PHEP BP4 Program Requirements	Notes
50 planning elements	These elements align with operational data elements collected in Budget Period 3 (BP3) related to Pandemic COVID-19 Incident Response (RSP). Collecting parallel data elements is intended to maintain the focus on pandemic lessons learned and to document the current plans, policies, and procedures implemented during the COVID-19 pandemic response.
Annual PHEP exercise (with access and functional needs [AFN] partners)	Credit allowed for response activities if there is verification of AFN partners in the response or at any level of drill or exercise including tabletop exercise. Submit using new ORR form: Annual PHEP Exercise (Vulnerable Populations) with Access and Functional Needs (AFN) Partners.
Emergency operations center activations	Submit basic information on all activations using new ORR form: Emergency Operations Center (EOC) Activations.
Critical contact sheet (CCS) updates	Update current CCS every six months.
Workforce development and training (WDT) submissions	Submit using current ORR form: WDT.
CDC site visits	Resumed in Budget Period 3 (BP3).
LRN-B and LRN-C test requirements	These deliverables will be collected in PERFORMS as part of the BP4 annual progress report (APR) at the end of BP4.
Attendance at annual preparedness summit (2023)	Required
Attendance at Pacific Islands preparedness and emergency response (PIPER) summit (2023)	Required
Cities Readiness Initiative (CRI) ORR site visits and data reporting to CDC	Not required
All drill requirements, including staff notification and 24/7 emergency contact drills	Not required

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PHEP BP4 Program Requirements	Notes
Jurisdictional structure sheet (JSS) submissions	Not required
Jurisdictional data sheet (JDS) submissions	Not required
Partner planning sheet (PPS) submissions	Not required
Jurisdictional risk assessments (JRAs)	Recipients must report the date of most recent JRA or equivalent (even if outdated) and prioritized risks on the ORR form in Capability 1: Community Preparedness. While the PHEP NOFO requires recipients to complete JRAs at least once every five years, CDC is waiving this requirement in BP4 for those jurisdictions whose JRAs were completed more than five years ago.
Updated administrative preparedness plans	Jurisdictions whose plans expired in Budget Period 3 must respond to administrative preparedness questions in the BP4 annual progress report-to meet this requirement.
Integrated action plans	The new module is still under development in PORTS and may not be released this budget period. Reporting and submission of integrated action plans will not be required in BP4.
Annual inventory data exchange (IDE) tests	Not required
Full-scale exercise (FSE): pandemic influenza	Requirement met in BP3 with successful PPS, VAC, and RSP submission and CDC review.
FSE for CRI local planning jurisdictions: pandemic influenza	Not required
FSE: anthrax distribution	Requirement met in BP3 with successful PPS, VAC, and RSP submission and CDC review.

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PHEP BP4 Program Requirements	Notes
FSE: anthrax dispensing	Not required
Functional exercise (FE): joint exercise with emergency management and health care coalitions	Requirement met in BP3 with successful PPS, VAC and RSP submission and CDC review.
Tabletop exercises (TTX): 1) pandemic influenza scenario, 2) anthrax scenario, 3) administrative preparedness, 4) continuity of operations, and 5) laboratory continuity of operations	Not required
FE: pandemic influenza for critical workforce	Requirement met in BP3 with successful PPS, VAC and RSP submission and CDC review.

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