



## Hospital Preparedness Program Cooperative Agreement Recipient Reporting Requirements (Budget Period 2)

Hospital Preparedness Program (HPP) cooperative agreement (CoAg) recipients must address and comply with requirements for the strategies and activities listed in the [FY2019-2023 Hospital Preparedness Program \(HPP\) Cooperative Agreement Funding Opportunity Announcement \(FOA\)](#), FY2020 Continuation Guidance, as well as other requirements associated with the statute and U.S. Department of Health and Human Services (HHS) grant guidance. ASPR uses the data gathered through these requirements to share progress and impact stories with leadership and oversight entities. **This document summarizes recipient reporting requirements across budget period (BP) 2 (July 1, 2020 – June 30, 2021)**, including BP1 reporting that falls during this time period and BP2 reporting that occurs after June 2021.

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### **DISCLAIMER**

This document is a **summary** of key reporting requirements and due dates. To confirm you are complying with all requirements (i.e., Requirements, Capabilities, and Performance Measures) you **MUST** refer back to the detailed guidance provided in the [FY2019-2023 HPP Cooperative Agreement Funding Opportunity Announcement \(FOA\)](#).

**Table 1. Summary of HPP CoAg Recipient Requirements in Chronological Order by Due Date**

<b>Deadline</b>	<b>Requirement or Deliverable</b>	<b>Description</b>	<b>Primary Responsibility</b>	<b>Reporting Tool</b>
<b>N/A - Waived</b>	2020 NACCHO Annual Preparedness Summit	Attend the National Annual preparedness summit sponsored by the National Association of County and City Health Officials. Due to COVID-19, this requirement was waived.	Recipient	Attendance
<b>Aug 29, 2020</b>	Spend Plan	Within the first 60 days of each budget period, all recipients must provide a detailed spend plan, including all budget line items, to all HCCs within their jurisdiction and any interested health care entity <b>(BM5)</b> .	Recipient	Email HPP Field Project Officer (FPO)
<b>Sep 29, 2020</b>	Subawards	Execute subawards with each HCC within 90 days of start of each budget period <b>(BM1)</b> .	Recipient	Email HPP FPO
<b>Within 30 days following receipt of sub-award</b>	Final HCC Budget	Within 30 days following receipt of the subaward, all funded HCCs must submit their final budgets to the recipients and upload a copy into the Coalition Assessment Tool (CAT). The budget should identify the percent of funding received from the recipient, other federal sources, and non-federal sources <b>(BM6)</b> .	HCC	Submit to Recipient and upload in CAT
<b>Within 30 days following receipt of sub-award</b>	Annual HCC Work Plan	Within 30 days following receipt of the subaward, all funded HCCs must submit an annual work plan and upload a copy into the Coalition Assessment Tool (CAT). The work plan should be developed in collaboration with their stakeholders and based on their current hazard vulnerability analysis (HVA) and resource analysis, to include medical equipment and supplies, real-time information sharing, communication systems, training, exercises, lessons learned, and health care personnel necessary to respond to an emergency <b>(BM7)</b> .	HCC	Submit to Recipient and upload in CAT

Deadline	Requirement or Deliverable	Description	Primary Responsibility	Reporting Tool
<b>N/A - Waived</b>	Annual HCC Training Plan	Within 30 days following receipt of the subaward, all funded HCCs must submit an annual training plan and upload a copy into the Coalition Assessment Tool (CAT). The training plan should be developed in collaboration with their stakeholders and based on their current hazard vulnerability analysis (HVA) and resource analysis, to include medical equipment and supplies, real-time information sharing, communication systems, training, exercises, lessons learned, and health care personnel necessary to respond to an emergency <b>(BM7)</b> .	HCC	Submit to Recipient and upload in CAT
<b>N/A - Suspended<sup>1</sup></b>	Pre-Event Specific EEI Templates	Within the first 90 days of each budget period, provide ASPR an updated pre-event specific essential elements of information (EEI) template (submitted to FPO). ASPR will provide recipients with a list of all required post-event and special-event EEI for incorporation into state, local, HCC, or hospital reporting systems. <b>(BM8)</b> To reduce burden, ASPR is requesting that recipients and hospitals utilize the HPP Protect system launched during the COVID-19 response.	Recipient	N/A
<b>Oct 30, 2020</b>	Quarterly FFR	Submit quarterly Federal Financial Report (FFR) within 30 calendar days of Notice of Award deadlines during each budget period <b>(BM2)</b> . (PD: July 1, 2020 – September 30, 2020)	Recipient	PMS
<b>N/A – Cancelled due to COVID-19</b>	2020 ASTHO Annual Meeting	Attend the Directors of Public Health Preparedness annual meeting sponsored by the Association of State and Territorial Health Officials.	Recipient	Attendance
<b>N/A – Cancelled due to COVID-19</b>	2020 National HCC Conference	Attend the National Health Care Coalition (HCC) Preparedness Conference, as specified by ASPR.	Recipient and HCC	Attendance

Deadline	Requirement or Deliverable	Description	Primary Responsibility	Reporting Tool
Jan 8, 2021	Final Pediatric Surge Response Plan Annex	Submit final version of the Pediatric Surge Response Plan Annex. Due to COVID-19, the due date was extended to coincide with the FY 2019 HPP End-of-Year (EOY) performance measures.	HCC	CAT
Jan 8, 2021	HPP BP1 EOY Performance Measures Report	Submit HPP BP1 EOY Performance Measures Report.	Recipient	PERFORMS
Jan 29, 2021	Draft Annual Work Plan and Budget	Submit draft HCC annual work plan and budget to the recipient by January 29 for inclusion in the recipient's HPP BP3 continuation application.	HCC	Recipient
Jan 30, 2021	Quarterly FFR	Submit quarterly Federal Financial Report (FFR) within 30 calendar days of Notice of Award deadlines during each budget period ( <b>BM2</b> ). (PD: October 1, 2020 – December 31, 2020)	Recipient	PMS
Jan 30, 2021	Semi-Annual FFR	Submit semi-annual Federal Financial Report Semi-Annual Federal Financial Report (SF-425) for Budget Period 2 six months after award budget period start date.	Recipient	PMS
Apr 1, 2021	Draft Infectious Disease Preparedness Surge Annex OR Burn Surge Care Annex	Complete and upload a draft response plan annex addressing infectious disease preparedness surge OR burn care surge. Due to COVID-19, HCCs can complete either the infectious disease preparedness surge or burn care surge annex ( <b>BM4</b> ).	HCC	CAT
Apr 30, 2021	Quarterly FFR	Submit quarterly Federal Financial Report (FFR) within 30 calendar days of Notice of Award deadlines during each budget period ( <b>BM2</b> ). (PD: January 1, 2021 – March 31, 2021)	Recipient	PMS

Deadline	Requirement or Deliverable	Description	Primary Responsibility	Reporting Tool
<b>N/A – Waived</b>	Coalition Surge Test (CST) or Hospital Surge Test (HST)	Complete the CST annually. In lieu of the CST, hospitals located in approved jurisdictions (AS, CNMI, FSM, PW, RMI, Guam and USVI) or officially classified as an isolated frontier hospital, must develop a surge scenario and exercise it annually utilizing the HST <b>(BM9)</b> . Due to COVID-19, the CST and HST have been waived for BP2.	HCC	CAT
<b>Jun 30, 2021</b>	BP2 CAT End-of-Year Report	Finalize BP2 responses for all four capability forms and applicable questions in the exercise tool.	HCC	CAT
<b>Jun 30, 2021</b>	Final Infectious Disease Preparedness Surge Annex OR Burn Surge Care Annex	Complete and submit a final response plan annex addressing infectious disease surge care OR burn care surge with 2020 APR and upload in CAT. Due to COVID-19, HCCs can complete either the infectious disease surge care or burn care surge annex <b>(BM4)</b> .	HCC	PERFORMS and CAT
<b>Jun 30, 2021</b>	Crisis Standards of Care CONOPS	Submit a new or updated Crisis Standards of Care CONOPS with the Annual Progress Report (APR).	Recipient	PERFORMS
<b>Jun 30, 2021</b>	BP2 CAT End-of-Year Report	Finalize BP2 responses for all four capability forms and applicable questions in the exercise tool.	HCC	CAT
<b>Jul 30, 2021</b>	Quarterly FFR	Submit quarterly Federal Financial Report (FFR) within 30 calendar days of Notice of Award deadlines during each budget period <b>(BM2)</b> . (PD: April 1, 2021 – June 30, 2021)	Recipient	PMS
<b>Jun 30, 2021</b>	HCC Hazard Vulnerability Analysis	Each funded HCC, in collaboration with the recipient, must annually update and maintain their HVA to identify risks and impacts.	HCC	CAT
<b>Sep 30, 2021</b>	Annual FFR	Submit annual FFR form (SF-425) no later than 90 days after the end of the budget period.	Recipient	PMS

Deadline	Requirement or Deliverable	Description	Primary Responsibility	Reporting Tool
<b>Sep 30, 2021</b>	BP2 Annual Progress Report (APR)	Submit BP2 work plan progress, including status of outcomes and activities.	Recipient	PERFORMS
<b>Sep 30, 2021</b>	BP2 Recipient EOY Performance Measures Report	Submit BP2 Recipient Performance Measures EOY Report.	Recipient	PERFORMS
<b>Oct 29, 2021</b>	Jurisdiction Risk Assessment (JRA)	Participate in or complete a JRA, in collaboration with the Public Health Emergency Preparedness (PHEP) program, at least once every five years. For jurisdictions whose five-year window to complete the JRAs expires during BP2, an extension to October 29, 2021 is granted due to COVID-19 response activities.	Recipient	PERFORMS
<b>Oct 29, 2021</b>	Joint 5-year Exercise (functional or full-scale) with PHEP	Complete a functional or full-scale exercise in coordination with PHEP. The COVID-19 response may be used to meet this requirement. For jurisdictions whose five-year window to meet the joint exercise requirement expires during BP2, CDC and ASPR are offering an extension to the end of BP2, June 30, 2021. The documentation for receiving full-scale exercise credit is due by October 29, 2021.	Recipient	PERFORMS; Submit a request for extension to HPP Field Project Officer
<b>Oct 29, 2021</b>	Annual Joint HPP-PHEP At-Risk/Vulnerable Populations Exercise	Complete annual joint HPP-PHEP at-risk/vulnerable populations exercise. The COVID-19 response activities may be used to meet this requirement if there is verification of inclusion of vulnerable populations based on COVID-19 parameters set by CDC. If jurisdictions are still activated for COVID-19 at the conclusion of FY 2020/BP2, they must submit interim AAR/IPs no later than Friday, October 29, 2021, to document activities and receive credit for this exercise requirement. Per the HPP requirement, recipients will document strengths and weaknesses in the following year's application.	Recipient	PERFORMS

Deadline	Requirement or Deliverable	Description	Primary Responsibility	Reporting Tool
<b>Within 120 days from each exercise</b>	After-Action Reports and Improvement Plans	Complete and submit after-action reports and improvement plans (AAR/IPs) in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for all responses to real incidents and planned events and for exercises conducted to demonstrate compliance with HPP program requirements.	Recipient	PERFORMS
<b>N/A</b>	Pandemic Influenza Planning Requirements	Submit required program data such as the capability self-assessment and program measures that provide information on the status of state and local pandemic response readiness, barriers and challenges to preparedness and operational readiness, and efforts to address the needs of at-risk individuals	Recipient	PERFORMS
<b>N/A – Waived for BP2</b>	Joint Multiyear Training and Exercise Plan (MYTEP)	Submit a joint MYTEP with each budget period application package ( <b>BM3</b> ). Due to COVID-19, the Joint MYTEP was waived for BP2.	Recipient	PERFORMS
<b>End of 5-year project period</b>	Final Infectious Disease Preparedness Surge Annex OR Burn Surge Care Annex Tabletop Discussion/ Exercise	The recipient and HCCs must validate their Burn Care Surge Annex or Infectious Disease Preparedness and Surge Annex via a standardized tabletop/discussion exercise format submit the results and data sheet to ASPR. HCCs may receive credit for the infectious disease annex exercise evolving from the COVID-19 response.	Recipient and HCC	CAT

<sup>1</sup> BM8 has been suspended until further notice

**Table 2. Overview of Management, Evaluation, and Reporting Tools**

<b>System</b>	<b>Description</b>	<b>Users</b>	<b>Managed by</b>
<b>Coalition Assessment Tool (CAT)</b>	The CAT is a program evaluation tool for HCCs to assess and track their progress toward achieving the 2017-2022 Health Care Preparedness and Response Capabilities; meeting the requirements of the HPP cooperative agreement; and completing the HPP Performance Measures.	Recipients, HCCs	HHS ASPR
<b>GrantSolutions</b>	GrantSolutions is a grants and program management system that supports the management of grants and cooperative agreements through the entire award life cycle - from forecast and funds planning to closeout.	Recipients	Administration of Children and Families GrantSolutions Center of Excellence
<b>Payment Management System (PMS)</b>	The PMS is a tool to help recipients draw down funds and file the Federal Financial Reports (FFRs).	Recipients	HHS Program Support Center (PSC)
<b>Preparedness Emergency Response System for Oversight, Reporting, and Management Services (PERFORMS)</b>	PERFORMS is a web-based program management system used to house application information, review applications, manage the cooperative agreements, manage and track technical assistance requests, collect and review annual progress reports, and collect end-of-year performance measures.	Recipients	Centers for Disease Control and Prevention (CDC)