**MEMORANDUM**

To: Directors of Health and Acting Directors of Health OPHPR-2022-018 (revised)

From: Francesca Provenzano, MPH, RS

Chief, Public Health Preparedness and Local Health Section

Date: December 21, 2022

Subject: Epidemiology and Laboratory Capacity, Budget Period 2 Funding No Cost Extension – November 18, 2022 – December 31, 2023

The Epidemiology and Laboratory Capacity (ELC1) budget period 2 (BP2) funding applications ended on November 17, 2022. The Department of Public Health (DPH) will allow a no cost extension of **thirteen months** for local health departments and districts (LHDs) to fully expend their allocated ELC1 BP2 funding. The no cost extension period will be from November 18, 2022, through December 31, 2023. ELC1 BP2 funding can be used to **continue with your currently approved** ELC BP2 budgets and workplan activities on file with DPH.

In order to be approved for a no-cost extension, LHDs will be required to submit the following:

* All outstanding ELC1 BP2 financial expenditure reports and progress reports for reporting periods 1-3; and
* The attached form letter (on LHD letterhead) requesting a no cost extension to use ELC1 BP2 funding

Please submit the required documentation to the [LHD-ELCinbox@ct.gov](mailto:LHD-ELCinbox@ct.gov) by the **deadline of April 1, 2023,** to be considered for the ELC1 no-cost extension.

If your LHD has expended all or most of the ELC1 funds as of November 17, 2022, and you will not be requesting an extension, please proceed with submitting the period 3 final financial expenditure and programmatic reports that were due on December 17, 2022 to [LHD-ELCinbox@ct.gov](mailto:lhd-elcinbox@ct.gov)Based on review of the final financial expenditure report, DPH will send a refund letter, if applicable, with instructions on how to return the funds.

If you have any questions, please email [LHD-ELCinbox@ct.gov](mailto:lhd-elcinbox@ct.gov). Thank you.

(Please put on LHD letterhead)

The {Name of LHD} is requesting a no cost extension to expend its Epidemiology and Laboratory Capacity (ELC 1 BP2) funding for the period November 18, 2022, through December 31, 2023. The {Name of LHD} agrees to use ELC 1 BP2 funding based on the current approved budget and workplan on file with the Department of Public Health, and in accordance with [ELC 1 published funding guidance](https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/LHD-Funding-Guidance).

The {Name of LHD} will provide a ELC1 BP2 final financial expenditure and programmatic progress report for the period November 18, 2022, through December 31, 2023. A final expenditure report and final programmatic progress report will be required at the end of the no-cost extension period.

The ELC1 BP2 final financial expenditure report and programmatic progress report must be submitted to the [LHD-ELCinbox@ct.gov](mailto:lhd-elcinbox@ct.gov) by January 31, 2024.

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Director of Health signature Date

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Type name of Director of Health

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Municipal Chief Elected Official/Board Chair signature Date

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Type name of Municipal Chief Elected Official/Board Chair