

**IDPH Local Health Department  
Public Health Emergency Response Grant Extension Program  
November 30, 2010 – January 31, 2011**

As announced on September 30, 2010, IDPH is now making available **approximately \$5 million** in unspent CDC Public Health Emergency Response (PHER) grant funding to Illinois local health departments. The purpose of the funding is to continue previously approved PHER-funded activities, or conduct new activities that address or retest identified gaps in the applicant's pandemic flu response. Many local health departments have indicated that they could not use the original PHER funding for CDC's intended purpose. Therefore, grants will be awarded on a **first-come, first-served basis** to applicants that can **best justify** activities that will advance pandemic planning and preparedness based on the following **Grant Application Review Criteria**.

## **Grant Application Review Criteria**

### **Minimum Requirements**

- 1) Grant applicant is a single Illinois Certified Local Health Department.
- 2) Regional partnerships may select either one certified local health department or an agent to receive the funding from IDPH and issue subgrants to other participating certified local health departments. Application must clearly describe reasonable and significant programmatic and financial participation by all partners.
- 3) Correctly completed and signed IDPH-DPR PHER grant application and budget forms received on or before the application deadline.
- 4) Continuation of previously approved PHER-funded activities, or new activities that address or retest identified gaps in pandemic flu response, or new activities that directly advance pandemic planning and preparedness.
- 5) Not in conflict with previous CDC PHER grant guidance.

### **Other Criteria Reviewed by IDPH in Prioritizing Funds Awarded**

#### **Program-Specific Criteria**

- 1) Lower than average cost per capita. This is the applicant's total funding request divided by the applicant's population (est. 2008 population). The farther below **\$1.70/person** an applicant requests, the more favorably the application will be scored.
- 2) Regional participation by adjoining local health departments instead of a single local health department. A clear and reasonable description of how the proposal will

leverage scarce local resources and increase local cross-jurisdictional cooperation in a future pandemic response. (Number of adjoining LHD jurisdictions sharing the funding).

- 3) Clear documentation that the activities proposed are reasonable and effective in addressing gaps discovered during the applicant's part in the H1N1 response. (Yes or No).
- 4) Clear explanation of how the activities proposed can reasonably be expected to have an impact on advancing pandemic planning and response. (Yes or No).
- 5) Budget Details & Justification, Annual Goals, Quarterly Objectives, Measurement Instruments, Timeline and Personnel descriptions adequately explains a reasonable spending plan able to be maintained based on the resources and past history of the applicant. (Yes or No)

#### Standard IDPH Grant Criteria Assessed by the IDPH Grant Review Committee

- 1) Overall Program Quality
- 2) Scope of Work
  - a. Annual Goals
  - b. Quarterly Objectives
  - c. Measurement Instruments
  - d. Timeline
  - e. Personnel Loading Chart
- 3) Budget Detail & Justification
- 4) Application Support of IDPH Mission

#### Due Dates

- 1) Applications, or resubmissions, will **ONLY** be accepted starting **November 30, 2010** through **January 31, 2011**, or until allotted funding is gone.
- 2) Grant applicants may only expend funds up to **July 30, 2011**.
- 3) Application and Budget should be sent to:

Mark Vassmer, PHEP Grant Coordinator  
IDPH, Division of Disaster Planning and Readiness  
422 S. 5<sup>th</sup> Street, Room 403  
Springfield, IL 62701

## Review Process

- 1) IDPH OPR/DPR staff will review batches of up to 10 grant applications in the order received to verify that they meet the **Minimum Requirements**. Deficient applications will be returned to applicant requesting correction and re-submittal by the applicant. Based on the **Program-Specific Criteria**, OPR/DPR staff will assign a ranking to accepted applications and send them in batches of 10 to each meeting of the IDPH Grant Review Committee.
- 2) Each application will be reviewed by the new IDPH Grant Review Committee (GRC). The GRC is a subset of 5 from a list of 40 IDPH staff members from a wide variety of IDPH grant programs, other than OPR/DPR staff, selected by the IDPH Director's Office. The GRC committee members are trained to provide a consistent review of grant applications received by the Department in compliance with Illinois Public Act # 96-795, effective July 1, 2010. The GRC will periodically review batches of up to 10 applications presented by OPR/DPR staff at periodic (every 2-4 weeks) GRC meetings. Applications will be presented in the order that they have been received and ranked by OPR/DPR staff. If there are more applications than can be reviewed at any GRC meeting, the lower ranking applications will be rescheduled for the next meeting.
- 3) IDPH GRC may recommend full, partial, or no funding to the IDPH Director's Office. For applications that are not recommended for funding, the GRC may also recommend modifications for the applicant to consider as part of an application's resubmission.

## Award Amounts

- 1) The GRC will recommend final award amounts to the Director's Office.
- 2) The maximum award for either single or multi-jurisdictional will be **\$300,000, or \$1.70 per capita, per participating local health department, whichever is less.**
- 3) IDPH anticipates making about **20 to 40 awards** based on the number and type of applicants.