Date: 4/03/2024

To: COVID-19 Enhanced Operations Subgrant Recipient

From: Kristen Dickerson, PhD, MSN, MPH, RN, MLT (ASCP)
                State Epidemiologist

Re: COVID-19 Enhanced Operations (EO23) Reallocation & Extension
                Current Period August 1, 2023 - July 31, 2024
                Revised to August 1, 2023 – December 31, 2025

Attachments: NOAIF Form (Due April 15th)
                Continuation Reimbursement Type Form (Due April 15th)
                Updated Post Submission Requirements

The Ohio Department of Health (ODH) has identified additional funds that may be reallocated for EO23 subgrants to address COVID-19 mitigation activities including COVID-19 outbreak response, disease mitigation, infection prevention and control activities, and data modernization. The purpose of this reallocation is to extend the end date of the award to December 31, 2025, and allocate additional funding. This opportunity applies to all Local Health Departments (LHDs). Applicants should apply for the amount anticipated to be spent through December 31, 2025.

-   New applicants that have not previously participated in COVID-19 Enhanced Operations funding, must submit a Notice of Intent to Apply for Funding (NOIAF) form to Adam Eltrich at Adam.Eltrich@odh.ohio.gov by April 15th, 2024. The budget period will be August 1, 2024 – December 31, 2025.

-   Applicants that have previously participated in the COVID-19 Enhanced Operations subgrant and not currently participating must submit a Continuation Solicitation Type Form to Maria Kapenda at maria.kapenda@odh.ohio.gov and Adam Eltrich at Adam.Eltrich@odh.ohio.gov by April 15, 2024. The budget period will be August 1, 2024 – December 31, 2025.

    o   Important Items to Consider:
        ▪   New applications should submit their application budget as an Initial Budget.
        ▪   Currently participating agencies only need to submit a Reallocation Budget Revision.

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The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

- All new applications and reallocation budget revisions must be submitted by May 6th, 2024 at 4:00pm.
- Any new applications and reallocation budgets submitted after the Monday, May 6th, 2024, at 4:00pm deadline will not be considered.

All requirements in the original solicitation issued on April 6, 2023, remain the same. The original solicitation can be found at https://odh.ohio.gov/about-us/funding-opportunities/resources/competitive-solicitation-proposals-archive-section in the 2023 tab.

Equipment Purchase Update
- New equipment will need to be purchased by June 30, 2025.

Emphasized Allowable Activities
- The EO23 reallocation and extension will emphasize data modernization efforts for Local Health Departments. When LHDs are developing budget requests, the following allowable expenses should be strongly considered:
  - Hardware, data systems, and software necessary for robust implementation of electronic laboratory and surveillance data exchange between recipient and other entities, including healthcare entities, and jurisdictional public health. This includes contracting with a vendor to develop a system that helps to track and mitigate the transmission of infectious diseases.
  - Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of disease (e.g., GIS software, visualization dashboards, cloud services, Tableau, Power BI, etc).
  - Software or systems to assist with laboratory resource management (e.g., software for inventory management, temperature notifications, etc.), quality management, biosafety or training needs.
  - Systems that improve electronic capture and transmission of public health information such as electronic health records.
  - Systems that assist with scheduling of patients.
  - Training and education for staff and local partners to improve local capacity in epidemiology, infection control, data analysis, and data visualization. This includes contracting with vendors.
  - Staff for epidemiology, infection control, data analysis or data visualization
  - Renovations (under $150,000) and Minor Construction (less than 50% of the square footage of the building) are allowed costs but will need to be justified and considered necessary for proper operations to mitigate the spread of COVID-19.

***Note: If you would like to request a consult for data systems, analytic software, training or other data related items, please contact the Office of IDEA at idea@odh.ohio.gov

Unallowable Activities

- The following activities are added to the current list of unallowable activities in the original solicitation:
  - o New requests for Mobile Medical Units (MMUs) are not allowable in the extension.
  - o The Ebola Assessment Hospital Program will not be included.

Program and Expenditure reports are a requirement and must be submitted by the 10th of each month or quarter based on reimbursement type. An updated program report template is attached.

Quarterly expenditure reviews will occur on the following schedule. This is to help and ensure anticipated expenditures are being completed:

- o November 30th, 2024
- o February 28th, 2025
- o May 31st, 2025
- o August 31st, 2025

Allocations may be adjusted after reviews if it is determined the funds cannot by expended by the end of the grant period.

Please contact Adam Eltrich if there are any questions.

CONTINUATION SOLICITATION
REIMBURSEMENT TYPEFORM

Ohio Department of Health Office of Health
Office of Medical Director
Bureau of Infectious Diseases

ODH ProgramTitle:
COVID-19 Enhanced Operations
(EO23)

Reimbursement Type (check one) Monthly ☐ **OR** Quarterly ☐
(Please note that no changes to the reimbursement type can be made after the project number is createdin GMIS. No waivers/appeals will be accepted.)

Please print:
Current Project Number _____

Applicant Agency/Organization _____

Applicant Agency Address _____

_____

Agency Contact Person Name andTitle _____

Telephone Number _____

E-mail Address _____

_____	_____
Agency Head (Print Name)	Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's willnot be accepted if name doesn't match what is listed in GMIS.

Due to ODH by April 15, 2024.
Please email completed form to Maria Kapenda at Maria.Kapenda@odh.ohio.gov and Adam Eltrich at Adam.Eltrich@odh.ohio.gov

Attachment B

<table>
<tr><td>

Reimbursement
Type
Select one of the
options below:

☐ Monthly
OR
☐ Quarterly

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NOTICE OF INTENT TO APPLY FOR FUNDING

Ohio Department of Health

Bureau of Infectious Diseases

ODH ProgramTitle:

COVID-19 Enhanced Operations (EO23) Subgrant

Submission Required
See due date below.

New Applicants must submit the GMIS Access form with the Notice of Intent to Apply for Funding Form

ALL INFORMATION REQUESTED MUST BE COMPLETED.

County of Applicant Agency_____ Federal Tax Identification Number_____

Geographic Area Applying to Cover_____

NOTE: The applicant agency/organization name must be the same as that on the IRS letter. This is the legal name by which the tax identification number is assigned.

Type of Applicant Agency   ☐ County Agency   ☐ Hospital   ☐ Local Schools

(Check One)   ☐ City Agency   ☐ Higher Education   ☐ Not-for Profit

Applicant Agency/Organization _____

Applicant Agency Address _____

_____

Agency Contact Person Name and Title _____

Telephone Number _____ E-mail Address _____

_____   _____

Agency Head (Print Name)   Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS. If the agency head needs updated in GMIS, please include a letter on agency letterhead outlining the change. The new agency head's signature will be accepted with receipt of the update letter.

Does your agency have at least two staff members who currently have access to the ODH GMIS system? YES ☐ NO ☐

If yes, no further action is needed. If no, ODH Grants Services Unit staff will email the GMIS reference guide to the email addresses listed on the GMIS Access Request form.

The NOIAF must be accompanied by the agency's Proof of Non-Profit status (if applicable) and Proof of Liability Coverage (if applicable). Potential applicants and current subrecipients are required to set-up and maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information must be set-up and maintained in the following website: http://supplier.ohio.gov/.

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

Forms are only required for NEW AGENCIES or if UPDATES are needed for current agencies. **THE NOIAF MUST BE EMAILED TO** adam.eltrich@odh.ohio.gov **BY 5:00 p.m. Monday, April 15, 2024.**

NOTE: NOIAF's will be considered late if any of the required forms listed above are not received by NEW AGENCIES by the due date. NOIAF's considered late will not be accepted.

Updated EO23 Extension Post Submission Requirements:
Applicants are required to submit subrecipient program and expenditure reports.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.

Reports shall be submitted as follows:

a. **Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. The Program Report template is included in the EO23 Extension Guidance. **Program reports that do not include required attachments (non-Internet submitted) will not be approved**. All program report attachments must clearly identify the authorized program name and grant number.

     X   Program Reports Required   _____No Program Reports Required

Period	Report Due Date
August 1 – 31, 2024	September 10, 2024
September 1 – 30, 2024	October 10, 2024
October 1 – 31, 2024	November 10, 2024
November 1 – 30, 2024	December 10, 2024
December 1 – 31, 2024	January 10, 2025
January 1 – 31, 2025	February 10, 2025
February 1 – 29, 2025	March 10, 2025
March 1 – 31, 2025	April 10, 2025
April 1 – 30, 2025	May 10, 2025
May 1 – 31, 2025	June 10, 2025
June 1 – 30, 2025	July 10, 2025
July 1 – 31, 2025	August 10, 2025
August 1 – 31, 2025	September 10, 2025
September 1 – 30, 2025	October 10, 2025
October 1 – 31, 2025	November 10, 2025
November 1 – 30, 2025	December 10, 2025
December 1 – 31, 2025	January 10, 2026

b. **Subrecipient Reimbursement Expenditure Reports:** Subrecipient Monthly Expenditure Reports
must be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
August 1 – 31, 2024	September 10, 2024
September 1 – 30, 2024	October 10, 2024
October 1 – 31, 2024	November 10, 2024
November 1 – 30, 2024	December 10, 2024
December 1 – 31, 2024	January 10, 2025
January 1 – 31, 2025	February 10, 2025
February 1 – 29, 2025	March 10, 2025
March 1 – 31, 2025	April 10, 2025
April 1 – 30, 2025	May 10, 2025
May 1 – 31, 2025	June 10, 2025
June 1 – 30, 2025	July 10, 2025
July 1 – 31, 2025	August 10, 2025
August 1 – 31, 2025	September 10, 2025
September 1 – 30, 2025	October 10, 2025
October 1 – 31, 2025	November 10, 2025
November 1 – 30, 2025	December 10, 2025
December 1 – 31, 2025	January 10, 2026

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **viaGMIS** by the following dates:

Period	Report Due Date
August 1, 2024 – October 31, 2024	November 10, 2024
November 1, 2024 – January 31, 2025	February 10, 2025
February 1, 2025 - April 30, 2025	May 10, 2025
May 1, 2025 - July 31, 2025	August 10, 2025
August 1, 2025 – October 31, 2025	November 10, 2025
November 1, 2025 – December 31, 2025	January 10, 2026

Note: Obligations not reported on the final monthly or fourth quarter expenditure report will not be considered for payment with the final expenditure report.

c. **Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the entire grant period must be completed and submitted **via GMIS** by 4 p.m. on February 5, 2026. The information contained in this report must reflect the

program's accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.