# BP4 “Design a Deliverable to Address Borough-level Gaps” Deliverable Template

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| **Sub-recipient name:** | Borough Coalition sub-recipients |
| **Deliverable number and name:** | **C4.1. Design a Deliverable to Address Borough-level Gaps** |

**Instructions:** Here are the steps to follow for completing this deliverable.

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Complete the fields for the deliverable proposal.** |
| **4** | **Complete the fields for the deliverable final summary report.** |
| **5** | **Submit any additional documentation required to your DOHMH Program Manager. This is noted in the deliverable text (step 2) as well as below.** |

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| **1** | **DOHMH Program Manager:** Marsha Williams, MPH, CBCP  **Phone number:** 347-396-2719  **Email:** [mradclif@health.nyc.gov](mailto:mradclif@health.nyc.gov%20%20%20) |

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| **2** | **Deliverable as per the SOW**  **Required Activities:**   1. Using strategic plan and/or recent (e.g., from BP3) risk assessment finding(s), COVID‐19 and pandemic response planning, HVA and/or AAR/IP, design a deliverable that includes implementing a project or conducting an exercise to address at least three (3) gaps or identified hazards.   *Proposed deliverable(s) must include borough‐wide (i.e., multi‐facility acute, non‐acute and community‐based organizations) activity(ies) and must be separate and different from any deliverables listed previously in this Scope of Services/Schedule of Deliverables. Deliverable can be implemented in‐person or virtually.*  Develop and submit a deliverable proposal for DOHMH approval (DOHMH to provide template) that includes the following:   * Rationale for choosing the borough‐wide deliverable * Implementation plan, including: * Justification based on recent strategic plan, and/or recent (e.g., BP3) risk assessment finding(s), COVID‐19 and pandemic response planning, HVA and/or AAR/IP; * Outline of project scope of work (SOW) to include goals, objectives, timeline, key action steps and budget.   ***Subrecipient should only begin work on the proposed project or exercise upon written approval from DOHMH.***   1. Upon completion of the DOHMH‐approved template, develop and submit a final summary report, including description of how completion of the deliverable has advanced progress on the strategic plan.  * If deliverable is a Project, develop and submit final summary report with details of implementation, goals and objectives, findings, impacts, outcomes, stakeholders, and next steps; and other supporting documentation, including (but not limited to) meeting agendas, notes, presentations, and sign‐in sheets/participant roster. * If deliverable is an Exercise, develop and submit all HSEEP‐consistent exercise documents according to the type of exercise including:   o Exercise Plan (ExPlan)  o Exercise Evaluation Guide (EEG)  o Master Scenario Events List (MSEL)  o AAR/IP  o Sign‐in sheets/participant roster  o List of exercise participants  ***Exercise must be functional or higher and include multiple healthcare facilities. Subrecipient cannot conduct a standalone, single‐facility exercise****.*  **Required Documentation:**   1. DOHMH-approved deliverable proposal (template to be provided by DOHMH) due in the initial performance period of the contract (July 1, 2022 to October 31, 2022). 2. Final summary report, including details of implementation, including how completion of deliverable has advanced progress on strategic plan due in the final performance period of the contract (March 1, 2022 to June 1, 2022).   For Project:  Final summary report including:   * Goals and objectives * Findings * Impact and outcomes * List of stakeholders * Next steps * Supporting project documentation (e.g., meeting notes, presentations, agendas, sign‐in sheets/participant roster)   For Exercise:   * Full suite of HSEEP‐consistent exercise documents including:   o ExPlan  o EEG  o MSEL  o AAR/IP  o Sign‐in sheets/participant roster  o List of exercise participants |

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| **3** | **PROPOSAL | DUE DATE: October 31, 2022**  **Will this DYOD be an exercise? (Type in Yes or No):** \_\_\_  **If Yes, follow directions above in item 2 under “For exercise.” If No, complete item 4 below.**  **Complete item 3 whether implementing a project or conducting an exercise.** | |
| **Question** | **Your response (section will expand as you type)** |
| **Rationale: What source(s) provide you your rationale for this project or exercise? (Examples: HVA, AAR, etc.)** |  |
| **What 3 gaps have you found in the above that you wish to address with this project or exercise?** |  |
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| Add others as needed |
| Add others as needed |
| **Rationale: how will this project or exercise support addressing these gaps?** |  |
| **List all acute, non‐acute facilities and community‐based organizations included in your project or exercise.** |  |
| **Implementation plan: What are your project’s or exercise’s goals?** |  |
| **Implementation plan: What are your project’s or exercise’s objectives?** |  |
| **Implementation plan: What are your project’s or exercise’s timeline and key action steps?** |  |
| **Implementation plan: What is your project or exercise budget?** |  |

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| **4** | **FINAL SUMMARY REPORT | DUE DATE: June 1, 2023** | |
| **Question** | **Your response** |
| **Describe how the implementation of your project went. Were there challenges or best practices you discovered?** |  |
| **For each goal and objective from your project proposal, list and describe the outcomes and their impact (meaning).** |  |
| **List the stakeholders’ (facilities and community organizations) that participated and their response to the project.** |  |
| **Given your outcomes of your project, what next steps do you propose to take?** |  |
| **Provide how completion of this deliverable has advanced progress on strategic plan.** |  |
| **5** | **Additional documentation. Please email your Program Manager supporting documentation** including (but not limited to) meeting agendas, presentations, notes, and sign‐in sheets by June 1, 2023. | |
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