

Moore, Ransom

From: doh.sm.NYSPHEP <NYSPHEP@health.ny.gov>
Sent: Wednesday, May 7, 2025 1:35 PM
Cc: Sarah Ravenhall; Lewis, Cori L (HEALTH); doh.sm.NYSPHEP
Subject: EXTERNAL 2025-2026 Public Health Emergency Preparedness Contracts - LHDs
Attachments: 2025-2026 LHD Funding Table.pdf; 2025-2026 PHEP Base-CRI Budget Template.xls; 2025-2026 PHEP Budget Template.xls; Budget Requirements and Reminders.pdf; Meeting Expense Guidelines - EP 20240516.pdf

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Dear Emergency Preparedness Partners:

On July 1, 2025, we will begin new Public Health Emergency Preparedness contracts. Using the appropriate attached Excel template, prepare a detailed budget to allocate the amount being provided to your organization to implement this program (see the Subtotal column of the attached funding table). Please do not use any other templates to prepare your budget.

The following documents are attached to assist in the development of your budget for the period 7/1/25-6/30/26:

- 2025-2026 LHD Funding Table
- Meeting Expense Guidelines
- Budget Reminders and Requirements
- Budget Template: Base only
- Budget Template: Base and CRI

Note: Contract deliverables for 2025-2026 will be sent under separate cover.

The first tab of the budget templates include instructions. Please develop your budget utilizing your 2024-2025 approved budget as a guide. This contract will also include emergency placeholder funding in the 'Restricted' category. These placeholder funds allow the New York State Department of Health to quickly provide additional funding in the event of a public health emergency.

Return the completed budget electronically to nyspheap@health.ny.gov as soon as possible but **no later than close of business Wednesday, June 4, 2025**. If you have any questions or concerns, please contact us at nyspheap@health.ny.gov.

Thank you,

Kristine Baldes

Pronouns: she, her, hers

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