



NOTICE OF GRANT AWARD

NORTH DAKOTA DEPARTMENT OF HEALTH AND HUMAN SERVICES

SFN 53771 (05-2025)

Grant Number G25.643	CFDA Name Public Health Emergency Preparedness (PHEP)	CFDA Number 93.069
FAIN Number NU90TU000004	Grant Type (Check One) ☒ Program ☐ R&D	Grant Start Date 7/1/2026
Federal Award Date 6/18/2026	Grant End Date 6/30/2027	
Federal Awarding Agency Department of Health and Human Services		

This award is not effective, and expenditures related to this award should not be incurred until all parties have signed this document.

Title of Project/Program PHEP – EPR Statewide Response Team	North Dakota Department of Health and Human Services (NDDHHS) Project Code: 6611 S327-OC-00-31
Grantee Name Fargo Cass Public Health	Project Director Tim Wiedrich
Address 1240 – 25 th Street South	Address 1720 Burlington Drive, Suite A
City/State/ZIP Code Fargo, ND 58103-2367	City/State/ZIP Code Bismarck, ND 58504
Contact Name Jenn Faul	Contact Name Juli Sickler
Telephone Number 701-241-1380	Telephone Number 701-328-2293
Email Address jfaul@FargoND.gov	Email Address jsickler@nd.gov

	NDDHHS Cost Share	Grantee Cost Share	Total Costs
Amount Awarded	\$220,105	\$0	\$220,105
Previous Funds Awarded	\$0	\$0	\$0
Total Funds Awarded	\$220,105	\$0	\$220,105
Indirect Rate (Check One)	☒ Subrecipient waived indirect costs	☐ De minimis rate of % (limited to 15%)	☐ Negotiated/Approved rate of %

Scope of Service

Grantee will complete the activities identified in Attachment A.

Reporting Requirements

Expenditure reports must be submitted within 30 days of incurring the expense to the North Dakota Department of Health and Human Services (NDDHHS). Final expense report for the period ending June 30, 2027, must be received by July 15, 2027. A mid-year progress report, as prescribed by the NDDHHS, must be submitted by January 31, 2027, for the period of July 1, 2026, through December 31, 2026. A year-end progress report, as prescribed by the NDDHHS, must be submitted by August 31, 2027, for the period of January 1, 2027, through June 30, 2027. Payments will be processed upon Department approval of expenditure reports and progress reports.

Special Conditions

The language contained within the Centers for Disease Control and Prevention Grant Award issued to the Department of Health and Human Services is attached by reference and made a part of this agreement.

This Notice of Grant Award is subject to the terms and conditions incorporated either directly or by reference in the following: (1) Requirements Addendum and Grantee Assurances for Notice of Grant Awards issued by the NDDHHS as signed by Grantee for the period of July 1, 2025 to June 30, 2027 [Finance Use Only: ☐ Requirements Received; ☐ Questionnaire received] and (2) applicable State and Federal regulations.

Evidence of Grantee's Acceptance		Evidence of NDDHHS Acceptance	
Date 07/01/2026	Signature 	Date	Signature
Typed Name/Title of Authorized Representative Jenn Faul, Director of Public Health		Typed Name/Title of Authorized Representative Tim Wiedrich, Director Health Response and Licensure	
Date 7/8/2026	Signature 	Date	Signature
Typed Name/Title of Authorized Representative Joshua A Boschee, Mayor, City of Fargo		Typed Name/Title of Authorized Representative Donna Aukland, Chief Financial Officer	
ATTEST: Angie Bear, Deputy City Auditor on behalf of City Auditor			

Deputy City Clerk
in lieu of Angie Bear

If attachments are referenced, they must be returned with the signed award.

If you did not receive attachments as indicated, contact the Program Director identified above.

Contract Number: G25.643
Unit: Fargo Cass Public Health
Attachment A: FY2026-2027 BP3

Funding is provided to hire staff for planning and coordination of public health emergency preparedness and response activity in the State of North Dakota. Public Health Emergency Preparedness (PHEP) Statewide Response Team members shall work closely with the North Dakota Department of Health and Human Services (NDDHHS) Emergency Preparedness and Response Unit (EPR) and community leaders throughout the state to coordinate planning and response activities for health and medical emergency events. Emergency events that require in-state and out-of-state response from team members are described as federal, state, county and/or city declared disaster/emergency, and/or a local public health declared emergency.

- All positions funded by this award must be approved by the EPR Director.
- Of the total funding awarded with this award, no more than 10% can be used for administrative personnel to assist with this award's activity (accountant, administrative assistance and/or supervisory duties). The remaining funds are restricted to support the response personnel funded as part of the PHEP Statewide Response Team.
- Of the PHEP Statewide Response Team positions hired, one position must be one (1) FTE funded at 100%.
- PHEP Statewide Response Team members funded by this award must complete all training identified in the Public Health Emergency Preparedness Cooperative Agreement, Opportunity Number: CDC-RFA-TU24-0137, Strategy 1: AHA-G to ensure baseline competency and integration with preparedness requirements of the program.
- Expenses such as supplies, rent, communications, etc., for team members NOT funded at 100%, must be allocated accordingly with other funding sources supporting the position.
- All PHEP Statewide Response Team members are required to participate in the following activity:
 - Attend bi-weekly videoconference meetings with the State.
 - Participate in state-hosted exercises and trainings, as requested.
 - Attend annual training sessions equal to 20 hours as prescribed by the EPR Director.
 - Assist the Department with completion of health and medical risk assessments.
 - Integrate health equity practices to enhance preparedness, response, and recovery support for populations experiencing health disparities.
- As requested by local public health agencies, PHEP Statewide Response Team members will assist in conducting exercises and/or trainings with local public health agencies, long-term care facilities, hospitals and human service agencies throughout the state. Critical response and recovery partners as identified in the plans must be included in these activities. After-action reports should be filed with EPR within 90 days of the completion of the exercise/training.
- Team members that have been assigned a port-a-count machine will be responsible to provide fit-testing as requested by other entities that include, but are not limited to EMS, hospitals, long term care, public health, law enforcement and fire departments. Grantees will store Department-owned port-a-count machines from the State Medical Cache and allow other agencies from their region to borrow said machines for the purposes of fit testing staff and responders.

Each port-a-count machine must have training/testing records maintained by the respective team members using the forms/methods mutually agreed upon by the Grantee and the Department. Grantee will keep accurate tracking records of the port-a-count machines assigned to their public health unit and have those records available at the Department's request. 30 days prior to expired calibration dates, grantee will provide notification to EPR and assist EPR staff with collecting the

PHEP - Statewide Response Team Attachment A

machines to be sent back to the manufacturer for proper calibration. EPR will return the machines to the Grantee once calibration activities are completed by the manufacturer.

The following activities are also eligible for reimbursement through this award. Eligible expenses for each include equipment, office supplies, travel, salaries, rent, utilities, connectivity/communication fees, IT software, training, and professional development costs.

1. Participation in training, exercises, and drills as conducted by NDDHHS.
2. Active participation in and/or coordination of local planning and preparedness committees.
3. Assist local public health units with coordination of local all hazards planning with local emergency management and human service agencies.
4. Assist with maintenance of local health and medical emergency operations plans (updates should occur annually). All plans should be available in the HAN Document Library i.e., local all hazards' plans, pandemic plans, risk communications plans, etc.
5. Assist with maintenance of accurate contact information for local emergency plans, regional groups, local public health groups, etc.

Other activities may be eligible for funding as mutually agreed upon between the local public health unit and the North Dakota Department of Health and Human Services, Emergency Preparedness and Response Unit Director.

The PHEP Statewide Response Team members funded by this grant award are expected to respond to emergency events across the State of North Dakota as requested by the North Dakota Department of Health and Human Services. However, there may be situations that prevent a team member from responding as requested. These situations may include, but are not limited to, sickness or injury; a team member's family member being sick or injured and requiring assistance with care; funeral; or an emergency identified by the local public health administrator. These and other situations will be discussed between the local public health administrator and the Director of the Health Response and Licensure Section and/or the EPR Unit Director at the time of the request.