



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

March 2, 2021

Dr. Robert Oldham  
Health Officer  
County of Placer  
11484 B Avenue  
Auburn, CA 95603

**COVID-19 ELC Enhancing Detection Expansion Funding**  
**Award Number COVID-19ELC89**  
**County of Placer**

**Authority:**

Section 311(c)(1) of the Public Health  
Service Act (42 USC 243(c)(1))

Coronavirus Response and Relief  
Supplemental Appropriations Act, 2021  
(P.L. 116-260)

Dear Dr. Robert Oldham:

This letter covers the reimbursement for the ELC Enhancing Detection Expansion funding through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021, P.L. 116-260, to provide additional critical support as we continue to address COVID-19 within our communities. Funding for these activities is covered for the period beginning January 15, 2021 to July 31, 2023. The California Department of Public Health (CDPH) is allocating **\$12,177,694** to **County of Placer**.

Like the work supported by ELC Enhancing Detection, this funding expands support of testing, case investigation and contact tracing, surveillance, containment, and mitigation. Although this funding spans the same six Strategies as the ELC Enhancing Detection funds allocated in early August 2020, there has been a significant amount of additional allowable activities added to each of those Strategies. You are encouraged to review the Guidance document (Attachment 4), specifically the red font which highlights additional allowable activities within each Strategy beginning on page 9.

**Funding:**

The funding term is January 15, 2021 to July 31, 2023. CDPH will evaluate spending at the local level in January 2022. CDPH, in consultation with the California Conference of Local Health Officers and California Health Executives Association of California, will consider options for possible redirection of funds at that time.

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## **Submission Requirements:**

1. Complete a Workplan and Spend Plan by **March 31, 2021** and submit to CDPH at: [CDPHELC@cdph.ca.gov](mailto:CDPHELC@cdph.ca.gov). See *Attachments 1 and 2*. Your Agency should consider the following when developing your Workplan and Spend Plan:

- It is recommended that your Agency fund an administrative position to ensure fiscal accountability and reporting requirements of the various ELC funds.
- Your Agency must work in coordination with tribal governments, community-based organizations, and faith-based organizations, particularly those with experience with high-risk populations based upon county COVID-19 surveillance data. There is no explicit cap or percentage that must go to these partners; however, you must reach out to them and enlist their help where it makes sense (i.e. outreach, testing strategy, education, or housing, etc.).
- Your Agency is encouraged to recruit and give hiring preference to unemployed workers, underemployed workers, and applicants from local communities disproportionately affected by COVID-19, who are qualified to perform the work. In addition, you are encouraged to work with applicants from your community when executing contracts and other services.
- Your Agency's Equity Targeted Investment Plan is on a tab embedded within your workplan labeled "Health Equity". These plans are used to reflect equity activities across all ELC strategies. Please see Attachment 6 for additional information and instructions for completing this portion of your workplan. Please also include in the packet your vaccine equity plan (due to CDPH earlier in March) which should describe the network equity capacity that currently exists in your jurisdiction; as well as potential and future potential to administer vaccines in the jurisdiction's Health Equity Quartile zip codes. The vaccine equity plan should also include the locations and populations being served, a description of the jurisdiction's strategies/activities/educational approaches with community partners to reflect strategies/activities/educational approaches; as well as identification of other support needs to reach disproportionately impacted populations in the Health Equity Quartile zip codes.
- CDC guidance allows ELC Enhancing Detection Expansion funding to be used for expenses that compliment other CDC vaccine delivery efforts, such as staff, contractors, call centers, storage, and other infrastructure needs. Your Agency should prioritize vaccine specific funding and then determine how best to incorporate vaccine-related activities with this funding through your workplan.

**Reporting Requirements:**

As a subrecipient of the COVID-19 ELC Enhancing Detection Expansion funding, the CDC requires submission of the following reporting documents. Additionally, CDPH will require additional data metric reporting related to Strategy 5 (contact tracing and isolation and quarantine activities). For your convenience, your Contract Manager will issue reminders as these dates get closer.

1. Submit quarterly progress reports to CDPH following the schedule below to provide status of timelines, goals, and objectives outlined in your workplan. Reporting must include a list of tribal governments, community-based organizations, and faith-based organizations that your Agency has included in its efforts. See *Attachment 1*. Note, if your workplan is under review by CDPH and has not been approved by the progress report due date, you are still required to submit your progress report to CDPH.

<b>Year/Quarter</b>	<b>Reporting Period</b>	<b>Due Date</b>
Year 1/Q1	January 15, 2021 – April 30, 2021	June 1, 2021
Year 1/Q2	May 1, 2021 – July 31, 2021	August 31, 2021
Year 1/Q3	August 1, 2021 – October 31, 2021	November 30, 2021
Year 1/Q4	November 1, 2021 – January 31, 2022	February 28, 2022
Year 2/Q1	February 1, 2022 – April 30, 2022	May 31, 2022
Year 2/Q2	May 1, 2022 – July 31, 2022	August 31, 2022
Year 2/Q3	August 1, 2022 – October 31, 2022	November 30, 2022
Year 2/Q4	November 1, 2022 – January 31, 2023	February 28, 2023
Year 3/Q1	February 1, 2023 – April 30, 2023	May 31, 2023
Final	May 1, 2023 – July 31, 2023	August 31, 2023

2. Submit monthly expenditure reports on the last day of each month, beginning on April 30, 2021. Expenditure reporting should be completed within your Spend Plan. Note, if your spend plan is under review by CDPH and has not been approved by the reporting due date, you are still required to submit your expenditure report to CDPH.
3. For Agencies not using the CalCONNECT Contact Tracing data management system comprehensively for all of their COVID-19 cases, there may be additional reporting required on a monthly basis related to Strategy 5 activities. CDPH will provide a template to use to facilitate the reporting of these additional data metrics.

**Reimbursement/Invoicing:**

CDPH will reimburse your Agency upon receipt of invoice. In order to receive your reimbursements, please complete and submit your invoice(s) to: [CDPHEL@cdph.ca.gov](mailto:CDPHEL@cdph.ca.gov). See *Attachment 3*.

1. First Quarter Payment: CDPH will issue a warrant (check) to your Agency for 25% of your total allocation, this will be issued as an advance payment.
2. Future payments will be based on reimbursement of expenditures once the 25% advance payment has been fully expended. In order to receive future payments, your Agency must complete and submit reporting documentation within Attachments 1 and 2 following the due dates above within Reporting Requirements.
3. 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. Documentation should be maintained onsite for five years.

Thank you for the time your Agency has and will continue to invest in this response. We are hopeful that this additional funding can support the needs of your local health jurisdiction and that it provides adequate resources for your participation in ELC Enhancing Detection Expansion activities. CDPH is hosting a webinar on Friday, March 5<sup>th</sup> at 1:30pm to go over the requirements and activities of this funding. If you have any questions or need further clarification, please reach out to [CDPHELC@cdph.ca.gov](mailto:CDPHELC@cdph.ca.gov).

Sincerely,

*Melissa Relles*

Melissa Relles  
Assistant Deputy Director  
Emergency Preparedness Office  
California Department of Public Health

### **Attachments**

- Attachment 1: Workplan and Progress Report
- Attachment 2: Spend Plan and Expenditure Report
- Attachment 3: Invoice Template
- Attachment 4: ELC Enhancing Detection Guidelines
- Attachment 5: Local Allocations
- Attachment 6: Equity Targeted Investment Plan Instructions