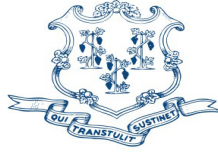


STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

OPHPR-2023-008

DATE: May 17, 2023
TO: Five Regional Cities Readiness Initiative (CRI) Contractors
FROM: Sue Walden, Temporary Worker Retiree
RE: CRI Budgets for July 1, 2023 through June 30, 2024 – Budget Period 5 (BP5)

Attached please find the following documents for preparation of the CRI Regional Budgets for BP5:

For Regional CRI Contractor

- CRI BP5 Budget Guidance
- CRI BP5 Regional Budget Worksheet
- CRI BP5 Regional Activity Form
- CRI Financial Reporting Guidelines
- CRI BP5 Financial Expenditure Reporting Form

For Subcontractors

- CRI BP5 Subcontractor Budget Template (optional)

Over the past several months, the Office of Public Health Preparedness and Response (OPHPR) staff have been meeting with representatives from the Connecticut Association of Directors of Health to develop a more streamlined process for the submission of CRI Regional budgets. As discussed previously, for Budget Period 5, the OPHPR will not be requesting individual budgets from local health subcontractors within each CRI Region for initial review and approval. The Regional CRI Contractor will be required to review and approve the local health subcontractor budgets and complete a final CRI BP5 **Regional** Budget Worksheet for submission to the agency. The CRI **Regional** Budget Worksheet is an all-inclusive worksheet for both Contractor and subcontractor budgets, as approved by the CRI Contractor.

OPHPR is requesting that all CRI Contractors (the five regional Contractors) utilize the CRI **Regional** Budget Worksheet which should be updated/revised and used as the tool to track subcontractor budget revision(s) and regional activity funding requests. The only requirement OPHPR will have for each region's local health subcontractors is for the Regional Contractor to



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provide a copy of the final financial expenditure report to the OPHPR at the end of BP5.

As the CRI Contractor, you may collect the local health subcontractor budget as you normally would. To assist you, we have attached an optional CRI BP5 Subcontractor budget template that can be used to standardize collection of the budget information.

To assist in the transition from utilizing individual local health subcontractor budgets to utilizing the CRI **Regional** Budget Worksheet, Virginia Rzesutock will be reaching out to each Contractor to schedule a meeting to discuss these changes and assist you with using the new tool.

Please review the budget guidance and complete the CRI Regional Budget Worksheet by close of business on June 21, 2023 and submit to the dph.phep@ct.gov inbox.

All CRI BP5 forms attached to this email can be found on the Department of Public Health's website at: <https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/LHD-Funding-Guidance>.

Thank you in advance for your assistance and collaboration on this transition. Please feel free to contact Virginia at virginia.rzesutock@ct.gov or myself at sue.walden@t.gov if you have any questions.

cc: Francesca Provenzano, Section Chief
Virginia Rzesutock, HPA2