



## Northeast Florida Healthcare Coalition Project Guidelines 2018-19

### PROJECT SUBMISSION GUIDELINES

- 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 as identified in the Region 3 Healthcare Coalition planning documents created in 2018:
  - Region 3 Hazard Vulnerability Analysis
  - Region 3 Jurisdictional Risk Assessment
  - Region 3 Preparedness Plan
  - Northeast Florida HCC Strategic Plan
- 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/core mission requirements
- Projects will not be considered if they violate any of the ASPR funding restrictions (see Attachment).
- 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 project funding awarded must be expended (and equipment received) by **June 1, 2019**.

## 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 Project Submission form as provided. The deadline for project submissions in **October 1, 2018**.
- 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:
  - Responsible for the 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, pay for the materials and submit reimbursement documentation to the NEFRC by **June 1, 2019**.
- 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.