

REQUEST FOR GRANT PROPOSALS  
HRSA, Bioterrorism Hospital Preparedness Program  
CFDA# 93.003

Isolation Room Capacity Augmentation in Acute Care Hospital Emergency Departments  
Phase I

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The Oklahoma State Department of Health (OSDH) is announcing funds available for grants to enhance isolation room capacity in hospital Emergency Departments (ED) across Oklahoma. The OSDH expects to make approximately \$3,000,000 available through the Health Resources and Services Administration (HRSA) cooperative agreements for these activities. This solicitation is one of two part statewide isolation augmentation projects:

- Phase I solicits grant proposals for fixed isolation rooms.
- Phase II (future) solicits grant proposals for portable isolation units, if funds are available.

**This Phase I request for grant proposal (RFGP) is limited to the upgrade of fixed isolation room capacity in hospital emergency departments through renovation/remodeling/retrofit of existing structures. Fixed negative airflow isolation rooms must be designed and constructed in the same manner and to the standards that prevent the transmission of tuberculosis.**

Although there are no formal recommendations or requirements for the number or ratio of isolation rooms in emergency departments, the OSDH in cooperation with our stakeholders and partners (CDC/HRSA Joint Advisory Committee) recommend at least 10% of the total emergency department rooms be isolation rooms. The OSDH will not fund additional isolation capacity if the proposal would make the total percentage of isolation rooms in the ED above 30%.

I. WHO CAN APPLY

Any acute care hospital in Oklahoma is eligible to submit a grant proposal. An acute care hospital is defined as a hospital offering general services through their emergency department.

II. NOTICE OF INTENT

To ensure a fair and equitable award process, universal publication of questions and answers regarding this RFGP is required. Therefore, facilities are hereby required to electronically file a NOTICE OF INTENT to submit a grant proposal. **These notices should be submitted via email by 5:00 pm October 13, 2003 to [haroldhc@health.state.ok.us](mailto:haroldhc@health.state.ok.us).** These notices must include:

- A. Contact information (telephone, fax, email) for the person preparing the submittal
- B. Employer Identification Number (EIN or FEI)
- C. Complete mailing address and physical address if different
- D. Facility type (public vs. private and for profit vs. nonprofit)
- E. Intent Status (one of four categories)
  1. Our hospital will submit ONLY a Phase I proposal to perform fixed renovations to existing ED rooms.
  2. Our hospital will submit ONLY a Phase II proposal to obtain portable isolation units, if available in the future.
  3. Our hospital will submit BOTH a Phase I proposal for the fixed renovation and a Phase II proposal for portable isolation units, if available in the future.
  4. Our hospital does not plan to submit proposals for building isolation capacity.

Questions concerning this solicitation will not be accepted after 5:00 p.m. October 24, 2003.

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III. APPLICATION FOR FUNDING

To be eligible for these funds, please provide a written proposal to OSDH no later than 5:00 pm on 10/31/03. The proposals should be mailed to:

Oklahoma State Department of Health  
Acute Disease/BTP Division  
ATTN: Harold Collins  
1000 NE 10<sup>th</sup>, Suite 414  
OKC, OK 73117-1299

The narrative and budget portions of the proposal should be no more than 15 pages total. The entire proposal, including drawings or images, should be no more than 30 pages total. Projects must be completed before 8/31/04.

To be considered, each grant proposal must include the following:

A. COVER LETTER:

The cover letter must be signed by the official (CEO, hospital administrator, etc) having the authority to sign contractual agreements and must include the following information:

1. Contact information (telephone, fax, email) for the official named above
2. Employer Identification Number (EIN or FEI)
3. Complete mailing address and physical address if different
4. Facility type (public vs. private and for profit vs. nonprofit)
5. Total amount requested
6. Date of completion commitment

B. PROJECT DESCRIPTION:

Please describe what will be done at what cost. This should include a brief narrative of what will be accomplished and the timeline.

C. PROJECT BUDGET:

Provide an estimated budget, limited to direct costs (architect, building modifications, materials, permits, etc) and a budget narrative justifying such costs. Although no "match" is required, other sources of funds must be included in the proposal if they will be used to complete the project. Projects that exceed \$40,000 per isolation room will be required to submit additional detail prior to being considered for this award and will be subject to O.S. Title 61.

D. OBJECTIVE DATA:

Proposals must contain the following objective data.

1. Average number of annual ER visits for the past three years (using the most recent years that complete data is available)
2. Number of ER rooms (before and after completion of the proposed project)
3. Number of negative airflow isolation rooms in ER (before and after completion of the proposed project)
4. Total number of licensed hospital beds
5. Number of full-time staff physicians
6. Date of project completion (must be before 8/31/04)

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E. SPECIAL CONSIDERATIONS:

Please provide details WHY your proposal demands additional consideration compared to the other proposals (serves large migrant population, largest population center in 100 mile radius, overwhelming number of specific injury types, specialized care center, etc).

IV. REVIEW CRITERIA

A committee will review and rank proposals based on the recommendations of the CDC/HRSA Joint Advisory Committee and the following criteria.

- Evaluation of objective data.
- Completeness and clarity of the project narrative.
- Clarity of budget and budget narrative.
- Date of completion.
- Outcomes will be placed in one of the following categories:
  1. Approved and funded (in-full or in-part) for completion before 8/31/04
  2. Approved but not funded
  3. Not approved

V. Post Award Process

The post-award process is detailed as follows.

A. CONTRACT

Hospitals receiving grant awards must enter into a contractual agreement with the OSDH prior to beginning the proposed project

B. MONITORING and OWNERSHIP of EQUIPMENT

Hospitals receiving these grant awards from OSDH must maintain and use the isolation rooms for at least two years. Contracts will be renewed to this effect for two year's following completion of the renovation. At the conclusion of the two year period, the hospital retains sole ownership of such equipment and materials.

C. RELEASE OF FUNDS

Hospitals will be reimbursed for the actual costs of renovations upon receipt of quarterly invoices, project status reports and copies of bills, invoices and/or shipping documents from vendors. Final release of funds will be contingent upon final inspection by OSDH staff or representatives.