

**2023-2024**

# **Alliance Project Funding Protocol**

Protocol for acquisition, storage, activation, and deployment of  
equipment purchased with Coalition funding

Region 3 Healthcare

Coalition Alliance

March 2023

**REGION 3 HEALTHCARE COALITION ALLIANCE**

**PROJECT FUNDING PROTOCOL**

**2023-2024**

**TABLE OF CONTENTS**

Introduction ..... 2

Assumptions..... 2

Project Requirements ..... 2

ASPR Funding Restrictions ..... 3

General Project Funding & Acquisition Process..... 4

Member Responsibilities After Acquisition & Reimbursement..... 5

## Project Funding Cycle: July 1, 2023 – June 30, 2024

**All projects are on a reimbursement basis. Projects awarded must be completed and reimbursement requested by January 31, 2024.** Failure to meet the deadlines may result in forfeiture of reimbursement.

### Introduction

The Region 3 Healthcare Coalition Alliance (Alliance) is made up of three existing Healthcare Coalitions: **Northeast Florida Healthcare Coalition (NEFLHCC)**, **North Central Florida Health Care Coalition (NCFHCC)** and **Coalition for Health and Medical Preparedness (CHAMP)**. The 18 counties served by the Alliance include: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. Johns, Suwannee, and Union Counties.

The Alliance does not maintain caches of equipment, supplies or pharmaceuticals, but rather the annual budget includes funding for member projects intended to address identified gaps or deficiencies in the healthcare delivery system.

Using a competitive application process, Alliance members may request funding for equipment and training projects that will fill identified gaps and increase the capabilities of the regional healthcare system.

### Assumptions

- Coalition works to identify and fill gaps in the response capabilities of the regional healthcare system
- Coalition budgets annually the amount of funds available for member projects
- Projects will not be considered if they violate any ASPR funding restrictions
- Projects selected for funding are on a **reimbursement basis**. The member agency must provide required documentation, including proof of payment, prior to requesting reimbursement
- Projects include equipment purchases or multi-agency/regional training or exercise opportunities
- All equipment purchased with Coalition funds is considered a regional asset and, if available and not in use, equipment may be deployed to partner agencies upon request

### Project Requirements

- Only Coalition members may apply for project funding

- All projects must align and support ASPR's Healthcare 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
- All Coalition expenditures must be approved by the Florida Department of Health prior to purchase. Coalition staff will submit all project requests to FDOH for approval
- Florida Department of Health Bureau of Preparedness will review and approve all project awards prior to purchasing
- Projects will not be considered if they supplant normal business expenses and/or core mission/regulatory requirements of the applicant's agency or organization
- All projects must address an identified facility and/or regional gap
- Projects must be completed and reimbursed in the fiscal year of the award (prior to June 30)

## ASPR Funding Restrictions

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.

## General Project Funding & Acquisition Process

- Coalition will announce call for project submissions, which will include submission period and project submission deadline
- Coalition members will complete a Project Submission form provided by Coalition staff
- Coalition staff will convene a project review committee to review and prioritize allowable projects
  - The Project Review Committee is comprised of regional and/or state subject matter experts and partners that understand the needs of the region and have no vested interest in any of the projects submitted
- Coalition Boards of Directors will review the prioritized list for their service area and provide comment and feedback
- The Alliance Board (made of all three HCC Board Officers) will determine the final prioritized project list and select the projects to award funding
- Coalition staff will send a formal letter of acceptance and MOA or denial to the requesting member within 15 business days of decision
- Requesting member of awarded 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:
  - Responsible for the procurement and purchase of approved 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
- After the MOA is fully executed, the member will complete the equipment purchase following their agencies purchasing rules
  - If the member does not have a procurement policy or purchasing rules, the member must follow the NEFRC purchasing rules
- When all equipment is received and paid, the member will provide documentation and request reimbursement. All projects must be fully reimbursed prior to June 30 of the year awarded or the funds will be returned to the State and the member will not be reimbursed for the project

## Member Responsibilities After Acquisition & Reimbursement Storage

Member agency is responsible to provide storage, maintenance and training for all equipment purchased using Coalition project funds. When appropriate, it is expected that the equipment will be included in the member agency's rotation schedule to ensure the equipment is prepared and ready for deployment, when needed.

The Coalition maintains a Supply Chain Mitigation Strategy to provide planning and response considerations for the acquisition, storage and rotation of day-to-day supplies.

### Activation

Not all emergencies result in a county and/or state disaster declaration or activation of emergency operations centers. Member facilities/agencies are expected to maintain Emergency Operations Plans that outline their individual activation procedures and protocol.

All equipment purchased using Coalition funds is entered into the FDOH's inventory tracking system, currently Royal 4. Coalition staff enters the equipment information into the system and records the actual location and contact information for the equipment custodian.

When an event occurs, it is expected that the equipment will be used when needed for the response.

Coalition members may contact Coalition staff when equipment or supplies are needed. Coalition staff can assist in locating needed supplies and connect the member in need with the equipment custodian of the needed equipment.

When county/state emergency operations are activated, facilities/agencies needing equipment are expected to make a formal resource request using the county/state processes. FDOH may contact the equipment custodian to request deployment of the equipment to fill missions.

### Deployment

When equipment is needed, members are expected to follow appropriate agency/county/state resource request processes.

When requested, equipment may be deployed to other facilities/agencies across the region or state.

Unless other agreements are made in advance, the requesting agency is responsible for transportation, operation costs, staff to maintain equipment, return, repair, and replacement.

## Attachments

**Project Funding Checklist:** This checklist is intended to assist the recipient with tracking all documentation requirements for the Coalition Project Funding process. There is no requirement to use this checklist and it is not part of the required documentation for reimbursement.

**Sample MOA:** This is a sample of the MOA that will be provided to the awarded agency/facility to sign prior to making any purchases.