# BP4 “Design a deliverable to address gaps identified based on the COVID-19 response or the cybersecurity TTX” deliverable template

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| **Sub-recipient name:** | Nursing home associations sub-recipient |
| **Deliverable number and name:** | **C.1.G** **Design a deliverable to address gaps identified based on the COVID-19 response or the Cybersecurity Tabletop (TTX)** |

**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 final summary report.** |
| **5** | **Submit supporting project documentation (e.g., meeting notes, agendas, sign‐in sheets) to your program manager.** |

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| **1** | **DOHMH Program Manager:** Antonia Erhabor, MPH  **Phone number:** 601-376-6136  **Email:** [aerhabor@health.nyc.gov](mailto:aerhabor@health.nyc.gov) |

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| **2** | **Deliverable as per the SOW**  **Required Activities:**  Using lessons learned from the COVID‐19 pandemic or the cybersecurity TTX conducted in BP3, design a deliverable that includes implementing a project to address gaps identified based on the COVID-19 response or the cybersecurity TTX AAR. Deliverable project is to engage a minimum of ten (10) LTC facilities.     1. Develop and submit a deliverable proposal for DOHMH approval (DOHMH to provide template) that includes the following:  * Rationale for choosing the specific deliverable * Implementation plan, including:   + Justification based on COVID‐19 pandemic or the cybersecurity TTX conducted in BP3   + Outline of project Scope of Work (SOW) to include goals, objectives, timeline, key action steps and budget.     *Proposed deliverable(s) must include activities involving NHA’s members 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.*  ***Subrecipient should only begin work on the proposed project upon written approval from DOHMH.***   1. Develop and submit a final summary report (DOHMH to provide template).   **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 (using template provided by DOHMH) with description of how completion of deliverable has advanced progress for LTC sector emergency preparedness planning, due in the final performance period of the contract (March 1, 2023 to June 1, 2023).    * Details of project implementation    * Goals and objectives    * Findings    * Impact and outcomes    * List of stakeholders    * Next steps    * Supporting project documentation (e.g., meeting notes, agendas, sign‐in sheets)   Due in the final performance period of the contract (March 1, 2023 to June 1, 2023) |

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| **3** | **PROPOSAL | DUE DATE: October 31, 2022** | |
| **Question** | **Your response (section will expand as you type)** |
| **Rationale: What source(s) provided you with your rationale for this project? (Examples: HVA, AAR, etc.)** |  |
| **Rationale: how will this project support COVID‐19 pandemic or the cybersecurity readiness for long term care facilities?** |  |
| **List all facilities included in your project (a minimum of 10).** |  |
| **Implementation plan: What are your project’s goals?** |  |
| **Implementation plan: What are your project’s objectives?** |  |
| **Implementation plan: What are your project’s timeline and key action steps?** |  |
| **Implementation plan: What is your project 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 or objective from your project proposal, list and describe the outcomes of your project.** |  |
| **List the stakeholders’ (facilities) that participated and their response to the project.** |  |
| **Given your outcomes of your project, what next steps do you propose to take?** |  |

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| **5** | **Submit supporting project documentation (e.g., meeting notes, agendas, sign‐in sheets) to your Program Manager by June 1, 2023.** |
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