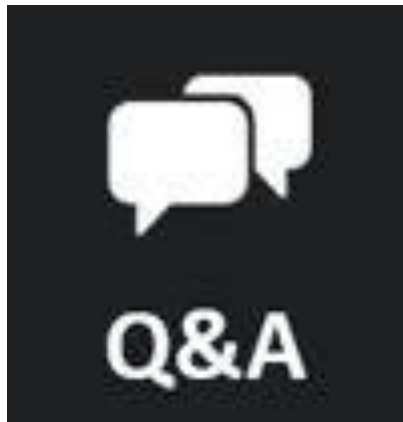# Zoom Instructions

All webinar participants will be muted throughout the call.

Locate the task bar at the bottom of your Zoom window to submit questions through the Q&A function.

ASK A QUESTION THROUGH THE Q&A FEATURE

Select the "Q&A" icon on the bottom taskbar to submit a written question.

We will respond to as many questions as time allows during the Q&A portion towards the end of the call.

Fiscal Year (FY) 2024 – 2028 Hospital Preparedness Program (HPP) Notice of Funding Opportunity (NOFO) Informational Call

May 22, 2024

Jennifer Hannah

Director, Office of Health Care Readiness (OHCR)

Agenda

1 | Welcome and Opening Remarks
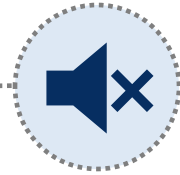
2 | FY 2024 – 2028 HPP NOFO Overview

3 | Application Process

4 | Q&A

Welcome and Opening Remarks

Logistics

How to Participate

Participants are automatically muted throughout the call. **You may submit written questions via the Q&A feature.**

Select questions submitted through the Q&A feature will be answered towards the end of the call.

Reminder: This call may be recorded, and a video recording and transcript made available.
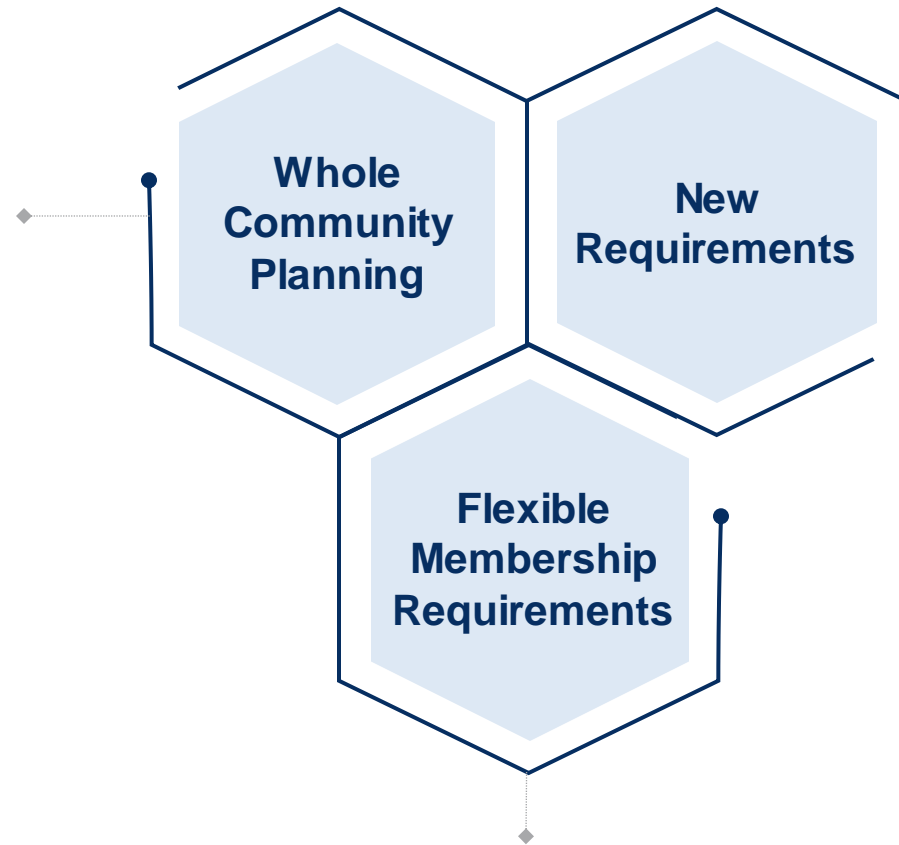
Slides from this call will be made available.

FY 2024 – 2028 HPP NOFO Overview

Overview of Changes: FY 2024 – 2028 Period of Performance

The NOFO **promotes planning for all populations**, including communities most impacted by disasters.

**Whole Community Planning**

New Requirements

New requirements address **emerging threats**, such as a **patient movement** plan and **extended downtime and cybersecurity** assessments, plans, and exercises.

Flexible Membership Requirements

New, **more flexible, less prescriptive** health care coalition (HCC) membership requirements enable HCCs to compose their membership around their unique needs.

Outcomes

ASPR expects you and your HCC(s) to advance key outcomes through the HPP cooperative agreement:
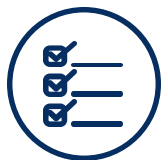
Establish and Act on Multi-Year Priorities

- Health care delivery system readiness to respond to a shifting threat landscape and community needs over multiple years
- Continuous programmatic and administrative improvement on multi-year priorities

Enhance and Sustain HCCs

- HCC governance, management, and operations that reflect community partnerships

Coordination

- Coordinated planning and decision-making among health care delivery system partners
- State, local, tribal, and territorial agencies, HCCs, and other partners provide integrated health care response incident management (Emergency Support Function #8 [ESF-8] – Public Health and Medical Services)

Continuity of Health Care Service Delivery

- A resilient health care workforce able to safely meet response and recovery demands
- Sufficient space, systems, staff, and resources to support patient movement and patient care delivery during response and recovery

Recipient and HCC Core Functions (1 of 2)

1   **Assessment and risk mitigation.** Anticipate challenges and mitigate risks to support decision-making that meets community or jurisdiction health care needs during a disaster or emergency.

2   **Information sharing.** Collect and share real-time information to provide multidirectional health care situational awareness during an emergency or disaster.

3   **Specialty care planning and coordination.** Incorporate necessary expertise to support health care readiness planning, disaster and incident management, including for specialty care delivery, and/or to address specific hazards or events.

4   **Respond.** Coordinate and support the implementation of plans, policies, and procedures among recipients, HCCs, HCC members, and their partners to address patient care needs during an emergency or disaster.

5 **Health care workforce support.** Equip, protect, and support the health care workforce by providing access to health care readiness resources, training, and exercises.

6 **Resource management.** Facilitate resource management and planning among recipients, HCCs, HCC members, and their partners to mitigate shortfalls, maintain operations, and sustain delivery of patient care services during an emergency or disaster.

7 **Training, exercise, and evaluation.** Conduct trainings, exercises, and evaluations that incorporate input from assessments, plans, policies, and previous trainings and exercises to evaluate, validate, and improve readiness and response processes.
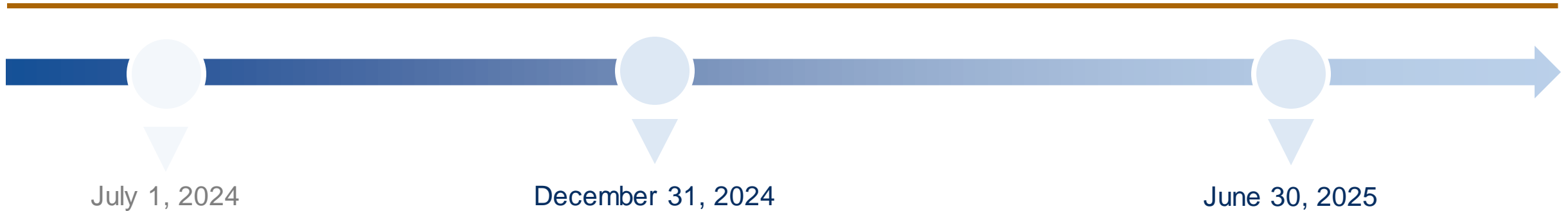
8 **Continuity and recovery.** Support the improvement of processes and systems that promote continuity of health care operations and aid in recovery.

9 **Organizational development.** Create and carry out strategies to sustain and grow HCCs and their partnerships.

Budget Period (BP) 1 Requirements

July 1, 2024

Start Date of Award

December 31, 2024

HCC Governance Document* and Jurisdiction Information*
- Review each BP and submit updated material as needed.

Hazard Vulnerability Assessment (HVA), Readiness Assessment*, Readiness Plan*, and Training and Exercise Plan
- Review and submit updated material each BP from BP2-BP5.

Strategic Plan for FY 2024 – 2028
- Review each BP from BP2-BP5 and submit updated material as needed.

June 30, 2025

Cybersecurity Assessment* and Extended Downtime Health Care Delivery Impact Assessment*
- Review and submit updated material each BP from BP2-BP5.

Information-Sharing Plan, Resource Management Plan, Medical Surge Support Plan, and Continuity of Operations Plan
- Review the current plan each BP from BP1-BP5 and submit updated material as needed.
- If you and your HCC(s) do not have a plan, submit one by June 30, 2025 (BP1). Once submitted, review each BP from BP2-BP5 and submit updated material as needed.

* New requirement in FY 2024 – 2028 period of performance

Recipient Level Direct Costs (RLDC)

You may retain HPP funding for the management and monitoring of the cooperative agreement. ASPR limits the amount of funding you can use for those purposes to increase resources that support the health care delivery system.

You can calculate your RLDC cap by multiplying your funding award amount by 0.15.

Overview

- RLDC includes **personnel** performing administrative functions, **fringe benefits**, and **travel** for your administrative personnel.
- You may retain **up to 15 percent** of your funding award amount for RLDC.
    - For example, if you are awarded $100,000, you may keep up to $15,000 for RLDC.

Exclusions

- Include all exclusion allocations in your **budget narrative.**
- Exclude the following from RLDC:
    - Recipient personnel costs for personnel who work fully for the coalition, or who perform non-administrative activities.
    - Travel costs for up to two staff for each mandatory meeting.

Waivers and exemptions

- You may **request a waiver** for RLDC.
- Recipients from U.S. territories and Freely Associated States **are exempt** from the RLDC cap and do not need to submit a waiver request.

Application Process

Application Requirements: Project Abstract

Application checklist

Make sure that you have everything you need to apply.

Table 3: Application checklist

Component	How to upload	Page limit
☐ Project abstract	Use the Project Abstract Summary Attachment form.	1 page
☐ Project narrative	Use the Project Narrative Attachment form.	20 pages
☐ Budget narrative	Use the Budget Narrative Attachment form.	None
Attachments	Insert each in a single Other Attachments form.	
☐ Table of contents		None
☐ Detailed FY 2024 Budget Period 1 work plan		None
☐ Indirect cost rate agreement		None
☐ EMSC support letter		None
☐ Organizational chart		None
☐ RLDC waiver request (if applicable)		None
☐ Memorandum of Agreement or Understanding (optional)		None
☐ Bona fide agent documentation (optional)		None
Standard forms	Upload using each required form.	
☐ Application for Federal Assistance (SF-424)		None
☐ Budget Information for Non-Construction Programs (SF-424A)		None
☐ Assurances – Non-Construction Programs (SF-424B)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None

Project Abstract – *1 page*

Summarizes your proposed project.

Application Requirements: Project Narrative

Application checklist

Make sure that you have everything you need to apply.

Table 3: Application checklist

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☐ Assurances – Non-Construction Programs (SF-424B)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None

Project Narrative – *20 pages*

Addresses your proposed activities over the full period of performance. Includes the following sections:

- Purpose

- Background

- Objectives and activities

- Partner engagement

- Evaluation and performance measurement plan

- Organizational capacity

Application Requirements: Budget Narrative

Application checklist

Make sure that you have everything you need to apply.

Table 3: Application checklist

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☐ Assurances – Non-Construction Programs (SF-424B)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None

Budget Narrative – *No page limit*

Supports the detailed work plan, form SF-424-A, and justifies your proposed costs. Includes the following:

- Categories (e.g., salaries and wages, equipment, etc.)

- Totals

Application Requirements: Attachments

Application checklist

Make sure that you have everything you need to apply.

Table 3: Application checklist

Component	How to upload	Page limit
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☐ Assurances – Non-Construction Programs (SF-424B)		None
☐ Disclosure of Lobbying Activities (SF-LLL)		None

Attachments – *No page limit*

- Table of contents

- FY 2024 BP1 work plan

- Indirect cost rate agreement

- Emergency Medical Services for Children (EMSC) support letter

- Organizational chart

- RLDC waiver request (if applicable)

- Memorandum of Agreement or Understanding (optional)

- Bona fide agent documentation (optional)

Application Requirements: Standard Forms

Application checklist

Make sure that you have everything you need to apply.

Table 3: Application checklist

Component	How to upload	Page limit
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Standard Forms – *No page limit*

- Application for Federal Assistance (SF-424)

- Budget Information for Non-Construction Programs (SF-424A)

- Assurances – Non-Construction Programs (SF-424B)

- Disclosure of Lobbying Activities (SF-LLL)

Summary of Simplified Application Requirements

ASPR modified some NOFO application requirements to reduce the burden to meet the abbreviated application window.

The following application components are not required to be submitted in full by the June 18 application deadline:

- Within your project narrative:
    - Partner engagement
    - Evaluation and performance measurement plan
- Detailed budget narrative
- Detailed FY 2024 BP1 work plan
- EMSC support letter
- RLDC waiver request (if applicable)
- Memorandum of Agreement or Understanding (optional)

Simplified Application Requirements: Project Narrative

Application Requirements

Partner Engagement

Provide an assurance statement that you will address partner engagement in the NoA response, and you will work with your HCC(s) and their members to engage partners across the health care delivery system to support a whole community approach for health care readiness.

NoA Response Requirements

Partner Engagement

Describe how you plan to work with your HCC(s) and their members to engage partners across the health care delivery system to support a whole community approach for health care readiness. You must address how you will engage partners that reflect your state's or jurisdiction's specific health care needs, including the needs of communities most impacted by disasters. You must also address how you will work with your HCCs and their members to integrate with required partners for collaboration and additional health care readiness partners, such as regional health care readiness programs, specialty care networks, and other systems.

You must also describe how you will establish and/or maintain a strategic advisory committee or similar mechanism comprised of HCC representation, senior officials from governmental and non-governmental organizations involved in homeland security, health care, public health, emergency medical services (EMS), and behavioral health.

Simplified Application Requirements: Project Narrative cont.

Application Requirements

Evaluation and Performance Measurement Plan

Provide an assurance statement that you have a system in place for data collection and performance evaluation, and you will provide the evaluation and performance measurement plan in the NoA response.

NoA Response Requirements

Evaluation and Performance Measurement Plan

Performance measures will be available to inform activities beginning in BP1 along with relevant dates and details related to the performance measures data collection process.

Briefly describe how you plan to fulfill the following requirements:

- **Data Collection.** At a high level, describe your plan to collect performance measure data. For example, you may describe who will collect and report performance measure data, anticipated data sources, and anticipated barriers as well as mitigation strategies. You may develop this based on your experiences from the FY 2019 – 2023 period of performance.

- **Performance Evaluation.** At a high level, outline how you will evaluate and measure your sub-recipients' performance. Describe how you will share findings with your HCC(s) and key partners, as well as your plan to use findings to improve program quality.

Simplified Application Requirements: Budget Narrative

Application Requirements

Budget Narrative
Please use the simplified budget narrative template included with the NOFO on Grants.gov. Provide the cost categories, amounts, and short descriptions using the planning numbers from the funding table in the NOFO.

NoA Response Requirements

Budget Narrative
The budget narrative supports the detailed work plan and information you provide in Standard Form 424-A. Refer to standard forms.

It includes added detail and justifies your proposed costs. As you develop your budget, consider:
- If the costs are reasonable and consistent with your project's purpose and activities.
- The restrictions on spending funds. Refer to funding policies and limitations.
- Your RLDC and match. Include descriptions of how you will address both in your budget.

To create your budget narrative, prepare a document that includes each of the categories described below. Under each, show the line-item budget detail followed by a justification that describes why you need the cost, how you arrived at the cost, and any calculations needed for understanding. Pay particular attention to justifying equipment or high-cost requests. Each item must also be described in your detailed FY 2024 BP1 work plan.
- **Categories:** salaries and wages, fringe benefits, consultant costs, equipment, supplies, travel, other categories, contractual costs, match, RLDC exclusions.
- **Totals:** total direct costs, including RLDC, and total indirect costs.

Simplified Application Requirements: Attachments

Application Requirements

Attachments due with your initial submission:

- Table of contents
- Provide an assurance statement that you will address and provide the FY 2024 BP1 work plan with the NoA response to document how you plan to carry out and meet the NOFO requirements.
- Indirect cost rate agreement
- Organizational chart
- Bona fide agent documentation (optional)

NoA Response Requirements

Additional attachments:

- Detailed FY 2024 BP1 Work Plan to document how you plan to carry out and meet requirements
- RLDC Waiver Request (if applicable) will be due with the NoA response 30 days after receipt of the award.
- EMSC Support Letter will be due with the NoA response 30 days after receipt of the award.
- Memorandum of Agreement or Understanding (optional) will be due with the NoA response 30 days after receipt of the award.

Checklist: Application Requirements

The following is a list of materials that must be submitted on June 18, 2024 for your application to be complete.

- ❑ Project abstract
- ❑ Project narrative
    - ❑ Purpose
    - ❑ Background
    - ❑ Objectives and activities
    - ❑ Partner engagement – *Assurance statement*
    - ❑ Evaluation and performance measurement plan – *Assurance statement*
    - ❑ Organizational capacity
- ❑ Budget narrative – *Simplified budget narrative*

- ❑ Attachments
    - ❑ Table of contents
    - ❑ FY 2024 BP1 work plan – *Assurance statement*
    - ❑ Indirect cost rate agreement
    - ❑ Organizational chart
    - ❑ Bona fide agent documentation (optional)
- ❑ Standard forms
    - ❑ Application for Federal Assistance (SF-424)
    - ❑ Budget Information for Non-Construction Programs (SF-424A)
    - ❑ Assurances – Non-Construction Programs (SF-424B)
    - ❑ Disclosure of Lobbying Activities (SF-LLL)

Application Review Process

Notice of Award

Anticipated by July 1, 2024

Risk Review

Reviewing your ability to carefully manage federal funds. We use SAM.gov's Responsibility/ Qualification to check applicant history for all awards likely to be $250,000+

Merit Review

Evaluating your application through the criteria listed under *Step 4: Learn About Review and Award: Merit Review*

Initial Review

Ensuring applicant eligibility, deadlines, and formatting requirements are met. We will not consider applications that are:

- From ineligible organizations
- Submitted after the deadline of **June 18, 2024, at 11:59pm ET**

Notice of Award

The NoA is the only official award document. You do not have permission to start work until you receive the NoA.

ASPR will notify recipients via GrantSolutions.gov with a link to their NoA by July 1, 2024.

The NoA outlines amount of the award, important dates, and the terms and conditions you need to follow.

Recipient must submit a NoA response with the detailed work plan, budget narrative, and additional details outlined on slides 19-23, and programmatic, grants management conditions.

Recipients will provide NoA response 30 days after receipt of the award.

Helpful Tips

**Register with SAM.gov** and ensure your registration is active (this may take up to 72 hours).

Do NOT wait until the last minute to avoid any issues that could result in processing delays.

Field Project Officers (FPOs) will be available to provide you with **technical assistance support** within the application window and beyond.

You will receive confirmation when you submit your application through http://www.grants.gov.
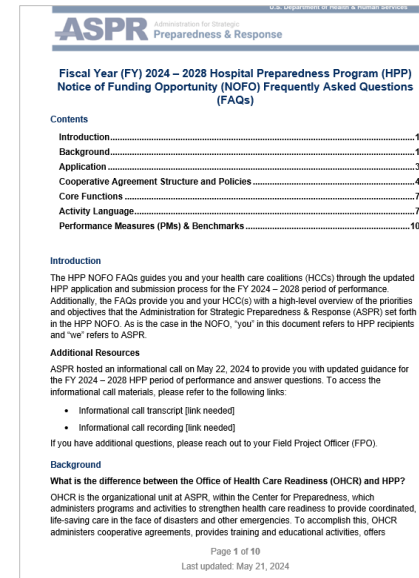
Additional Resources

After this webinar, ASPR will share the following materials containing additional information:
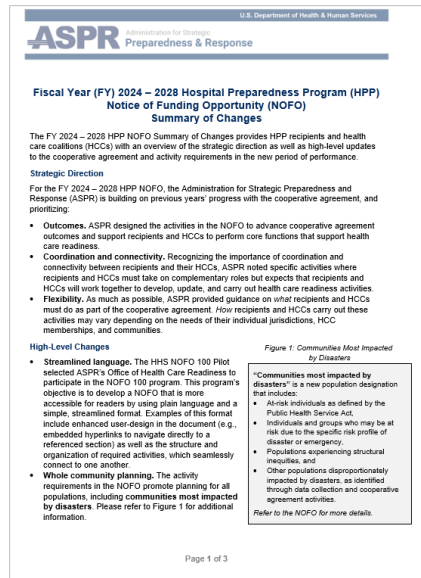
Summary of Changes

Addresses main differences
between the
FY 2019 – 2023 FOA
and the NOFO.

Frequently Asked Questions (FAQs)

Provides more information on
the specifics of
this NOFO.

Questions?

To submit a written question,
select the "Q&A" icon.

Reminder: Application Deadline and Information

Application submission information and requirements can be found in the following sections of the HPP NOFO:

- *Step 4: Learn About Review and Award*
- *Step 5: Submit Your Application*

Go to "Grants Search" at Grants.gov and search for **opportunity number EP-U3R-24-001.**
- The application package contains all forms that you need to apply.

Please read **all** instructions in the HPP NOFO and review the application screening criteria.

APPLICATIONS ARE DUE AT 11:59 PM ET ON JUNE 18, 2024

Reminder: If you encounter any difficulties submitting the application through Grants.gov, please contact the Grants.gov support center at **1-800-518-4716** or by email at **support@grants.gov.**

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