



Request for Applications (RFA):

Healthcare Preparedness Program
Regional Healthcare Coalitions

Wyoming Department of Health
Public Health Division
Public Health Preparedness and Response Unit
Healthcare Preparedness Program

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Funding Opportunity Overview

Background

The mission of the Wyoming Department of Health (WDH) is to promote, protect, and enhance the health of all Wyoming residents. The WDH has four primary divisions: Aging, Behavioral Health, Healthcare Financing, and Public Health. The Wyoming Healthcare Preparedness Program (HPP) is part of the WDH's Public Health Division, Public Health Preparedness and Response (PHPR) Unit. The PHPR Unit is responsible for the State of Wyoming Public Health Emergency Preparedness (PHEP) Program and the Wyoming HPP.

The HPP's primary goal is to unite statewide organizations and healthcare entities to effectively prepare for and respond to emergencies that surpass the capabilities of the existing healthcare system. Recognizing Wyoming's unique challenges, including a significant rural and frontier population and limited healthcare facilities, this initiative focuses on connecting local-level organizations and private healthcare entities for planning, training, exercises, and building partnerships. The program acknowledges residents' need to often travel long distances to access primary and specialized healthcare services, emphasizing the critical importance of comprehensive healthcare preparedness and response.

To achieve the program's main objective of bringing together statewide organizations and healthcare entities to save lives during emergency response, the WDH supports Wyoming with healthcare coalitions. Through collaborative efforts, the project plan aims to enhance the capabilities of Wyoming's critical access hospitals, Emergency Medical Services (EMS), federally qualified healthcare centers, and local community healthcare providers, thus strengthening the resilience of the state's healthcare system.

A healthcare coalition connects local-level partners in each region to collaborate and mitigate gaps in healthcare preparedness and response. Activities, exercises, deliverable requirements, funding, and spending are guided by the HPP Cooperative Agreement with the Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR).

Purpose

The purpose of this Request for Applications (RFA) is to distribute cooperative agreement funding to advance the specific objectives of the HPP. This initiative aims to support

Wyoming's HPP program through healthcare coalitions (HCC). HPP is inviting eligible organizations to submit applications for consideration.

The HPP is actively soliciting applications from organizations interested in collaborating as part of a healthcare coalition. HCCs will work in partnership with regional and local entities to identify, address, and mitigate gaps in healthcare preparedness and response capabilities. Through collaborative efforts, coalitions aim to improve the overall resilience of the healthcare system in the face of emergencies, ensuring a cohesive and efficient response to public health challenges.

Organizations have the option to apply for any or all healthcare coalition regions, which means a single entity could potentially manage a statewide healthcare coalition. Alternatively, organizations may choose to apply for just one region or for multiple regions. Only one organization will be chosen for each region. However, if selected, an organization can be contracted to provide services across all five regions within the statewide coalition. Alternatively, each region may have a separate organization selected.

The regions are as follows:

- **The Big Horn Basin Region**, includes the counties of Park, Big Horn, Hot Springs, and Washakie.
- **The Central Region** includes the counties of Fremont, Natrona, Converse, Niobrara, Carbon, and the Wind River Reservation.
- **The Northeast Region**, includes the counties of Crook, Weston, Campbell, Sheridan, and Johnson.
- **The Southeast Region**, includes the counties of Goshen, Platte, Albany, and Laramie.
- **The Western Region**, includes the counties of Teton, Sublette, Lincoln, Uinta, and Sweetwater.

This funding will be awarded to a healthcare coalition(s) to provide preparedness and response services. The HPP plays a critical role in fortifying healthcare coalition initiatives across the state. It is designed to enhance the ability of healthcare providers—including hospitals, long-term care facilities, emergency medical services (EMS), and various licensed healthcare providers—to effectively prepare for, respond to, and recover from emergencies that may disrupt the healthcare system.

Eligible Applicants

- Organizations must be located and must operate in the State of Wyoming.

- The organization's employees must reside in Wyoming so they can appear in person without notice for an emergency response.
- Applicants must agree to complete all deliverables described in the Wyoming HPP Work Plan for HCCs which are based on the [Hospital Preparedness Program Notice of Funding Opportunity Number EP-U3R-24-001](#).
- Applicants must be in good standing with the Wyoming Secretary of State.
- Applicants must have a valid registration in SAM.gov to be eligible to receive HPP funds.

Successful applicants will:

- Use grant funds to support the equivalent of at least one (1) FTE to fulfill Readiness Response Coordinator and Clinical Advisor responsibilities.
- Sign and follow a contract and statement of work to utilize funding for the HPP grant activities in the Statement of Work and Work Plan. The Work Plan will be created in collaboration between the healthcare coalition and the Wyoming HPP Manager.
- Manage the day-to-day fiscal activities of the HCC in compliance with required activities in the Work Plan.
- Reimburse HCC member organizations for pre-approved purchases and travel in a timely fashion.
- Submit standardized invoices to the WDH HPP Manager for reimbursement with a monthly budget update.
- Ensure the Readiness Response Coordinator and Clinical Advisor meet the program requirements and contract deliverables by supervising their job performance.

Funding Available

The total funding available for this RFA is seven hundred fifty thousand dollars (\$750,000.00). Funding will be awarded to one (1) applicant per healthcare coalition region, with a maximum award amount of one hundred fifty thousand dollars (\$150,000.00) per region. While only one organization will be selected per region, if an organization is chosen to be contracted to provide services across all five regions within a statewide coalition, it will receive a monetary award for each region represented. Applicants are not guaranteed the maximum funding amount, and prospective recipients are expected to submit a budget that aligns with their Work Plan.

Term of Award

The anticipated term for the project is July 1, 2025, through June 30, 2026. Continuation of funding is possible. Applications for continuation funding will be provided to recipients in February 2026.

Reserved Rights

Wyoming HPP reserves the right to make an award under this RFA in part, in whole, or not at all. In addition, the HPP reserves the right to amend or withdraw this RFA. If the RFA is amended after an applicant has already submitted an application, the HPP will provide the applicant notice of the change and an opportunity to supplement the application, as necessary.

Scope of Project

This project is based entirely on the requirements of the Department of Health and Human Services, Administration for Strategic Preparedness and Response, Office of Health Care Readiness, Hospital Preparedness Program Cooperative Agreement, Opportunity Number EP-U3R-24-001, Assistance Listing Number 93.889.

As outlined in the Notice of Funding Opportunity, through the activities in this cooperative agreement, every recipient and their HCC(s) must perform the following core functions:

- **Assessment and risk mitigation.** Anticipate challenges and mitigate risks to support decision-making that meets community or jurisdiction healthcare needs during a disaster or emergency.
- **Information sharing.** Collect and share near real-time information to provide multidirectional healthcare situational awareness during an emergency or disaster.
- **Specialty care planning and coordination.** Incorporate necessary expertise to support healthcare readiness planning, disaster, and incident management, including for specialty care delivery, to address specific hazards or events.
- **Respond to emergencies.** Coordinate and support the implementation of plans, policies, and procedures among recipients, HCCs, HCC members, and their partners to address patient care needs during an emergency or disaster.
- **Healthcare workforce support.** Equip, protect, and support the healthcare workforce by providing access to healthcare readiness resources, training, and exercises.
- **Resource management.** Facilitate resource management and planning among recipients, HCCs, HCC members, and their partners to mitigate shortfalls, maintain operations, and sustain patient care service delivery during an emergency or disaster.

- **Training, exercise, and evaluation.** Conduct training, exercises, and evaluations that incorporate input from assessments, plans, policies, and previous training and exercises to evaluate, validate, and improve readiness and response processes.
- **Continuity and recovery.** Support the improvement of processes and systems that promote continuity of healthcare operations and aid in recovery.
- **Organizational development.** Create and carry out strategies to sustain and grow the HCC and its partnerships.

Allowable Expenditures

Allowable expenditures are outlined in the [Hospital Preparedness Program Notice of Funding Opportunity Number EP-U3R-24-001](#).

Spending is also subject to the rules and regulations found in Title II of the [Code of Federal Regulations \(2 CFR Part 200\)](#).

Funding recipients may not subcontract without permission from the HPP Manager.

Out-of-state travel expenses must be pre-approved and follow the WDH Travel Policy for reimbursement.

Match Requirements

Funding recipients are responsible for the following match requirements:

- Ten (10) percent match is required by the successful applicant for all HPP funds awarded through this RFA.
- The match can be met with in-kind or local funds from the service area members. Federal funds cannot be used as matching funds.
- Costs used to satisfy match are subject to the same policies governing non-match costs. Match goals must be met by the end of the contract period.
- Funding used to match the HPP funds must be applied to projects or activities associated with approved HPP activities.

Reporting Requirements

Funding recipients must submit monthly progress and budget reports to be monitored using the HPP Contract Reporting Tool (CRT).

Funding recipients must submit documentation as requested by the HPP Manager to verify the completion of plans, exercises, training, and other activities defined by the HPP Cooperative Agreement using the HPP CRT.

Application Requirements

Formatting Requirements

Applications must follow these general formatting guidelines:

1. Be typed in Times New Roman, no smaller than 11-point font, with one-inch margins on standard U.S. Letter paper size.
2. Be organized by the following sections with headings:
 - a. Cover Sheet
 - b. SAM.gov Registration
 - c. Wyoming Secretary of State Registration
 - d. Organizational Capacity and Experience
 - e. Work Plan
 - f. Budget
3. Be submitted as a single PDF file and include all application requirements.
4. Be no more than fifteen (15) pages in length.

Cover Sheet

Organization's Legal Name:

Primary Contact (name, title, phone, and email):

Mailing Address:

Tax ID Number:

UEI Number:

Website:

Name and Title of Authorized Signatory:

SAM.gov Registration

All recipients must be registered with SAM.gov. Provide proof of registration or proof of registration submission.

Wyoming Secretary of State Registration

All recipients must be registered with the Wyoming Secretary of State (SOS). Provide proof of registration and good standing.

Organizational Capacity and Experience

Describe your organization's capacity and experience by responding to the following:

- Describe your organization's capacity and staffing plan to deliver the services described in this RFA.

- Share relevant examples of similar projects, services, or products your organization has delivered to other clients. You may include links to other projects/products your organization has produced and/or references for other entities your organization has provided similar services to in the past. References should include contact information for someone at the reference entity who has experience with the organization.
- An organization’s past contract performance, in collaboration with the Wyoming Department of Health, may be used as a reference for organizational capacity.

Work Plan

Provide a copy of your Work Plan. This should include goals and an outline of specific measurable activities and objectives to achieve goals through the healthcare coalition in the designated region. This Work Plan must show project goals, project outcomes and objectives, project activities, and how success will be measured.

Budget

Provide a detailed budget and justification. The template below can be used or adapted. At a minimum, the budget should include:

- Required staffing costs
- Anticipated travel expenses
- Grant funds for HCC member agencies
- Project management and administration costs

Expense Category	Item Description	Justification	Estimated Cost
Salaries			
Fringe Benefits			
Training			
Hardware			
Software			
Other (Describe)			
		Total Cost:	

Application Submission and Award

Key Dates

Description	Date
RFA released	3/4/2025
Application due	3/18/2025
Tentative award	3/24/2025
Tentative contract start	7/1/2025

Submission

Completed applications should be sent to christia.martens1@wyo.gov with the subject line “2025 HCC Application-Organization Name,” no later than the deadline described above.

Questions regarding this project may be submitted via email to christia.martens1@wyo.gov with the subject line “2025 HCC Application Questions.”

Scoring

The applications will be evaluated on the following criteria and relative weights.

Factor	Points Possible
SAM.gov registration and SOS Standing	10
Organizational capacity and experience	40
Work Plan	20
Budget	20
References	10
Total points possible	100

Notification of Award or Non-Award

Applicants will receive written notice via email within three (3) weeks of the application due date.