

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



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Director



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September 29, 2006

TO: Local Health Officers
Local Health Executives
Local Emergency Preparedness Coordinators
Local HRSA Entities

SUBJECT: Local Guidance for Funding Under the Centers for Disease Control and Prevention, Health Resources and Services Administration, and California State Budget Preparedness Comprehensive Agreement FY 2006/07

Public health emergency preparedness requires partnering of state and local health departments (LHDs), local Health Resources and Services Administration (HRSA) entities, medical community, and the entire community. In an effort to promote these partnerships, integrate efforts across the funding streams, and simplify the application planning process, CDHS has developed the enclosed Comprehensive Application guidance for 2006-07.

The California Department of Health Services (CDHS) will make available to LHDs, local HRSA entities, healthcare facilities and other healthcare providers approximately \$74 million for the period of July 1, 2006 through August 31, 2007. These funds are provided from the following sources:

- Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness Cooperative Agreement
- HRSA National Bioterrorism Hospital Preparedness Program
- CDC Cities Readiness Initiative
- CDC Pandemic Influenza Preparedness; and
- California State Budget Pandemic Influenza Preparedness

Each funding stream requires a workplan and budget which must be tracked and monitored separately. The enclosed guidance includes a compact disc containing the narrative and budget templates for each funding stream. CDHS will send a formal Cooperative Agreement electronically to LHDs and local HRSA entities within five working days of the date of this letter. Local entities shall submit completed narrative and budget materials to CDHS electronically. Documents requiring original signatures, such as the formal Cooperative Agreement and the non-supplantation certification, must be returned to CDHS by mail or courier. (Entities applying for only one of the funding sources should complete and submit only those forms required for that funding stream.)

LHDs and local HRSA entities must submit their electronic workplans and budgets no later than **November 6, 2006**, followed by hardcopy with original signatures.

CDHS recognizes this process, involving four funding streams, is complex. Therefore, technical assistance meetings for local applicants in each of California's six Mutual Aid Regions are being convened. The location, date and time of these meetings is shown on the chart included in the introduction section of the guidance (refer to page 6). Local applicants are required to have representation at one of these meetings, as many of the questions which may arise as a result of this process will be addressed.

If you have any questions, please contact your CDHS Emergency Preparedness Project Officer. Contact information for all Regional Project Officers is included in the Introduction to the guidance (refer to page 8).



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Enclosures