

Capabilities Plan Instructions Functions

General Instructions

- a. Submit an entry for every function for every capability.
- b. Each function entry must include the following data items:
 - 1. Function Current Status
 - 2. Function Current Status Narrative
 - 3. Function Goal
 - 4. Function Goal Narrative (or Planned Activity)
 - 5. Function Funding Type
 - 6. Function Other Funding Sources Funding Type

1. Function Current Status

- a. Select a current status option in the table below that best reflects the current status of this function across their jurisdiction

Option	Description
Infrastructure Fully in Place - Fully Evaluated and Demonstrated	<p>Select this option only if all the following conditions are met:</p> <ol style="list-style-type: none"> 1. All priority resource Elements are fully in place and/or accessible via MOU or other written agreement. 2. Any other resource elements or other infrastructure that the jurisdiction has identified as required to meet jurisdictionally defined needs are fully in place and/or accessible via MOU or other written agreements. 3. Awardee has fully evaluated and demonstrated performance of this function within the past 24 months (August 2009 or later) and found that it meets jurisdictionally defined needs
Infrastructure Fully in Place - Not Fully Evaluated and Demonstrated	<p>Select this option if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. All priority resource elements are fully in place and/or accessible via MOU or other written agreement. 2. Any other resource elements or other infrastructure that the jurisdiction has identified as required to meet jurisdictionally defined needs are fully in place and/or accessible via MOU or other written agreement. 3. Awardee has not attempted demonstration of this function, the demonstration was more than 24 months ago (before August 2009), or awardee has evaluated and demonstrated this function but found that it did not meet jurisdictionally defined needs.
Infrastructure Not Fully in Place	<p>Select this option only if any priority resource elements and any other resource elements or other infrastructure that the jurisdiction has identified as required to meet jurisdictionally defined needs are not fully in place.</p>

Option	Description
No Infrastructure in Place	Select this option only if the jurisdiction has no resource elements or any other infrastructure in place to perform this function.

2. Function Current Status Narrative

- a. Provide a function current status narrative.

Note: The requested content will depend on which option the awardee selects for the function’s current status.
- b. If the function’s current status is “infrastructure fully in place - fully evaluated and demonstrated,” then the narrative should include the following:
 1. Date of demonstration (must be in past 24 months)
 2. Type of demonstration (exercise, planned event, real incident, or routine activity)
 3. Outcome (result) of demonstration
 4. Evidence that the demonstration aligns to the function’s definition.
- c. If current status is “infrastructure fully in place – not fully evaluated and demonstrated,” then the current status narrative should include the following:
 1. If the function was partially demonstrated, succinctly describe what has been demonstrated, how it was demonstrated, and what has not been demonstrated.
 2. If the function was demonstrated but issues were identified, succinctly describe the issues that were identified.
 3. If the function has not been demonstrated, describe what, if any, are the barriers / challenges to demonstrating this function.
 4. If the function is to be demonstrated in a future budget period, identify the projected timeframe for demonstration.
- d. If the function’s current status is “infrastructure not fully in place,” then the narrative should include a succinct description of any missing resource elements or other infrastructure and any related barriers that are not described in the Resource Element section.
- e. If the function’s current status is “no infrastructure in place,” then the narrative should include a succinct description of any barriers to having the infrastructure fully in place that are not described in the Resource Element section.
- f. The narrative should include a brief description of how this function is implemented, i.e., at the state level, the local level, or a combination of the two, and the state’s role.
- g. If any of the specific information requested is not available at the time of application, enter “information not available at this time” or similar language and indicate when this information will be available.

3. Function Goal

- a. Select the function goal from the list below that most closely represents the result or achievement toward which the effort is being directed across the jurisdiction for the budget period.

Option	Description
Build	<p>Awardee plans to increase the level of resource elements and / or performance for this function. This could be via any or all of the following (not intended to be an exhaustive list):</p> <ul style="list-style-type: none"> • Resource element(s) will be developed / purchased / assured via MOU or other written agreement • Performance improvement steps are to be implemented
Sustain	<p>Awardee plans to maintain the current state / status / level of resource elements for this function.</p> <p>Sustain may or may not require related activities, resources, and funding.</p> <p>Note: “Sustain” is not an available option if current state is “no infrastructure.”</p>
Scale Back	<p>Awardee plans to reduce, downsize, remove, or downgrade the resource elements within a function.</p> <p>NOTE: The “scale back” option is <u>not</u> intended to include situations where reducing resource elements results in no or minimal impact to overall performance. For example, scaling back may include situations where excess capacity is purposely reduced. In those cases, “sustain” may be a more accurate selection. “Scale back” is intended to denote situations where needed capacity and / or performance is being lost or reduced in some way.</p> <p>Note: “Scale back” is not an available option if current state is “no infrastructure.”</p>
No Goal	<p>Awardee has no current infrastructure and no plans to develop any infrastructure this year.</p> <p>Note: “No goal” is an option only if awardee selects “no infrastructure” in current status. If current status is “fully in place” or “partially in place,” then goal must be either “build,” “sustain,” or “scale back.”</p>

4. Function Goal Narrative

- a. Submit a function goal narrative.
- Note:** In the function goal narrative, the awardee should provide information about the function goal (or planned activities) that cannot be captured in the resource element goal narrative. If any requested information below is present in a resource element goal narrative, then an awardee should not repeat it.
- b. If the function goal is “build” or “sustain,” then the narrative should include a brief description of what is intended to be built or sustained and how this is intended to be achieved.

- c. If the function current status is “fully in place - fully evaluated and demonstrated” and the function goal is “build,” the awardee should explain why the jurisdiction is continuing to build.
- d. If the function goal is “sustain” and the function current status is “not fully in place - fully evaluated and demonstrated,” provide a brief description of why there are no plans to fully build and / or demonstrate this function.
- e. If the function goal is “scale back,” provide a brief description of what is being scaled back and why.
- f. If the function goal is “no goal,” provide a brief description of why there is no goal.
- g. Include a brief description of how this function is planned to be implemented, i.e. at the state level, the local level, or a combination, and the state’s role.

5. Function Funding Type

- a. Select the types of funding that will be used to fund that function from the options defined below.

Option	Description
PHEP	The function is entirely funded by the PHEP cooperative agreement (includes match)
Partial PHEP	The function is funded by PHEP and by other funding source(s).
Other Funding Sources	The function is funded by sources other than PHEP.
No Funding	There is no funding for the function.

6. Other Funding Sources

- a. If the funding type is “partial PHEP” or “other funding sources,” select one or more “other funding sources” to provide additional information about funding. The options are:

Option
State Funds
Local Funds
Hospital Preparedness Program (HPP) Funds
Epi/Lab Capacity (ELC) Funds
DHS Funds
In-Kind/Partner Funds
Other (please specify)

- b. If “other” is selected, submit a brief narrative describing the other sources of funding.

Capabilities Plan Instructions Resource Elements

General Instructions

- a. **Priority Resource Elements**
Submit an entry for all priority resource elements for all functions for all capabilities.
Note: CDC recognizes that awardees may not have all the information available at the time of application to fully report on each priority resource element but strongly encourages awardees to be as complete as possible. CDC reserves the right to restrict funds if required information is missing.
- b. **Recommended Resource Elements**
Submit an entry for any recommended resource element that has planned activities for this budget period to either build or sustain the element.
- c. **Awardee-Defined Resource Elements**
Submit an entry for any awardee-defined resource element that has planned activities for this budget period to either build or sustain the element.
- d. Awardee-defined resource elements must be categorized as either “planning,” “skills and training,” or “equipment and technology.”
- e. Awardee-defined resource elements must be within scope of the associated function and must directly contribute to the awardee’s ability to carry out the associated capability, function, and / or task.
- f. **Resource Element Entry**
Each resource element entry submitted according to the instructions defined above must consist of the following data items:
 - 1. Resource Element Current Status
 - 2. Resource Element Current Status Narrative
 - 3. Resource Element Goal
 - 4. Resource Element Goal Narrative
 Instructions for each of these data items are described below.

1. Resource Element Current Status

- a. Select the resource element’s current status option below that most appropriately reflects the current status of the resource element across their jurisdiction.

Option	Description
Fully in Place	All items identified in the resource element definition* are in place
Partially in Place	Some items identified in the resource element definition* are in place
Not in Place	No items identified in the resource element definition* are in place

* As defined in *Public Health Preparedness Capabilities: National Standards for State and Local Planning*.

Awardees should use their own judgment for awardee-defined resource elements as to whether these are fully in place, partially in place, or not in place.

2. Resource Element Current Status Narrative

- a. Submit a resource element current status narrative.
Note: The information requested for the narrative will depend on the resource element’s current status. See instructions below for more details.
- b. If the resource element’s current status is “fully in place” or “partially in place,” then the narrative must include the following:
 - 1. Indication whether the resource element is via MOU or other written agreements.
 - 2. If applicable, brief description of any aspects of this resource element that are above and beyond the resource element description as described in the *Public Health Preparedness Capabilities: National Standards for State and Local Planning*.
 - 3. For an awardee-defined resource element, a brief description of what is in place.
 - 4. If the current status” is “partially in place,” identify the parts of the resource elements that are in place and those that are not in place.
 - 5. A brief description of how this resource element is being implemented, i.e., at the state level, the local level, or a combination, and what the state’s role is.
 - 6. If the resource element is in place in some parts of the jurisdiction but not others, please explain.
- c. If ‘the current status’ is “not in place,” the narrative should include a brief description of why this resource element is not in place.
- d. If the specific information is not available at the time of application, state “information not available at this time” and indicate when this information will be available.

3. Resource Element Goal

- a. Select the most appropriate match for the resource element goal for the current budget period as described in the table below that refers to their entire jurisdiction.

Option	Description
Fully in Place	All items identified in the resource element definition* will be in place
Partially in Place	Some items identified in the resource element definition* will be in place
Not in Place	No items identified in the resource element definition* will be in place

* As defined in the *Public Health Preparedness Capabilities: National Standards for State and Local Planning*.

Awardees should use their own judgment for awardee-defined resource elements as to whether these are planned to be fully, partially or not in place.

4. Resource Element Goal Narrative

- a. Submit a resource element goal narrative.
- b. The narrative should include a description of any planned activities related to this resource element, including the following:
 1. A description of resource element aspects that will be built and/or sustained during the upcoming budget period.
 2. The responsible/lead person or role for this activity.
 3. A description of how this resource element is going to be built and / or sustained (or via MOU or other written agreements) this upcoming budget period.
 4. Who will be involved in these activities, e.g., internal, contracts, partnerships.
 5. Milestones and defined deliverables/outputs. Milestones should be specific, measureable, achievable, realistic, and refer to what is being built/sustained. At a minimum, milestones should be established prior to and after the mid-year period.
 6. For awardee-defined resource elements or when going “above and beyond” the resource element description, succinctly describe why the element or an excess are necessary.
- c. For resource elements that have a resource element goal of “partially in place” or “not in place,” include a brief description of the barriers to having this resource element fully in place across the jurisdiction.
- d. For resource elements that have a resource element goal of “fully in place or “partially in place,” awardees should include a brief description of how this resource element will be implemented, i.e., at the state level, the local level, or a combination, and the state’s role in implementation.