



## Grant Projects Terms and Conditions

### Grant Funding Scope

Hospital Preparedness Program (HPP) grant funding awards support the work of healthcare coalitions by increasing emergency preparedness; strengthening and enhancing the preparedness of the public health and medical system to respond to and recover from emergency incidents that exceed the day-to-day capacity; and strengthening the capabilities of existing health and emergency response systems. Equipment and training funded by this grant must be used to enhance the preparedness efforts of the Coalition as a whole and be associated with an HPP capability.

### Eligibility

To be eligible to receive funds, the applying party must be an active Medical Reserve Corps within the State of Connecticut.

### Reimbursement Procedures

Grantees are required to submit a complete Project Reimbursement Form for reimbursement. Project reimbursement forms submitted incorrectly and/or incomplete will be rejected and will delay reimbursement. Maintain a digital copy of all project-related expenditures and receipts. Receipts and/or proof of payment must accompany all expenditures.

1. Review and email your signed Award Letter to [Grants@AllClearEMG.com](mailto:Grants@AllClearEMG.com) and cc [coordinator@cthcc.org](mailto:coordinator@cthcc.org).
2. Once you have returned your signed letter of award, expend the funds for your project. **Note:** You will only be reimbursed up to the amount listed on your award letter. **Any expenditures over the approved amount will not be reimbursed.**
3. Scan all receipts/invoices related to the project expenditures into **one PDF file**.
  - a. Title the document "Project Reimbursement Receipts - **[Requesting Organization]**".
  - b. Highlight or notate any expenditures requested for reimbursement if they are on the same receipt with other items not included on the project.
4. Complete the attached [Project Reimbursement Form](#). Enter additional lines as needed to capture all the expenditures for reimbursement.
  - a. Save the Project Reimbursement Form with the title "Project Reimbursement Form - **[Requesting Organization]**".
  - b. Note: Be sure to include the page number of the receipt that is associated with each line in the reimbursement form.
  - c. Email both the Project Reimbursement Form and Receipts documents to [Grants@AllClearEMG.com](mailto:Grants@AllClearEMG.com) and cc [coordinator@cthcc.org](mailto:coordinator@cthcc.org).
  - d. Use the subject line: "Project Reimbursement - **[Requesting Organization]**" for the email.

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5. Awardees should submit all documentation to the grants email and Readiness and Response Coordinator and/or designee by June 15, 2024. If documentation and associated receipts are not submitted by 11:59PM on June 15, 2024, the funds will be forfeited by the awardee.
6. When the receipts and budget have been reconciled, the Readiness and Response Coordinator and/or designee will confirm by email all documents are in order and will submit the packet to the Fiscal Agent for reimbursement.
7. The Fiscal Agent will mail a reimbursement check to the address on the Project Reimbursement Form provided by the sub-awardee within 30 days of receiving a complete request for reimbursement packet.

### HPP Funding Purchasing Guidelines

1. Only items specifically detailed on the approved application, budget, and/or award letter will be reimbursed.
2. Any single item or service which exceeds \$5,000.00 requires three quotes provided with the application and may require approval from the state HPP Contract Administrator. The Readiness and Response Coordinator and/or designee will assist the organization with obtaining approval for these items.
3. Indirect costs for projects are capped at 10% of the total direct costs. No indirect costs are allowable for mileage reimbursement.
4. **Cooperative agreement funds must supplement, not replace (supplant) non-federal funds.** All recipients who receive awards under programs that prohibit supplanting by law must ensure that federal funds do not replace funds that have been budgeted for the same purpose through nonfederal sources.
5. All trainings and projects must be open to all CT MRC members and staff.
6. Equipment purchase is not allowable. Supplies and consumables are allowable.
  - a. The term "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater.
7. Personnel and/or hiring is not allowable. Contracting with a consultant or subcontractor for a scope of work is allowable. The scope of work must be completed with all deliverables finished before the end of the grant period.
8. Purchase of uniforms, shirts, hats and other MRC-branded accessories are not allowable.

### Records Retention and Management Requirements

1. Records of Property must:
  - a. Include description of equipment
  - b. Serial number and/or other identification number
  - c. Source of funding for property including Federal Award Identification Number
  - d. Title Holder
  - e. Date of acquisition
  - f. Cost of the property

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- g. Percentage of federal participation in the cost of the equipment (e.g., 75% federally funded, 25% recipient funded).
  - h. Location of the property
  - i. Use and condition of property
  - j. Disposal plan including the date of disposal, sale price, and disposal of data when applicable
  - k. Asset Tag Number
  - l. Pictures of the equipment
2. A physical inventory of the property must be taken, and results reconciled with the property records at least once every two years.
  3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
  4. The Grantee will accept responsibility to maintain and sustain property purchased using HPP funds. Damage or loss of the property must be documented, and the property must be repaired or replaced at the Sub-recipient's expense.
  5. Records for equipment acquired with federal funds must be retained for three years after final disposition.

### Unallowable Costs

1. Payment or reimbursement of backfilling costs for staff or hiring of staff.
2. Construction or major renovations.
3. Salary of an individual at a rate more than Executive Pay Level II or \$197,300 per year.
4. Projects or purchases already funded or reimbursed using state and/or local agency funds.
5. The purchase of clothing, uniforms, hats or branded accessories.
6. The purchase or support (feed) for animals for labs, including mice.
7. The purchase of a house or other living quarter for those under quarantine.
8. The purchase of vehicles to be used as means of transportation for carrying people or goods, such as: passenger cars or trucks and electrical or gas-driven motorized carts.
9. Clinical care.
10. Entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs.
11. Fund raising activities and lobbying.