

**APPENDIX E:
APPLICATION FOR CENTERS OF BIOTERRORISM HOSPITAL
PREPAREDNESS PLANNING**

**WORKPLAN AND BUDGET
Project Period January 1, 2004 – December 31, 2004**

Hospital networks that are requesting to be a Center for Bioterrorism Hospital Preparedness must supply the following information

- I. Background (No more than 2 pages single-spaced)
 - A. List name and address of the acute care facilities that will comprise the CBPP.
 - B. Describe the fiscal and organizational relationship among the CBPP facilities.
 - C. Describe the current infrastructure and resources, with an emphasis on existing disaster preparedness planning efforts. Provide details, regarding any special bioterrorism related expertise, programs and/or plans that are already in place that highlight the applicant's suitability for being a CBPP, especially with regards to surge capacity planning.

- II. Administration (No more than 2 pages single spaced)
 - A. Describe the proposed leadership for the project and organizational structure for the CBPP, including an organizational chart that illustrates the relationship of the project leadership to senior hospital administrators.
 - B. Describe the qualification and relevant prior experience of the leadership of the project related to bioterrorism preparedness, surge capacity planning and/or prior success with management and oversight of large projects. Also describe how the project's leadership will work with the hospital/network's executive leadership to assure that project 's objectives are met by the end of the project period.
 - C. Describe how the leadership from different facilities will coordinate and build consensus on approaches to meeting the objectives and deliverables of the project.

- III. Implementation Plan (No more than 15 pages single-spaced)

For each Deliverable in Section III.E of the Request For Proposal, the Applicant should describe the approach, methodology, staffing and resources that will be needed by the CBPP for meeting required activities. The description should include the extent to which the hospitals within a CBPP will have similar or complementary capacity.

The Implementation plan should detail the deliverables within each major category of deliverables as described in Section III.E, which are:

- A. Surge Capacity Planning
- B. Enhanced Participation in the DOHMH's Syndromic Surveillance System
- C. Electronic Clinical Lab Reporting System
- D. Decontamination
- E. Pilot Test Mass Vaccination Efforts By Expanding Influenza Vaccination Campaign for Fall 2004
- F. Staff Training and Field Exercises

IV. Budget and Justification

The Applicant is to develop a very detailed budget and justification for **each major category of deliverables for each quarter**. Budget and budget justification should be provided for personnel, fringe, supplies, equipment, consultants and other subcontracts, travel, training,

miscellaneous. The budget must be closely aligned and illustrate the resources described in the implementation plan.

V. Appendices

- A. Resumes of Key Project Staff
- B. Summary reports about previous work on bioterrorism or other emergency preparedness projects completed by the hospitals within the CBPP