



FY 2018 Guidelines for Submission for Coalition Regional Special Project Funding from the Allocated Regional Hospital Preparedness Program

Initial Application for Special Projects Request is Due to the Secretary of the Coalition no later than May 26th 2017 at 11:59 pm. Email complete applications to: Brad.Robinson@sih.net

Hint: When completing the application form, you may find it easier to type the narrative into a separate word document and copy and paste into the desired fields.

If you have a need to submit more text than a box allows, please attach additional documents as necessary.

Anticipated amount available for Special Regional Projects in our region is unknown at this time.

1. Consideration for a monetary award to complete special regional projects is open to any Shawnee Preparedness and Response Coalition Primary Organization member in good standing.
2. Awardees will maintain coalition membership and be considered a member in good standing during the fiscal year in which the project is underway. To be considered a member in good standing, the member organization must ensure representation at quarterly meetings and actively participate in one or more coalition subcommittees, strike teams, or task forces. Costs associated with participation in coalition activities may meet requirements to count toward the 10% local funding match requirement; see 5 below.
3. Member organizations must maintain current contact information with the coalition, participate in SPARC drills / exercises as appropriate, provide information to SPARC for planning and response purposes as requested (e.g. capability assessments, hazard vulnerability analysis, status information to help maintain regional situational awareness, etc.) and be in compliance

with the SPARC membership responsibilities as outlined in the Coalition Bylaws.

<http://www.shawneepreparednesscoalition.com/policies-plans-and-procedures/>

4. Awardees must maintain compliance with all applicable state and federal regulations relating to the eligibility of receiving state and/or federal grant funds.
5. Any coalition member who is awarded funding for special regional projects is responsible for the required 10% match of any funds awarded. Funding recipients must maintain accounting processes and procedures to track the expenditure of all grant funds, as well as the local matching funds. The match requirement cannot be met with other federal grant dollars unless allowed by the funding agency.
6. Awardees will provide a brief written project update to the Coalition Executive Committee monthly and will complete a short quarterly report until the project is completed.
7. To be eligible for consideration projects must meet the following minimum criteria: the project must have a regional or widespread benefit or impact and it must build or enhance the following capabilities for the coalition region as described in the 2017-2022 Health Care Preparedness and Response Capabilities, ASPR, November 2016,
<https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/2017-2022-healthcare-pr-capabilities.pdf>.
 - a. **Capability 1: Foundation for Health Care and Medical Readiness**
 - b. **Capability 2: Health Care and Medical Response Coordination**
 - c. **Capability 3: Continuity of Health Care Service Delivery**
 - d. **Capability 4: Medical Surge**

Capability 1: Foundation for Health Care and Medical Readiness

Goal of Capability 1: The community's health care organizations and other stakeholders—coordinated through a sustainable Health Care Coalition (HCC)—have strong relationships, identify hazards and risks, and prioritize and address gaps through planning, training, exercising, and managing resources.

Capability 2: Health Care and Medical Response Coordination

Goal of Capability 2: Health care organizations, the HCC, their jurisdiction(s), and the Jurisdictional Medical Care (ESF-8) lead agency plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events.

Capability 3: Continuity of Health Care Service Delivery

Goal of Capability 3: Health care organizations, with support from the HCC and the ESF-8 lead agency, provide uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery operations result in a return to normal or, ideally, improved operations.

Capability 4: Medical Surge

Goal of Capability 4: Health care organizations—including hospitals, Emergency Medical Services, and out-of-hospital providers—deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The HCC, in collaboration with the ESF-8 lead agency, coordinates information and available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCC's collective resources, the HCC supports the health care delivery system's transition to contingency and crisis surge response and promotes a timely return to conventional standards of care as soon as possible.

8. Project Requests should align with the region's coalition strategic preparedness plan, hazard vulnerability analysis, and / or the Regional Capability Planning Guide's identified gaps.
<http://www.shawneepreparednesscoalition.com/fy-2018-special-project-fund-application-documents/>
9. The committee evaluating and ranking the submitted applications will attempt to fund as many projects as possible.
10. Typically, greater weight will be given to projects that have greater regional impact (i.e. the more people that will potentially benefit, the greater chance of the project being funded). Also, projects that are able to accomplish their goal in the most economical way are preferred. Examples would be a workshop that costs \$2,000 to coordinate and conduct and be available for the entire region to attend would likely be preferred over a \$10,000 project doing the same thing or a \$2,000 project only open to members in a particular county.
11. While this program has no minimum or maximum amount that may be applied for, the Committee recognizes that there are many worthy projects possible with limited funding, therefore less expensive projects tend to receive approval more often than large expensive ones. This does not preclude a large project from being approved, however.
12. If a project entails the purchase of a piece of property that requires upkeep (preventative maintenance, updates to software, service agreements, etc.), the cost of said upkeep is the responsibility of the awardee. By taking on the project, the awardee agrees to provide the necessary upkeep to keep the property serviceable through the useful life of the property. This is also to include any necessary training. This is whether or not future coalition funds are available to assist with the upkeep.
13. Work product from projects shall be available to share with other coalition members.
14. Equipment purchased shall be available to share with other coalition members during emergencies.

15. Examples of regional projects may include:

- Hosting / conducting regional meetings.
- Hosting, coordinating, or providing training with a regional benefit.
- Hosting, planning, coordinating, conducting regional exercises.
- Shared projects among coalition members and / or the coalition.
- Maintenance of regional cache including supplies / equipment stored throughout region.
- Sustainability development.
- Regional capacity building.
- Conference Attendance.

16. Examples of unallowable expenses:

- Individual agency expenses: Expenses that benefit only the grant applicant. This includes exercise expenses that are only for an individual member organization's exercise.
- Construction and Major Renovation.
- Clinical Care Expenses.
- Vehicles: Vehicles for goods or people, including forklifts and utility vehicles.
- Supplanting current or already planned preparedness efforts. I.e. using these funds to pay for something that is part of current practice or business. A good rule of thumb may be, if you were already going to fund the project, or you must fund the project whether you receive special project money or not, then it is very likely that these funds would be supplanting and thus not an allowable expense. These funds are intended to assist with preparedness efforts that wouldn't happen without them (E.g. meeting accreditation body's regulatory requirements such as TJC or CMS. Funds may be allowed to be used it build capacity or capability beyond the basic minimums, however).

17. All final funding decisions must be approved by the Illinois Department of Public Health as part of the coalition's budget approval process.

18. Any funding award is contingent upon the coalition receiving funding made available for Healthcare Coalitions through the ASPR Federal Cooperative Agreement.

Application Process:

1. The special project application (and membership form as appropriate) should be completed and sent to the Secretary of SPARC, Brad Robinson prior to the submission deadline. Membership application and a copy of the SPARC Bylaws can be found at:
<http://www.shawneepreparednesscoalition.com/policies-plans-and-procedures/>
2. The Executive committee will appoint a small peer review committee to pre-screen applications and rank applications. Any requests that are submitted late, incomplete, or do not meet the basic requirements of the application process will be rejected by the Peer Review Committee and the applicant will be informed.
3. The Executive Committee will then review all project requests that are ranked by the Peer Review Committee and determine how the special project funding will be allocated. It is the goal of the committee to also provide feedback to applicants on rationale if a project is disallowed or the awarded amount is less than requested.
4. Once an application has been approved by the coalition executive committee, the applicant will work with the regional hospital coordinator to ensure information necessary to correctly apply for the funding through the HPP grant application process is provided.
5. Applications submitted after the deadline or incomplete will not be considered during the initial round. There may be opportunities for additional funding rounds after the initial process is complete. The Executive Committee reserves the right to re-evaluate late entries or seek further information on incomplete submissions for future funding opportunities at their discretion.