

# CDC Supplemental Workforce Office Hours

November 17, 2022

Office of Public Health Practice, Planning, and Local  
Partnerships (OPHP)



**COLORADO**

Office of Public Health Practice,  
Planning, & Local Partnerships

Department of Public Health & Environment

# CDPHE Contacts

<b>OPHP</b>	<b>Contract Monitor</b>	<b>Fiscal/Contracts</b>
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# Deliverable #3 & #4

#3 The contractor shall submit a mid-year progress report electronically, no later than November 30, 2022.

Report link: [https://coloradopco.co1.qualtrics.com/jfe/form/SV\\_9HwmEMbUra1NOqa](https://coloradopco.co1.qualtrics.com/jfe/form/SV_9HwmEMbUra1NOqa)

#4 The contractor shall submit a final progress report electronically, no later than June 15, 2023.

- Report will be electronic
- It will include
  - Progress toward meeting hiring goals including types of staff hired and the general roles they hold. Recipients report these data for all staff, including those hired by subrecipients.
  - Goals and metrics regarding diversity of staff hired and equity and inclusion activities

# CDC Supplemental Workforce LPHA Expense Allowability Roadmap

[Click to follow this link](#)



**COLORADO**  
Department of Public  
Health & Environment

## CDC Supplemental Workforce LPHA Expense Allowability Roadmap

March 11, 2022

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
Personnel	<p>Annual federal salary cap for 2022 is <a href="#">\$203,700</a></p> <p>Costs related to recruiting, hiring and training personnel, which include:</p> <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> <p>Salaries and fringe benefits</p> <p>Retention initiatives and incentive recruiting bonuses (pre-approved in budget). Follow agency documented policy/procedure.</p>	<p>Creating student internship or fellowship opportunities;</p> <p>Using temporary staffing or employment agencies;</p> <p>Hiring patient navigators;</p> <p>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;</p> <p>If not already available, conduct gap assessment to inform work plans activities and hiring goals;</p> <p>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;</p> <p>Disease investigation staff, including epidemiologists; case</p>	<p>Costs related to:</p> <ul style="list-style-type: none"> <li>• Research</li> <li>• Lobbying</li> <li>• In-patient services</li> <li>• Scholarships cannot be funded</li> </ul>

## CDC Workforce: Items Not Allowed

### What expenses are not allowed?

- In-patient services
- Construction purposes
- Equipment purchases over \$5,000 (unless pre-approved)
- Supplanting loss of state funds
- Matches in order to secure other federal grants
- To make cash payments (includes gift cards, stipends, vouchers)
- Incentives (bonuses) for LHD for recruiting and retention **can** be included in funding
- Scholarships cannot be funded – internships are ok
- Uniforms -unless they are for safety and remain within the LPHA's possession
- Out of State Travel

# Payments

# Payment schedule

- 1st payment will be issued, after the signed SOW, final staffing plan, and final budget are submitted
  - Please let us know if your initial budget and staffing plans are also the final versions. Email your contract monitor.
- 2nd payment will be issued after the mid-point report in January 2023.
- 3rd payment will be issued after the final report in June 2023.

# Contract Monitoring Communication

## **LPHA ARPA & CDC Workforce Office Hours**

**3rd Thursday of each month from 12:00 – 12:30 pm**

Next one: December 15th

Google Meet joining info

Video call link: <https://meet.google.com/cox-fkra-qmt>

Or dial: (US) +1 575-518-3151 PIN: 630 978 241#

More phone numbers:

<https://tel.meet/cox-fkra-qmt?pin=9140029686246>

Other regular meetings can be scheduled with your contract monitor or as needed.

## **OPHP Webpage**

<https://cdphe-lpha.colorado.gov/workforce-funding>



Allowability

# OPHP Website: <https://cdphe-lpha.colorado.gov/>



[Home](#) > [Workforce Funding](#)

## Workforce Funding

### Update:

As of March 18, 2022, OPHP is asking LPHAs to complete an initial budget for the CDC Workforce Funding. Once the initial budget is received and approved, we will begin to fund LPHAs.

### About the Workforce Funding:

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 in the Roadmap) to build capacity to address local public health priorities deriving from COVID-19.

### See resource materials below:

#### File

<a href="#">Budget Template OPHP CDC Workforce FY22 &amp; 23.xlsx</a>	110.98 KB
<a href="#">LPHA Workforce staff capacity-building plan.docx</a>	11.71 KB
<a href="#">CDC Workforce Award LPHA Allowability Roadmap.docx.pdf</a>	153.25 KB
<a href="#">OPHP Presentation CDC Workforce Award 2022.pdf</a>	207.03 KB
<a href="#">LPHA Workforce SOW 2022-23.docx</a>	25.68 KB

# Links about the funding

Links:

<https://www.cdc.gov/cpr/readiness/funding-ph.htm>

[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)

[https://www.cdc.gov/cpr/readiness/00\\_docs/Using\\_Federal\\_Funds\\_to\\_Support\\_COVID-19\\_Response\\_Incentives\\_FINAL.pdf](https://www.cdc.gov/cpr/readiness/00_docs/Using_Federal_Funds_to_Support_COVID-19_Response_Incentives_FINAL.pdf)

<https://www.cdc.gov/budget/fact-sheets/covid-19/funding/index.html>