

2013-2014 HPP Grant Hospital Activities Workbook Instructions:

1. Fill out the top of the form which includes your facility name, contact name, and contact information.
2. Please review all activities carefully and discuss with appropriate hospital staff (if needed).
3. All highlighted activities (in yellow) must be completed in order to receive any funding related to this year's HPP grant cycle. **Note: If you elect not to request funding for the required activities you must still complete the following:**
 - Enter a \$0.00 in the budget column of the activities workbook
 - Provide a brief description of why funding is not needed in the narrative column of the activities workbook.
 - After workbook has been approved by CDPHE, follow the normal process for reimbursement request (with a \$0.00 amount requested) to document completion of the required activities.
4. A brief narrative is required for all activities regardless of whether funding is being requested. (See example workbook for reference.)
5. Total funding amount of \$19,000 can be distributed amongst the activities that have been identified by your hospital as areas of priority. Or, if you can provide justification and backup reimbursement documentation that supports allocating the full amount towards one activity, you are allowed to do so.
6. For budgetary amounts please limit your entries to only a single budgeted amount. This way the workbook will auto populate your total at the bottom.
7. Once you have **completed the activity workbook** please submit it to CDPHE (Greg Jones, greg.jones@state.co.us) by **close of business Tuesday, October 1, 2013**. All workbooks will be reviewed and go through an approval process prior to any reimbursement requests being accepted.
8. You will receive a formal approval via email from Greg Jones. Reimbursement funds will not be available until this approval has been received.
9. If you need to change or alter your workbook during the course of the grant period (i.e. due to a Real event, unforeseen needs involving equipment/trainings/exercises, or other) please contact Greg Jones and a new workbook will be needed to approve the identified changes.
10. The deadline for submitting all **reimbursement requests** for this grant period will be close of business **Wednesday, April 16, 2014**.
11. Please refer to the reimbursement instructions for information regarding how to submit your reimbursement requests.
12. If you have any questions please feel free to contact:

Greg Jones
303-692-2787

Natalie Riggins
303-692-2966

Ron Seedorf
970-302-9021