



Region 3 Healthcare Coalition Alliance

FY 2021-22 PROJECT SUBMISSION GUIDELINES

JULY 1, 2021 – JUNE 30, 2022

- **All projects are on a reimbursement basis. Projects awarded must be completed and reimbursement requested by January 31, 2022.** Failure to meet the deadlines may result in forfeiture of reimbursement.
- Requesting agency must be a current member of one of the healthcare coalitions and located in one of the eighteen member counties of the Region 3 Healthcare Coalition Alliance:
 - Coalition for Health and Medical Preparedness (CHAMP) – Marion
 - Northeast Florida Healthcare Coalition (NEFLHCC) – Baker, Clay, Duval Flagler Nassau, and St. Johns
 - North Central Florida HealthCare Coalition (NCFHCC) Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee, and Union
- Project must demonstrate relevance to the Alliance’s mission: *Three coalitions working together to increase healthcare resiliency in North Florida.*
- Projects must address an identified healthcare delivery deficiency, gap, or resource shortage.
- Projects must align with and support one of the following *2017 -2022 Health Care Preparedness and Response Capabilities*: 1) Foundation for Health Care and Medical Readiness, 2) Health Care and Medical Response Coordination, 3) Continuity of Health Care Service Delivery, or 4) Medical Surge.
 - Projects that align with the specialty surge areas for pediatrics, burns, infectious disease, radiation and chemical trauma events may receive higher priority.
- Projects will not be considered if they supplant normal business expenses and/or core mission requirements of the applicant’s agency or organization.
- Projects will not be considered if they violate any of the ASPR funding restrictions.
- Decisions made on funding requests are at the sole discretion of the Healthcare Coalition Executive Board of Directors. The Healthcare Coalition reserves the right to offer partial funding for a request.
- Florida Department of Health Bureau of Preparedness will review and approve all project awards prior to notification.
- Complete the electronic, fillable Submission Form and save it using the organization name. Project applications **must be submitted via email by NOON, Monday July 26, 2021.**
Please submit using the email and subject line format below:
 - **To:** LWilsey@NEFRC.org
 - **Subject:** Project Funding Application: *Name of Agency/Organization*

PROJECT SUBMISSION PROCESS

- Each Coalition shall budget annually the amount of funds available for member projects.
- Coalition Coordinator will announce call for project submissions, which will include submission period and project submission deadline.
- Coalition members will complete the Project Submission Form and save it with your organization's name. Please submit using the email and subject line format below:
 - **To:** LWilsey@NEFRC.org
 - **Subject:** Project Funding Application: *Name of Agency/Organization*
- **The deadline for project submission is NOON, Monday, July 26, 2021.**
- Coalition Coordinator will conduct an initial review for application completeness.
- Coalition Coordinator will convene a Project Review Committee to review and prioritize projects.
- The Board of Directors for each HCC will be provided a list of submitted projects and their prioritization from the Project Review Committee. Each Board will have final approval of the prioritized project list.
- Florida Department of Health Bureau of Preparedness will review and approve all project awards prior to notification.
- Coalition Coordinator will send a formal letter of acceptance or denial to the requesting member within 15 business days of final decision.
- Coalition Coordinator will send a Memorandum of Agreement (MOA) with the Northeast Florida Regional Council (NEFRC) to awardees. The signed MOA must be returned to the NEFRC within 90 days of award notification. A sample MOA is attached for reference.
- When MOA is signed and fully executed, awardee will purchase and pay for the project, then **submit all reimbursement documentation to the NEFRC by January 31, 2022.**
 - Documentation required for reimbursement would include:
 - Quote from vendor
 - Vendor invoice
 - Proof of payment for the project purchases (canceled check or other paid receipt)
- 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.
- Reimbursement check must be deposited no later than February 28, 2022.

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.



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Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

Bringing Communities Together

**Memorandum of Agreement
Between
Northeast Florida Regional Council
And
ORGANIZATION NAME**

I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets forth the terms by which the Northeast Florida Regional Council (NEFRC) will award project funds from the North Central Florida HealthCare Coalition Program to **ORGANIZATION NAME**.

II. Funding

Based upon the application for project funding (Attachment A), the NEFRC shall pay **ORGANIZATION NAME** an amount not to exceed **\$AMOUNT** for the purchase of **XXXXX**. As equipment is paid for by regional Coalition funding, awardees are encouraged to deploy this equipment, if available and not in use, to partner agencies within the Coalition as requested.

These funds will only be paid on a reimbursement basis and must be spent by **DATE**.

II. Roles and Responsibilities

ORGANIZATION NAME will:

- Be responsible for the procurement and purchase of materials detailed in the application for project funding (Attachment A).
- Follow their agency's procurement policy to purchase the materials.
- 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
 - Reimbursement request letter from the awarded agency to the NEFRC
- Purchase and pay for the materials and submit all documentation to NEFRC for reimbursement no later than **DATE**.
- Reimbursement check from NEFRC must be deposited within 30 days of receipt or by **DATE**, whichever comes first.

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EQUAL OPPORTUNITY EMPLOYER

The NEFRC will:

- Reimburse **ORGANIZATION NAME** within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding (Attachment A).

III. Duration of the Agreement

This agreement shall begin upon execution, no later than 90 days of receipt.

The agreement shall end no later than **DATE**.

This Memorandum of Agreement can be terminated by either party upon no less than 30 days written notice to the other party without cause.

IV. Signatures and Date

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their undersigned officials as duly authorized.

| | |
|--|--|
| _____ Name Title ORGANIZATION NAME | _____ Elizabeth Payne Chief Executive Officer Northeast Florida Regional Council |
| _____ Date | _____ Date |

Attachment A

Application for Project Funding

(Project application to follow)

SAMPLE