

# Public Health Emergency Preparedness (PHEP) Budget Period 2 Application Deadline Amendment

March 6, 2020

## CDC Amends PHEP BP2 Application Deadline

Due to the significant workload related to the current Coronavirus Disease 2019 (COVID-19) response, CDC has extended the submission deadline by up to 60 days for certain components of the PHEP Budget Period 2 (BP2) application. In lieu of a complete application package, PHEP recipients can complete and submit by **Tuesday, March 17**, an [SF-424 Application for Federal Domestic Assistance Version 2](#), including the “Consolidated Application/Plan/Funding Request Explanation” on page 4, which serves as a budget summary narrative; and an [SF-424A Budget Information-Non-Construction report](#). The budget summary narrative should be a short description of the BP2 funding request. Recipients may also submit a separate Word document with the BP2 budget summary narrative. Those jurisdictions that have already received application deadline extensions from CDC can submit these budget documents by the deadlines included in the approvals from the Office of Grants Services.

All PHEP recipients must submit the remaining components of the BP2 application package no later than **Friday, May 15**. They include the:

- Performance Progress and Monitoring Report (PPMR);
- Detailed, line-item budget justification of the funding amount requested, including any request to use unobligated funds; this information is provided in two attachments, “Budget Justification Report” and “Budget Detail Report;”
- Indirect Cost Rate Agreement;
- Performance Narrative Consisting of Two Attachments: Progress Update for Budget Period 1 and Domain Work Plan for Budget Period 2;
- SF-LLL Disclosure of Lobbying Activities;
- State Health Official Letter; and
- Local Health Department Concurrence Letter.

CDC will accept these remaining application components between March 17 and May 15. Recipients that completed their BP2 applications and do not require more time can submit their entire application package by March 17 as planned. Recipients must submit their application documents in [www.grantsolutions.gov](http://www.grantsolutions.gov). CDC expects to issue BP2 awards by July 1 as scheduled.

