A GUIDE TO DEVELOPING AND SUBMITTING A PROJECT PROPOSAL

* Importance of a Well-Written Submission
  + Greater chance of approval
  + Ensures consistent focus on priority projects
    - Executive Committee voting and prioritization decisions
    - Advisory Council/Steering Committee approved projects
  + Supports the next Budget Period (BP) Grant Funding application
  + Structures Coalition’s approved funding allocation areas
    - Contract, Conferences, Training/Exercise, Maintenance
  + Provides data for required financial documents/documentation
    - Budget Forms, Contracts, DHEC Purchase Orders
* Coalition Project Lifecycle: Project Timeline
  + 🡪HVA/GAP Report -> Project Develop ->Project Pitch -> Budget Approval -> Contract -> Acquisition -> Train -> Exercise 🡪

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| Q1 (JUL-SEP) | Q2 (OCT-DEC) | Q3 (JAN-MAR) | Q4 (APR-JUN) |
| Grant: New BP starts, and current BP projects/work plans begin. Next, BP Project Planning begins. | Grant: Contracts for current BP completed and began calling for Next BP Projects. | Grant: Decisions on Project Proposals for Next BP. | Grant: NOFO application is submitted to ASPR for the Next BP funds. Closeout current BP reimbursements. |
| Member: Next BP Project Planning | Member: Final Prep for Next BP Projects & Submitting Project Proposals | Member: Project Planning | Member: Project Planning |
| Project Partner: Works with HPP Coord - completing reimbursement contracts for current BP projects | Project Partner: Once given the go ahead by HPP Coord begin current project purchases | Project Partner: Ensure Final Steps are in Completion for the current project. | Project Partner: Build Reimbursement Packet and Submit. |

* Project Proposal Collaborators and Flow
  + November/December – 2nd Quarter
    - HPP Coordinator will request project proposals from members. “Project Proposal” forms will be added to the coalition website, and notifications regarding project proposals will be posted in the “All-Call” group.
    - Completed project proposals, including quotes, etc, should be emailed to HPP Coordinator by the determined deadline. ϖ HPP Coordinator reviews proposals for errors and follows up if necessary.
    - HPP Coordinator creates a tracking log of submitted project proposals.
    - HPP Coordinator forwards project proposals to the Executive Board for review before the meeting.
    - Executive Board meets to discuss and vote on project proposals.
    - HPP Coordinator prepares approved project proposals for submission to Advisory Council.
  + January – 3rd Quarter
    - Advisory Council meets and votes on all submitted project proposals.
    - HPP Coordinator notifies facilities of the status of their project proposal.
  + Forbidden Purchases
* Projects that cannot be purchased (from the "HPP Grant on Use of Funds" handout):
  + Research or clinical care
  + Furniture or equipment without prior authorization from a detailed project
  + Costs for publicity, propaganda, enactment/defeat of legislation
  + New construction or major renovations
  + Pre-award costs. Cannot supplant existing state/federal funds for activities
  + Backfilling costs of staff. Salary of staff earning $187,000+ annually
  + Clothing, animals, residences, or living quarters
  + Vehicles (leases MAY be allowed with prior authorization).
  + Stand-alone, single-facility exercises
  + Training, exercise, or planning resources when free versions are available.
* Use of Funds – Exceptions \*No use for Individual Healthcare Facilities to meet CMS requirements.\*
* Base CMS requirement exceptions:
  + Development of an Emergency Plan – HCCs can develop staff capacity & technical expertise to assist members with this requirement.
  + Development of Policies and Procedures - HCCs can develop staff capacity & technical expertise to assist members with this requirement.
  + Develop and Maintain a Communications Plan - HCCs may spend funds for costs associated with adding new providers and suppliers to their HCC who are seeking to join to coordinate the care of patients.
  + Develop and Maintain a Training & Testing Program – HCCs can support regional-level or HCC-level training and exercise costs.
* Researching the Project
  + Do detailed research
    - Identify the item or services needed for the project.
    - Don’t forget to look at delivery/shipping/freight costs
    - Make sure any supplies or expendables are considered.
    - Where can you procure this from?
    - Do you need multiple quotes or fair practice laws/regulations?
    - Do you have space to store it safely?
    - Does the project have pieces to acquire from multiple sources?
    - If so, prepare for holding components while awaiting all to come in.
    - Can you plan procurement to see them arrive in a similar timeframe?
    - Do you need to procure them in a specific order to avoid them sitting while waiting on other components?
    - Do the components work/fit/interact together, or is there compatibility
  + Provide complete project information.
  + Maintain/Update Quotes
    - Between submission, approval, and acquisition to avoid unforeseen price changes,
  + ASK FOR HELP FROM OTHERS!
* Write thorough project proposals.
  + Step 1: Define the problem
  + Step 2: Present your solution
  + Step 3: Define your deliverables and success criteria
  + Step 4: State your plan or approach
  + Step 5: Outline your schedule and budget
  + Step 6: Tie it all together
  + Step 7: Edit/proofread your proposal

HVAs and Gap Assessments

* All projects should start by looking at the annual Hazard Vulnerability Analysis\* (HVA) for your facility and look for things that align with the Coalition HVA
* For those areas in alignment, consult the Coalition Gap Report. (If the Gap Report is not available, start with the annual Capabilities Guide prepared annually for submission to ASPR)
* This will help ensure you develop a project that is easily approved at all levels (Local, State Advisory Committee, and ASPR)

Examples - from Concept to Project

* Perhaps your facility has had an after-action review that illustrated how vulnerable the facility was to water loss.
* The facility activated its contract with a water purveyor during a water loss event. Still, when they arrived, it was determined that a specific piece of equipment or adaptor was needed to supply the facility's needs. At the time, extra was paid for the use of the equipment, or a rental was made
* Utility Loss or Loss of Water turns up on the Coalition HVA and can certainly affect others, so this might be a good focus for a project.
* Discussions with others in the Coalition determine that it is rarer but does occur. When it does, several facilities have the same problem….so maybe the need is several kits or mobile devices to assist with water loss.