



Region 3 Healthcare Coalition Alliance 2022-23 PROJECT SUBMISSION GUIDELINES

Fiscal Year 2022-23 begins July 1, 2022, and ends 6/30/2023

Project award decisions may not be finalized until July 2022

- **All projects are on a reimbursement basis. Projects awarded must be completed and reimbursement requested by January 31, 2023.** Failure to meet the deadlines may result in forfeiture of reimbursement.
- Requesting agency must be a current member and located in one of the eighteen member counties of the 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 Coalition 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 that benefit the region 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 Region 3 Healthcare Coalition Alliance’s Board of Directors. The Alliance 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 of award. County Health Departments are not eligible to be a requesting agency.
- Complete the electronic, fillable Submission Form and save it using the organization name. Project applications **must be submitted via email by NOON, Monday May 16, 2022.**
Please submit using the email and subject line format below:
 - **To:** ASieger@NEFRC.org
 - **Subject:** 2022-23 Project Funding Application: *Name of Agency/Organization*

Updated 4/18/2022

PROJECT SUBMISSION PROCESS

- The Alliance shall budget annually the amount of funds available for member projects.
- The Alliance 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 NOON, Monday May 16, 2022. Send to ASieger@NEFRC.org
- Requests will be submitted to the Alliance Coordinator for initial review for completeness, then provided to the Project Review Committee.
- Alliance Coordinator will convene a Project Review Committee to review and prioritize projects.
- The Alliance 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.
- Alliance 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 January 31, 2023.**
 - Reimbursement check must be deposited by February 28, 2023
- 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.