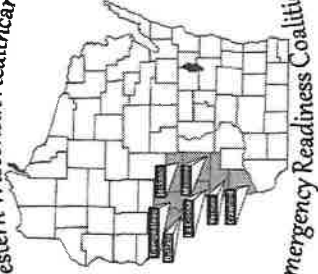


Western Wisconsin Healthcare Emergency Readiness Coalition

Buffalo Crawford Jackson La Crosse Monroe
Trempealeau Vernon Counties & Ho-Chunk Nation



Emergency Readiness Coalition

Implementation Date: November 21, 2022

Funding Request & Bidding Parameters, Policy #7

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 Western Wisconsin Healthcare Emergency Readiness Coalition (HERC).

Completed grant applications will be reviewed and approved by the HERC Executive Board 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, virtual video, i.e., Zoom, WebEx, etc., 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
- Consumable product 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
- 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 Program (HSEEP) compliant and tests one or more aspects of the regional Healthcare Emergency Response objectives.
- Roles specific to project management for HERC response, training, education, or projections deemed necessary by the Executive Board.
- Mileage

Please note, this list is not all inclusive.

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.
- Projects that have researched and demonstrated other available sources of funding will be given priority.
- It is solely up to the Executive Board 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 HERC Executive Board 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
 - Replacement/maintenance plan
 - Communication plan with timeline to update the HERC on completion / implementation.
 - Sustainability plan
- Requests specifically designed to meet goals and objectives set by ASPR and designed to meet the top Focus Areas as approved by the 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.
- It is the responsibility of the requestor to maintain the requested item.

Should a funding request be made on an urgent basis, this must be indicated to the HERC Coordinator so this can be relayed to the Executive Board for their consideration. Release of funds by DHS is based on final/paid invoices; if an item is needed urgently or a small window of opportunity to purchase an item or services, the requestor may consider making the purchase and then request reimbursement at their own risk with the understanding that funding may not be approved by the Board of Directors or DHS. DHS has up to 30 days to pay an invoice and will only review the invoices from the coalition's fiscal agent on a bimonthly basis. If the item is questionable for utilization of federal grant funds, a detailed description of the item or service and why the requestor is asking for this must be submitted with the funding application. The coalition will do its upmost to expedite the request to DHS for approval and then relay the answer back to the requestor within a reasonable time.

Contract Bidding:

- When the coalition posts a position or requested service for bidding, the process is as follows:
 - If a bid for a paid position is to be advertised, the coalition will submit a draft copy to the Office of Preparedness and Emergency Health Care, Wisconsin Department of Health Services for review and approval to ensure this meets the federal grant guidelines
 - Once approved, a notice and or copy of the advertised position will be sent to all coalition members via email
 - If it is a position to be filled and paid for by coalition funding, this position will also be posted on its' website for defined period of days, additional locations for posting will be defined by the Executive Board as needed
 - If the coalition is requesting a service or support from an outside agency, the same process is followed as described below
 - All bids requiring coalition funding, paid positions or contractor services, will be submitted to the Coalition Coordinator for collection
 - Upon reaching he closing date for the bidding process, the Coalition Coordinator will collect all the submissions and inform the Executive Board and schedule a meeting to render a decision on the submissions
 - Once a decision has been made regarding the submissions, the Coalition Coordinator will inform the interested parties of the board's decision
 - At this point, coordination will be made for signing of said contracts and scheduling of start date will be finalized between each party involved

ADOPTION OF FUNDING REQUEST & BIDDING PARAMETERS

I do hereby certify that the above stated funding request parameters policy for the HERC were approved and adopted by the Executive Board and remains in effect until superseded by a revised version at a future date

James Newlun
Typed Name


Signature

7 August - 2024
Date

Coalition Chair
Title