



**Program Elements 58 (Tribes) and 59 (NARA): Tribal public health modernization  
Budget guidance**

**July 1, 2023 through June 30, 2025**

Date of Guidance: September 2023

**Funding Information**

**State General Fund investment in public health modernization.** In June 2023 the Oregon Legislature increased the investment in public health modernization to \$110.6 million for the 2023-25 (July 1, 2023 – June 30, 2025) biennium. Of this, \$9,666,730 is allocated to support Tribal public health modernization.

**Public Health Infrastructure (CDC).** In December 2022, OHA received one-time funding of \$28,718,258 through the CDC’s Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems project for Strategy A1 Workforce for the period of 12/1/2022-11/30/2027. OHA has allocated \$4,000,000 of these funds to Tribes and NARA. Tribes have previously indicated which fiscal year during which they would like to receive these funds.

The Oregon Health Authority, in agreement with Tribal Health Directors, has allocated funding as follows:

**PE58-01 and PE59-01 funding for Section 1: Public Health Modernization  
Assessment, Planning and Implementation (July 1, 2023 – June 30, 2025)**

- OHA negotiated with each Tribe/NARA their allocation based on individual Tribe/NARA needs. Each Tribe/NARA has been notified of their specific allocation.
- OHA is also funding Northwest Portland Area Indian Health Board to support:
  - Ongoing Tribal Public Health Modernization Training and Technical Assistance for the participating Oregon Tribes and NARA. (\$715,000)
  - Environmental Health and Public Health Emergency Preparedness work, training and technical assistance for Oregon Tribes, including Tribal ecological knowledge and community environmental health needs assessments. (\$872,110)



**PE58-02 and PE59-02 funding for Section 2: Public Health Infrastructure: Workforce**

- Federal CDC funds
- A total of \$4,000,000 is allocated to Tribes and NARA. Tribal Health Directors approved a funding formula for PE 58/59-02 allocations.
- These are one-time funds that may be used between 12/1/2022 and 11/30/2027.
- Each Tribe and NARA were given the choice to receive all its allocated Public Health Infrastructure funding in a single fiscal year (with carryover of unspent funds allowed in subsequent fiscal years) or split evenly across the entire five year period.

## **Allowable Expenses and Budget Requirements**

### **PE 58-01 and PE 59-01 – Budget Requirements**

Each Tribe/NARA is required to submit a budget for the period of 7/1/2023 through 6/30/2025 for their specific allocation amount.

**Budgets for PE 58-01 and PE 59-01 are due to [danna.k.drum@oha.oregon.gov](mailto:danna.k.drum@oha.oregon.gov) by close of business on October 31, 2023. *Please do not submit prior to October 16, 2023.***

### Budget template and narrative for PE 58-01 and PE 59-01

1. The budget template **requires** narrative descriptions for certain expenses, including salaries and contracts. Tribes may enter this information on the budget template or provide the information in a separate document.
2. Tribes may include positions, contracts, and other line items paid for with other funds that are necessary for fulfilling PE58/59 requirements. These can be added as line items with \$0 in associated costs.
3. Funds can be used for subcontracting with other organizations. Please refer to the section in the table below for additional information about subcontracting requirements. OHA reserves the right to request budgets for funds awarded to subcontractors.
4. Funds can be used to cover the Tribe/NARA's Indirect or Cost Allocation rate as outlined in an approved indirect or cost allocation plan.

Exclusions (PE 58-01 and PE 59-01)

1. Funds awarded may not be used for direct medical or behavioral health services, including but not limited to payment for durable medical equipment and supplies; vaccines and medications; staff, supplies, or equipment used to screen people at high risk or to confirm a diagnosis; or clinical education provided by a qualified health care professional.
  - a. Note: Use of funds may be allowable for staff time to provide services related to disease/outbreak prevention, investigation and control as part of a public health intervention addressing urgent or emergent needs that cannot be met through other funding sources.
2. Funds awarded may only be used for the purchase of vehicles if the Tribe/NARA can describe how the purchase contributes to public health modernization goals and supports the approved work plan. Prior approval by OHA is required before purchasing vehicles. Purchase of vehicles will be approved on a case-by-case basis. The vehicle may not be used primarily for the provision of direct clinical medical or behavioral health services and the Tribe/NARA would need to comply with any Tribe/NARA policies on vehicle purchases.
3. Funds awarded may not be used for research or political actions.
4. Funds awarded may not supplant state, local, other non-federal, or other federal funds. Funds may not be used to supplant state-covered services or replace services required under the existing Financial Assistance Agreement.
5. All capital expenditures above \$5,000 per item must be pre-approved by OHA.

Budget amendments (PE 58-01 and PE 59-01)

1. Modification to the approved budget of 25% or more for any budget category may only be made with OHA approval.
2. OHA may request a revised budget following the end of the Fiscal Year 2022 if the Tribe/NARA is underspent by more than 20% of expected expenditures. If Tribe/NARA cannot demonstrate that all funds will be expended by the end of the funding period, OHA will work with the Tribe/NARA to determine a reduced award amount.



- 3. OHA may request revised budgets or additional information on expenditures on an as-needed basis.

**The PE PE 58-01 and PE 59-01 budget and budget narrative includes the following categories:**

**Please review the following list of budget categories to ensure that expenses are entered in the correct row in the budget template and descriptions related to PE 58/59 requirements are entered where needed.**

<b>Salary</b>	<p>List each position on a separate line. For each position, include the position title, annual salary, FTE as a percentage, and the total number of months the position will be funded. The total salary will automatically calculate.</p> <p>Include a brief description for each position describing their primary responsibilities and how those support PE 51 requirements. Positions that provide direct medical services or clinical education provided by a health care professional will not be approved. Positions must align with the Grantee’s PE 58/59 work plan, based on Program Element requirements.</p>
<b>Fringe Benefits</b>	<p>List the base rate, if applicable, and the total amount for fringe benefits. Enter a brief description of the method to determine the fringe benefit amount, if not a flat rate.</p>
<b>Contractual</b>	<p>List each contract and the subcontractor's name (if known) along with the anticipated amount of the subcontract and a brief description of the work to be completed.</p> <p>Tribes/NARA may enter a line item for “unobligated contract funding” if the Tribe/NARA reserves funds for future contracts that have not yet been determined.</p> <p>All subcontracts are subject to all applicable subcontractor provisions outlined in the Public Health Intergovernmental Agreement for the Financing of Public Health Services.</p>
<b>Travel</b>	<p>In-state: Provide a narrative statement describing proposed in-state travel. Include local mileage as well as per diem, lodging, and transportation. Federal per diem rate limits the amount of reimbursement for in-state travel: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</p>

	<p>Out-of-state: Travel to attend out-of-state events or conferences is permitted if the content applies to PE58/59 requirements. Provide a narrative statement that includes the name of the event or conference and how the proposed travel is related to PE58/59 requirements. In addition, include amounts for per diem, lodging, transportation, registration fees, and other expenses. Federal per diem rates limit the amount of reimbursement for out-of-state travel: <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>.</p>
<p><b>Capital Purchases and Equipment</b></p>	<p>Include equipment necessary to meet PE58/59 requirements, such as computers, phones, and other technology.</p> <p>Provide a total amount for equipment and a line list of items that cost \$5,000 or more each. OHA may request additional information on proposed purchases of equipment with an acquisition cost of more than \$5,000. All equipment purchases must directly contribute to meeting PE58/59 requirements.</p>
<p><b>Supplies</b></p>	<p>Provide a total amount for supplies. Supplies may include office supplies or meeting supplies.</p>
<p><b>Other</b></p>	<p>List expenses for items not listed in other budget categories. Items listed in this section must directly contribute to meeting PE 58/59 requirements. Other items may include:</p> <ol style="list-style-type: none"> <li>1. Telephone, rent, copying, printing, postage, and mailing that are directly related to program activities;</li> <li>2. Software purchases and upgrades, software licensing fees;</li> <li>3. Educational materials;</li> <li>4. Paid media campaigns (must include justification that describes how campaigns are related and essential to specific activities in the work plan);</li> <li>5. Purchase of meals for meetings (allowable for meetings only if more than 50% of meeting attendees are not Grantee employees. Grantee must document attendance, including name and affiliation, for all meetings where food is provided);</li> <li>6. Accreditation and reaccreditation fees;</li> <li>7. Gift cards/incentives (If expenditures are allocated to the purchase of incentives, incentives may only be given to community partners/ community members who are participating as individual community members and not as part of paid job duties while representing their employing organization. Incentives may not be given to public health</li> </ol>

employees. Grantee must document distribution of incentives, once purchased. If purchasing gift cards using PE 58/59 funds, Grantee must comply with the guidelines noted below.)

**OHA PE 51 Gift Card Guidelines** – The following limitations and requirements apply to Grantee purchases of gift cards to be distributed as incentives.

- Unless otherwise approved by OHA, gift cards used as incentives may not value more than \$100 total per individual, per event.
- Unless otherwise approved by OHA, Grantee may not use more than \$10,000 in gift cards for incentives.
- Gift cards may exceed the \$100 or the \$10,000 limit only if approved by OHA as part of an approved PE 58/59 work plan. Gift cards exceeding the limits noted above must be used in accordance with the specifics of the approved work plan.
- Gift cards may be issued by Visa, Mastercard, or individual retailers.
- Gift card may not be used for alcohol, tobacco, or firearms.
- Gift cards expensed to PE 58/59 must be distributed to incentive recipients before the end of the award period or cash equivalent of unused gift cards must be reduced from total expenses reported for the PE in the last quarter of the award period.
- Gift card purchases and distribution must be tracked using the [Gift Card Tracker provided by OHA](#) or Grantee’s own tracker.

Capital improvement expenses must be pre-approved by OHA.

Funds may not be used to provide direct services, as defined above.

<b>Total Direct Costs</b>	The total direct costs will auto-fill on the worksheet. Confirm that the amount is correct.
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<b>Cost Allocation or Indirect Rate</b>	Indicate the cost allocation or indirect rate. Then enter the total amount for indirect charges.
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**PE 58-02 and PE 59-02 CDC Public Health Infrastructure**

Currently, a written budget is not required for PE 58-02 or PE 59-02. However, OHA is still negotiating some specific reporting requirements with CDC and will notify Tribes/NARA of any changes, if needed.

Funds provided may only be used to implement activities listed in PE 58 and PE 59 Section 2 Public Health Infrastructure: Workforce. Maximum flexibility is provided to Tribes and NARA to carry out this work consistent with the language in the PE; there are no restrictions on the types of positions that can be hired for the specific purpose of public health capacity building. Some costs associated with recruitment and hiring are allowable, including supplies and equipment needed to perform jobs, personal protective equipment, data management and other necessary supplies.

**Exclusions (PE 58-02 and PE 59-02 CDC Public Health Infrastructure funding)**

1. Funds awarded may not be used for research or political actions.
2. Funds awarded may not be used for clinical care expenses such as medical supplies or medication.
3. Funds may not be used to purchase capital equipment (items with a per unit value of \$5,000 or greater).
4. Funds awarded may not be used for special benefits for employee recruitment and retention packages or staff retreats.
5. Funds awarded may not be used for vehicles and building improvements.

**Fiscal reporting (All PE 58 and PE 59)**

Tribes and NARA must report expenses on the quarterly expenditure and revenue report.

**For more information**

Questions? Contact Danna Drum, 503-957-8869 or [danna.k.drum@oha.oregon.gov](mailto:danna.k.drum@oha.oregon.gov).

## **Appendix: Examples of allowable expenses: PE 58/59-01**

Most Grantees will use most of this funding for personnel (Grantee staff or contractors) to plan, implement and evaluate public health modernization efforts consistent with their approved work plan. The use of PE 58/59-01 funds for one-time goods should be kept to a minimum. In general, expenses will be allowed if they

- adhere to the budget guidance noted above AND
- align with the Grantee's PE 58/59 approved work plan for public health modernization

The following are examples of PE 58/59-01 expenses based on actual requests OHA has received, which would generally be allowed if the criteria noted above are met. These are examples only, not intended to be an all-inclusive list of allowed expenses. OHA approval is required for purchase or lease of vehicles, any capital equipment purchases (items with a value of \$5,000 or greater), capital improvements, and any modification to the approved budget of 25% or more for any budget category.

- Back-up generator for public health building.
- Update website host to improve functionality and access for those who speak languages other than English.
- Purchase or lease of a vehicle if necessary for travel by public health modernization staff.
- Rent or lease workspace specifically for PE 58/59-funded staff.
- Weather emergency kits to distribute to schools and other facilities.
- Expenses for strategic planning, including contracting facilitators and offsite facilities, and staff time (for staff funded by public health modernization; time for other staff to participate should be funded through their usual funding sources).
- Training and workforce development for public health staff related to foundational capabilities.
- Develop a library for professional development.
- Paying for staff's professional certificates (allowed if certificates are in areas related to Grantee's public health modernization work plan, e.g.



communicable disease, environmental health, or emergency preparedness).

- A new position to update tribal emergency plans
- Clinical practitioners - only allowed if paying for work tied to the Grantee's approved work plan (e.g. providing community health education; services related to disease/outbreak prevention, investigation and control as part of a public health intervention addressing urgent or emergent needs that cannot be met through other funding sources; supporting related program infrastructure within Tribe/NARA); PE 58/59 may not pay for staff costs related to providing direct client services (e.g. WIC) or medical services.
- Signs, furniture and equipment for a new office location that has expanded access to services.
- Equipment and supplies for education/outreach events (e.g. projector/screen equipment, tablets and software for surveys, promotional items such as branded pens, hand sanitizer, etc.)
- Expenses tied to tribal or regional Community Health Improvement Plan (CHIP) priorities or other public health prevention initiatives that are responsive to the needs of the community, e.g. STI home test kits or gun safety lock boxes.
- Funds to CBOs

Please contact Danna Drum at [danna.k.drum@oha.oregon.gov](mailto:danna.k.drum@oha.oregon.gov) if you have questions.