

## FY24 Grants Budgetary Information



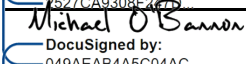
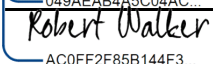
Document Type:

Award   X  Amendment       Other       

General Information			
Agency Name:	Louisville Metro Public Health & Wellness	Grant Period:	12/8/2023-6/30/2024
Award Name:	FY24 769 ELC COVID-19	ALN:	
Award ID:	TBD	Grantor Amount:	\$100,000.00
LMG Match Cost Center:	NA	LMG Match Amount:	NA

Budget Detail for Awarded Grants
<p>Fill in the "Existing or Anticipated Grant Amount" column if this grant was included on the FY24 Listing of Existing or Anticipated Awards in the FY24 operating or capital ordinance. If the new award amount is greater than the amount authorized in the ordinance, an A/R memo will need to be drafted by the Budget Division and circulated for approval. This process takes approximately two weeks.</p> <p>*Note new grants that were not included on the FY24 Listing of Existing or Anticipated Awards in the FY24 operating or capital ordinance require a resolution, drafted by the Budget Division, to be approved by the Metro Council. This legislative process takes approximately four weeks.</p>

Grant Name	Existing or Anticipated Grant Amount	Total Amount Awarded	Current Workday Budget	Workday Budget Change
FY24 769 ELC COVID-19	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
<b>Totals</b>	\$ -	\$ 100,000.00	\$ -	100,000.00

Routing Information			
Grant Accountant:	Jennifer Martinez	Signature: 	Date: 2/23/2024
Grants Supervisor:	Trish Jackson	Signature: 	Date: 2/23/2024
Fiscal Coordinator:	Michael O'Bannon	Signature: 	Date: 2/23/2024
Budget Analyst:	Robert Walker	Signature: 	Date: 2/26/2024

# Cost Center 769

Laken Adams-Clay  
September 28, 2023



# Cost Center Description

“This cost center is to enable local health departments to continue responding to the COVID-19 pandemic and other infectious diseases of public health importance. Allowable activities include case surveillance, investigation, and reporting and contact tracing; data entry and cleanup in NEDSS and (if necessary CTT); outreach, education, and prevention activities (especially to vulnerable populations); and COVID-19 testing. Local health departments should follow the guidance provided by DPH regarding streamlining COVID-19 investigations. This includes prioritizing which cases to investigate and following the minimum data element entry guide for NEDSS. Local health departments may also use this cost center to enhance capacity to respond to future pandemics.”

# Current Allowable Costs

- 🛡️ Staff salary, fringe, indirect or contractual expenses to respond to the current COVID-19 and future pandemics. Activities would include surveillance, disease investigation, contact tracing, reporting, testing, providing education.
- 🛡️ Wrap around services for isolation and quarantine.
- 🛡️ Supplies and equipment required to respond to the current COVID-19 and future pandemics (office supplies, computers, copiers/scanners/printers, phones, smartboards, software licenses, tablets, testing supplies, educational materials, etc.).
- 🛡️ Staff training and professional development to enhance staff knowledge, skills, and capacity to respond to the current and future pandemic.

# *Potentially Allowable Costs*

- 🛡️ Minor renovation (defined as less than 50% total square footage of existing structure)
- 🛡️ Vehicles, trailers, mobile units
- 🛡️ Stipends/incentives to encourage participation in testing and/or vaccination coverage for those put at higher risk for COVID-19
- 🛡️ Office furniture
- 🛡️ Electronic Health Record (EHR)
- 🛡️ Please contact [laken.adams@ky.gov](mailto:laken.adams@ky.gov) or [carrell.rush@ky.gov](mailto:carrell.rush@ky.gov) for approval on these types of costs using current 769 allocation

# RedCap Application for Funding Requests

 [https://redcap.link/LHD\\_769\\_Reqs](https://redcap.link/LHD_769_Reqs)

 Please visit the link above if you would like to request additional 769 funding for special projects

 Required documentation:

- Quotes/bids when applicable in accordance with [902 KAR 8:170](#)
- Budget form (blank template attached in RedCap)
- Justification letter with a focus on COVID response and mitigation

 Special projects **must** be completed by June 30, 2024 for 769 reimbursement

# Budget Form

- Download budget form from RedCap, complete form and upload to request (highlighted in image)
- Budget form requires a cost description per budget category
- Describe need and costs associated with budget category total and how much they are

Request Justification and Documents

Brief description of request (please include funding amount requested and how this project is tied to COVID response)

Expand

Upload Justification Letter

Upload file

Please download and complete the budget template attached below

Attachment: 769 Budget Request Form.xlsx (24.6 kB)

Upload Completed Budget

Upload file

Upload Supporting Documentation (Quotes, Bids, Proposals, etc.)

Upload file

Submit

# Budget Form Example

Budget Proposal		
Local Health Department Name:		
Budget Category	Request	Cost Description
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Consultants		
Contracts	\$80,000	Contract for one temporary staff to work on COVID activities including but not limited to data reconciliation, community engagement... Cost is calculated at \$50 per hour for 1,600 hours until June 30, 2024.
Other Costs	\$60,000	Line includes the purchase of office furniture at \$50,000 (quote attached) for LHD staff and \$10,000 for a new phone system (quote attached)
Subtotal	\$140,000	
Indirect (Salary Costs Only)		
TOTAL REQUEST	\$140,000	



# Justification Letter

 Justification letter should be signed and on letterhead


 Justification examples:

**WEAK:** We offer COVID testing and vaccination and need to repave our parking lot where we offer these services

**STRONG:** The parking lot at our LHD needs repaved and expanded. Many members of our community avoid our facility due to the inconvenient parking offered. By repaving and expanding our parking lot, we hope to attract a larger population to serve. Expanding our lot also creates a space for us to host outdoor events, where we will give out COVID antigen test kits and educational materials and offer on-site vaccination. This project will allow us to better serve our community now and during future pandemics as it will enhance our ability to engage and create relationships with our community members. The cost for this project is \$5,000 and appropriate documentation is attached...

 Think about: 1) did we have an issue that made pandemic response difficult, 2) how can we correct the issue, 3) how will correcting the issue serve us presently, and 4) how will it allow us to have a more positive response in the future

# Unallowable Costs

-  Work outside the scope of the ELC portfolio of activities:
- Clinical care
  - Construction
  - Research
  - Food for staff
  - Vaccine purchase
  - Non-infectious disease work (i.e., HANDS, WIC, etc.)
  - Infectious diseases not covered under ELC (TB, STDs, HIV/AIDs)



## Martinez, Jennifer

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**From:** Coffey, Kyle  
**Sent:** Wednesday, January 17, 2024 12:28 PM  
**To:** Martinez, Jennifer  
**Cc:** Connelly, Joey  
**Subject:** Fwd: FY24 Cost Center 769 - Approval of Special Projects  
**Attachments:** LMPHW FY24 GRANT AGREEMENT\_FY24 COVID19 Testing Collaboration.docx

Jennifer,

Emailing to confirm we have these funds available and that we are okay to send out the attached grant agreement for our collaboration with KNA.

Kyle N. Coffey, MBA  
Executive Administrator, Finance  
502-574-4613

---

**From:** Novario, Dana <Dana.Novario@louisvilleky.gov>  
**Sent:** Wednesday, January 17, 2024 12:19:11 PM  
**To:** Coffey, Kyle <Kyle.Coffey@louisvilleky.gov>; Connelly, Joey <Joseph.Connelly@louisvilleky.gov>  
**Cc:** Kern, Paul <Paul.Kern@louisvilleky.gov>  
**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

Updated!

Delanor Manson, [executivedirector@kentucky-nurses.org](mailto:executivedirector@kentucky-nurses.org)

Thank you,  
Dana

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**From:** Coffey, Kyle <Kyle.Coffey@louisvilleky.gov>  
**Sent:** Tuesday, January 16, 2024 5:37 PM  
**To:** Novario, Dana <Dana.Novario@louisvilleky.gov>; Connelly, Joey <Joseph.Connelly@louisvilleky.gov>  
**Cc:** Kern, Paul <Paul.Kern@louisvilleky.gov>  
**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

Dana,  
Go ahead and update this section to today's date as well...

“WITNESS the agreement of the Parties hereto as attested by their signatures

affixed hereon, this **insert numerical date** day of **Insert Month**, 2021.”

Also, we'll need more information on the budget. Are these professional services or a fee per test, etc.? Be more specific.

At last, we'll need the email address of the signatory Delanor Manson to send the final agreement via DocuSign.

Thanks!

**Kyle N. Coffey, MBA (he/him/his) – [What's this?](#)**

Executive Administrator

Louisville Metro Public Health and Wellness

(502) 574-4613

[kyle.coffey@louisvilleky.gov](mailto:kyle.coffey@louisvilleky.gov)



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**From:** Novario, Dana <[Dana.Novario@louisvilleky.gov](mailto:Dana.Novario@louisvilleky.gov)>

**Sent:** Tuesday, January 16, 2024 4:44 PM

**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>

**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>

**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

Greetings,

Attached is the draft. Please let me know next steps.

Thank you,

Dana

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**From:** Novario, Dana  
**Sent:** Tuesday, January 16, 2024 3:38 PM  
**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>  
**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>  
**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

Thank you, I will get started right away!

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**From:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>  
**Sent:** Tuesday, January 16, 2024 3:24 PM  
**To:** Novario, Dana <[Dana.Novario@louisvilleky.gov](mailto:Dana.Novario@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>  
**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>  
**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

My apologies. The template has changed. See attached.

**Kyle N. Coffey, MBA** (he/him/his) – [What's this?](#)  
Executive Administrator  
Louisville Metro Public Health and Wellness  
(502) 574-4613  
[kyle.coffey@louisvilleky.gov](mailto:kyle.coffey@louisvilleky.gov)



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**From:** Novario, Dana <[Dana.Novario@louisvilleky.gov](mailto:Dana.Novario@louisvilleky.gov)>  
**Sent:** Wednesday, January 10, 2024 3:43 PM  
**To:** Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>; Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>  
**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>  
**Subject:** RE: FY24 Cost Center 769 - Approval of Special Projects

Thank you, Joey.

I took the subaward that I used in FY23 and updated it with info for FY24. There are some items that I am uncertain about and have highlighted. Any help would be much appreciated.

I am uncertain what items I need to submit this subaward, in the past the funding sources were ELC or ARP. The funding source for this FY would be KDPH cost center 769 allocation.

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**From:** Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>

**Sent:** Wednesday, January 10, 2024 3:38 PM

**To:** Novario, Dana <[Dana.Novario@louisvilleky.gov](mailto:Dana.Novario@louisvilleky.gov)>; Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>

**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>

**Subject:** Re: FY24 Cost Center 769 - Approval of Special Projects

Hi Dana,

I know of a subrecipient invoice template but am not sure I have come across a template just for subawards. I have a grant agreement template, but I don't think that is what you need. I also have a decision tree to determine whether the collaboration with an outside entity should be contracted or sub-awarded.

I will keep looking, but if any of the above sound like they will meet your needs, please let me know.

Thanks,  
Joey

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**From:** Novario, Dana <[Dana.Novario@louisvilleky.gov](mailto:Dana.Novario@louisvilleky.gov)>

**Sent:** Wednesday, January 10, 2024 3:07 PM

**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>

**Cc:** Kern, Paul <[Paul.Kern@louisvilleky.gov](mailto:Paul.Kern@louisvilleky.gov)>

**Subject:** FW: FY24 Cost Center 769 - Approval of Special Projects

Greetings,

I hope you are both doing well!

I am reaching out to ask for a subaward template that I may use for the collaboration with KNA. Attached is the subaward we granted last fiscal year. If the template is the same, then I will recreate but it is different, please let me know.

Thank you,  
Dana Novario

---

**From:** Novario, Dana

**Sent:** Wednesday, December 20, 2023 3:58 PM

**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>

**Subject:** FW: FY24 Cost Center 769 - Approval of Special Projects

Forgive me for the double message! If there is a template I can get started on, that would be super helpful. The Kentucky Nurses Association wants to schedule a planning call, but I want to wait until the contract is completed before we begin any work.

Thank you!

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**From:** Novario, Dana

**Sent:** Wednesday, December 13, 2023 1:07 PM

**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>


**Subject:** FW: FY24 Cost Center 769 - Approval of Special Projects

Hello and good afternoon,

**Cost Center 769**

Reaching out to ask which subaward/contract template I may for this project?

**Rockefeller – JCPS**

Also, are there any changes that should be made before I submit the final Rockefeller narrative and finance report (2020 HTH NR-3 and FR-3)?  [Narrative & Budget Reports](#).

Thank you,

Dana

---

**From:** Novario, Dana

**Sent:** Tuesday, December 5, 2023 5:11 PM

**To:** Coffey, Kyle <[Kyle.Coffey@louisvilleky.gov](mailto:Kyle.Coffey@louisvilleky.gov)>; Connelly, Joey <[Joseph.Connelly@louisvilleky.gov](mailto:Joseph.Connelly@louisvilleky.gov)>

**Subject:** FW: FY24 Cost Center 769 - Approval of Special Projects

Greetings,

We have received grant funding to contract the Kentucky Nurses Association to conduct COVID testing events at shelters/non-profits. It will be via Cost Center 769 for \$100,000.



Thank you,  
Dana

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**From:** Adams, Laken (CHFS DPH DEHP) <[laken.adams@ky.gov](mailto:laken.adams@ky.gov)>

**Sent:** Tuesday, December 5, 2023 10:49 AM

**To:** Adams, Laken (CHFS DPH DEHP) <[laken.adams@ky.gov](mailto:laken.adams@ky.gov)>; Rush, Carrell (CHS DPH DEHP) <[Carrell.Rush@ky.gov](mailto:Carrell.Rush@ky.gov)>

**Subject:** FY24 Cost Center 769 - Approval of Special Projects

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Hi all,

I am writing to inform you that your special project request for cost center 769 has been approved. Please look for a realignment to be completed before month-end relating to these funds being added to your original cost center 769 allocation.

If you have specific questions about your project or anything related to 769, feel free to reach out to Carrell and I at any time.

We appreciate your dedication to your community by taking the initiative to increase capacity for outbreak response with the utilization of 769 funds.

Thank you and have a great day,



**Laken Adams-Clay, MBA** (she/hers)

Grant Budget Manager

Kentucky Department for Public Health

Division of Epidemiology and Health Planning

Epidemiology and Laboratory Capacity (ELC)

275 East Main Street

Frankfort, KY 40621

Cell: 502-395-8089

[KDPH Website](#)



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