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Subject: 2023-2024 Public Health Emergency Preparedness Contracts - LHDs

Attachments: 2023-2024 LHD Funding Table.pdf; Meeting Expense Guidelines - EP 20190430 .pdf; Budget Requirements and Reminders.pdf; 2023-2024 PHEP Budget Template.xls; 2023-2024 PHEP Base-CRI Budget Template.xls

Dear Emergency Preparedness Partners:

On July 1, 2023, we will begin new Public Health Emergency Preparedness contracts.

Attached please find documents to assist with the development of your budget for the period of 7/1/23-6/30/24. Please develop your budget request utilizing your 2022-2023 approved budget as a guide. Use the Excel template provided in this email. The first tab of the template includes instructions. Please do not use old versions of the template.

This contract will also include emergency placeholder funding in the "Restricted" budget category. (See the funding table.) The placeholder funds will allow us to make additional funds available quickly during a public health emergency. Please develop your budget using the "Subtotal" amount in the funding table.

Attached:

- 2023-2024 LHD Funding Table
- Meeting Expense Guidelines
- Budget Reminders and Requirements
- Budget Template: Base only
- Budget Template: Base and CRI

Note: Contract deliverables for 2023-2024 will be sent under separate cover.

Please return the completed budget electronically to nyspheap@health.ny.gov by June 1, 2023 or as soon as possible. If you have any questions or concerns, please contact us at nyspheap@health.ny.gov. Thank you.

Luis Lopez
Grants Administration
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