



Terms and Conditions for 2019-2020 North Central Region Healthcare Coalition Hospital/Healthcare Preparedness Program Projects

Scope of Work

Hospital/Healthcare Preparedness Program (HPP) funding awards support the work of the North Central Region Healthcare Coalition by increasing emergency preparedness in Colorado by strengthening and enhancing the preparedness of the public health and medical system to respond to and recover from emergency incidents that exceed the day-to-day capacity and capability of existing health and emergency response systems.

Sub-Awardee Requirements

During the funding period of September 3, 2019 through June 30, 2020, sub-awardees are required to:

1. Complete and submit mid-point and final reports.
2. Submit invoices *monthly*, even during months where no funds were spent.
3. Follow all procurement and reimbursement policies of the fiscal agent for the NCR HCC, Trailhead Institute, as outlined in this document as well as in the Trailhead Institute Services Agreement.
4. Provide After Action Reports and/or Improvement Plans to NCR HCC Governance Board following any HPP funded exercises.
5. Provide training feedback/evaluation forms to Governance Board following any HPP funded trainings.

Sub-Awardee Expectations

During the funding period of September 3, 2019 through June 30, 2020, sub-awardees will be expected to:

1. Attend and participate in HCC chapter meetings on a regular basis.
2. Participate in NCR HCC regional planning.
3. Support health and medical response activities, as requested.
4. Participate in at least one redundant communication drill for their associated HCC chapter.
5. Support, integrate, and coordinate during activities associated with a response involving the NCR health and medical system. This includes, but is not limited to, Emergency Support Function (ESF) 8.
6. Make available shareable and deployable grant funded purchases during emergency situations to NCR HCC partners, upon request.

Reporting Procedures

Awardees will submit a mid-point and final report, electronically, utilizing the report templates and instructions provided by the NCR HCC.

Due Dates for Mid-Point and Final Reports

Mid-Point Report for September 2019 – December 2019	Tuesday, December 31, 2019
Final Report	Monday, June 22, 2020



HPP Funding Restrictions

Purchasing Guidelines:

1. Only items that are specifically detailed on the scope of work, budget, and/or award letter will be reimbursed.
2. Any single item that exceeds \$5,000.00 requires approval from the Colorado Department of Public Health and Environment. Trailhead Institute will assist agencies with obtaining approval for these items.
3. Indirect costs for projects are capped at 10% of the total direct costs.
4. Cooperative agreement funds cannot supplant current state or local expenditures. This refers to the replacement of non-federal funds with federal funds intended to support the same activities.

Unallowable Costs:

1. Payment or reimbursement of backfilling costs for staff.
2. Construction or major renovations.
3. Salary of an individual at a rate in excess of Executive Level II or \$187,000 per year.
4. The purchase of clothing.
5. The purchase or support (feed) for animals for labs, including mice.
6. The purchase of a house or other living quarters for those under quarantine.
7. The purchase of vehicles to be used as means of transportation for carrying people or goods, such as: passenger cars or trucks and electrical or gas-driven motorized carts.
8. Clinical care.
9. Entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs.
10. Fund raising activities and lobbying.

Reimbursement Procedures for Sub-Awardees

1. Awardees will purchase the items for their project and will be reimbursed by Trailhead Institute upon receipt of an invoice(s) and proper back-up documentation.
2. Awardees may submit invoices as often as they like, but at least *monthly*. Invoices shall be sent to the NCR HCC via Mdeland@ncrhcc.org and the NCR HCC Treasurer. Once the HCC has approved the invoice(s), it will be forwarded to Trailhead Institute to be processed for payment.
3. Include all necessary back-up documentation along with each invoice(s). Copies are acceptable. Back-up documentation must show that expenses are allocable to the project, reasonable for the type of expense, necessary for completing the scope of work defined in the award, and allowable under Federal cost principles 2 CFR 200 Subpart E or 48 CFR 31.2.
4. Ensure the line items in the invoice(s) match (as closely as possible) the line items agreed to in the approved budget and budget justification, including details that match the supporting documentation.

Trailhead Institute will mail a reimbursement check within 30 days of receiving a complete request for reimbursement packet to the address on the W-9 form provided by the sub-awardee at the time of application.