

Application Form

Funding Opportunity for Healthcare Preparedness Coalition (HPC) Members

Instructions: Coalition members seeking funding assistance must complete all sections below.

SECTION A: APPLICANT INFORMATION

HPC MEMBER APPLICANT

ORGANIZATIONS NAME:

ADDRESS:

PRIMARY CONTACT:

CITY/STATE:

TELEPHONE NO:

ZIP:

FAX NO:

E-MAIL:

SECTION B: HPC REQUEST

Attach a separate page briefly describing your organizations specific need for expenses that directly support your organizations preparedness, response, continuity, and recovery.

SECTION C: REQUIRED ATTACHMENT: COMPLETED BUDGET

Applicants must submit a detailed Cost Proposal, including an itemized budget and budget narrative, as a separate attachment (.pdf, .xlsx, or .docx) with this application.

Costs must be itemized by the categories below and include calculations or assumptions to clearly show how requested funds are determined.

Total requested funds may not exceed \$10,000. The Cost Proposal must also include a narrative justification for each requested item and identify the Preparedness Capability supported (preparedness capabilities are listed in the HPC Notice of Funding Opportunity).

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| Supplies and Equipment | Items that support preparedness, response, continuity of operations, or recovery. Narrative should explain: what gap is addressed and how the item supports operational readiness. |
| Exercises/Planning | Activities that improve coordination, communication, plans, and response readiness. Narrative should explain: the scenario or focus area and how the activity strengthens preparedness. |
| Training | Activities that build emergency preparedness skills and workforce readiness and resiliency. Narrative should explain: who will be trained and how it supports readiness and continuity. |

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| Travel | Must directly relate to approved training, exercises, or planning. Travel rates must align with State of South Dakota travel reimbursement rates. |
| Other | <p>Other as identified by the applicant. Allowable costs not listed above that directly support preparedness activities (e.g., meeting space rental, printing, planning tools).</p> <p>Narrative should explain: why the cost is necessary and how it supports preparedness.</p> |

SECTION D: TERMS AND CONDITIONS

By signing this application form, applicants understand and will adhere to the following terms:

- The State reserves the right to reject any or all proposals, waive technicalities, and make awards as deemed to be in the best interest of the State of South Dakota.
- The State, upon satisfactory review and notice of award to the Applicant, will execute a contract for services using its standard agreement terms and conditions.
- If awarded, the Applicant acknowledges that it will submit for reimbursement of expenses as outlined in the executed contract on a monthly basis and that pre-payment for expenses is not allowable.

Date Application Submitted:

Organization's
Authorizing
Official Signature
