



## Project and Funding Request

### Funding Request Parameters

All expenditures must comply with federal guidelines, including 45CFR Parts 74 and 92 and OMB Circular A-133 Audit Guidelines. Projects must be designed to help an entity strengthen its capacity to respond to an incident both in an integrated and coordinated manner within the focus areas of the defined capabilities. All requests must be submitted on the correct “Project Description and Funding Request” form supplied by the Northeast Wisconsin Healthcare Emergency Readiness Coalition (NEW HERC). The State Procurement Manual is a guide to statewide policies and procedures for optioning materials, supplies, equipment, contractual services and all other items of a consumable nature: [DOA State Procurement Manual \(wi.gov\)](#) and: [Procurement State Procurement Manual Home \(wi.gov\)](#)

Completed grant applications will be reviewed by the NEW HERC voting membership at the next available meeting. Applications will be sent to voting members one week in advance of the meeting to ensure all voting members have the opportunity to review the request, prepare questions for the applicant, and ensure attendance at the voting meeting. To vote, a quorum of voting members must be present either in person or on the telephone.

#### **Funds should not be used for:**

- Construction or renovations of buildings
- Political education or lobbying activities
- Fundraising activities
- Replacement of equipment that was previously purchased through HERC grant funding
- Equipment that should be in a company or agencies normal operations or capital budget
- Supplanting of current salaries
- Salaries of staff covering for other staff attending or participating in grant-funded activities (known as backfill which is now banned in all federal grants).
- Direct hiring of staff
- Vehicles and/or storage trailers
- Service costs (e.g., T1 service bills, satellite phone/cell phone bills, etc.)
- Costs of business expenditures
- Travel expenses for meeting or other preparedness related activities (exceptions may be granted when application is made for full scholarship)
- Food expenses.

Please note, this list is not all inclusive, nor all restrictive.

#### **Funds may be used for:**

- New equipment
- Supplies
- Communications
- Education /Training
- Contracted hours for specific projects (i.e., procedure writing, scenario development)
- Exercise planning and funding may be used for Joint Commission and other regulatory required exercises provided the exercise(s) are Homeland Security Exercise Evaluation



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Program (HSEEP) compliant and tests one or more aspects of the regional Healthcare Emergency Response objectives.

Please note, this list is not all inclusive.

### General Guidelines:

- Any organization requesting more than one similar grant during a grant period should be very detailed in how such a request will benefit the entire region.
- Requests for 100% funding require 75% of the voting membership to approve.
- If the cost share of 5% is complied with a simple majority is needed to approve.
- Projects that have researched and demonstrated other available sources of funding will be given priority.
- It is solely up to the voting members present for determination of grant award.
- The Region Coordinator shall work with the Board for determination on eligibility for HERC ASPR funds.
- The requester must be in attendance at the NEW HERC meeting to present the request and answer questions from the board for an action to occur; or must have a representative present.
  - Grants may be sent in for consideration without a requester present and or on the phone, but there will be no obligation for the board to take any action.
- Requests should include as much information as possible, including:
  - Summary of the expenditure
  - Match funding being applied
  - Replacement/maintenance plan
  - Communication plan with timeline to update the NEW HERC on completion / implementation.
  - Sustainability plan
  - Collaboration with other organizations
  - Benefit to healthcare in Northeast Wisconsin
- Requests specifically designed to meet goals and objectives set by ASPR and designed to meet the top Focus Areas as approved by the NEW HERC Board will be given higher priority.
- Requests to assist with regional response, collaborative work across healthcare continuums, and those that provide standardization regionally will be given higher priority.
- Items that the HERC board and its members or the ASPR grant determines should be locally budgeted, would not benefit the region, or are not consistent with the Federal Grant Objectives will not be considered.
- Approved funding must be expensed, or invoiced during the HERC Fiscal Year (July 1 – June 30).
- Invoices reflecting full amounts paid must be submitted to the HERC to document all purchases.



Project and Funding Request

Program Coordinator Use:

<b>File Code:</b> (yyyy-mm-organization name) <input type="text"/>
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Date Submitted:	Project Title:
Requesting Organization:	
Specific Request:	
Explanation of Regional Benefit:	
Person submitting request:	
Phone:	Email

Is this part of a larger project?	Yes	No
What is the estimated cost of total Project?	\$	
How much is requestor applying to this project?	\$	
If none, explain:		
What is the amount of funding being requested from NEW HERC?	\$	



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**Competitive Cost Fiscal Agent Rules of Purchasing, please check all boxes:**

	I have read the Grant Funding Parameters
	I have attached a quote. If a purchase is greater than \$5,000 from one vendor, I have provided either: a) Two competitive quotes for the product or service <u>OR</u> b) A letter from the vendor stating they are a sole source provider of this product or service.
	I have explained the regional benefit
	I have explained partnerships with other organizations and have provided names and contacts.
	I understand the Board of Directors may request more information on the project and may require partner organizations to submit documents demonstrating support for the project.
	I will have a representative available at the Board Meeting to answer questions

**Submit to:**

<b>Note:</b> Request and Support documents may be submitted electronically in “pdf” format.
Steven M Pelch, HERC Program Coordinator Email: <a href="mailto:Coordinator@newherc.com">Coordinator@newherc.com</a> Phone: 920-609-7910

**NEW-HERC Use:**

Date:	
NEW-HERC Board:	<b>Approved:</b> _____ <b>Denied:</b> _____
Signature:	
Comments:	