



North Central Florida HealthCare Coalition

PROJECT SUBMISSION GUIDELINES 2019-2020

- Requesting agency must be a current member and located in one of the eleven member counties of the North Central Florida HealthCare Coalition (NCFHCC).
- Project must demonstrate relevance to the Coalition's mission: *Coordinating preparedness and resilience through all sectors of the healthcare system.*
- Projects will provide for geographic diversity within the eleven county region of Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee and Union counties.
- Projects must address an identified healthcare delivery deficiency, gap or resource shortage.
- Projects must align to and support one of the following 2017 -2022 Health Care Preparedness and Response Capabilities: Foundation for Health Care and Medical Readiness, Health Care and Medical Response Coordination, Continuity of Health Care Service Delivery, or Medical Surge.
- Projects will not be considered if they supplant normal business expenses and/or core mission requirements
- Projects will not be considered if they violate any of the ASPR funding restrictions (see page 3).
- Decisions made on funding requests are at the sole discretion of the North Central Florida HealthCare Coalition Board of Directors.
- The North Central Florida HealthCare Coalition Board reserves the right to partially fund a request.
- All projects are on a reimbursement basis. Projects awarded must be completed and reimbursement requested by **May 1, 2020**.
Failure to meet the deadlines may result in forfeiture of project award reimbursement.
- Reimbursement check must be deposited by June 1, 2020.

PROJECT SUBMISSION PROCESS

- Coalition shall budget annually the amount of funds available for member projects.
- Coalition will announce call for project submissions, which will include submission period and project submission deadline.
- Coalition members will complete the Project Submission Form as provided.
The deadline for project submissions is September 20, 2019.
- Requests will be submitted to the Coalition Coordinator for initial review for completeness, then provided to the Project Review Committee.
- Coalition Coordinator will convene a Project Review Committee to review and prioritize projects.
- The Board of Directors will be provided a list of submitted projects and their prioritization from the Project Review Committee. The Board will have final approval of the prioritized project list.
- Coalition Coordinator will send a formal letter of acceptance or denial to the requesting member within 15 business days of decision.
- Requesting member of approved projects must return a signed Memorandum of Agreement (MOA) with the Northeast Florida Regional Council (NEFRC) within 90 days of acceptance. The MOA requires the following of the requesting member agency:
 - Procurement and purchase of materials detailed in the application for project funding;
 - Follow their agency's procurement policy;
 - Provide the NEFRC with an acceptable invoice and documentation to reimburse the agency. Documentation required to reimburse would include:
 - Documentation of the procurement of the materials
 - Vendor invoice for the materials
 - Proof of payment for the materials purchased
 - Purchase and pay for the materials, then **submit all reimbursement documentation to the NEFRC by May 1, 2020.**
 - Reimbursement check must be deposited by June 1, 2020
- The NEFRC will reimburse the awardee within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding.

ASPR Funding Restrictions

(from ASPR Funding Opportunity Announcement)

Restrictions, which apply to both awardees and their sub awardees, must be taken into account while writing the budget. Restrictions are as follows:

- None of the funds awarded to these programs may be used to pay the salary of an individual at a rate in excess of Executive Level II or \$181,500 per year.
- Recipients cannot use funds for fund raising activities or lobbying.
- Recipients cannot use funds for research.
- Recipients cannot use funds for construction or major renovations.
- Recipients cannot use funds for clinical care.
- Recipients cannot use funds for reimbursement of pre-award costs.
- Recipients may supplement but not supplant existing state or federal funds for activities described in the budget.
- The direct and primary recipient must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.
- Recipients cannot use funds for payment or reimbursement of backfilling cost for staff, including healthcare personnel for training and exercises.
- Recipients cannot use funds to support stand-alone, single-facility trainings or exercises.
- Recipients cannot use funds to purchase vehicles to be used as means of transportation for carrying people or goods, e.g., passenger cars or trucks and electrical or gas-driven motorized carts.