inclusion principles in their HR efforts; and</p> <p>Any other positions as may be required to prevent, prepare for, and respond to COVID-19.</p> <p>Funding is primarily to hire new staff; however, if recipients have staff who were hired for COVID-19- specific work supported by other funding streams that is going to expire, then recipients can continue to employ them using this funding. Encouraging retention of existing staff through various</p>	
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<b>Equipment</b>	Equipment purchases over \$5,000 may be allowed with prior approval.		<p>No equipment purchases over \$5,000 allowed without prior approval.</p> <p>No leasing or purchase of vehicles</p>
<b>Training</b>	Training and capacity building	<p><b>Training and education for new and existing staff</b> on topics such as incident management training, especially from a public health perspective and integration with emergency management; health equity issues and working with underserved populations; cultural competency; disease investigations; informatics or data management; or other needs identified by the jurisdiction.</p> <p>Cross-training COVID-19 staff to learn new parts of public health so their work can be multi-faceted.</p> <p>Training for staff on OMB Covid legal updates.</p> <p>Training is an integral component of this funding. It can include core competencies, incident management training, specific job-related skills, formal education related to a position, and so forth. If training advances the skills of the public health workforce, it is generally allowable.</p> <p>Rental fees for training would be allowable. Food is not generally an allowable expense. If there are extenuating circumstances, please discuss with CDPHE.</p>	

Supplies	Workforce supplies such as personal protective equipment, telephone and communication, office, postage, computers, radios, cell phones, internet costs, cyber security software	<p>Purchase of equipment and supplies necessary to support the expanded workforce including personal protective equipment, equipment needed to perform the duties of the position, computers, cell phones, internet costs, cybersecurity software, and other costs associated with support of the expanded workforce (to the extent these are not included in recipient indirect costs).</p> <p>With prior approval, these funds can be used to pay for office equipment and furniture for staff for the duration of the project period. This could include minor reconfiguration of existing owned or leased space, but not construction. It could not be used to furnish home offices for teleworkers beyond the equipment (computers, etc) that they need to perform their duties.</p>	<p>Meals, snacks, alcoholic beverages, gift cards, advertising (memorabilia, souvenirs), entertainment, rent</p> <p>Funding cannot be used for staff uniforms for individual employees, but funding can be used for vests that identify employees for safety or security purposes, but these items must remain under the control of the health department.</p>
Contractors	Subcontractors require approval. Temporary staffing or employment agencies.	<p>Making subawards or contracts to local schools or school districts to support school nurses and school-based health services.</p> <p>Collaborate with local champions or trusted voices representatives of diverse populations affected by COVID-19.</p> <p>Awarding funds to schools of public health or private or public organizations with demonstrated expertise in implementing public health programs in medically underserved communities</p> <p>Legal staff (ex. paralegal) to assist with navigating the legal landscape of Covid</p>	<p>Construction</p> <p>Subawards or contracts with healthcare institutions may be allowable to meet workforce needs of the public health programs, but health care is not the intent of this funding.</p>
Travel	In-state travel, mileage, rentals, fleet fuel, lodging, per diem.	<p>In state travel.</p> <p>Out of state travel needs prior approval.</p>	<p>Meals, snacks, alcoholic beverages, gift cards, advertising (displays, memorabilia, souvenirs, gifts), and entertainment;</p> <p>International travel.</p>
Indirect	Allowed based on the approved rate.		N/A
Other			<ul style="list-style-type: none"> <li>● Supplanting loss of state funds;</li> <li>● Supplantation, whereby you use new funds to replace existing funded activities, is prohibited, regardless of the source of those funds.</li> <li>● Matches in order to secure</li> </ul>

			<p>other federal grants;</p> <ul style="list-style-type: none"> <li>● To make cash payments (includes gift cards, stipends, vouchers);</li> <li>● Rainy day funds or similar financial reserve;</li> <li>● Payment of interest or principal on outstanding debt instruments;</li> <li>● Fees or issuance costs associated with the issuance of new debt satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding, except to the extent the judgment or settlement requires the provision of services that would respond to the COVID-19 public health emergency.</li> </ul>
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CDC funding resources:

FAQ from CDC during CDPHE supplemental award submission: CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Development Supplemental, Funding FAQs: [https://www.cdc.gov/cpr/readiness/00\\_docs/cdc\\_covid\\_workforce\\_development\\_funding\\_faqs\\_july2021\\_final.pdf](https://www.cdc.gov/cpr/readiness/00_docs/cdc_covid_workforce_development_funding_faqs_july2021_final.pdf)

CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding Guidance: <https://www.cdc.gov/cpr/readiness/funding-ph.htm>