



Office of Health Care Readiness

Hospital Preparedness Program Cooperative Agreement

Opportunity number: EP-U3R-24-001



- You must have fiscal and programmatic systems in place to document accountability and improvement and must demonstrate these systems during site visits.
 - You must plan and participate in site visits.
 - We encourage you to invite FPOs and senior ASPR staff to attend or observe events, such as scheduled exercises, regional meetings, jurisdictional conferences, strategic advisory committee meetings, and/or coalition meetings supported by HPP funding.
- You must participate in mandatory meetings and trainings. We consider the following meetings mandatory, and you should budget travel funds accordingly:
 - National Health Care Coalition Preparedness Conference as specified by ASPR.
 - Directors of Public Health Preparedness annual meeting sponsored by the Association of State and Territorial Health Officials (ASTHO).
 - Annual Preparedness Summit sponsored by the National Association of County and City Health Officials (NACCHO); required each year for states, four directly funded localities, Puerto Rico, and U.S. Virgin Islands; every other year, Pacific islands can alternate with the Pacific Islands Preparedness and Emergency Response Summit.
 - Other mandatory training sessions that may be conducted via webinar or other remote meeting venues.
- You must maintain all program documentation for purposes of data verification and validation. We strongly encourage recipients to develop internal electronic systems that allow jurisdictions to share documentation with FPOs, including evidence of progress in completing corrective actions for weaknesses identified during exercises and drills.
- You must engage in technical assistance planning. You must actively work with your FPOs to properly identify, manage, review, and update technical assistance plans at least quarterly. ASPR encourages HCCs, health care entities, and other partners supporting the provision of care during emergencies to use the [ASPR Technical Resources, Assistance Center, and Information Exchange \(TRACIE\) website](#) to identify existing technical assistance resources.