



# Western Wisconsin Healthcare Emergency Readiness Coalition

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

Implementation Date: August 5, 2021

## Funding Request Parameters

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 by the HERC voting membership 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 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.
- Requests for 100% funding require 75% of the voting membership to approve.
- If the cost share of 5% is complied with a simple majority is needed to approve.
- Projects that have researched and demonstrated other available sources of funding will be given priority.
- It is solely up to the voting members present 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 NEW HERC 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.

**ADOPTION OF FUNDING REQUEST PARAMETERS POLICY**

I do hereby certify that the above stated funding request parameters policy for HERC were approved and adopted by the Executive Board and remains in effect until a chair is appointed

James Newlun  
Typed Name

  
Signature

8/6/2021  
Date

Coalition Chair