

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD  
Commissioner

Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

Public Health Preparedness and Local Health Section

TO: Directors of Health OPHPR-2022-013

FROM: Renee Thomson DiNardi  
Contracts and Grants Budget Program

DATE: September 20, 2022

RE: Epidemiology and Laboratory Capacity (ELC1) Enhancing Detection Budget  
Period 2 (BP2) - Budget Revision Request Deadline

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Health Departments and Districts with an approved budget for the ELC1 BP2 (May 18, 2021 – November 17, 2022) funding have until September 29, 2022, to submit a budget revision request (BRR). BRRs received after the September 29, 2022, deadline will not be accepted.

BRRs are required if any projected changes in funding utilization result in expenditures that exceed an approved budget line item by more than 20%, or if a new line item or activity is being added. Departmental approval is required, prior to any changes being implemented.

The following process shall be utilized by all health departments/districts when requesting a BRR:

1. The health department/district shall submit the proposed changes and written justifications to: [LHD-ELCinbox@ct.gov](mailto:LHD-ELCinbox@ct.gov)
2. The following documents are required when submitting a BRR:
  - a. A completed and signed BRR form outlining funding changes
  - b. A revised Budget Justification for the proposed changes
  - c. A revised Salary/Fringe Position Schedule for any adjustments to salary and fringe
  - d. A revised Subcontractor Detail Form for any new and/or revised subcontractor information
  - e. A revised and signed ELC Enhancing Detection Funding Application Budget Page



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3. Upon approval, a copy of the DPH-approved BRR documentation will be returned to you electronically.
4. Health departments/districts are responsible for ensuring that all final expenditure reports reflect the latest budget revision request on file with the State Department of Public Health.

All guidance and fiscal documents for ELC1 BP2 can be found on Local Health Department Funding Guidance and Resources [webpage](#).

Any questions can be submitted to [LHD-ELCinbox@ct.gov](mailto:LHD-ELCinbox@ct.gov).

C: Adelita Orefice, Chief of Staff  
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