



# PREPAREDNESS PROGRAM

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

## PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) PROGRAM REGIONAL PHEP COORDINATOR WORK PLAN GUIDANCE DOCUMENT

**2025-2026: BUDGET PERIOD 2**



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This publication was supported by the Grant or Cooperative Agreement Number, NU90TU000045, funded by the *Centers for Disease Control and Prevention (CDC)*. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the *Centers for Disease Control and Prevention* or the *Department of Health and Human Services*.

Kansas Department of Health and Environment  
Bureau of Community Health Systems  
Preparedness Program  
2025-2026

## 1. Executive Summary

This guidance document is designed to serve as an implementation guide for the work plan and activity completion requirements for Budget Period 2 for the period of 2025-2026. Under the administrative authority of the CDC, this budget period marks the second year of the 5-year project period (2024 – 2028).

For Budget Period 2, the Regional PHEP work plan has a total of 13 activities and has a few notable changes from the previous year's work plan. The Regional Coordinator or subject matter expert (SME) will need to be familiar with the Local Health Department (LHD) work plan in order to provide technical assistance to the member county health departments of the region, plus have a full understanding of the regional work plan.

Kansas PHEP will continue to focus on developing community partnerships, expanding networking and developing a support framework within communities. Kansas Department of Health and Environment (KDHE) will continue to make diligent efforts to help ensure work plan items for local public health departments and the regions are within the requirements of the cooperative agreement and aligned with local public health department activities, regional activities, and emergency management practices. KDHE Preparedness Program will also review reporting processes and procedures to reduce the reporting workload on the PHEP administrators and Regional Coordinators.

### 1.1 General Regional Information

The following information is provided to all Preparedness Program participants. Please reference this information as needed:

- When submitting any documentation, ensure the agency name and a point of contact are included within the body of the email so proper credit is awarded. If submitting information for more than one agency in a single email, provide the information noted above for each entity and include the agency's name in attached documents.
- Due dates are outlined in the work plans and will not be extended. The established due dates allow the maximum time needed to complete the activity by the region and allow KDHE Preparedness Program staff time to review, request revisions if necessary and meet the federal guidelines.
- Work plan deliverables may be submitted in the Kansas Grant Management System (KGMS) prior to the due date.
- Completed work plan items will be submitted to KGMS, unless otherwise noted. In some cases, items may need to be sent to [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov). Please note the work plan activity item number and task being submitted and county name in the email subject line. All submitted documents must be dated.

### 1.2 Statement of Federal Support

The following statement must appear on **ALL** publications that are created or generated by or in relation to this cooperative agreement. This requirement applies to the following: documents, educational materials, deliverables and related supporting information. This statement must also be included within the body of any courses created using preparedness funding. Sign-in sheets are excluded from this requirement.

**Required statement for PHEP documents/publications:**

*“This publication was supported by the Grant or Cooperative Agreement Number, NU90TU000045, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.”*

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all awardees receiving federal funds, including state, local governments and recipients of federal research grants, shall clearly state:

- Percentage of the total costs of the program or project which will be financed with federal money;
- Dollar amount of federal funds for the project or program; and
- Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Required statement for conferences/meetings and accompanying materials:

*“Funding for this conference was made possible (in part) by the Centers for Disease Control and Prevention. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services, nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.”*

### 1.3 PHEP Regional Submission Requirements – Due Dates

Financial Status Reports (FSRs) and Work Plan Progress Reports are due:

- **Quarter 1** (July 1, 2025 – September 30, 2025) – due October 15, 2025
- **Quarter 2** (October 1, 2025 – December 31, 2025) – due January 15, 2026
- **Quarter 3** (January 1, 2026— March 31, 2026) – due April 15, 2026
- **Quarter 4** (April 1, 2026 – June 30, 2026) – due July 15, 2026

Note: If the quarterly due date falls on a State of Kansas observed holiday or a weekend, the due date becomes the next business day.

For all Activity Items, due dates have been listed at the top of each Activity Item Section within the Progress Report. The activity must be completed by the due date listed. As example, if an Activity Item reflects a due date of September 30, 2025, this means that the activity must be completed between the Quarter 1 Designation Dates of July 1, 2025, and September 30, 2025, and reported on the first quarter progress report due October 15, 2025. Completion of the activity on October 5, 2025, would be outside of the Quarter 1 Designation Dates for completing the activity.

The completion of the activity will be reported on the appropriate quarterly Progress Report. Activity items may be completed prior the listed due date and reported on the coordinating Quarterly Progress Report unless specified differently within the activity. Except for items due every quarter, completion of an activity is to only be reported one time on the appropriate quarterly Progress Report for which the activity was completed. As example, if the activity was completed, reported, and approved by KDHE in Quarter 1 on the Quarterly Progress Report, do not report the same Quarter 1 completion information on the Quarter 2, 3, and 4 Progress Reports.

### 1.4 PHEP Regional Submission Requirements – Deliverable Submissions

Work plan deliverables are to be submitted via KGMS.

Emails should be sent per the following guidelines to [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov) to better facilitate timely responses to questions or concerns on work plans, exercises and/or trainings and FSRs.

- Send emails regarding work plan items with the email subject line: **Region Name, Work plan: Q#** (quarter number) **or Item #**. Only submit work plan concerns and questions using this format. All attachments to the email should be work plan and/or work plan related deliverables.
- Send emails regarding FSR or budget related question with the email subject line: **Region Name, FSR: Q#** (quarter number). You should only submit items relating to the FSR and budget changes on this email. All attachments should be financial in nature and not a work plan deliverable.
- Send emails regarding exercise or training related questions with the subject line: **Region Name, Exercise or Training**.

Using this process will help to quickly route your inquiry to the correct Preparedness Program staff member for follow-up.

## 1.5 Financial Status Reports (FSRs) – Reimbursement Requests

The Regional Coordinator or the Fiscal Agent for the Region will be required to submit their FSRs in KGMS on or before the respective due dates. Please refer to the KGMS user guides for instructions on how to maneuver through the KGMS system. The KGMS user guides can be found by clicking the *Help* button in KGMS. KGMS can be accessed at [kgms.ks.gov/](http://kgms.ks.gov/) and requires a user ID and password for access.

Supporting documentation should be included for each item submitted on the FSR (e.g., receipts, invoices, purchase orders, etc.). This documentation should be uploaded into KGMS. Expenses listed in the FSR must either be a budgeted item or have prior approval from the KDHE Preparedness Program.

KDHE Preparedness Program staff will review the FSRs to ensure items and/or services included on the FSR are allowable using PHEP funds. KDHE fiscal management will review and verify funding is being utilized as allocated. Payments will be made after the KDHE Preparedness Program verifies the quarterly work plan report and deliverables have been submitted to KGMS. Payments will be made by either electronic funds transfer (EFT) or a paper check (via mail) once all work plan reports and deliverables have been approved by KDHE.

An FSR is **required** for each quarter, even if no funding has been spent in that quarter. FSRs must be remitted in chronological order in KGMS. Failure to remit a quarterly FSR in KGMS will result in the next quarter FSR not being generated within the system.

## 1.6 Budgetary Information

The Regional Coordinator and/or the Fiscal Agent will receive notification from KGMS of when to submit an application, preliminary budget and budget narrative for the next budget period. The annual application period is typically open from January through March. Specific due dates for the application will be communicated.

After the application, preliminary budget and budget narrative are submitted by the agency and received by KDHE, they will be reviewed by the KDHE Preparedness Program to assure the items submitted on the budget are allowable and reimbursable with PHEP funding.

KGMS will be updated to reflect the Final Award Amount once the KDHE Preparedness Program receives the final PHEP award allocation amount from the CDC. If there is a difference between the preliminary budget and the final award amount, the budget will be returned in KGMS to Agency Processing by KDHE Fiscal. The Regional Coordinator or the Fiscal Agent, KGMS Administrator and Financial Officer will then need to adjust the budget to match the final award amount to the penny and then resubmit to KGMS for approval. The Regional Coordinator and/or the Fiscal Agent will receive notification of the final allocation award amount. Notification will be sent to the Regional Coordinator and/or the Fiscal Agent if an update to their budget will be required. Completion of that budget update in KGMS must be completed and resubmitted to KDHE within thirty (30) days after the notification is received. KGMS will not generate the Quarter 1 FSR for the budget period until the budget has been approved by the KDHE Preparedness Program.

All PHEP resources and documents are located on the KDHE Preparedness Program website at: [kdhe.ks.gov/769/Local-Health-Department-Resources](https://kdhe.ks.gov/769/Local-Health-Department-Resources).

Please refer to the list below to determine if the item you wish to purchase is an allowable or unallowable expense. If the item is not on this list, please email [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov) for approval of the purchase if PHEP funding will be used.

### **Allowable**

- Recipients may use funds only for reasonable program purposes, including:
  - Personnel
  - Travel
    - Conference registrations need to be included in the “Other” category.
    - All other conference travel expenses need to be placed in the “Travel” category.
  - Supplies
  - Services
- Purchase caches of antiviral drugs to help ensure rapid distribution of medical countermeasures.
- PHEP awardees can (with prior approval) use funds to purchase industrial or warehouse-use equipment.
  - Vehicles must be of a type not licensed to travel on public roads.

### **Unallowable**

- None of the funds awarded to these programs may be used to pay the salary of an individual at a rate more than Executive Level II or \$199,300 per year.
- Recipients cannot use funds for the following:
  - Fundraising activities or lobbying.
  - Research.
  - Construction or major renovations.
  - Clinical care (e.g., syringes, band-aids, gowns, etc.).
  - Reimbursement of pre-award costs.
  - Response activities.
  - Purchasing clothing such as polo shirts, sweatshirts, T-shirts, etc.
  - Generally, funds may not be used to purchase food.
  - Vaccines.
- Recipients may supplement, but not replace, existing state, local, or agency funds with federal funds for activities described in the budget.

- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Payment or reimbursement of backfilling cost for staff is not allowed.
- The Regional Coordinator and/or PHEP Region and/or Fiscal Agent cannot use funds to purchase vehicles to be used as means of transportation for carrying people or goods (e.g., passenger cars or trucks and electrical or gas-driven motorized carts).
- Recipients may not use funds to purchase furniture.
- Proposed equipment purchases must have KDHE approval prior to purchase.

## 1.7 Compliance Statement

The KDHE Preparedness Program will review all submitted progress reports, progress report documentation, benchmark deliverables, and additional supporting documentation to gauge programmatic compliance and activity completion progress. KDHE Preparedness will notify the Regional Coordinator of the reviewed region of any findings discovered during these reviews, outline the nature of the finding, explain what action is needed to correct the finding, and the date the action needs to be completed by and then validated by KDHE Preparedness Program Compliance. Regional Coordinators will also be notified if no findings were discovered during their review.

KDHE Preparedness Program has been advised by the CDC that it is important all work plan activities, regardless of their type, need to be completed on or before the assigned deadlines. It is imperative any challenges or obstacles that will impede completion of these work plan activities, projected or otherwise, are addressed with the KDHE Preparedness Program as soon as possible. The KDHE Preparedness Program will work with the region to find viable solutions to those challenges. Please do not hesitate to contact the KDHE Preparedness Program at [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov).

## 1.8 Contact Information

KDHE Preparedness: [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov)

Healthcare Coalition (HCC) Readiness and Response Coordinators (RRC) represent the seven (7) HCCs within the state: [kdhe.ks.gov/DocumentCenter/View/6476/](https://kdhe.ks.gov/DocumentCenter/View/6476/)

Regional PHEP Coordinators represent the fifteen (15) public health regions:  
[kdhe.ks.gov/DocumentCenter/View/6253/](https://kdhe.ks.gov/DocumentCenter/View/6253/)

## 1.9 Budget Period Insights



This year marks the second budget year of the 2024-2028 grant project period. The CDC has released several resources that outline the new direction the PHEP Program is taking. These resources include the Funding Opportunity Announcement (FOA), a revised version of the PHEP Performance Measures, and a few supporting documents that explain how the various work plan activities contribute towards LHD preparedness progress. The LHDs will ensure the continued involvement within their jurisdictions, with the HCCs and their work plan activities.

This guidance document is specific for Regional Coordinators and their respective Fiscal Agents and outlines KDHE Preparedness Program expectations for the budget period. A listing of resources can be found at the end of this document, and any new or updated guidance from the CDC will be shared.

## 1.10 Carry-Over Activities

The Regional PHEP Coordinators may be called upon to assist with the collection of related additional information supporting the work plan activities of the previous budget period. This information will be used to develop the responses for the *Annual Progress Report (APR)*, the *End of the Budget Period Report*, the *End of the Project Period Report*, and the *Capability Progress Guides (CPGs)* for PHEP. These reports, as well as several tie-in reports (programmatic and fiscal), are used by the federal partners of KDHE Preparedness to assess the state's overall PHEP preparedness progress. The more information the creators of these reports have, the easier it will be to provide that level of support needed on the state's progress reports.

## 2. Regional PHEP Coordinator Work Plan Guidance

The state PHEP program goals for this project period focus on the public health system developing strategies and activities to improve and then expand readiness at the local, state, and national levels. This will lead to a reduction of the impact of identified threats to public health and safety during emergency situations. There is the underlying emphasis of working to improve and exceed the day-to-day capacity and capabilities of the public health response systems in Kansas. This development process can be found in detail in the FOA, [2024-2028 Public Health Emergency Preparedness \(PHEP\) Cooperative Agreement CDC-RFA-TU24-0137](#).

Additionally, further resources are available in [Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health, October 2018](#). Coupled with this guidance document, these sources will assist the administrator with the execution of the contracted work plan. (Please refer to the **Reference appendix** for details).

## 2.1 Work Plan Overview



## Activity 1 – PHEP Meetings

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Regional Coordinators or designated subject matter expert(s) (SME) for regions without a coordinator will convene, at a minimum, quarterly meetings of all the LHDs within the region and maintain minutes and attendee lists.

- Meetings must be set-up in KansasTRAIN at least 30-days prior to the scheduled date so the required registration requirement can be met. Notify [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov) when meetings are set up.
- Meetings setup in KansasTRAIN must include a virtual or conference call option.
- A draft of the meeting minutes must be provided to all members and KDHE within 10 business days.
- If a quarterly meeting is cancelled, it must be rescheduled in the same quarter to meet quarterly meeting requirements. KDHE must be notified at [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov) of any changes to meeting dates and/or formats as they occur.

### Justification

The purpose of this activity is to ensure networking and information sharing among health departments within each region. KDHE Preparedness staff will attend, as available, for information sharing between state and local partners.

### Guidance for Completing this Activity

Regional Coordinators must set up at least one meeting per quarter in KansasTRAIN. It is recommended to create a training plan with at least four sessions, one in each quarter of the fiscal year, so that meeting for each quarter has its own KansasTRAIN ID. If you were to host multiple meetings within the same quarter, each of those meetings for the quarter can be tied to the same KansasTRAIN ID. The Regional PHEP Coordinator will notify the KDHE Preparedness Program at least 30 days prior to the scheduled meetings for the budget period by emailing the schedule, KansasTRAIN ID, and, if applicable, meeting invite to [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov). KDHE must be notified of any changes to meeting dates and/or formats as they occur. This includes but is not limited to date change, time change, location, format, etc. The meeting changes must be updated in KansasTRAIN as those changes occur. The Regional PHEP Coordinator will need to ensure the draft minutes are provided to the members no later than **ten (10) business days** after the meeting date. All records of the meetings (meeting agenda, draft meeting minutes, final minutes, etc.) need to be retained by the coordinator for **no less than five (5) years** to remain compliant with required annual housekeeping activities found at the end of the section.

### Progress Report

This activity is due every quarter:

1. Type the KansasTRAIN ID# for the quarterly PHEP Regional meeting.
2. Type the date the meeting was held for the quarter. If more than one meeting was held within the quarter, please list all dates. Enter the date(s) as MM/DD/YYYY.
3. Select yes or no to indicate whether the quarterly meetings were set up in KansasTRAIN at least 30 days prior to the meeting.
4. If the meeting was not set up 30 days in advance, there is a field to provide justification.
5. Select yes or no to indicate whether draft meeting minutes were sent out within 10 business days.
6. If the minutes were not sent out, there is a field to provide justification.

## Activity 2 – HCC Meetings

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Regional Coordinators, or designated SME(s) for regions without a coordinator, will attend, in person or virtually, the Healthcare Coalition (HCC) meeting(s). Regional coordinators, or designated SME for regions without a coordinator whose region supports multiple HCCs, must attend each HCC meeting within their region (in person or virtually) or send a designee. Designees are permitted if a letter is on file with KDHE and the HCC Readiness and Response Coordinator (RRC) prior to the meeting date that will be missed. Designee/Proxy Letters will not be made retroactive.

### **Justification**

This activity ensures the LHD is participating and collaborating with the HCCs. This activity supports the HPP requirement that the LHD are one of the four core members of a coalition that must attend the meetings, either in-person, virtually, or by Designee/Proxy. Through participation with the HCC, the LHD will have increased partnership opportunities and access to more tangible and intangible resources.

### **Guidance for Completing this Activity**

The Regional PHEP Coordinator will need to attend all HCC meetings. In the case of the PHEP region being in more than one HCC coalition area, the Regional PHEP Coordinator will need to attend all HCC meetings for each coalition. The Regional PHEP Coordinator is permitted to act as either a designee or a proxy of one or more health departments within that public health region. The KDHE Preparedness Program will pull the meeting rosters from KansasTRAIN to confirm who attended. The KDHE Preparedness Program requests that Regional PHEP Coordinators register for all meetings in KansasTRAIN, so attendance can be confirmed. If the Regional Coordinator/SME and the Designee/Proxy attended the quarterly HCC meeting, only list the Regional Coordinator/SME and not the Designee/Proxy. Designee/Proxy shall only be listed in the absence of the Regional Coordinator/SME.

### **Progress Report**

This activity is due each quarter:

1. Select which of the HCC regions for which the regional coordinator or designee/proxy attended meetings.
2. Type the KansasTRAIN ID for each meeting.
3. Type the meeting date(s) and attendee(s) first and last name(s).

### **Activity 3 – Contact List - HCC**

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Regional Coordinators, or designated SME(s) for regions without a coordinator, will ensure each RRC has up-to-date email addresses for each member of the PHEP region.

### **Justification**

This activity ensures the membership of the PHEP region has the most up-to-date contact information available to the HCCs.

### **Guidance for Completing this Activity**

The format for this contact roster can be at the coordinator's discretion, but should include name, agency and current email address. It is recommended that this activity be completed within the first quarter of the budget period and then shared with the KDHE Preparedness Program, which will validate that this activity was completed and provides all levels of the public health system with updated contact information. Updates to this list should be made periodically based on changes within the region's public health departments and then shared accordingly. The Regional PHEP Coordinator is encouraged to provide a template to the region members that they can update and return to the coordinator. The Regional PHEP Coordinator will share updates with the KDHE Preparedness Program, via email, when the Regional PHEP Coordinator provides this update to the RRC. Regional PHEP Coordinators will then update the RRC and KDHE Preparedness Program, as needed. Regional PHEP Coordinators whose PHEP Region is in more than one HCC Region will provide an updated listing of PHEP region members of that HCC to each HCC Region and the KDHE Preparedness Program.

### Progress Report

This activity is due each quarter:

1. Select yes or no to indicate if there were changes to any PHEP Regional membership contact information.
2. Type the date the updated contact list was sent to the HCC RRC and [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov)

### Activity 4 – Regional Coordinator Meetings

Regional Coordinators, or designated SME(s) for regions without a coordinator, must attend three (3) Preparedness Regional Coordinator Meetings (1st, 3rd, and 4th quarter). The KDHE Preparedness Program will have further meetings with the coordinators as needed. If the regional coordinator cannot attend, he/she will work with KDHE to send a designee.

#### Justification

This activity ensures that the KDHE Preparedness Program and the PHEP regions are properly aligned in their work plan objectives, conducts any training the coordinators might need, creates opportunities of the state to provide technical assistance on work plan items, and provides any critical information the coordinators will need to take back to their regions. The Regional PHEP Coordinators need to ensure they are registered for each event once they are available on KansasTRAIN.

#### Guidance for Completing this Activity

KDHE Preparedness will set up the quarterly meetings on KansasTRAIN and provide the registration information to the regional coordinators. KDHE Preparedness will review the sign-in sheets from these meetings to validate the Regional PHEP Coordinator's attendance. The Regional PHEP Coordinator needs to ensure they sign-up for these events on KansasTRAIN: [train.org/ks/training\\_plan/8739](https://train.org/ks/training_plan/8739).

Date and Time	Meeting
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July 30, 2025, 9– 11 a.m.	Q1 Regional PHEP Coordinator Meeting (Virtual Only)	<b>Progress Report</b>  Every quarter, type the first and last name of the quarterly meeting attendee. If the regional coordinator did not attend, there
Nov. 12, 2024, 10 a.m. – 4 p.m.	Q2 IPPW	
Jan. 28, 2026, 9– 11 a.m.	Q3 Regional PHEP Coordinator Meeting (Virtual Only)	
April 29, 2026, 9– 11 a.m.	Q4 Regional PHEP Coordinator Meeting (Virtual Only)	

is a field to provide an explanation.

### Activity 5 – Contact List - Regional

Regional Coordinators, or designated SME(s) for regions without a coordinator, will maintain a 24/7 emergency contact list of each LHD in their region, to be shared with the LHD admins within that region.

#### Justification

This activity will ensure the various internal PHEP, and external community partners can contact the region members when the need arises.

#### Guidance on Completing this Activity

The Regional PHEP Coordinators may use whatever format they desire. The updated contact list should be shared with the region. This document will be shared with KDHE by uploading a copy to the appropriate quarterly Progress Report Upload Tab each quarter.

#### Progress Report

This activity is due quarterly.

1. Select yes or no to indicate whether there were any changes to contact information.
2. Select yes or no to indicate whether the contact information is available to health departments in the region.
3. If no, enter the reason this requirement was not met.

### Activity 6 – KS-HAN Registration

Regional Coordinators, or designated SME(s) for regions without a coordinator, will maintain their contact information in the Kansas Health Alert Network (KS-HAN) to ensure the ability to receive situational awareness information.

Contact information should be checked no less than annually by the user. Users are expected to update their own user profiles.

#### Justification

The KS-HAN Messaging System relies on up-to-date recipient lists to ensure notifications are reaching the desired audience. By continually updating contact information, the Regional Coordinator will receive important public health alerts.

### **Guidance on Completing this Activity**

The Regional Coordinator review their contact information in the KS-HAN annually. For login issues LHDs can reach out to the KS-HAN Admin at [kdhe.kshanadmin@ks.gov](mailto:kdhe.kshanadmin@ks.gov).

### **Progress Report**

Select yes or no indicating whether you have reviewed/updated your contact information. This only needs to be completed once annually. If no, enter the reason this requirement was not met.

## **Activity 7 - IPPW**

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Regional Coordinators, or designated SME(s) for regions without a coordinator, must attend the annual KDHE Integrated Preparedness Planning Workshop (IPPW) to inform the KDHE Multi-year Integrated Preparedness Plan.

Prior to the meeting, the Regional Coordinator or designated SME(s) for regions without a coordinator will submit preparedness priorities using the KDHE-provided form.

**Note:** Meeting will be registered on KansasTRAIN.

### **Justification**

The purpose of the IPPW is to allow the KDHE Preparedness Program staff and the various PHEP partners the opportunity to plan training for the following budget period. This will be an opportunity for the Regional PHEP Coordinators to speak with the KDHE Preparedness Program staff regarding training opportunities, training plans, and receive updated exercise information.

### **Guidance for Completing this Activity**

The IPPW for this year will be held November 12, 2025. This meeting will be developed by the KDHE Preparedness Program Training and Exercise Coordinator. Regional PHEP Coordinators are instructed to sign up for this course on KansasTRAIN. All Regional PHEP Coordinators are required to attend this event and need to plan accordingly. The meeting location and KansasTRAIN number will be provided. By September 30, each region must complete the KDHE-provided form to identify strengths and gaps in the region.

### **Progress Report**

1. Select yes or no indicating if the KDHE-provided form has been completed. This is due September 30 and should be completed on the first quarter progress report.
2. Type the first and last name(s) of the attendees of the IPPW. This should be completed on the second quarter progress report.

## **Activity 8 – Technical Assistance**

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Regional Coordinators or designated SME(s) for regions without a coordinator, will:

- Assist LHD staff in the development, review and updating of all local plans as needed.
- Provide technical assistance (TA) and training to LHD staff.
- Provide suggestions and/or feedback to KDHE regarding local priorities, issues, etc..
- Provide a year-end, written summary of how PHEP funds assisted and/or improved their region with the year-end summary report. These can include success stories, activities participated in, or items purchased for the region that would not have been possible without PHEP funding.

### **Justification**

LHDs are expected to review and update plans regularly. Some LHDs may need additional support with plan review. Through training and exercising, gaps may be identified that require training the Regional Coordinator can assist with identifying or arranging.

### **Guidance on Completing this Activity**

The Regional PHEP Coordinator will write a year-end summary report, utilizing the KDHE year-end form. The summary report will reflect how the PHEP grant has made it possible for the LHDs and the PHEP Regions to work together with all levels of community and state partners through emergency preparedness activities and purchases to better prepare for emergencies and disasters within the PHEP region. The written summary must include the PHEP Region Name, Date and the Regional Coordinator Name and be kept to a maximum of (1) page in length.

### **Progress Report**

In the fourth quarter, select yes or no indicating whether the year-end summary has been uploaded to the Uploads tab. This is due by June 30, 2026. If no, enter the reason this requirement was not met.

## **Activity 9 – Exercise**

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Regional Coordinators, or designated SME(s) representing the region, will participate in exercise planning meetings, coordinate the logistics for the required PHEP exercise, and participate in the annual PHEP exercise for their region.

Additionally, Regional Coordinators or SME(s) will review the After-Action Report/Improvement Plans (AAR/IPs) for all counties in the region prior to submission to KDHE to ensure they meet the budget period's activity requirements. Serving in an observer role does not meet the participation requirement.

### **Justification**

This work plan activity is designed to incorporate the Regional PHEP Coordinators into a role for annual PHEP exercise conducted for their region. This activity has evolved into a way to have the Regional PHEP Coordinators actively involved in the exercise process across the state. This regional model also facilitates information sharing between counties in the region to address gaps identified through the exercise.

### **Guidance on Completing this Activity**

The Regional Coordinator will be invited to scheduled exercise planning meetings and must attend or designate a subject matter expert to attend. Logistics for the exercise, including location and KansasTRAIN

registration, will be the responsibility of the Regional Coordinator. The Regional Coordinator is also expected to participate in the exercise. Following the exercise, the Regional Coordinator must verify attendance in KansasTRAIN and review the AAR from each county prior to submission to KDHE. The sign in sheet from the exercise must be uploaded to KGMS.

### **Progress Report**

This activity is due June 30, 2026.

1. Type the name of the regional coordinator or SME who participated in the exercise.
2. Type the date of the exercise. Enter as MM/DD/YYYY.
3. Select from the dropdown list the county where the exercise was held.
4. Select yes or no to indicate whether the sign in sheet was uploaded.

## **Activity 10 – Plan Review and Update**

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Regional Coordinators will assist the LHDs within the PHEP region in reviewing and updating their Public Information and Communication, or equivalent, plan.

### **Justification**

This work plan activity is designed to incorporate the Regional PHEP Coordinators into a role to provide direct technical assistance to the LHDs within their region.

### **Guidance for Completing this Activity**

The coordinator will review each LHD's communications plan. KDHE will provide a review guide that can be used in reviewing the plan to ensure all elements are included.

### **Progress Report**

1. Type each county name and the date the LHD CERC plan was reviewed for each county.
2. If a county plan has not been reviewed, there is a field to provide justification.

## **Activity 11 – FEMA Training**

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Regional Coordinators, or designated SME(s) for regions without a coordinator, will complete the following Federal Emergency Management Agency (FEMA) online training:

- FEMA IS-100: An Introduction to the Incident Command System (ICS)
- FEMA IS-120: An Introduction to Exercises
- FEMA IS-200: Basic ICS
- FEMA IS-700: An Introduction to the National Incident Management System (NIMS)

Note: These trainings are only required once. Homeland Security Exercise and Evaluation Program (HSEEP) training is highly recommended but not required.

### **Justification**



This activity represents the ongoing effort to bring all preparedness elements into alignment with NIMS and ICS. Any new staff members will need to complete the training required by their assigned ICS position (if they have one). Completion of this ensures we are "speaking the same language" as our responding partners in an emergency. We are also meeting Federal guidelines from the Homeland Security Presidential Directive- 5 (HSPD-5), which directs the Secretary of Homeland Security to develop and administer a National Incident Management System. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

### **Guidance for Completing this Activity**

FEMA IS trainings can be accessed on FEMA's website: [training.fema.gov/is/crslist.aspx?lang=en](https://training.fema.gov/is/crslist.aspx?lang=en). Individuals will need to register for a FEMA SID. Instructions for creating/retrieving a FEMA SID, which will be assigned to you and will be needed when taking the tests following each course, can be accessed here:

- [cdp.dhs.gov/femasid/register](https://cdp.dhs.gov/femasid/register)
- [cdp.dhs.gov/femasid/account/find](https://cdp.dhs.gov/femasid/account/find)

All training certificates must be maintained on site and may be requested by either the KDHE Preparedness Program or the PHEP Federal Project Officer (FPO).

### **Progress Report**

Select yes or no indicating whether the Regional Coordinator has completed the identified FEMA trainings. If "No" is selected, then the Regional Coordinator will provide a brief explanation of why the activity cannot be completed.

## **Activity 12 – Inventory**

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PHEP Regions can purchase equipment and supplies to maintain PHEP readiness in their region based on their county plans, risk assessments and AAR/IPs. These items must be included in the KDHE approved PHEP regional budget. Regional coordinators will annually:

- Use the Comprehensive Resource Management and Credentialing System (CRMCS) for deployable/non-consumable items purchased with PHEP funding that cost \$5,000 or more. Other items can be tracked in CRMCS or in any inventory tracking systems(s).
- Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system.
- Note the responsible person for the cache and how the expired items were disposed of.

### **Justification**

This work plan activity allows PHEP regions to purchase items needed to maintain PHEP readiness and ensures supplies purchased with PHEP funding that meet the deployable, non-consumable threshold are available when needed in the county and region.

### **Guidance for Completing this Activity**

All inventory should be tracked and audited regularly. For deployable/non-consumable items that cost over \$5,000, the items must be entered in CRMCS. Items that have reached their end of life will need to be disposed of in accordance with the procedure outlined on the KDHE disposition form. To access this form, email [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov) requesting the required forms for seeking approval from the KDHE Preparedness Program to dispose of or transfer ownership of any non-consumable supply/equipment item where PHEP funding was utilized in the purchase. CRMCS uses the Salamander Live program in partnership with KDEM. For access, please contact your local Emergency Manager.

### Progress Report

1. If no PHEP funding was used for inventory purchases in this quarter, select the checkbox to indicate this.
2. Download a list of PHEP-funded inventory from CRMCS and upload to the Uploads tab in the progress report.
3. Upload a list of inventory tracked in other systems that corresponds with the items submitted on quarterly FSRs.
4. Type the date you completed an inventory review, removing expired items and adding new items to CRMCS or another inventory tracking system.
5. Enter the first and last name(s) of the cache

### Activity 13 – Trainings and Conferences

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Regional Coordinators, or designated SME(s) for regions without a coordinator, may attend or send health department staff from their region to attend preparedness-related conferences, trainings, or exercises to increase knowledge, skills and abilities to develop and maintain plans, conduct training and exercises and respond to public health threats and emergencies using a whole-community approach to preparedness management.

Examples include but are not limited to:

- NACCHO Preparedness Summit
- Four Corners Emergency Management
- Kansas Public Health Association

*Out-of-state conferences and training events must be pre-approved by the KDHE Preparedness Program. See guidance documents for instructions on pre-approval and budget requirements. Each attendee must submit a summary report of the learned knowledge/skill and must include course name, attendee name and date attended.*

### Justification

The intent of this activity is to provide support to the Regional Coordinators or SME in expanding learning and networking opportunities amongst their peers. The intent of this activity is to train multiple staff throughout the region. Please note this only applies to major conferences and out of state training sessions and not local or regional trainings normally conducted during the budget period.

### Guidance on Completing this Activity

Prior to attending an out-of-state conference or training event the LHD must obtain approval by the KDHE Preparedness Program. If not already documented in the approved current budget, submit a Conference/Training Approval Request via email to [KDHE.Preparedness@ks.gov](mailto:KDHE.Preparedness@ks.gov), containing the following information:

- Subject – *County Name*, Conference/Training Approval Request
- Title of the conference or training event.
- Date/s of the event
- Description of the conference or training event.
- Names and title of staff LHD attendees. Note: the attendees must be an employee of the health department who is at least partially funded by PHEP.
- How does attending this conference or training event impact each attendee?
- PHEP capabilities that will be addressed by attendance of the conference or training event.
- Cost

Following completion of the out-of-state training or conference, a summary report from each attendee must be uploaded to the appropriate quarterly Progress Report Upload Tab in KGMS. A template for the summary can be located at [kdhe.ks.gov/759/](http://kdhe.ks.gov/759/) and on the KGMS Public Health Emergency Preparedness (PHEP) Program home screen.

The one-page summary is to include:

- Name of attendee.
- Name of the LHD being represented.
- What information was learned?
- How is this information being applied at the local level?
- How is this information being shared within the agency and/or across the region?

## Progress Report

This work plan activity is split into two parts on the progress report. Item 13A should be completed for in-state travel and item 13B should be completed for out-of-state travel. If PHEP funding was not used to attend trainings or conferences in a particular quarter, select the checkbox for “no funding was used for in state or out of state travel this quarter.”

13A - For in-state events:

1. Type the date(s) of the first in-state event attended. Enter date as MM/DD/YYYY or MM/DD/YYYY-MM/DD/YYYY.
2. Type the name or title of the event attended.
3. Type the first and last names of LHD staff who attended the event using PHEP funding.

There are fields for three in-state events. If additional events are attended, LHDs may upload the required information in an excel spreadsheet to the Upload Tab in the progress report.

13B - For out-of-state events:

1. Type the date(s) of the first out-of-state event attended. Enter date as MM/DD/YYYY or MM/DD/YYYY-MM/DD/YYYY.
2. Type the name or title of the event attended.
3. Type the first and last names of LHD staff who attended the event using PHEP funding.
4. Select whether the summary report(s) was uploaded.

5. If the report was not uploaded, there is a field to provide justification for why this wasn't completed.

There are fields for three out-of-state events. If additional events are attended, LHDs may upload the required information in an excel spreadsheet to the Upload Tab in the progress report.

## 2.2 Administrative Requirements

### Annual Administrative Requirements

The following administrative preparedness requirements can be requested at any time during the project period. Please maintain all documents on-site throughout the project period (2024 - 2029):

- Document, through job descriptions and employee time and attendance records, that all staff members paid with Preparedness funds are performing activities directly related to preparedness.
- Retain copies, or transcripts, of all certificates and/or proof of attendance for trainings completed during the entire project period for at least five (5) years.
- Have available signed shared resource agreements, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and any maintenance contracts relating to PHEP grant funds.
- Regional Coordinators will provide to the KDHE Preparedness Program information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Hospital Preparedness Program (HPP) and/or the Public Health Emergency Preparedness (PHEP) Cooperative Agreement.
- Retain copies of expenditure reports, including but not limited to invoices for each capital equipment purchase, for a period of at least five (5) years. Capital equipment includes purchases of \$5,000.00 and above and/or with a lifespan of greater than a year.

## 3. Summary

This document provides the Regional PHEP Coordinator with the information needed to be successful during this budget period. Communication is key to any successful venture and this guidance document provides the information required to be compliant with the new budget period work plan activities.

All work plan progress reports and all reporting deliverables are to be submitted via KGMS.

### Keys points to remember:

- **Time management** – A majority of the work plan activities have due dates required by the federal project officers. Missing a deadline could result in punitive action being levied against the region.
- **Document retention** – All documents generated as part of the completion of these work plan activities are to be legitimate outcomes which can be requested for review or audit. It is important these documents be maintained either in a hard copy or digital form for the project period or no less than **five (5) years**. The Regional Coordinator will provide to the KDHE Preparedness Program information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Public Health Emergency Preparedness Cooperative Agreement.
- **Work plan instructions** – There is an increased burden of validation on the KDHE Preparedness Program to ensure the cooperative agreement funds are being spent to further preparedness. Instructions need to be carried out as outlined in the work plan and in this document.
- **Communication** – Regional Coordinators are encouraged to contact the KDHE Preparedness Program if clarification is needed on an activity, or a question arises regarding procedure. All questions

are welcome and will be answered accordingly. If there is a question that can't be answered by the KDHE Preparedness Program, the federal project officer will be queried.

As always, the KDHE Preparedness Program stands ready to assist our local public health departments and outside agency stakeholders in understanding and interpreting the budget period requirements and the work plan activities.

### 3.1 Kansas Department of Health and Environment (KDHE) Preparedness Team

Title	Name	Email Address
Preparedness Program Director	Natalie Savage	<a href="mailto:Natalie.Savage@ks.gov">Natalie.Savage@ks.gov</a>
Operations Team Supervisor	Amber Kelly	<a href="mailto:Amber.Kelly@ks.gov">Amber.Kelly@ks.gov</a>
Grants Team Supervisor	Lisa Beebe	<a href="mailto:Lisa.Beebe@ks.gov">Lisa.Beebe@ks.gov</a>
MRC State Coordinator	Jennifer Kraft	<a href="mailto:Jennifer.Kraft@ks.gov">Jennifer.Kraft@ks.gov</a>
Grant Manager	Tamara Wilkerson	<a href="mailto:Tamara.Wilkerson@ks.gov">Tamara.Wilkerson@ks.gov</a>
Compliance Coordinator	Nancy Griffith	<a href="mailto:Nancy.K.Griffith@ks.gov">Nancy.K.Griffith@ks.gov</a>
MCM Coordinator	Natalie Gerety	<a href="mailto:Natalie.Gerety@ks.gov">Natalie.Gerety@ks.gov</a>
HPP Program Manager	Peter Rafferty	<a href="mailto:Peter.P.Rafferty@ks.gov">Peter.P.Rafferty@ks.gov</a>
Operations Specialist	Katherine Wist	<a href="mailto:Katherine.Wist@ks.gov">Katherine.Wist@ks.gov</a>
Public Information Officer	James Roberts	<a href="mailto:James.Roberts@ks.gov">James.Roberts@ks.gov</a>
Training and Exercise Coordinator	Luke Johnson	<a href="mailto:Luke.C.Johnson@ks.gov">Luke.C.Johnson@ks.gov</a>
Preparedness Systems and Outreach Specialist	Cynthia Aspegren	<a href="mailto:Cynthia.Aspegren@ks.gov">Cynthia.Aspegren@ks.gov</a>
Senior Administrative Specialist	Jackie Riggles	<a href="mailto:Jackie.Riggles@ks.gov">Jackie.Riggles@ks.gov</a>

## Appendix A: Glossary of Common Terms Used

**Budget Maintenance Request (BMR)** – A BMR is utilized to alter a KDHE approved budget. BMRs are entered in KGMS.

**Budget Period (BP)** – A One (1) year period that goes from July 1st to June 30th. Five (5) budget periods typically make up one project period.

**Centers for Disease Control and Prevention (CDC)** – The managing federal agency for the Public Health Emergency Preparedness Program (PHEP), which is part of the cooperative agreement.

**Compliance** – An evaluation that assesses an institution's business and financial management systems to ensure that established regulations and policies are being followed by either the institution or its external partners. Compliance is also the term used to describe KDHE's Preparedness Program's Preparedness Cooperative Agreement Compliance Program and or the Compliance Coordinator.

**Compliance in Real Time (CRT)** – A real-time monitoring feature of the Preparedness Cooperative Agreement Compliance Program (PCACP), which allows for quarterly reviews of work plan activity progress or review of work plan activities that have a deadline requirement, as defined by the work plan activity and the FOA.

**Compliance Audit** – An audit of the LHDs administrator's adherence to the programmatic requirements of the work plan and fiscal accountability, as defined by the PHEP Cooperative Agreement. Audits are conducted quarterly to determine that required programmatic progress is being met with due diligence. The audit can be used as a wide-reaching overview of the Administrator's programmatic and fiscal accountability, or a focused audit that can determine trending for either part of the state or for a certain work plan activity over a work period.

**Cooperative Agreement** – An agreement in which the federal government provides funding, or a thing of value authorized by public statute and the government plays a substantial role. A cooperative agreement is a form of assistance. It reflects a relationship between the U.S. government and a recipient.

**Deliverables** – These are the concrete evidence that recipients of the award are fulfilling their obligations and making progress towards the shared public health goals of the PHEP cooperative agreement

**Deployable** – Items purchased by a county or region that can be deployed to another county and/or region during an incident for utilization.

**Designated Staff** – Any person selected by the LHD administrator to represent the health department in training or attendance at meetings and/or conferences for the PHEP grant requirements.

**Designee** – An individual that the LHD administrator appoints/designates that will **attend** the local Healthcare Coalition (HCC) meetings in the absence of a LHD representative (employee) and they **do not have a right to place a vote** in the absence of the LHD.

**External Partners** – Any entity that accepts federal funding under the PHEP cooperative agreement and is charged with preparedness for a Healthcare Coalition organization, local public health department, or public health region. These entities will be referred to as administrators.

**Federal Emergency Management Administration (FEMA)** – An agency of the United States Department of Homeland Security, initially created by Presidential Reorganization Plan No. 3 of 1978 and implemented by



two (2) Executive Orders on April 1, 1979. The agency's primary purpose is to coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

**Financial Status Report (FSR)** – The FSR is utilized for reimbursement requests. FSRs are entered in KGMS.

**Finding(s)** – An identified or observed shortcoming or oversight in fulfilling the requirements of a task, directive, stipulation, policy, or procedure. Findings can either be identified by the administrator as a method of acknowledging an existing problem (see *gap*) or can be discovered by Compliance during the audit process.

**Funding Opportunity Announcement (FOA)** – A notice in Grants.gov of a federal grant funding opportunity. Also known as a *Notice of Funding Opportunity Announcement* or *NOFO*.

**Gap** – A difference, especially an undesirable one, between two (2) views or situations. Gaps represent challenges to preparedness. Some examples of gaps are a lack of manpower, financial shortfalls, time constraints, work priorities, and differing interpretations of available information. Creating or changing policies and procedures are ways to overcome gaps.

**Hospital Preparedness Program (HPP)** – A program that provides leadership and funding through grants and cooperative agreements to states, territories and eligible municipalities to improve surge capacity and enhance community and hospital preparedness for public health emergencies. It also represents the preparedness effort that is conducted at the community hospital level and at the level of a larger healthcare community or coalition.

**Homeland Security Exercise and Evaluation Program (HSEEP)** – Provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. HSEEP exercise and evaluation doctrine is flexible, adaptable, and is for use by stakeholders across the whole community and is applicable for exercises across all mission areas – prevention, protection, mitigation, response and recovery.

**Inventory Management and Tracking System (IMATS)** – An Inventory and Tracking Management System utilized to house preparedness related supplies and equipment. This is updated by the LHD of their stock. IMATS requires a User ID and Password to access and must be accessed every six (6) months to maintain active status.

**Kansas Department of Health and Environment (KDHE)** – The Kansas agency that is the designated pass-through agency for the cooperative agreement. As the awardee, KDHE is charged with executing and managing the requirements of the cooperative agreement for the state's administrators.

**Kansas Division of Emergency Management (KDEM)** – A division of the Kansas Adjutant General's office charged with managing disasters within the state. This emergency management entity is defined by state statute as the lead agency in disaster response and recovery.

**Kansas Grant Management System (KGMS)** – This is a system specifically developed by KDHE to for the Aid-To-Local (ATL) Grants for submission of applications, budgets, reimbursement requests, progress reports, etc. KGMS requires a User ID and Password to access.

**New Employee** – In this document, "new" is defined as an employee of the health department employed six (6) months or less, or is new to the administrator position, six (6) months or less, at the LHD.

**Notice of Award (NoA)** – The legal document issued to notify the grantee that an award has been made and that funds may be requested from the designated Health and Human Services (HHS) payment system or



office. The NoA is issued for the initial budget period and each subsequent budget period in the approved project period.

**Notice of Funding Opportunity (NOFO)** – A notice in Grants.gov of a federal grant funding opportunity. Also known as a *Funding Opportunity Announcement* or *FOA*.

**Preparedness Cooperative Agreement Compliance Program (PCACP)** – The evolution of the program formerly known as the Grants Compliance Review Program or GCRP. The name change reflects the shift of the preparedness funding being referred to as a “cooperative agreement” rather than a “grant.” The designation change also marks the changes implemented for the new project period, with the focus now being on programmatic requirements being spread across the budget period rather than at the end of the budget period. CRT is the active part of PCACP.

**Progress Report** - The Progress Report is utilized for submitting the deliverables of the Work Plan. Progress Reports are entered in KGMS.

**Project Period** – Typically a five (5) year period of work plan covered by the requirements of a single FOA.

**Proxy** - A Proxy is an individual that the LHD administrator appoints/designates that **can attend the meetings** in the absence of the LHD representative (employee) **and they can place a vote** on behalf of the LHD in their absence from the local HCC meetings. When assigning Proxy Rights (voting rights) the letter must indicate Proxy or something to the effect of voting and contain a physical signature of the LHD Administrator.

**Public Health Emergency Preparedness Program (PHEP)** – Funding that helps health departments build and strengthen their abilities to effectively respond to a range of public health threats, including infectious diseases, natural disasters, man-made disasters, biological, chemical, nuclear, and radiological events. Preparedness activities funded by the PHEP cooperative agreement are targeted specifically for the development of emergency-ready public health departments that are flexible and adaptable.

**Recipient or Pass-Through Entity** – The eligible entity (in this case KDHE) that carries out an approved project or activity in support of a public purpose and not the direct benefit of the government. KDHE manages oversight on this cooperative agreement, as well as provides direction and monitors progress of the activity in its entirety.

**Subject Matter Expert (SME)** – This is an individual that possess years of experience and knowledge related to a particular topic or subject matter.

**Training** – An organized activity aimed at imparting information and/or instructions to improve the recipient's performance or to help him or her attain a required level of knowledge or skill.

**Work Period** – See *Budget Period*.

**Work Plan** – An outline of a set of goals and processes by which a team, organization, and/or person can accomplish those goals and offering a better understanding of the scope of the project.

**Work Plan Activity** – The objectives of the work plan. They are comprised of one or more tasks that need to be completed to complete the activity.

## References and Resources

The Kansas Department of Health and Environment:	<a href="https://kdhe.ks.gov/">kdhe.ks.gov/</a>
KDHE Preparedness:	<a href="https://kdhe.ks.gov/719/">kdhe.ks.gov/719/</a>
KDHE Preparedness Exercise Library:	<a href="https://kdhe.ks.gov/728/">kdhe.ks.gov/728/</a>
KS-HAN Everbridge Member Log In:	<a href="https://member.everbridge.net/892807736724418/login">member.everbridge.net/892807736724418/login</a>
KansasTRAIN:	<a href="https://train.org/ks/home">train.org/ks/home</a>
CRMCS:	<a href="https://kansas.responders.us/">kansas.responders.us/</a>
KGMS:	<a href="https://kgms.ks.gov/Default.aspx">kgms.ks.gov/Default.aspx</a>

## From Federal Partners

2024-2029 PHEP Cooperative Agreement CDC-RFA-TU24-0137and subsequent budget period documents	
<a href="#">2024-2028 PHEP Cooperative Agreement Guidance/Budget Period 1   State and Local Readiness   CDC</a>	
The Centers for Disease Control and Prevention:	<a href="https://cdc.gov">cdc.gov</a>
Secure Access Management System (SAMS):	<a href="#">SAMS login</a>