



Funding Opportunity for Healthcare Preparedness Coalition Members

The South Dakota Department of Health (SD DOH), Office of Public Health Preparedness and Response (PHPR), is pleased to announce a competitive Notice of Funding Opportunity (NOFO) to support preparedness and response activities across South Dakota's Healthcare Preparedness Coalition (HPC).

Funding for this opportunity is provided through the Hospital Preparedness Program and is intended to support the development and sustainment of healthcare system preparedness and response capabilities statewide by strengthening coordination, planning, training, exercises, resource management, and operational readiness.

Eligible applicants include Healthcare Preparedness Coalition member organizations, such as healthcare facilities, public health agencies, emergency medical services, emergency management agencies, long-term care and assisted living facilities, skilled nursing facilities, and tribal health organizations.

Overview

Purpose

The purpose of this funding opportunity is to strengthen preparedness across South Dakota's healthcare, public health, emergency medical services, and emergency management systems by supporting activities that enhance coalition readiness, coordination, information sharing, and response capability. Funded activities should build and sustain the ability of healthcare and response partners to plan for, respond to, and recover from emergencies and disasters through coordinated planning, training, exercises, and resource management.

All proposed activities must align with one or more of the capabilities outlined in this NOFO and contribute to improved coordination, continuity of operations, and system-wide readiness across the Healthcare Preparedness Coalition.

Eligible Applicants

Eligible applicants are organizations that are members of, or actively participate in, the South Dakota Healthcare Preparedness Coalition (HPC), including but not limited to:

- Hospitals and healthcare systems
- Public health agencies

- Emergency Medical Services (EMS) agencies
- Emergency management agencies (local, county, or tribal)
- Long-term care facilities
- Assisted living facilities
- Skilled nursing facilities
- Tribal health organizations and tribal partners
- Other healthcare or response organizations that support healthcare system preparedness

Applicants must describe how proposed activities support preparedness and coordination and contribute to regional and/or statewide readiness.

Budget Limitations

Funds must be used for non-personnel expenses that directly support preparedness, response, continuity, and recovery.

Funding may not be used for:

- Full-time equivalents (FTEs)
- Staff salaries, wages, fringe benefits, or personnel time
- Routine staffing or operating costs
- Physical infrastructure projects (e.g., building remodels) or vehicle purchases

Funding may be used for:

- Supplies and equipment
- Planning and plan development
- Exercises, drills, workshops, and after-action reporting
- Contracted services and other project-based costs that support preparedness activities

All proposed costs must be clearly described in the application budget and budget justification and must align with one or more of the preparedness capabilities outlined below.

Preparedness Capabilities

All proposed activities must support preparedness, response, continuity, and recovery efforts for HPC members and partners, including healthcare, public health, EMS, emergency management, long-term care, assisted living, skilled nursing facilities, and tribal organizations.

Activities may address facility-specific or isolated needs, provided they clearly improve preparedness, mitigation, response, or recovery and align with one or more capabilities outlined below. Applicants should explain how the project strengthens coordination, communication, or operational effectiveness during emergencies at the facility, regional, and/or coalition level. Applicants must submit a workplan, detailed budget, and budget justification describing how requested funds will achieve the applicable capability objectives.

Capability 1 – Readiness

Purpose

Build and sustain readiness by identifying risks, strengthening partnerships, and preparing for all-hazards emergencies.

Supported Activities

- Identify and prioritize facility, regional, or population-specific risks and mitigation strategies
- Participate in coalition planning meetings and preparedness activities
- Develop or update emergency plans, policies, procedures, and annexes
- Purchase supplies or equipment that improve readiness
- Support planning workshops or coordination meetings
- Conduct facility-level or multi-agency exercises or drills

Outcome

Coalition members demonstrate improved readiness to anticipate and respond to emergencies.

Capability 2 – Coordination and Information Sharing

Purpose

Improve communication and coordination between coalition members and response partners during incidents.

Supported Activities (examples)

- Develop or improve communication, notification, and situational reporting procedures
- Establish processes to share information with PPHR, emergency management, EMS, and healthcare partners
- Purchase communication-related equipment or supplies that support incident coordination
- Develop or update communication plans and/or CONOPS documents
- Conduct exercises to test communication and coordination processes

Outcome

Clear, reliable communication and coordination during emergencies.

Capability 3 – Continuity of Operations

Purpose

Support members in maintaining or restoring essential services during emergencies, prolonged disruptions, and surges.

Supported Activities (examples)

- Develop or update continuity, cybersecurity, extended downtime, surge, and recovery plans
- Conduct downtime or cybersecurity assessments and mitigation planning

- Purchase supplies or equipment that support continued operations during disruptions
- Plan for workforce safety, resiliency, and mental health support
- Conduct continuity or downtime exercises

Outcome

Facilities sustain essential operations and recover more quickly following disruptions.

Capability 4 – Medical Surge and Resource Coordination

Purpose

Prepare members to manage increased patient demand or service strain during emergencies.

Supported Activities (examples)

- Develop or update surge, evacuation, and patient movement plans
- Purchase supplies or equipment that support surge operations or patient care
- Participate in or conduct surge, evacuation, or patient movement exercises
- Improve coordination procedures with EMS, emergency management, and healthcare partners

Outcome

Facilities manage increased demand while maintaining safe, effective care.

Application Deadline:

The application deadline is January 31, 2026

Important Dates

Application Opens	January 8, 2026
Application Closes	February 9, 2026
Funding Period	March 1, 2026 – May 31, 2026

No pre-award costs will be eligible for reimbursement. Completion of activities is subject to the scope of what is being proposed.

How to Submit an Application

- Email completed application to: **SDDOH.HPC@state.sd.us**
- Subject line: **“HPC Funding Application 2026”**
- Submit as **one combined document**
- File name: **[Applicant Organization Name]_HPCNOFO26**

Application Format

Format: PDF

Font: Times New Roman, 11-12 pt

Include page numbers

Application Checklist

The following documents should be provided to ensure your application is received as complete.

- Completed, Signed Application Form
- Activity/Project Justification
- Activity/Project Workplan
- Activity/Project Budget Justification
- W-9

Activity/Project Justification

Please provide a justification for each funding request (e.g., supplies, training, travel). Keep justifications short and explain what the activity will improve and why it helps your organization be better prepared.

Include:

- The preparedness gap or need being addressed
- Why the activity cannot be funded through routine operating budgets
- What will be done and how it improves preparedness, response, continuity, and/or recovery
- How the activity supports coordination with relevant partners (healthcare, public health, EMS, emergency management, long-term care, tribal partners)

Activity/Project Workplan

The workplan should clearly show how proposed activities will be completed within the project period.

Include:

- Activities/projects to be completed
- Timeline and key milestones
- Deliverables/outcomes (e.g., updated plans, completed exercises, training conducted)
- Which capability or capabilities the activities support

Activity/Project Budget Justification

Budgets should be clear, realistic, and directly aligned with the activities outlined in the Activity/Project Workplan. Ensure that all costs are allowable and non-personnel, before submitting.

Include:

- A brief justification for each line item and how it supports the activities in the Activity/Project Workplan
- An explanation of why the costs are reasonable and necessary

This funding is intended to address preparedness gaps that cannot reasonably be absorbed by individual organizations and to promote consistent readiness across the Healthcare Preparedness Coalition.

Additional Questions?

Please contact Lesley-Ann Pont, South Dakota Department of Health, Office of Public Health Preparedness and Response at lesley-ann.pont@state.sd.us.

Application

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 an Activity/Project Budget Justification that explains what each requested cost is for, how it supports the activities in the Activity/Project Workplan, and which Preparedness Capability it supports (as listed in the HPC Notice of Funding Opportunity).

For each item, explain why the cost is needed and reasonable. List costs using the budget categories below and include simple calculations or assumptions (for example, quantity × cost) to show how the total was determined.

The total amount requested may not exceed **\$10,000**.

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

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 _____

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 PPHR. Since payments are made through reimbursements, unused funds simply stay with PPHR.

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.