



## Northeast Florida Healthcare Coalition

### PROJECT SUBMISSION GUIDELINES 2019-2020

- Requesting agency must be a current member of Northeast Florida Healthcare Coalition (NEFLHCC) and located in one of the six member counties – Baker, Clay, Duval, Flagler, Nassau and St. Johns.
- Project must demonstrate relevance to the Coalition’s mission: *To achieve and health and medical system that is efficient and resilient in an emergency.*
- Projects will provide for geographic diversity within the six-county region of Baker, Clay, Duval, Flagler, Nassau and St. Johns 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 Northeast Florida Healthcare Coalition Executive Board.
- The Northeast Florida Healthcare Coalition Executive 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 Executive Board 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.