

## Instructions for 2024-2025 Project Request Applications

**Funding requests are based on 4 fundamental Healthcare Capabilities outlined by the Department of Health and Human Services (HHS) office of Assistant Secretary for Preparedness and Response (ASPR) also known as Healthcare Preparedness Program (HPP). Each grant request must align with the capabilities to improve healthcare resilience in the TN Highland Rim Health Care Coalition area.**

**Each request is reviewed by committee to ensure representation is fair and in the best interest of the TNHRHCC community. Requesters may be invited to present to the review committee for explanation of project details. Interviews may be conducted in person or over the phone.**

**Please complete all questions in the application and if you need assistance feel free to contact:**

**Mac McCormick  
mac.mccormick@nashville.gov**

**Jana Tolleson  
jana.tolleson@tn.gov**

**Initial Grant Request period is March 2024 through September 2024.**

**Executive Board will review in OCT 2024.**

### **Federal Grant Guidelines**

**The four Health Care Preparedness and Response Capabilities are:**

#### **Capability 1: Foundation for Health Care and Medical Readiness**

**Goal of Capability 1: The community's health care organizations and other stakeholders—coordinated through a sustainable HCC—have strong relationships, identify hazards and risks, and prioritize and address gaps through planning, training, exercising, and managing resources.**

#### **Capability 2: Health Care and Medical Response Coordination**

**Goal of Capability 2: Health care organizations, the HCC, their jurisdiction(s), and the ESF-8 lead agency plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events.**

#### **Capability 3: Continuity of Health Care Service Delivery**

**Goal of Capability 3: Health care organizations, with support from the HCC and the ESF-8 lead agency, provide uninterrupted, optimal medical care to all populations in**

**the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery operations result in a return to normal or, ideally, improved operations.**

**Capability 4: Medical Surge**

**Goal of Capability 4: Health care organizations—including hospitals, EMS, and out-of-hospital providers—deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The HCC, in collaboration with the ESF-8 lead agency, coordinates information and available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCC’s collective resources, the HCC supports the health care delivery system’s transition to contingency and crisis surge response and promotes a timely return to conventional standards of care as soon as possible.**

**Please complete all questions in the application and if you need assistance feel free to contact the coordinators.**

## Tennessee Restricted Expenditures

- 1. Expenditures requiring an MOA or another formal agreement for proper utilization must be pre-approved before spending the funds**
- 2. All expenditures must meet State procurement rules (3 Quotes Required)**
- 3. Expenditures more than \$10,000 for an item or items of the same type must be approved at the State TDH EP level**
- 4. Funding cannot be spent on emergency water filtration equipment without prior approval at the State TDH EP level.**
- 5. Expenditures for patient tracking, alerting, inventory, and volunteer management IT systems must be approved by TDH EP. TDH EP has allocated ASPR and CDC funding to develop and maintain statewide systems for these functions**
- 6. Other than for normal and recognized executive-legislative relationships, no funds may be used for: (1) Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body; (2) The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body**
- 7. Awardees may not use funds for research**
- 8. Recipients may not generally use funding for the purchase of furniture. Any such proposed spending must be identified in the budget and approved by TDH EP**
- 9. Awardees may not use funds for clinical care except as allowed by law. For the purposes of this FOA, clinical care is defined as "directly managing the medical care and treatment of patients"**
- 10. Awardees may supplement but not supplant existing state or federal funds for activities described in the budget**
- 11. HPP and PHEP funds may not be used to purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts**
- 12. HPP awardees cannot use funds to support stand-alone, single-facility exercises**
- 13. Payment or reimbursement of backfilling costs for staff is not allowed**
- 14. Other than for normal and recognized executive-legislative relationships, no funds may be used for: publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body**
- 15. Recipients may not use funds for construction or major renovations unless approved by TDH EP**
- 16. HCCs may provide funding to individual hospitals or other health care entities, as long as the funding is used for activities to advance regional, HCC, or health care system wide priorities, and are in line with ASPR's four health care preparedness and response capabilities. Funding to individual health care entities is not permitted to be used to meet Centers for Medicare & Medicaid**

**Services (CMS) conditions of participation, conditions for coverage, or facility requirements (collectively called “CoPs”) including the rules set out in “Medicare and Medicaid Programs; Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers”. (81 FR 63860, September 16, 2016).**

**Note: these rules are subject to change; contact [jana.tolleson@tn.gov](mailto:jana.tolleson@tn.gov) or [mac.mccormick@nashville.gov](mailto:mac.mccormick@nashville.gov) with questions/concerns/comments.**

\* 1. Do you understand these Tennessee Restricted Expenditures?

Yes

No

## Funding Application

### \* 2. Address

**Name**

**Company**

**Address**

**City/Town**

**County**

**ZIP/Postal Code**

**Email Address**

**Phone Number**

3. When submitting a project to a subcommittee, please ensure the project is a best fit for the corresponding subcommittee. You are not required to be a member of the subcommittee of interest in order to submit your project request. My project request best fits under:

- Communications & Marketing (website, membership information, social media, recruitment, etc).
- Non-Hospital Facilities (items specifically used to ensure continuity of care in a disaster for smaller facilities; past purchase examples: emergency lighting, portable sinks, portable air conditioners, smaller generators, PPE, etc)
- Response Subcommittee (deployable items used for response capabilities only; past purchase examples: generators, morgue trailers, Ambus, UV lighting, communication systems, restroom or shower trailers, etc).
- Training and Exercise Subcommittee (training requests)

\* 4. Have you registered as a member of the coalition through [www.tnhrhcc.com](http://www.tnhrhcc.com) website?

- Yes
- If no and your entity is in Davidson County, please contact Mac McCormick at [mac.mccormick@nashville.gov](mailto:mac.mccormick@nashville.gov)
- If no and your entity is within the Mid-Cumberland Region, please contact Jana Tolleson at [jana.tolleson@tn.gov](mailto:jana.tolleson@tn.gov)

\* 5. Your Organization:

- EMA/OEM
- EMS
- Other (please specify)
- Long Term Care
- Hospital

\* 6. Please provide a description of your project in the comment box below:

\* 7. Have you received three (3) quotes? (Note: by not providing three (3) quotes your funding request cannot be accepted; Three (3) quotes must be submitted for all request in order to process your application.)

Yes

if No, please explain:

\* 8. Please upload quotes and written justification for purchase (Scan all documents into one file for upload):

No file chosen

\* 9. Please fill in Total amount requested below:

10. Based on the scale below; Rank how your request meets each of the 4 capabilities (not all capabilities have to be met):

	0%	25%	50%	75%	100%
Capability 1: Foundation for Health Care and Medical Readiness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capability 2: Health Care and Medical Response Coordination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capability 3: Continuity of Health Care Service Delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capability 4: Medical Surge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>