

Origin Date:9/12/05
 Rev date 1: 06/05/07
 Rev date 2: 01/11/08
 Name: Tom Waltz
 Extension #: 22670

BC Business Analysis Tool

Program Area: **CHP3 Grant Team**

Priority **Immediately Critical-Internal Services**

<p>Activities/Services</p> <ol style="list-style-type: none"> 1. Prepare and submit grant applications that have a deadline within 7 days. 2. Collaborate with community and other project partners on grants that are due within 7 days. 3. 4. 	<p><u>CHAIN OF COMMAND</u></p> <ol style="list-style-type: none"> 1. Tom Waltz 2. Nicole Hermanns 3. Consuelo Saragoza
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<u>People</u>			<u>Process</u>		
Current Practice	≤3 days Plan A	> 3 days Plan B	Current Practice	≤ 3days Plan A	> 3days Plan B
<p>1. Prepare and submit grant applications that have a deadline within 7 days. Currently two lead grant writers supervise grant development teams comprised of health department staff members that have specific grant preparation assignments. The</p>	<p>Grant preparation activities would be reassigned to other program staff and/or contracted staff. If staffing is inadequate to complete the grant application within required timeline, lead grant writer will contact funder to request an extension of the deadline.</p>	<p>Grant preparation activities would be reassigned to other program staff and/or contracted staff. If staffing is inadequate to complete the grant application within required timeline, lead grant writer will contact funder to request an extension of the deadline.</p>	<p>1. Prepare and submit grant applications that have a deadline within 7 days. Two lead grant writers are responsible for overseeing the preparation of grant applications in collaboration with Department staff and community partners. The lead grant writers collect</p>	<p>Each lead grant writer will assess the status of each individual team members' assignment for the affected project as well as each members' continued availability during the critical incident period. Based on this assessment, grant preparation</p>	<p>Each lead grant writer will assess the status of each individual team members' assignment for the affected project as well as each members' continued availability during the critical incident period. Based on this assessment, grant preparation activities would be reassigned</p>

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<p>composition of the grant teams vary by project.</p>			<p>assignments from the various team members and are responsible for developing, editing and finalizing the various grant application documents.</p>	<p>activities would be reassigned to other program staff and/or contracted staff. If staffing is inadequate to complete the grant application within required timeline, lead grant writer will contact funder to request an extension of the deadline. If an extension is not provided, a decision may be made to halt grant preparations.</p>	<p>to other program staff and/or contracted staff. If staffing is inadequate to complete the grant application within required timeline, lead grant writer will contact funder to request an extension of the deadline. If an extension is not provided, a decision may be made to halt grant preparations.</p>
<p>2. Collaborate with community and other project partners on grants that are due within 7 days. Lead grant writers and other Department staff work with a variety of community partners based on the nature of each grant application.</p>	<p>Lead grant writers will contact community partners to determine if they are still able to meet their commitments. Community partners will be responsible for providing their own backup. If community partners are unable to meet</p>	<p>Lead grant writers will contact community partners to determine if they are still able to meet their commitments. Community partners will be responsible for providing their own backup. If community partners are unable to meet</p>	<p>2. Collaborate with community and other project partners on grants that are due within 7 days. Lead grant writers and other Department staff work with a variety of community partners based on the nature of each grant application.</p>	<p>Lead grant writer will assess the ability of community partners' continued participation in the grant development process and how that will affect proposal completion, submission and funding. Community</p>	<p>Lead grant writer will assess the ability of community partners' continued participation in the grant development process and how that will affect proposal completion, submission and funding. Community partners will be responsible for providing their own</p>

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	their commitments, a decision will be made regarding the viability of grant submission.	their commitments, a decision will be made regarding the viability of grant submission.		partners will be responsible for providing their own backup.	backup.
3					
4					

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Program Area: CHP3 Grant Team

Priority: Immediately Critical -Internal Services

Activities/Services
<ol style="list-style-type: none"> 1. Prepare and submit grant applications that have a deadline within 7 says. 2. Collaborate with community and other project partners on grants that are due within 7 days.

<u>Facilities</u>			<u>Technology/Equipment</u>		
Current Practice	≤ 3 days Plan A	> 3 days Plan B	Current Practice	≤ 3 days Plan A	> 3 days Plan B
<i>1. Prepare and submit grant applications that</i>	Lead grant writers and other team members will work	Lead grant writers and other team members will work	<i>1. Prepare and submit grant applications that</i>	If the worksite is not available, the lead grant writers	If the worksite is not available, the lead grant writers and

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<p><i>have a deadline within 7 days. Lead grant writers are housed on Floor 9 of the McCoy building. They generally work from this location.</i></p>	<p>at home if work site is closed.</p>	<p>at home if work site is closed.</p>	<p><i>have a deadline within 7 days. Lead grant writers generally used the phone, computer and internet services provided at the usual worksite.</i></p>	<p>and other team members will use home computers and/or lap tops, home phones, and home internet connections.</p>	<p>other team members will use home computers and/or lap tops, home phones, and home internet connections.</p>
<p>2. <i>Collaborate with community and other project partners on grants that are due within 7 days. The lead grant writers are responsible for overseeing grant preparation assignments of community partners. This is generally done from the assigned worksite.</i></p>	<p>Lead grant writers will work at home if work site is closed.</p>	<p>Lead grant writers will work at home if work site is closed.</p>	<p>2. <i>Collaborate with community and other project partners on grants that are due within 7 days. Lead grant writers generally used the phone, computer and internet services provided at the usual worksite.</i></p>	<p>If the worksite is not available, the lead grant writers and other team members will use home computers and/or lap tops, home phones, and home internet connections.</p>	<p>If the worksite is not available, the lead grant writers and other team members will use home computers and/or lap tops, home phones, and home internet connections.</p>
<p>3.</p>					
<p>4.</p>					

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Program Area: **CHP3 Grant Team**

Priority **Immediately Critical -Personal Based Services**

<p>Activities/Services</p> <ol style="list-style-type: none"> 1. Prepare and submit grant applications that have a deadline within 7 days. 2. Collaborate with community and other project partners on grants that are due within 7 days. 3. 4.
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<u>Communication staff & client</u>		
Current Practice	≤ 3 days Plan B	> 3 days Plan A
<p>1 Prepare and submit grant applications that have a deadline within 7 days.</p>	<p>Each lead grant writer will contact grant team(s) members via email and work phone. If worksites are closed, team(s) members will be called per the emergency call down contact information. The lead grant writer will alert the funder as to any anticipated delays in grant submission based on the critical incident. The lead grant writer will also provide DLT members</p>	<p>Each lead grant writer will contact grant team(s) members via email and work phone. If worksites are closed, team(s) members will be called per the emergency call down contact information. The lead grant writer will alert the funder as to any anticipated delays in grant submission based on the critical incident. The lead grant writer will</p>

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	with grant status update. DLT may halt grant preparations.	also provide DLT members with grant status update. DLT may halt grant preparations.
2 Collaborate with community and other project partners on grants that are due within 7 days.	Each lead grant writer will contact community partners via email and work phone. If worksites are closed, partners will be contacted at home. The lead grant writer will alert the community partners as to any anticipated delays in grant submission based on the critical incident.	Each lead grant writer will contact community partners via email and work phone. If worksites are closed, partners will be contacted at home. The lead grant writer will alert the community partners as to any anticipated delays in grant submission based on the critical incident.
3.		

[STAFF ORIENTATION & TRAINING PLAN](#)

PLEASE SEE NEXT PAGE

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1) Date: _____ Reviewed and updated plan. _____
Manager's signature

2) Date: _____ Reviewed plan with staff. _____
Manager's signature

3) Date: _____ Reviewed plan with substitute staff. _____
Manager's signature

4) Date: _____ Reviewed plan with a relevant stakeholders (i.e. vendors, contractors, & community reps.).

Manager's signature