



TOMÁS J. ARAGÓN, MD, DrPH  
Director and State Public Health Officer

State of California—Health and Human Services Agency  
California Department of Public Health



GAVIN NEWSOM  
Governor

December 14, 2022

Dr. Donna Ferguson, PhD  
Monterey County Public Health Laboratory  
1270 Natividad Road  
Salinas, CA 93906

Dear Dr. Ferguson:

NOTICE OF AWARD

The California Department of Public Health (CDPH), Center for Laboratory Sciences (CLS) is pleased to announce the intent to award local assistance funds to your agency for Public Health Microbiologist (PHM) training activities. In recognition of ongoing Public Health Laboratory (PHL) personnel shortages and need to increase training programs, the [Budget Act of 2022](#) (AB 178 Section 143 Item 4265-111-0001 Provision 17) appropriated \$3.2 million per year for 3 years to increase the number of Public Health Microbiologist (PHM) Trainees in California. CDPH is committed to working to expand this training collaboratively with the California Association of Public Health Lab Directors (CAPHLD), California Conference of Local Health Officers (CCLHO), the County Health Executives Association of California (CHEAC) and the [Public Health Equity and Readiness Opportunity \(HERO\) Initiative](#).

Your agency's AB 178 PHM Training award for Fiscal Year (FY) 2022-2023 is \$60,000 plus travel costs to support training for two (2) PHM trainees. These PHM Training funds shall be used in collaboration with the CAPHLD PHM Training Program for the implementation of activities to provide the 26 weeks (1040 hours) of PHM training required by CDPH Laboratory Field Services to be consistent with California Code of Regulations Title 17 Sections 1079-1080. To secure these funds, an official grant agreement will be developed and executed between your agency and CDPH covering the period July 1, 2022 through June 30, 2025. Please reply with your intent to accept these funds to [Wilfred.Velasco@cdph.ca.gov](mailto:Wilfred.Velasco@cdph.ca.gov) by December 16, 2022 and include your agency's name in the subject line when you reply by email to help us to easily identify which local health jurisdiction (LHJ) you represent.

**Agreement**

To assist the Center for Laboratory Sciences staff in preparing your agreement, we will provide templates of the following documents and request that you submit your completed forms to [Wilfred.Velasco@cdph.ca.gov](mailto:Wilfred.Velasco@cdph.ca.gov) no later than January 6, 2023. To help us to easily identify which LHJ you represent, please include your agency's name in the subject line when you email us your agreement documents.



1. LHJ PHL contact information form (attached)
2. CDPH 9083, Government Agency Taxpayer Identification Form (attached)
3. Fiscal Year 2022-23 Indirect Cost Rates (attached)
4. PHM Training Scope of Work – template and instructions to follow
5. PHM Training Budget – template and instructions to follow

Once initial agreement documents are received, CLS will review and prepare the documents for Contract Management Unit review and approval. If you have any questions about the required documents, please contact Wil Velasco at [Wilfred.Velasco@cdph.ca.gov](mailto:Wilfred.Velasco@cdph.ca.gov) or Katya Ledin at [Katya.Ledin@cdph.ca.gov](mailto:Katya.Ledin@cdph.ca.gov).

### **Terms and Conditions**

AB 178 PHM Training awards will be disbursed as reimbursement grants. Invoices shall be submitted at least annually. Upon receipt of invoice, CDPH will reimburse your Agency for up to 100% of your total award. 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.

CDPH will work collaboratively with local agencies to increase PHM Training activities by allowing applications and amendments on a continuous basis from July 1, 2022 through March 31, 2025 or until all PHM Trainee funding has been allocated. CDPH, in consultation with the California Association of Public Health Laboratory Directors, will periodically evaluate spending at the local level and may consider requests for carry forward and options for possible redirection of unspent funds at those times.

Since FY 2018/2019, CDPH has used a new statewide financial management system that integrates budgeting, accounting, contracts, and procurement into one information technology system. Under this system, it is critical that the official name of your agency is used for the grant, as well as ensuring accuracy of the address where invoice payments are to be mailed. To ensure we have accurate information, we are requesting you to complete the attached **CDPH 9083 Government Agency Taxpayer Identification Form**. If you have please any questions about completing the form, please contact Wil Velasco at [Wilfred.Velasco@cdph.ca.gov](mailto:Wilfred.Velasco@cdph.ca.gov).

### **Travel Costs in Budget**

The grant budget may include travel costs for the PHM Trainee and any Public Health Laboratory (PHL) staff serving as PHM training instructors to attend CAPHLD/CDPH PHM Training Program classes, review sessions, board certification examinations and other trainings and meetings directly related to training in public health microbiology and laboratory science. The amount of funds budgeted for travel may be adjusted or redirected to another line item on a later date to accurately reflect actual planned trips.

### **Indirect Costs**

Beginning with FY 2014/2015, CDPH negotiated an Indirect Cost Rate (ICR) with each local health jurisdiction in an effort to standardize the rate. This rate is applied to all contracts that CDPH has with your agency. Please see the attached FY 2022-2023 ICR for your use in completing your budgets. Please note that most local health jurisdictions apply the ICR to the total personnel costs only. However, there are a few that apply the rate to the total direct costs (this includes personnel, benefits, operating expenses, travel, and subcontracts line items). Your ICR cannot exceed the negotiated amount, nor can the application of the ICR be changed.

However, you may elect to reduce the published Indirect Cost Rate percentage or not include Indirect Costs in the PHM Training budget.

**Board of Resolution or Minute Order Requirements**

All agreements with local health jurisdictions must have a current Board of Resolution or Minute Order. If the grant is amended during the term of the agreement, a new Board of Resolution or Minute Order must be obtained unless the original resolution clearly states the allowance for amendments, extensions, and renewals to be approved without going through the Board of Supervisors.

If you have any questions about the award or the required documents, please contact Wil Velasco at [Wilfred.Velasco@cdph.ca.gov](mailto:Wilfred.Velasco@cdph.ca.gov) or Katya Ledin at [Katya.Ledin@cdph.ca.gov](mailto:Katya.Ledin@cdph.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthony Tran', with a large, sweeping flourish extending to the right.

Anthony Tran, DrPH, D(ABMM), CLS Deputy Director  
Office of the State Public Health Laboratory Director  
Center for Laboratory Sciences

Enclosures: LHJ PHL Contact Information Form, Form 9083, FY 2022/2023 Indirect Cost Rates