



North Central Region Healthcare Coalition 2019-2020 Hospital Preparedness Program Project Submission Guidelines

Eligible Applicants

Members of the North Central Region Healthcare Coalition (NCR HCC).¹

Project Proposal Submission

Project proposals must be submitted, electronically, by Friday, August 16, 2019 at 11:59 p.m to be considered for funding.

Project Requirements and Considerations

Regional

To ensure grant compliance, the NCR HCC will accept project proposals for funding consideration that align with the NCR HCC’s stated purpose of “promoting, developing, and enhancing the region’s cross jurisdictional coordination to the health and medical component of incident preparedness, response, and recovery. This is achieved through communication, planning, training, and collaboration, with coalition partners.”²

State

The Colorado Department of Public Health and Environment’s Office of Emergency Preparedness and Response (CDPHE-OEPR) 2018-2019 Healthcare Preparedness and Response Statement of Work Project Description states that the HPP project “serves to strengthen and enhance the capabilities of state, local, and territorial public health and healthcare systems to respond effectively (mitigate the loss of life and reduce the threats to the community’s health and safety) to evolving threats and other emergencies within Colorado.”

Federal

As stated in the 2017-2022 Health Care Preparedness and Response Capabilities, The U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR)’s Hospital Preparedness Program (HPP) enables the health care delivery system to save lives during emergencies and disaster events that exceed the day-to-day capacity and capability of existing health and emergency response systems.

****Proposals that do not address these elements will not be considered.****

Project and Funding Timeline

Project Submissions Guidelines and application forms available to NCR HCC members	Monday, July 8, 2019
Project application submission deadline	Friday, August 16, 2019
Application review process	Monday, August 19 – Tuesday, August 27, 2019
Funding decision notification sent to all applicants	Tuesday, September 3, 2019
Awardee mid-point report due	Tuesday, December 31, 2019
All final requests for reimbursement due	Friday, May 22, 2020*
Awardee final report due	Monday, June 22, 2020

¹ Contractors within the NCR HCC, who wish to apply for funding, must partner with at least one additional HCC partner (e.g., NCR HCC chapter, workgroup, committee, organization, etc.) and list the partnering entity as the primary applicant on the project application.

² North Central Region Healthcare Coalition Governance Document.

**Final reimbursement documents must be submitted by May 22, 2020, but work on the project can continue through June 30, 2020 as long as no additional reimbursable costs are incurred.*

Purchasing Guidelines

1. Only items that are specifically detailed on the award letter will be reimbursed.
2. Any item that exceeds \$5000.00 requires approval from the Colorado Department of Public Health and Environment. Agencies can work with Trailhead Institute to gain approval for these items.
3. 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.

Awardee Requirements

NCR HCC project awardees are required to:

1. Submit project invoices *monthly* to NCR HCC via mdeland@ncrhcc.org and NCR HCC Treasurer. This includes months where no funds were spent.
2. Complete and submit all mid-point and final reports.
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.

****Failure to comply with these requirements will impact future funding****

Awardee Expectations

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, to the NCR HCC. Report templates and instructions will be provided to awardees following notification of funding.

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

Reimbursement Procedures for Awardees

- Awardees will purchase the items for their project and will be reimbursed by Trailhead Institute upon receipt of an invoice and proper back-up documentation.
- Awardees may submit invoices as often as they like, but at least *monthly*. Invoices shall be sent to Michelle Deland at mdeland@ncrhcc.org and the NCR HCC Treasurer. Once the HCC has approved the invoice, it will be forwarded to Trailhead Institute to be processed for payment.
- Include all necessary back-up documentation along with each invoice. 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.
- Ensure the line items in the invoice 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, including full, accurate and acceptable back up documentation, is received to the address on the W-9 form provided by the awardee at the time of application.

Application Submission Requirements

All project proposal submissions must include the following items:

1. Completed 2019-2020 HPP Project Proposal Application (electronic)
2. Itemized budget (standardized budget template included with application packet)
3. Supplemental documents, if applicable (e.g., quotes for products and/or services, vendor proposals, etc.)

Application Review Process

All completed applications, submitted by the deadline, will be independently reviewed by the members of the NCR HCC Governance Board using a standardized and approved scoring system. Once all projects have been independently reviewed, the NCR HCC Governance Board will meet to discuss and make final funding decisions. If at any point during this process the board has questions on a particular submission, they will have the opportunity to request additional information from the primary point of contact listed on the application.

If a member of the board submits a project application and/or is tied directly to a proposed project, that individual will be excluded from the review, scoring, and decision-making process.

Final scoring sheets and feedback will be made available to all applicants once all applications have been reviewed and funding decisions made, if requested.

North Central Region Healthcare Coalition (NCR HCC)
2019-2020 HPP Project Scoring Guidelines

Emergency Support Function 8 (ESF 8)/Health and Medical Branch Support

Yes	Project includes at least one mitigation, preparedness, response, and/or recovery element pertaining to the NCR's health and medical system
No	Project does not include any mitigation, preparedness, response, and/or recovery elements pertaining to the NCR's health and medical system. *Project is ineligible for funding*

Organization Capability Impact (Question #9)

0	Question left blank
1	Project does not impact the organization's capabilities
2	Project minimally impacts the organization's capabilities
3	Project moderately impacts the organization's capabilities
4	Project significantly impacts the organization's capabilities

Multi-Jurisdictional and/or Regional Support (Question #10)

0	Question left blank
1	Supports Organization only
2	Supports Municipality
3	Supports County
4	Supports Multiple Counties within the NCR Region
5	Supports the Whole NCR Region

Joint Risk Assessment Alignment (Question #11)

0	Question left blank
1	Question was answered but answer is not specifically linked to any components of the NCR HCC JRA
2	Question was answered and is specifically linked to NCR HCC JRA
3	Question was answered and is specifically linked to the NCR HCC JRA and provides a broad explanation of how the proposed project mitigates the addressed item(s)
4	Question was answered and is specifically linked to the NCR HCC JRA and provides a detailed explanation of how the proposed project mitigates the addressed item(s)

HPP Objectives (Question #12)

0	Question left blank
1	Question was answered but answer is not specifically linked to any of the HPP Objectives
2	Question was answered and is specifically linked to at least 1 HPP Objective – no explanation provided
3	Question was answered and is specifically linked to at least 1 HPP Objective and provides a broad explanation of how the proposed project addresses the objective(s)
4	Question was answered and is specifically linked to more than 1 HPP Objective and provides a detailed explanation of how the proposed project addresses the objective(s)

Access and Functional Needs Populations (Question #13)

0	Question left blank or the project does not address those with access and functional needs
2	Question was answered and project does address the needs of people with access and functional needs

Sustainability (Question #14)

0	Question left blank or there is no sustainability plan for the project
2	Question was answered and there is a sustainability plan for the project



Project Title _____

Scorer's Initials _____

North Central Region Healthcare Coalition
2019-2020 NCR HCC HPP Project Scoring Sheet

Criteria	Description	Scoring	Weight	Total Score Possible	Project Score	Weighted Project Score
ESF 8/Health and Medical Branch Support	Evaluate if the project addresses at least one mitigation, preparedness, response, and/or recovery element pertaining to the NCR's health and medical system	Yes/No	N/A	N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, project is ineligible for funding
Organization Impact	Evaluate the project's impact on the organization's ability to effectively prepare for and respond to emergencies	Scale = 0-4	1.0	4		
Multi-Jurisdictional/Regional Support	Evaluate the level of multi-jurisdictional and/or Regional support exhibited in the project	Scale = 0-5	3.0	15		
Alignment with NCR HCC Joint Risk Assessment	Evaluate the project's alignment with the NCR HCC JRA	Scale = 0-4	2.0	8		
HPP Objectives	Evaluate the project's ability to address one or more of the 2017-2022 HPP Objectives	Scale = 0-4	2.0	8		
Access and Functional Needs Population	Evaluate the project's ability to address those with access and functional needs?	Scale = 0-2	1.0	2		
Sustainability	Evaluate the sustainment of the project	Scale = 0-2	1.0	2		
Totals				39		

Additional Notes



North Central Region Healthcare Coalition
 2019-2020 Hospital Preparedness Program Funding Application Checklist

The following items must be submitted to the NCR HCC by 11:59 p.m., on Friday, August 16, 2019, to be considered for funding during the 2019-2020 HPP fiscal year. Incomplete applications will not be eligible for funding.

Unless an exception has been granted by the NCR HCC Executive Director, all applications must be submitted electronically:

[2019-2020 NCR HCC HPP Project Funding Application](#)

Additional application resources are available on the NCR HCC's website under [Grant Funding](#).

Questions should be directed to: Michelle Deland at mdeland@ncrhcc.org or 303.588.8488

Required Item	Notes
<input type="checkbox"/> 2019-2020 Project Funding Application <ul style="list-style-type: none"> Completed utilizing the NCR HCC web-based Project Funding Application Program 	
<input type="checkbox"/> Itemized Project Budget <ul style="list-style-type: none"> Uploaded, as a PDF, into web-based Project Funding Application Program 	
<input type="checkbox"/> Completed W-9 <ul style="list-style-type: none"> Uploaded, as a PDF, into web-based Project Funding Application Program 	
<input type="checkbox"/> Supplemental Documents <i>*optional – only required if equipment and/or supplies are being purchased*</i> <ul style="list-style-type: none"> Uploaded, as PDFs, into web-based Project Funding Application Program 	