



TOMÁS J. ARAGÓN, M.D., Dr.P.H.
Director and State Public Health Officer

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



GAVIN NEWSOM
Governor

April 4th, 2024

Thomas Rush PHM, DrPH, MPH
Laboratory Director
Ventura County Public Health Laboratory
2240 East Gonzales Road Suite 160
Oxnard, CA 93036

Authority:

Budget Act of 2023 - AB102 §142 Item 4265-001-0001 Provisions 13 and 14 and AB102 §143 Item 4265-111-0001 Provisions 5 and 6

Dear Dr. Rush,

NOTICE OF AWARD

The California Department of Public Health (CDPH), Center for Laboratory Sciences (CLS) is pleased to announce the intent to award local assistance funds to your agency for Public Health Microbiologist (PHM) training activities. In recognition of ongoing Public Health Laboratory (PHL) personnel shortages and need to increase PHL workforce training programs, CDPH is implementing the Budget Act of 2023 AB102 §142 Item 4265-001-0001 Provisions 13 and 14 and §143 Item 4265-111-0001 Provisions 5 and 6 to increase the number of Public Health Microbiologist (PHM) Trainees in California. CDPH is committed to working to expand this training collaboratively with the California Association of Public Health Lab Directors (CAPHLD), California Conference of Local Health Officers (CCLHO) and the County Health Executives Association of California (CHEAC) to implement the [Public Health Equity and Readiness Opportunity \(HERO\) Initiative](#).

Your agency's AB102 PHM Training Fellowship award is **\$105,000** to support education and training for two PHM Trainee for Fiscal Years (FYs) 2024-2026. To secure these funds, an official grant agreement will be developed and executed between your agency and CDPH covering the period January 1, 2024, through June 30, 2026. Please reply with your intent to accept these funds to Amanda.Moe@cdph.ca.gov by **April 19, 2024** and include your agency's name in the subject line when you reply by email to help us to easily identify which local health jurisdiction (LHJ) you represent.

Forms to initiate local assistance funding

CDPH-CLS will provide templates of the following non-binding, informational forms to initiate your local assistance funding. Since these informational forms are non-binding, they can be completed and signed by the Public Health Laboratory Director or anyone at your agency who has the information to complete the forms. We request that you submit your completed forms to Andrew.Knapp@cdph.ca.gov, Amanda.Moe@cdph.ca.gov, and Sheniece.Gorrell@cdph.ca.gov no later than May 1, 2023. To help us more easily identify which LHJ you represent, please include your agency's name in the subject line when you email us your informational documents.

1. LHJ PHL contact information form
2. Fiscal Year 2023-24 Indirect Cost Rates (attached – for your information)
3. CDPH9083 taxpayer ID form (**REQUIRED for all**) - required for Governmental agencies; provides your LHJ's legal vendor name, taxpayer number (EIN) and payment address
4. std204 (**REQUIRED for all**) - Payee Data Record - provides your LHJ's legal vendor name, taxpayer number (EIN) and payment address
5. std205 (optional) - Payee Data Record Supplement - use this only if needed to provide additional LHJ contact information not captured on std204 (e.g. if your LHJ will have a different, specific mailing address for payments) - if N/A, **REPLY with email that all of your information is on the std204 form**
6. CCC 042017 (**REQUIRED**) - Contractor Certification Clauses – certifies that your LHJ complies with general state requirements (for nondiscrimination, labor relations, etc. - some paragraphs are for other types of vendors and will be N/A for PHLs)
7. DGS OLS 04 (**REQUIRED**) - California Civil Rights Laws Attachment - certifies that your LHJ complies with state civil rights laws and non-discrimination policies

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CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

Once these informational forms are received, CLS will provide the agreement documents and exhibits. If you have any questions about the required documents, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov or Katya Ledin at Katya.Ledin@cdph.ca.gov.

Your Agency must maintain supporting documentation for any expenditures invoiced to CDPH against this source of funding. Documentation should be readily available in the event of an audit or upon request from CDPH. CDPH, in consultation with the California Association of Public Health Laboratory Directors, will periodically evaluate PHM Training spending at the local level and may consider requests for carry forward and redirection of unspent funds to maintain PHM workforce training activities.

Since FY 2018/2019, CDPH has used a new statewide financial management system that integrates budgeting, accounting, contracts, and procurement into one information technology system. Under this system, it is critical that the official name of your agency is used for the grant, as well as ensuring accuracy of the address where invoice payments are to be mailed. To ensure we have accurate information, we are requesting you to complete the attached CDPH 9083 Government Agency Taxpayer Identification Form. If you have please any questions about completing the form, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov.

Travel Costs in Budget

The grant budget may include travel costs for the PHM Trainee. Requirements for travel reimbursement will be specified in the contract documents. The amount of funds budgeted for travel may be adjusted or redirected to another line item on a later date to accurately reflect actual planned trips.

Indirect Costs

Beginning in FY 2014/2015, CDPH negotiated an Indirect Cost Rate (ICR) with each local health jurisdiction in an effort to standardize the rate. This rate is applied to all contracts that CDPH has with your agency. Please see the attached FY 2022-2023 ICR for your use in completing your budgets. Please note that most local health jurisdictions apply the ICR to the total personnel costs only. However, there are a few that apply the rate to the total direct costs (this includes personnel, benefits, operating expenses, travel, and subcontracts line items). Your ICR cannot exceed the negotiated amount, nor can the application of the ICR be changed. However, you may elect to reduce the published Indirect Cost Rate percentage or not include Indirect Costs in the PHM Training budget.

Board of Resolution or Minute Order Requirements

All agreements with local health jurisdictions must have a current Board of Resolution or Minute Order. If the grant is amended during the term of the agreement, a new Board of Resolution or Minute Order must be obtained unless the original resolution clearly states the allowance for amendments, extensions, and renewals to be approved without going through the Board of Supervisors.

If you have any questions about the award or the required documents, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov or Katya Ledin at Katya.Ledin@cdph.ca.gov.

Sincerely,



Anthony Tran, DrPH, MPH, D(ABMM)
Director, State Public Health Laboratory
Deputy Director, Center for Laboratory Sciences
California Department of Public Health

Enclosures: LHJ PHL Contact Information Form, FY 2023/2024 Indirect Cost Rate, CDPH 9083, std204, std205, CCC 042017, DGS OLS 04, Darfur Form

cc: Robert Levin, MD, Rigoberto Vargas, MPH