

Special Projects Terms and Conditions

Grant Funding Scope

Hospital Preparedness Program (HPP) grant funding awards support the work of health care 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. HPP funding must primarily support strengthening health care delivery system preparedness through the development of HCCs that collectively prepare and respond within the areas they serve, rather than individual health care organizations. 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 a [Healthcare Preparedness and Response Capability](#).

Eligibility

Active Members (voting), Inactive Members (non-voting) and Partners (non-voting) (see conflict of interest section of the Bylaws) of the coalition as outlined in the bylaws whether voting or non-voting members should submit the Special Projects Funding Application for consideration. Individuals or organizations who provide services or products directly related to the scope of this program must partner with a member organization to apply for special project funding.

Effective Date:

Review and sign your Subrecipient Contract and email it to grants@cthcc.org. **Note:** The scope of work must be completed with all deliverables finished before May 31, 2025. You will only be reimbursed for items purchased after your Subrecipient Contract has been signed (**effective date**). **Any expenditures outside of the project period (before the award letter is signed and after May 31, 2025) will not be reimbursed.**

Project Progress Report:

Subrecipients must submit a progress and financial update, including a reimbursement request, via the [Special Project Quarterly Progress Reporting Form](#) once every quarter (December 31, 2024, March 31, 2025, and May 31, 2025). This requirement applies regardless of whether any funds have been expended during the quarter. The report must detail the progress made towards the project goals, including any challenges encountered and steps taken to address them. These progress reports are crucial for ongoing project evaluation and accountability.

Reimbursement Procedures

Subrecipients are required to include a completed [Project Reimbursement Request Form](#) when submitting the Quarterly Progress Reporting Form. Project Reimbursement Request 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. Once you have returned your signed Subrecipient Contract, you may begin to expend the funds for your project. **Note:** You will only be reimbursed up to the amount listed on your Subrecipient Contract. **Any expenditures over the approved amount will not be reimbursed.**

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2. Scan all receipts/invoices and proof of payment related to the project expenditures into **one PDF file**.
 - a. Title the document "Project Reimbursement Receipts_[Organization Name]_[Date of Report]".
 - b. Highlight or notate any project expenditures requested for reimbursement if they are on the same receipt as other purchases not included on the project.
3. Complete the [Project Reimbursement Request Form](#) (you may add rows as needed to capture all the expenditures for reimbursement).
 - a. Save it with the title "Project Reimbursement Request Form [Organization Name]_[Date of Report]."
 - b. Note: Be sure to include the page number of the receipt (column G) that is associated with each line in the reimbursement form.
 - c. Note: Be sure to include the page number of the proof of payment (column H) that is associated with each line in the reimbursement form.
 - d. Upload both the Project Reimbursement Request Form and Reimbursement Receipt files when completing the Special Project Quarterly Progress Reporting Form.
4. Subrecipients will submit all documentation via the [Special Project Quarterly Progress Reporting Form](#) by **May 31, 2025**. **If documentation and associated receipts are not submitted by 11:59PM on May 31, 2025, the funds will be forfeited by the sub-recipient.**
5. When the receipts and project budget have been reconciled, the Readiness and Response Coordinator and/or designee will confirm by email that all documents are in order and they will submit the packet to the Fiscal Agent for reimbursement.
6. The Fiscal Agent will mail a reimbursement check or process an electronic payment to the organization at the address on the Project Reimbursement Request Form, provided by the subrecipient, 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. Only items on the approved budget purchased after the execution date (date award letter is signed) will be reimbursed.
3. Equipment (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) is not allowable.
4. **Funds may be used to 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 Projects activities must describe how you will engage communities most impacted by disasters.

Funding Restrictions

The following list are not allowable expenses and cannot be reimbursed by the CT HCC. **Failure**

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to mention a particular item of cost is not intended to imply that it is either allowable or unallowable; rather, determination as to allowability in each case should be based on the treatment provided for similar or related items of cost.

1. Payment or reimbursement of backfilling costs for staff or hiring of staff.
2. Salary of an individual at a rate more than Executive Pay Level II or \$197,300 per year.
3. Use of funds to supplement personnel salaries and/or hiring is not allowable.
 - a. Contracting with a consultant or subcontractor for a scope of work is allowable. The scope of work must be completed with all deliverables, must begin after the execution date and be finished before the end of the grant period.
4. Construction or major renovations.
5. Projects or purchases already funded or reimbursed using other grants or state and/or local agency funds.
6. The purchase of clothing, uniforms, hats or branded accessories.
7. The purchase of promotional clothing or other promotional material.
8. The purchase or support (feed) for animals for labs, including mice.
9. The purchase of a house or other living quarter for those under quarantine.
10. 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.
11. The purchase of furniture.
12. 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.
13. Entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs.
14. Fund raising activities and lobbying.
15. Support standalone, single-facility or agency exercises.
16. Training courses, exercises, and planning resources when similar offerings are available at no cost.
17. Payment or reimbursement for research.
18. Payment or reimbursement for clinical care.

Records Retention and Management Requirements

It is the responsibility of the Subrecipient agency to track or monitor purchases in accordance with the Subrecipient's regular inventory process.

Failure to Comply

Failure to comply with the terms and conditions outlined in this Contract may result in an "Inactive Member Designation" and a loss of Membership Benefits as laid out in the [CT HCC Bylaws](#).