

Frequently Asked Questions (FAQ) Healthcare Preparedness Coalition (HPC) Funding Opportunity

General Eligibility & Application Questions

What does “actively participate in the HPC” mean?

Actively participate means the organization is registered as a Healthcare Preparedness Coalition (HPC) member and participates in HPC activities, such as inter-regional meetings. Participation will be verified using the HPC membership roster and meeting records.

Can an organization that is new to the HPC apply?

Yes.

Can multiple departments within the same organization apply separately?

Yes, provided each application is for a distinct project and is clearly justified.

Can an organization submit more than one application?

Yes; however, funding decisions will be based on competitiveness and available funds.

Project Scope

Can projects focus on a single facility, or must they involve multiple partners?

Either approach is acceptable.

What qualifies as a facility-specific or isolated need?

A facility-specific or isolated need is a preparedness gap at a single facility or organization that cannot be supported through routine operating budgets but improves the facility’s ability to prepare for, respond to, or recover from emergencies.

Examples include:

- Updating emergency, continuity, or downtime plans
 - Conducting facility-level exercises or drills
 - Purchasing emergency-specific supplies or equipment
 - Improving emergency communication or coordination procedures
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Funding Amounts

Is there a minimum or maximum award amount?

Award amounts will be determined based on available funding.

Will funding be distributed evenly or competitively?

Funding will be awarded competitively.

Is partial funding possible?

Yes. If partial funds are provided, the applicant must clearly describe how the reduced amount will be used, whether the remaining funds will be covered by the facility, and whether the full project or a defined portion of the project can still be completed. This helps ensure the funds are used as intended.

Timeline

Can activities begin on March 1, 2026?

Yes.

What if activities extend beyond May 31, 2026?

A new contract would be required to continue activities; however, every effort should be made to complete all activities and submit invoices no later than May 31, 2026.

Are extensions allowed?

Possibly, on a case-by-case basis, particularly given the short application timeline and funding window. This may change in future years.

Budget & Fiscal Questions

Is overtime, backfill staffing, or stipends allowable?

No.

Are honoraria for speakers allowable?

Yes, if aligned with one or more preparedness capabilities.

Are training registration fees allowable?

Yes, if aligned with one or more preparedness capabilities.

Is travel (lodging, mileage, meals) allowable?

Yes, if aligned with one or more preparedness capabilities.

Are laptops, tablets, radios, or IT equipment allowable?

Yes, if used specifically for emergency preparedness or response.

What is the difference between supplies/equipment and infrastructure?

- **Supplies and equipment** are portable, emergency-specific items that support preparedness, response, continuity, or recovery.
- **Infrastructure** includes permanent or structural improvements (e.g., building remodels, vehicle purchases) and is **not allowable**.

Are software licenses or subscriptions allowable?

Yes; however, ongoing or recurring costs may require reapplication if future funding is available.

Is printing, copying, or meeting space rentals allowable?

Yes.

Procurement & Payments

How are funds paid?

Funding is provided on a reimbursement basis only.

Who pays vendors?

The applicant organization.

Are quotes required with the application?

No.

How are contracted services reviewed or approved?

Contracted services are reviewed and approved by the Office of Public Health Preparedness and Response (PHPR) as part of the application and contract process.

Budget Review

How detailed must the budget be?

Budgets must be submitted as line-item budgets, with summary totals where appropriate.

What documentation is required for reimbursement?

Receipts and proof of activity completion (e.g., training or exercise after-action reports).

How is cost reasonableness determined?

Costs are reviewed based on project scope, market rates, and alignment with preparedness objectives.

Can budgets be modified after award?

No.

Compliance & Oversight

How will the Office of Public Health Preparedness and Response monitor project progress?

Through monthly activity reports.

Are reports required?

Yes. Monthly activity reports are required. A final report with receipts is required for full reimbursement.

What happens if a project cannot be completed as proposed?

PHPR must be notified. Funding adjustments may apply.

What happens to unspent funds?

Any unspent funds remain with PHPR. Since payments are made through reimbursements, unused funds simply stay with PHPR.

How are conflicts of interest handled?

In accordance with SD DOH policies and state requirements.

Capability Alignment & Review

Must activities align with a capability?

Yes.

Can one activity support multiple capabilities?

Yes.

Are some capabilities prioritized over others?

No.

What does “system-wide readiness” mean?

It means organizations communicating, coordinating, maintaining operations, and supporting one another during emergencies rather than responding in isolation.

Application Review Process

Who reviews applications?

Applications are reviewed by the Office of Public Health Preparedness and Response

What are the review criteria?

Alignment with preparedness capabilities and demonstrated impact on readiness for core partners (healthcare, public health, EMS, and emergency management).

When will award notifications be sent?

Following completion of the review and approval process.

Is funding contingent on final budget approval?

Yes.