



TRAVEL PAYMENT APPROVAL REQUEST FORM

Please check one:

☐ Out of County Travel

☒ Out of State Travel (Attach required Board approval per GC 24058)

☐ Is travel required per agreement/contract? Please attach copy of excerpt page from agreement/contract.

Employee Requesting Travel	Dates	Location and Nature of Meeting
Ryan DeHart	4/24/17 - 4/28/2017	National Preparedness Conference Altanta, GA

ESTIMATED COSTS:

Program / Budget Unit: HPP / HT106

Registration: \$695.00
Mileage: \$37.93 pd upon return
Lodging: \$575.00 *Government Rate + Taxes
Parking: \$75.00
Airfare: \$653.00
Meals: \$282.90 auto fill from below
Other: \$90.00 taxi, tolls, etc
TOTAL: \$2,408.83 ← Auto Add

Please Attach (if applicable)

- ☐ Completed Registration Form/Call to Meeting/Call to Training
* Remember to submit agenda/roll call after attendance
- ☐ Co. vehicle approval form or map w/mileage for personal vehicle use
- ☐ Hotel confirmation w/ total & conf number *return hotel receipt
- ☐ Attach receipts (pd upon return if not pd with hotel)
- ☐ Flight detail and payment confirmation
- ☐ Complete boxes below ***
- ☐ Attach receipts (pd upon return)

***enter meal amount in box you are requesting per diem

DATE	BREAKFAST	LUNCH	DINNER	
4/24/2017	\$13.80	\$20.70	\$34.50	\$69.00
4/25/2017	\$13.80		\$34.50	\$48.30
4/26/2017	\$13.80		\$34.50	\$48.30
4/27/2017	\$13.80		\$34.50	\$48.30
4/28/2017	\$13.80	\$20.70	\$34.50	\$69.00
Total \$ meals requested (auto add »)				\$282.90

Fiscal Approval

Employee Signature

Date

Supervisor Signature

Date

James Rydingsword, Director

Date

Expenses: requesting payment by check prior to leaving

Date	To:	\$0.00
Date	To:	\$0.00
Date	To:	\$0.00

Expenses: requesting payment by check upon return with receipts

Date	To:	\$0.00
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For Auditing purposes only

Transportation	619 200	\$
Lodging	619 196	\$
Meals	619 198	\$
Registration	619 194	\$
TOTAL		\$0.00

1/6/2017

San Benito County Health & H.S.A. - Public Health

PER DIEM REQUEST for - Atlanta, GA
(County)

Per Diem rate: \$ 69

Breakfast 20% \$13.80

Lunch 30% \$20.70

Dinner 50% \$34.50

Name	Date	Destination	Breakfast	Lunch	Dinner
Ryan DeHart	4/24/17	Atlanta, GA	13.80	20.70	34.50
Ryan DeHart	4/25/17	Atlanta, GA	13.80		34.50
Ryan DeHart	4/26/17	Atlanta, GA	13.80		34.50
Ryan DeHart	4/27/17	Atlanta, GA	13.80		34.50
Ryan DeHart	4/28/17	Atlanta, GA	13.80	20.70	34.50

Total amount requested: 282.90\$

SUBJECT: Approval for out-of-state travel to Atlanta GA, for Ryan DeHart (Emergency Services Specialist) to attend the 2017 National Preparedness Conference.

This is a 4-day conference for HPP Coalition Coordinator/HPP Coordinator/Emergency Services Specialist to learn about how to strengthen Public Health's preparedness and response during a communicable disease / infectious disease scenario, and learn best practices for PHEP and HPP Deliverables. Costs at state approved rates include travel, lodging for 4 nights, food and incidentals for one budgeted staff. Participation in this conference has been approved for and full payment covered by CDPH/EPO.

BACKGROUND INFORMATION: The focus of the 2017 Preparedness Summit is to explore the factors driving change in our world, analyze how they will impact the future of public health preparedness, and identify opportunities we have today to drive action toward meeting our future needs.

There are no opportunities for this type of training and scope of training in San Benito County and California.

The Preparedness Summit is the first and longest running national conference on public health preparedness. Since its beginning in 2006, the National Association of County and City Health Officials (NACCHO) has taken a leadership role in convening a wide array of partners to participate in the Summit; presenting new research findings, sharing tools and resources, and providing a variety of opportunities for attendees to learn how to implement model practices that enhance the nation's capabilities to prepare for, respond to, and recover from disasters and other emergencies. In 2016, the 4-day annual event, brought over 1,800 attendees to Dallas, Texas from nearly every state in the nation as well as several territories and countries, including China and Australia.

If approved, Ryan DeHart (Emergency Services Specialist) will travel to Atlanta GA, on April 24th, 2017, and return on April 28th, 2017. Travel and training costs are as follows (subject to change):

Registration: \$695.00

Mileage: \$37.93

Lodging: \$637.12

Meals: \$207.00

Airfare: \$404.00

PREPAREDNESS SUMMIT

APRIL 25 - 28, 2017 • ATLANTA GEORGIA

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Registration

Register Online Now or Download the Registration Form

The Preparedness Summit welcomes your payment by check, credit card, or purchase order. All forms of payment are accepted using the online form. Attendees registering with a check or purchase order online can indicate that they are "bill me later."

REGISTRATION INFO

Registration

Continuing Medical Education (CME)

Type	Early Bird Rate (Through 2/24/2017)	Regular Rate (From 2/25/2017- 4/14/17)	On-Site Rate (From 4/15/17)
Full Meeting Rates			
Non-Profit Organization, Federal/State/Local Governmental Agency-	\$595.00	\$695.00	\$795.00
Individual Rate			
Non-Profit Organization,	\$545.00	\$645.00	\$745.00

Federal/State/Local Governmental Agency- Group Rate*			
Corporate/Business- Individual Rate	\$795.00	\$910.00	\$1,010.00
Corporate/Business- Group Rate*	\$745.00	\$860.00	\$960.00
Presenter- Individual Rate	\$495.00	\$595.00	\$695.00
Presenter-Session Only (Special Approval Required)**	No Charge	No Charge	No Charge
Student Rate (Special Approval Required)***	\$185.00	\$185.00	\$185.00
Daily Rates			
Tuesday or Wednesday or Thursday (April 25, 26, or 27)	\$345.00	\$420.00	\$495.00
Friday (April 28)	\$220.00	\$295.00	\$320.00

*Group Rate is for (3) or more employees from the same organization/agency/business registering at the same time.

**Presenter – Session Only is for presenters that plan to attend the session where they are presenting only, and no other portion of the meeting. Presenters who wish to attend other meeting events should register using the “Presenter-Individual Rate” option.

*** Student Rate is available for all full-time students. After registering, students should email (summitreg@conferencemanagers.com) or fax (703-964-1246) a copy of their student ID or other proof of enrollment to Attn: Summit Registration.

Registration Fees

Federal/State/Local Governmental Agency-Group Rate*			
Corporate/Business-Individual Rate	\$795.00	\$910.00	\$1,010.00
Corporate/Business-Group Rate*	\$745.00	\$860.00	\$960.00
Presenter-Individual Rate	\$495.00	\$595.00	\$695.00
Presenter-Session Only (Special Approval Required)**	No Charge	No Charge	No Charge
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Registration Fees

has been informed by a planning committee that represents public health professionals across all levels of government in addition to other subject matter experts.

The Summit will meet this goal through the following objectives for attendees:

1. Identify current priority areas in public health and healthcare preparedness at the local, state, tribal, and national levels;
2. Identify current priority areas in public health preparedness resilience and recovery, at the local, state, tribal, and national levels;
3. Describe emerging practices and theories that can be applied to improve community preparedness and community resilience at the local, state, tribal, and national levels;
4. Assess key resources and tools that will enhance or sustain professional work or volunteer role in planning for, responding to, and recovering from disasters and other public health emergencies; and
5. Identify opportunities to engage with national stakeholders on Federal guidance and policy issues that will impact state and local preparedness.

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Goals and Objectives

The goal of the Preparedness Summit is to provide a venue where participants are exposed to current information, research findings, and practical tools to enhance the participants' capabilities to plan and prepare for, respond to, and recover from disasters and other public health emergencies.

The Summit agenda has been carefully crafted to raise and address a variety of issues that present challenges for the field of public health and healthcare preparedness. The Summit workshops, plenary panels, interactive sessions, sharing session discussions, and poster presentations have been selected to increase the knowledge base of attendees, promote the learning and development of new skills, and move the field forward, striking a balance between research and practical application. This agenda

LEARN MORE

Goals and Objectives

2017 Planning Committee

PREPAREDNESS SUMMIT

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Schedule At-A-Glance

Atlanta Marriott Marquis

Time	Tuesday, April 25	Time	Wednesday, April 26	Time	Thursday, April 27	Time	Friday, April 28
7:00 AM – 5:00 PM	Registration	7:00 AM – 6:00 PM	Registration	7:00 AM – 5:00 PM	Registration	7:00 AM – 10:30 AM	Registration
7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own	7:30 AM – 8:30 AM	Breakfast on Own
8:00 AM –	Opening	8:30 AM –	Workshops and	8:30 AM –	General Session	8:30 AM –	Learning

1/30/2017

Schedule At-A-Glance | Preparedness Summit

9:00 AM	Session	10:00 AM	Sessions	10:00 AM		10:00 AM	Sessions
10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break	10:00 AM – 10:30AM	Morning Break
10:30 AM – 12:00 PM	Workshops and Sessions	10:30 AM – 12:00 PM	Town Hall Sessions	10:30AM – 12:00 PM	Learning Sessions	10:30 AM – 12:00 PM	Closing Session
12:00 PM – 1:30 PM	Lunch Break	12:00 PM – 1:30 PM	Lunch Presentations in Exhibit Hall/Exhibit Hall Opens	12:00 PM – 1:30 PM	Lunch and Group 2 Poster Presentations in Exhibit Hall/Exhibit Hall Opens		
1:30 PM – 3:00 PM	Workshops and Sessions	1:30 PM – 3:00 PM	Workshops and Sessions	1:30 PM – 3:00 PM	Partner Town Hall Sessions		
3:00 PM – 3:30 PM	Break	3:00 PM – 3:30 PM	Afternoon Break and Group 1 Poster Presentations in Exhibit Hall	3:00 PM – 3:30 PM	Afternoon Break and Group 2 Poster Presentations		
3:30 PM – 5:00 PM	Workshops and Sessions	3:30 PM – 5:00 PM	Workshops and Sessions	3:30 PM – 5:00 PM	Workshops and Sessions		
5:00 PM	Dinner on Own	6:00 PM – 7:00 PM	HAM Cram Session	5:30 PM – 7:00 PM	Sponsored Receptions (private events)		



Flights

Round trip	One way	Multi-city	Economy	1 adult
SJC San Jose		ATL Atlanta		
Mon, April 24		Fri, April 28		
Clear				



Outbound flight

Mon, Apr 24



12:40 PM – 8:17 PM

San Jose (SJC) – Atlanta (ATL)

Delta 2123 · Economy Class · Boeing 737

Average legroom (31")

4h 37m

Wi-Fi

In-seat & USB power

On-demand video

Return flight

Fri, Apr 28



7:30 PM – 9:43 PM

Atlanta (ATL) – San Jose (SJC)

Delta 2059 · Economy Class · Boeing 737

Average legroom (31")

5h 13m

Wi-Fi

In-seat & USB power

On-demand video

Book, track or share this flight

Ads

Total incl taxes & fees for 1 adult · Additional bag fees may apply.

Book with Delta

\$653

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NACCHO Public Health Preparedness Summit

APR 23, 2017 - APR 29, 2017



Extend your stay

Use calendar to manage your stay dates

Check In						
Fri Apr 21	Sat Apr 22	Sun Apr 23	Mon Apr 24	Tue Apr 25	Wed Apr 26	Thu Apr 27
Not Available	Not Available	Not Available	USD 133.00	USD 133.00	USD 133.00	USD 133.00
Fri Apr 28	Sat Apr 29	Sun Apr 30	Mon May 01	Tue May 02	Wed May 03	Thu May 04
Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Check Out						

☐ Available ☐ Wait Listed ☐ Selected ☐ Event[NEXT](#)

MAKE A RESERVATION

[EDIT](#)

Check In: MON, APR 24, 2017

Check Out: FRI, APR 28, 2017

Nights 4

Rooms 1

Guests 1
Max guests per room

Atlanta Marriott Marquis

USD 532.00

DELUXE ROOM

1 adult, 4 nights

SUBTOTAL:

USD 532.00

+ Taxes & Fees[NEXT](#)

UID	2016 - 2017 PROJECT BUDGET		HPP Funds		Capability	Obj.	Facility	Budget Justification
	Personnel		FTE	Salary	Cost			
	Position Title and Name of personnel in that position							
	Emergency Services Specialist, HPP Coordinator, Ryan DeHart	25%	\$ 56,856	\$14,214	Emergency Operations Coordination	1		Overall responsibility for HPP grant program: • Provide data and information to CDPH as needed to meet grant requirements. • Complete and submit mid-year and year-end progress reports.
HP101	Emergency Services Specialist, HPP Coalition Coordinator, Ryan DeHart	25%	\$ 56,856	\$14,214	Health Care System Preparedness	1		Develop a formal collaboration between healthcare organizations and public and private sector partners. Work with local health care facilities (hospital, skilled nursing facilities, clinics), California Hospital Association (CHA) Regional Coordinators, and California Department of Public Health (CDPH) Regional Project Officers to ensure emergency preparedness activities are coordinated between HCFs, LHDs and local EMS agencies.
HP102			\$ -					
HP103			\$ -					
HP104			\$ -					
HP105			\$ -					
HP120			\$ -					
					\$28,428			
	Fringe Benefits							
		%			\$17,196			
		60.49%			\$45,624			
	Subtotal Personnel and Fringe							

UID	2016 - 2017 PROJECT BUDGET		HPP Funds	Capability	Obj.	Facility	Budget Justification
	Operating Expenses						
	Laptop		\$1,200	Emergency Operations Coordination	1	C	6/17-To be used for communication between partners. Currently the Medical Therapy Unit's phone lines are down and no internet access is available at said site.
HOE101	Ellipsis JetPack		\$180	Emergency Operations Coordination	1	C	6/17-This is a mobile hot spot device for internet access to be used in conjunction with laptop when Medical Therapy Unit loses internet access due to an emergency situation. \$140 plus \$40 activation fee.
HOE102	Communication Costs		\$6,827	Emergency Operations Coordination	1	C, D, F	7/6- Internet access with unlimited data to be used in conjunction with laptop when Medical Therapy Unit loses internet access due to emergency situation. \$42.00/month plus \$9.99 activation fee. 7/6- Iridium prepaid service card. 300 minutes (Prepaid service card to be used with current Iridium Satellite Phone Model 9555 during the next twelve months. Minutes do not roll over. Card is activated upon purchase). Upgrade Satellite Phones and MIFI service.
HOE103	Mckesson Defibrillator		\$1,553	Medical Surge	1	D	6/17-A defibrillator mounted in the San Benito Health Foundation Mobile Clinic for deployment in the event of an emergency.
HOE104	Med Surge Supplies		\$4,500	Healthcare System Preparedness	1	D, E	6/17-Infection control supplies. \$260 for D and \$2,000 for E.
HOE105	6,13,16 Emergency Protocol Wallet Cards		\$2,180	Information Sharing	1	E	Emergency Protocol Booklets for staff/public to carry with them explaining what action/steps to take in an emergency. Similar to Contra Costa County's booklet. The wallet cards are Capability 15 - Volunteer Management, or Capability 6 - Information Sharing
HOE106	Mini-storage space		\$3,120	Medical Surge	1	E	Two mini storage spaces for storing 18 pallets of medical equipment and supplies-medical cache.
HOE107	Cleaning of EOC vests		\$400	Medical Surge	1	E	Vest have not been cleaned since purchased many years ago.
HOE108	Hand Sanitizer for Public Health Workers and Healthcare Workers		\$200	Responder Safety and Health	1	E	To provide to our partners to keep their staff healthy.
HOE109	Moveable Shelving		\$2,400	Healthcare System Preparedness	1	E	To store emergency preparedness cache received from CDPH (approx. ten pallets). (8 x 300 = \$2400)
HOE110	Conference Room furniture		\$6,980	Information Sharing	1	E	Used for meetings with HPP partners 1 Table = \$2500 /// 16 Chairs x 280ea. = \$4480
HOE111	Camera, Tri-Pod and lense		\$1,200	Healthcare System Preparedness	1	E	To be used to take pictures and videos of emergency preparedness drills and exercises for documentation purposes.
HOE112	9/16/16 OT for fire and law to participate in Active shooter drills		\$1,823	Emergency Operations Coordination	1	E	OT for Fire and Law for their participation in an 2016 SM&E exercise. To test response and communication efforts Fire and Law must participate. OT costs are contingent to their participation and their participation involvement is vital to a realistic response to the scenario.
HOE113			\$0				
HOE114			\$0				
HOE115			\$0				
HOE116			\$0				
HOE117			\$0				
HOE118			\$0				
HOE119			\$0				
HOE120			\$0				
	Operating Expenses Subtotal		\$32,563				

UID	2016 - 2017 PROJECT BUDGET		HPP Funds		Capability	Obj.	Facility	Budget Justification
	Equipment (Minor/Major)	Quantity	Unit Price	Total				
HE101	EKG Machine	1	\$6,920	\$6,920	Medical Surge	1	D	EKG machine needed for deployment in the event of an emergency.
HE102	Follett Medical Grade Vaccine Freezer	1	\$2,261	\$2,261	Medical Surge	1	D	A freezer is needed to store vaccines needed for an emergency.
HE103	Gas Generator	1	\$2,600	\$2,600	Medical Surge	1	F	Back-up power for the MCI Trailer should it be deployed for a medical surge/emergency disaster situation.
HE104	Large White Board for ICS planning	1	\$6,080	\$6,080	Medical Surge	1	E	NEW: To facilitate communication and treatment during an emergency response. Other communication services may be limited (landline & cell).
HE105	9/16/16 Generator	1	\$10,000	\$10,000	Medical Surge	1	E	Back-up power for the communication systems and vaccines for a medical surge/emergency disaster situation. Any additional costs to purchase the generator may be obtained through local public health funds.
HE106								
HE107								
HE108								
HE109								
HE110								
HE111								
HE112								
HE113								
HE114								
HE115								
HE116								
Equipment Subtotal				\$27,861				

UID	2016 - 2017 PROJECT BUDGET	HPP Funds	Capability	Obj.	Facility	Budget Justification
	In State Travel/Per Diem (Be sure travel is referenced in the SOW)					
	CHA Conference					2-days conference plus pre-conference workshop for personnel from HPP participating health facilities to learn about how to strengthen hospital's preparedness and response during a disaster. Cost includes travel, lodging, parking, and food. EPO approved lodging above state rates. Travel and food will be within state rates. Number of People: 2 people attending. Number of Nights: Three.
HT101			Healthcare System Preparedness	1	B	
HT102						
HT103						
HT104						
HT105						
HT106						
	In State Travel/Per Diem Subtotal	\$1,400				
	Out of State Travel/Per Diem (Be sure OST is referenced in the SOW)					
	National Healthcare Coalition Preparedness Conference		Healthcare System Preparedness	1	E	2-day conference plus pre-conference workshop for HPP Coalition Coordinator or HPP Coordinator to learn about how to strengthen hospital's preparedness and response during a disaster. Costs at state approved rates include travel, lodging for 3 nights, food and incidentals for one budgeted staff. Conference is in Washington D.C.
HT105	Preparedness Summit					
		\$3,200	Healthcare System Preparedness	1	E	The goal of the Preparedness Summit is to provide a venue where participants are exposed to current information, research findings, and practical tools to enhance the participants' capabilities to plan and prepare for, respond to, and recover from disasters and other public health emergencies. Costs at state approved rates include travel, lodging for 7 nights, food and incidentals for one budgeted staff member. Summit is in Atlanta, Georgia
HT106						
HT107						
	Out of State Travel/Per Diem Subtotal	\$5,700				
	Subcontracts					
	9.13.16 LEMSA Coordinator, Mary White					
		\$81,000	Medical Surge	1	E	Strengthen response to public health emergencies through coordination with HPP Coalition, Hospital and healthcare facilities. Assist partners in purchasing supplies, equipment, communication modalities, etc. to be used during a medical surge due to emergency disaster situations. Pharmacy's- Develop MOUs for MCH holding and dispensing during emergencies, recruit pharmacist/staff to collaborate with PHS and conduct Pharmacy Summit.
HC101	Active Shooter Drill, ALICE training Institute		Healthcare System Preparedness	1	B	A two day instructor led class to educate and train participants on our researched-based, proactive response to violent intruder events. Successful completion of this training course allows each individual to receive a digital local instructor certificate. Certification is valid for two years and may be renewed online through re-certification training. Additional funds for this training not covered by HPP allocation will be paid for by the Hospital. Please provide EPO with the contract amendment & Scope of Work prior to commencement of work
HC102						
HC103						
HC104						
HC105						
HC106						
HC107						
HC108						
HC109						
HC110						
HC111						
HC112						
HC113						
HC114						
	Subcontract Subtotal	\$86,600				

UID	2016 - 2017 PROJECT BUDGET	HPP Funds	Capability	Obj.	Facility	Budget Justification
Other Costs						
Software and Licenses		\$2,331				
EMS/Systems		\$2,331	Emergency Operations Coordination	1	F	7/6-This is an annual licensing fee for the interoperable communications tool that allows the hospital, Dispatch Center and the EMS Agency to address regional transportation and hospital surge issues.
HO101						
HO102		\$0				
HO103		\$0				
HO104		\$0				
HO105		\$0				
Training		\$3,620				
HPP Partners TTX (communicable disease training costs)		\$1,000	Healthcare System Preparedness	1	F	Resource Materials: flip chart, easel pads, pens, pencils, markers, paper, binders, labels. Space rental to conduct HPP/HCC TTX focusing on communicable disease outbreak and partner response efforts.
HO106	National Healthcare Coalition Preparedness Conference Registration	\$820	Healthcare System Preparedness	1	E	Registration for 2-day conference plus pre-conference workshop for HPP Coalition Coordinator or HPP Coordinator to learn about how to strengthen hospital's preparedness and response during a disaster. Training costs for one budgeted HPP staff member. Conference is in Washington D.C.
HO107	Preparedness Summit Registration	\$800	Healthcare System Preparedness	1	E	Training costs for the Preparedness Summit for one budgeted HPP staff member. Summit in Atlanta, Georgia.
HO108	9.13.16 CHA Conference	\$1,000	Healthcare System Preparedness	1	B	Registration for 2-day conference plus pre-conference workshop for personnel from HPP participating health facilities to learn about how to strengthen hospital's preparedness and response during a disaster. Number of People: 2 people attending.
HO109						
HO110		\$0				
HO111		\$0				
HO112		\$0				
HO113		\$0				
HO114		\$0				
HO115		\$0				
HO116		\$0				
HO117		\$0				
HO118		\$0				
HO119		\$0				
Exercise Materials		\$1,396				
HPP Partners TTX (communicable disease/food costs)		\$596	Healthcare System Preparedness	1	E	6/17-Refreshments for four hour TTX.
HO120	Pharmacy TTX	\$800	Healthcare System Preparedness	1	E	6/17-Refreshments for four hour TTX.
HO121						
HO122		\$0				
HO123		\$0				
HO124		\$0				
Maintenance Agreements		\$0				
HO125		\$0				
HO126		\$0				
HO127		\$0				
HO128		\$0				
Other Costs Subtotal		\$7,347				
Total Direct Costs		\$207,095				
Total Indirect Costs		\$10,252				
Total Costs		\$217,347				

HPP Budget FY 16-17

Attachment 08 v1.1

UID	2016 - 2017 PROJECT BUDGET					Budget Justification
		HPP Funds	Capability	Obj.	Facility	