



## Procedure for Delinquent Contract Deliverables Public Health Emergency Preparedness (PHEP) Program



Date Adopted: November 19, 2019  
Author: KDHE/KALHD  
Purpose: Response to PHEP delinquency in contract deliverables  
Goal: Ensure timely deliverable of contract requirements by local health departments;  
outline process for support by KDHE, Regional Public Health Coordinators and Kansas  
Association of Local Health Departments

Work plans for PHEP grantees are due quarterly and must be submitted within 15 days of the end of the quarter, as follows:

Quarter 1 – October 15  
Quarter 2 – January 15  
Quarter 3 – April 15  
Quarter 4 – July 15

The following procedure will be used to follow up with local health departments in an instance of contract deliverable delinquency:

### For Quarters 1, 2, and 3

**One to two weeks past due date:** KDHE Preparedness Program staff will contact the local health department emergency preparedness coordinator by email. The email will remind the emergency preparedness coordinator that the work plan update is past due and will provide requested date of submission (within 3 days of email). KDHE Preparedness Program staff may also contact the local health department administrator and/or the regional coordinator to communicate delinquent items, if deemed necessary. Note: Should the regional coordinator be contacted, they will only be provided a basic summary of what items are delinquent, and KDHE Preparedness Program staff will refrain from going into financial details or ask the regional coordinators to intervene in the local health department's budget process. KDHE Preparedness Staff may call the local health department emergency preparedness coordinator to offer assistance in completing and submitting contract deliverables.

**One month past due date:** KDHE staff may schedule a visit to the local health department to work directly with staff to complete work plans and/or affidavits. KDHE will notify KALHD to advise them of outstanding items. If the local health department administrator and/or the regional coordinator was not contacted in the prior step, they will be informed at this stage.

**Over one month past due date:** The KDHE Preparedness Program will contact KALHD, and KALHD will contact the local health department administrator about the delinquency.

**No response from previous technical assistance:** The local health department must be in compliance by the beginning of the next reporting period. If local health department still maintains delinquent status, KALHD will contact the County Commissioners who will be asked for their assistance in working with the local health department to complete the contracted deliverables.

#### For Quarter 4

The Quarter 4 process shall follow the Quarters 1, 2, and 3 process outlined above, except on an expediated timeline. All steps may proceed at a greatly accelerated rate in order to meet fiscal year deadlines. However, each step shall remain distinct and separate.

#### **Final Action**

If work plan deliverables and affidavits have not been completed after the close of the fourth quarter reporting period, contracts for the next budget period will not be processed until successful completion of the outstanding items has been addressed. Delinquent reports and unresponsiveness will be taken into account in the yearly risk assessment process.

*This procedure was adopted by the KALHD/KDHE PHEP Advisory Team on November 19, 2019*