Ready, Set, PHEP!
An Introduction to Public Health Emergency Preparedness (PHEP)

MISSOURI DEPARTMENT OF
HEALTH &
SENIOR SERVICES

Program Description

Since 2002, the PHEP cooperative agreement has been a critical source of funding for state and local public health departments.

The purpose behind this grant is to strengthen the health department's ability to effectively respond and recover from a range of public health threats.

Examples:

- Infectious diseases
- Natural disasters
- Biological, chemical, nuclear, and radiological events.

15 Capabilities

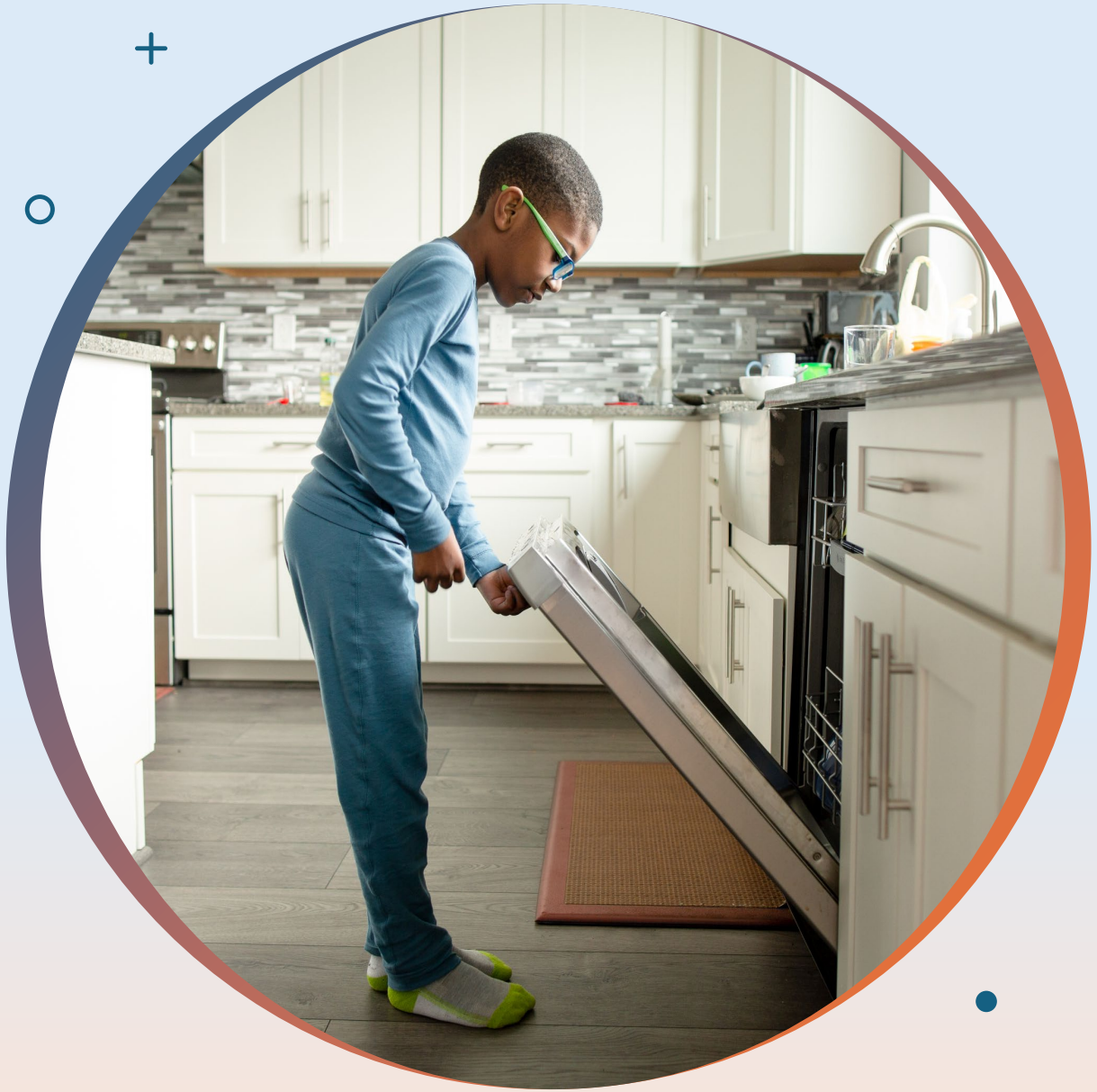
- **CAP 1** Community Preparedness
- **CAP 2** Community Recovery
- **CAP 3** Emergency Operations Coordination
- **CAP 4** Emergency Public Information and Warning
- **CAP 5** Fatality Management
- **CAP 6** Information Sharing
- **CAP 7** Mass Care
- **CAP 8** Medical Countermeasure Dispensing
- **CAP 9** Medical Materiel Management and Distribution
- **CAP 10** Medical Surge
- **CAP 11** Non-Pharmaceutical Interventions
- **CAP12** Public Health Laboratory Testing
- **CAP 13** Public Health Surveillance and Epidemiological Investigation
- **CAP 14** Responder Safety and Health
- **CAP 15** Volunteer Management

Capability Overview

- The 15 capability standards in the LPHA Work Plans guide local public health agencies in preparing for, responding to, and recovering from public health emergencies.

- Under the PHEP Contract, each LPHA must complete at least one activity/output for each of the 14 applicable capabilities during the **five-year** grant cycle. Just started year FY27 on 7/1/26 – 6/30/27, this is year 3/5.

NOTE: Capability 12 is completed by the State Public Health Laboratory and does not require LPHA action.



Suggestion

- A practical way to meet this requirement is to complete one activity/output for at least three capabilities each year.
- Each capability worksheet includes prewritten activities/outputs developed by Capability Leads.– LPHAs may use these prewritten options or create their own.– For questions about any prewritten activities/outputs, you may contact the corresponding Capability Lead

Capability Leads – Who Are These People & How Do We Get A Hold Of Them?

PHEP Capability Leads (2026-2027)

Domain	Capability	Lead	Email	Phone
Domain #1 Community Resilience	**CAP 1** Community Preparedness	Jessica Sexton, Lead – SEMA Marcia Davis, DHSS	Jessica.Sexton@sema.dps.mo.gov Marcia.Davis@health.mo.gov	573-526-9377 573-526-8560
	CAP 2 Community Recovery	Mark Pethan, Lead - SEMA Jeremy Wilson, - DHSS	Mark.Pethan@sema.dps.mo.gov Jeremy.Wilson@health.mo.gov	573-526-3644 573-522-6131
Domain #2 Incident Management	**CAP 3** Emergency Operations Coordination	Anna Long, Lead - DHSS Marcia Davis, DSDS	Anna.Long@health.mo.gov Marcia.Davis@health.mo.gov	573-526-3784 573-526-8560
Domain #3 Information Management	**CAP 4** Emergency Public Information and Warning	Caty Luebbert, Lead - SEMA	Caty.Luebbert@sema.dps.mo.gov	573-751-6294 573-508-8325
	CAP 6 Information Sharing	Susan Dulle, Lead - DHSS	Susan.Dulle@health.mo.gov	573-526-4276
Domain #4 Countermeasures and Mitigation	**CAP 8** Medical Countermeasure Dispensing	Emily Carpenter, Lead - SEMA	emily.carpenter@sema.dps.mo.gov	573-526-4231
	CAP 9 Medical Materiel Management and Distribution	Emily Carpenter, Lead - SEMA	emily.carpenter@sema.dps.mo.gov	573-526-4231
	CAP 11 Non-Pharmaceutical Interventions	Erik Hoaglund, Lead - DHSS	Erik.Hoaglund@health.mo.gov.	314-877-0598
	CAP 14 Responder Safety and Health	Tyler Bax, Co-Lead - DHSS Jeremy Wilson, Co-Lead - DHSS	Tyler.Bax@health.mo.gov Jeremy.Wilson@health.mo.gov	573-526-6647 573-522-6131

Domain #5 Surge Management	**CAP 5** Fatality Management	Jessica Sexton, Lead – SEMA	Jessica.Sexton@sema.dps.mo.gov	573-526-9377
	CAP 7 Mass Care	Emily Schepker, Lead - SEMA	Emily.Schepker@sema.dps.mo.gov	573-522-4306
	CAP 10 Medical Surge	Kayla Morgan, Lead - DHSS	Kayla.Morgan@health.mo.gov	573-526-2733 573-526-9765
	CAP 15 Volunteer Management	Kayla Morgan, Lead - DHSS	Kayla.Morgan@health.mo.gov	573-526-2733 573-526-9765
Domain #6 Surveillance	**CAP 12** Public Health Laboratory Testing	Heather Davenport, Lead - DHSS	Heather.Davenport@health.mo.gov	573-751-1090
	CAP 13 Public Health Surveillance and Epidemiological Investigation	Nathan Koffarnus, Co-Lead – DHSS John Bos, Co-Lead - DHSS	Nathan.Koffarnus@health.mo.gov John.Bos@health.mo.gov	417-829-0329 417-895-6945

LPHA Work Plan

The work plan is a tool designed in an excel spreadsheet to help you

- Determine what activities and outputs you want to address in the current budget period
- Allow capability leads to provide reviewer comments and/or feedback
- Provide Mid-Year and End-of-Year Reports to PHEP Program

FY26-27 Work Plan

- I:\CPHDivision\CERT\Grants and Contracts\2026-2027 BP3 Preparedness Contract Info\PHEP\FY27 (2026-2027) LPHA Work Plan Template 2.24.26.xlsx

- I:\CPHDivision\CERT\Grants and Contracts\2026-2027 BP3 Preparedness Contract Info\PHEP\PHEP SOW and CRI SOW for FY26-27.xlsx

What to Include in the Mid-Year and End-of-Year Work Plan

The Mid-Year Work Plan is due January 15. It should include:

- Output Accomplishments, or accomplishments made as of **December 31**. Note: Should be measurable. Example: If the goal was to train 100 employees, how many did you train?

The End-of-Year Work Plan is due June 30. It should include:

- Output accomplishments made by **June 30** (end of budget year). Determine whether each activity has been completed, partially completed, or discontinued. Indicate this by using the drop-down box in the work plan spreadsheet to select "**Completed**", "**Partially Completed**" or "**Discontinued**."

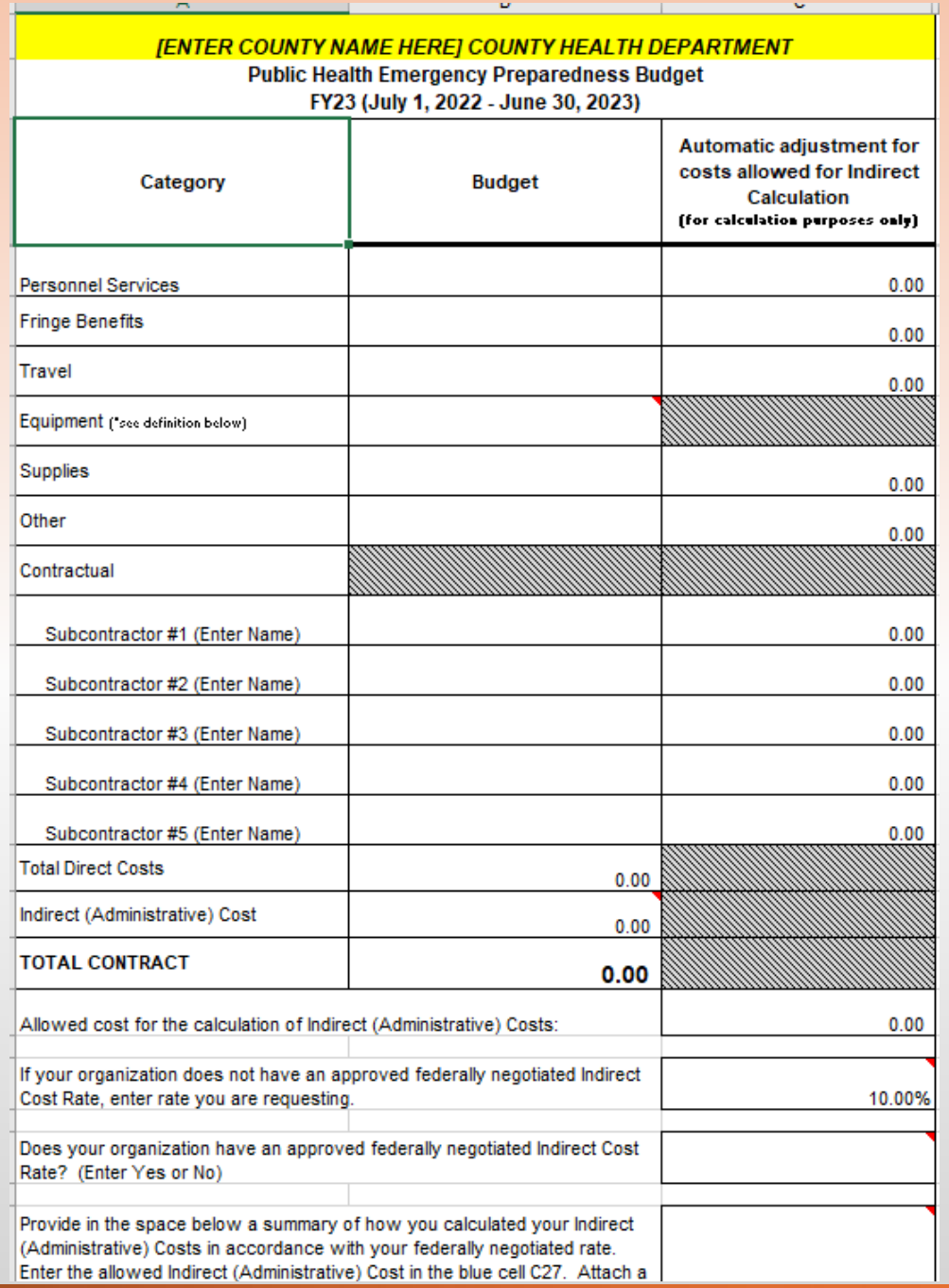
Required Reports Overview

- Work Plan of Activities and Outputs
  - Mid-Year Work Plan is due **January 15th**
  - End-of-Year Work Plan is due **June 30th**
- LPHA PHEP Budget
- LPHA Budget Reallocations (as-needed)
- DA-38 Invoice
  - Due the **15th of every month**
- Tangible Personal Property Report (SF-428S) and PHEP Inventory Listing
  - Due by **June 30th**
- Record of Changes
  - Due by **September 30th**

LPHA PHEP Budget

Use the budget template to record how you plan to spend funding.

- **Fillable template that calculates for you.**
- **Chosen Capabilities need to be included in your budget. Budget needs to coincide with work plan**



[ENTER COUNTY NAME HERE] COUNTY HEALTH DEPARTMENT

Public Health Emergency Preparedness Budget
FY23 (July 1, 2022 - June 30, 2023)

Category	Budget	Automatic adjustment for costs allowed for Indirect Calculation (for calculation purposes only)
Personnel Services		0.00
Fringe Benefits		0.00
Travel		0.00
Equipment (*see definition below)		
Supplies		0.00
Other		0.00
Contractual		
Subcontractor #1 (Enter Name)		0.00
Subcontractor #2 (Enter Name)		0.00
Subcontractor #3 (Enter Name)		0.00
Subcontractor #4 (Enter Name)		0.00
Subcontractor #5 (Enter Name)		0.00
Total Direct Costs	0.00	
Indirect (Administrative) Cost	0.00	
TOTAL CONTRACT	**0.00**	
Allowed cost for the calculation of Indirect (Administrative) Costs:		0.00
If your organization does not have an approved federally negotiated Indirect Cost Rate, enter rate you are requesting.		10.00%
Does your organization have an approved federally negotiated Indirect Cost Rate? (Enter Yes or No)		
Provide in the space below a summary of how you calculated your Indirect (Administrative) Costs in accordance with your federally negotiated rate. Enter the allowed Indirect (Administrative) Cost in the blue cell C27. Attach a		

LPHA Budget Reallocations

- The Contractor may rebudget up to **10%** of the budget without written Department approval as long as indirect costs are not affected.
- **However, the Contractor needs to notify the PHEP Program to request and submit a reallocation form**

Public Health Emergency Preparedness Budget
Reallocation Request
2020-2021
LPHA NAME:

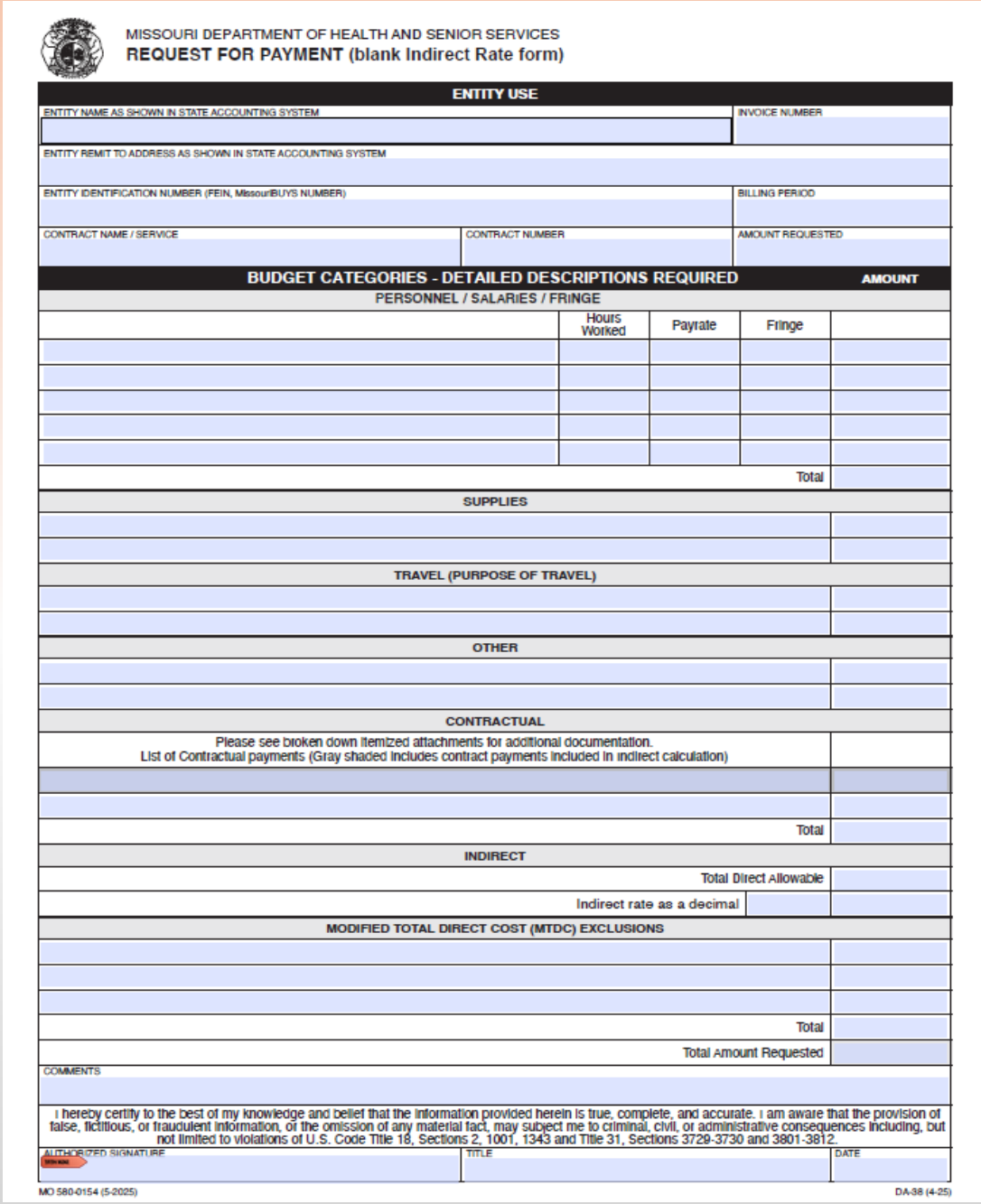
Category	Current Budget (OLD)	Proposed Budget (NEW)	Difference	Work Plan Capability Associated with Funding Move	Item(s) to be Purchased and the Cost of Each Item	Please explain why the reallocation is being requested
Personnel Services	0.00	0.00	0.00			
Fringe Benefits	0.00	0.00	0.00			
Travel	0.00	0.00	0.00			
Equipment	0.00	0.00	0.00			
Supplies	0.00	0.00	0.00			
Other	0.00	0.00	0.00			
Contractual						
Subcontractor #1	0.00	0.00	0.00			
Subcontractor #2	0.00	0.00	0.00			
Subcontractor #3	0.00	0.00	0.00			
Subcontractor #4	0.00	0.00	0.00			
Subcontractor #5	0.00	0.00	0.00			
Total Direct Costs	**0.00**	**0.00**	0.00			
Indirect (Administrative) Cost	0.00	0.00	0.00			
TOTAL CONTRACT	**0.00**	**0.00**	**0.00**			
Indirect Cost Rate default 10.00%, enter rate you are requesting if different from 10.00%.	10.00%	10.00%				

Filling out an Invoice

An invoicing form or a DA-38 is a PDF fillable form used to request payment.

Important that you send invoices to: Preparedness@health.mo.gov by the 15th of each month.

Entering your jurisdiction's name on the subject line will speed up the processing of your request for reimbursement



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
REQUEST FOR PAYMENT (blank Indirect Rate form)

ENTITY USE

ENTITY NAME AS SHOWN IN STATE ACCOUNTING SYSTEM | INVOICE NUMBER

ENTITY REMIT TO ADDRESS AS SHOWN IN STATE ACCOUNTING SYSTEM

ENTITY IDENTIFICATION NUMBER (FEIN, MissouriBUYS NUMBER) | BILLING PERIOD

CONTRACT NAME / SERVICE | CONTRACT NUMBER | AMOUNT REQUESTED

BUDGET CATEGORIES - DETAILED DESCRIPTIONS REQUIRED				AMOUNT
PERSONNEL / SALARIES / FRINGE				
	Hours Worked	Payrate	Fringe	
Total				
SUPPLIES				
TRAVEL (PURPOSE OF TRAVEL)				
OTHER				
CONTRACTUAL				
Please see broken down itemized attachments for additional documentation. List of Contractual payments (Gray shaded includes contract payments included in indirect calculation)				
Total				
INDIRECT				
Total Direct Allowable				
Indirect rate as a decimal				
MODIFIED TOTAL DIRECT COST (MTDC) EXCLUSIONS				
Total				
Total Amount Requested				

COMMENTS

I hereby certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

AUTHORIZED SIGNATURE | TITLE | DATE

MO 580-0154 (5-2025) DA-38 (4-25)

Knowledge is Power … use your Resources!!!

- Reach out to the DHSS PHEP Program – email Preparedness@health.mo.gov
- READ your contract. It will outline **all** requirements necessary for fulfillment
- Attend the Annual Fall Preparedness Summit
- Reach out to other planners
- LPHA Hub https://www.mo-lpha.com.
- NACCHO (National Association of County & City Health Officials) Toolbox: https://www.naccho.org/membership/become-a-member

Questions? Comments. Concerns.
Reach out to our team or email preparedness@health.mo.gov
We are happy to help!!!!

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THANK YOU!