

PHEP Notice of Funding Opportunity: Funding Limitations Supplemental Guidance

February 2024

Purpose

This guidance describes allowable and unallowable costs and funding limitations of PHEP program funds. This list is not exhaustive and should be used in conjunction with the funding policies and limitations section in the [2024-2028 PHEP NOFO](#). Recipients may only use funds for reasonable program purposes, including personnel, travel, supplies, and services.

PHEP funds should not replace other funding sources intended to achieve PHEP activities. The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

Recipients should direct any cost concerns to their PHEP project officers to confirm allowability. Recipients must make all documentation available to their PHEP project officers for review upon request.

Funding Limitations

If recipients request items that are not in their approved budgets and require CDC Office of Grants Services (OGS) approval, then recipients must submit prior approval amendments in Grant Solutions.

Staffing

Allowable

- Recipients may, with prior approval from their project officers, use funds for overtime for individuals directly associated (listed in personnel costs) with the award.

Unallowable

Funds may not be used to:

- Pay or reimburse backfilling costs for staff.
- Pay the salary of an individual above Federal Executive Schedule Level II.

Equipment and Supplies

Allowable

With prior approval from their project officers, recipients may use funds to:

- Lease vehicles to be used as means of transportation for carrying people or goods, such as passenger cars or trucks and electrical or gas-driven motorized carts during times of need.
- Lease or rent vehicles for movement of materials, supplies, and equipment.
- Make transportation agreements with commercial carriers for movement of materials, supplies, and equipment.
 - Develop a written process for initiating transportation agreements, such as contracts, memoranda of understanding, formal written agreements, or other letters of agreement.
 - Transportation agreements should include, at a minimum:
 - Type of vendor
 - Number and type of vehicles, including vehicle load capacity and configuration
 - Number and type of drivers, including certification of drivers



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- Number and type of support personnel
- Vendor response time
- Vendor ability to maintain cold chain, if necessary
- This relationship may be demonstrated by a signed transportation agreement or documentation of transportation planning meeting with the designated vendor.
- Purchase material-handling equipment (MHE) such as industrial or warehouse-use trucks to move materials, such as forklifts, lift trucks, or turret trucks.
 - Vehicles must be of a type not licensed to travel on public roads.
- Purchase vests to be worn during exercises or responses.

With prior approval from their project officers and OGS, recipients may use funds to:

- Purchase basic, nonmotorized trailers.
- Purchase caches of antibiotics for use by public health responders and their households to ensure the health and safety of the public health workforce during an emergency response, or an exercise to test response plans.
 - Funds may not be used to supplant other funding intended to achieve this objective.
- Rent houses or other living quarters for those under quarantine.

Unallowable

Funds may not be used for the following.

- Construction or major renovations.
- Purchase or support (feed) animals for laboratories, including mice.
- Purchase houses or other living quarters for those under quarantine.
- Purchase over-the road passenger vehicles.
- Purchase vehicles to be used as means of transportation for carrying people or goods, such as passenger cars or trucks and electrical or gas-driven motorized carts.
- Purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts.

Vaccines and Immunizations

Allowable

With prior approval from their project officers and OGS, recipients may use funds for the following.

- Purchase caches of vaccines for public health responders and their households to ensure the health and safety of the public health workforce.
- Purchase caches of vaccines for select critical workforce groups to ensure their health and safety during an exercise testing response plans.
 - Prior to approval you must document the use of vaccines for select critical workforce personnel in your exercise plans.
 - PHEP-funded staff may administer medical countermeasures (MCMs) such as antibiotics or vaccines as a public health intervention in the context of an emergency response or an exercise to test response plans.
 - Within the context of the exercise, persons who may receive the vaccines include:
 - Those who meet the criteria in the [CDC-Advisory Committee on Immunization Practices \(CDC/ACIP\)](#) recommendations; and



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- Those who are not eligible to receive the vaccine through other entitlement programs such as Medicare, Medicaid, or the Vaccines for Children (VFC) program.
 - VFC-eligible children or Medicare beneficiaries may participate in the exercise; however, they should be vaccinated with vaccine purchased from the appropriate funding source.

Unallowable

Funds may not be used:

- To purchase vaccines for seasonal influenza mass vaccination clinics or other routine vaccinations covered by CDC/ACIP schedules.
- To purchase influenza vaccines for the public.
- For clinical care except as allowed by law.
 - Clinical care is defined as "directly managing the medical care and treatment of individual patients."

