

NACCHO

National Association of County & City Health Officials

FREQUENTLY ASKED QUESTIONS

Updated November 23, 2016

REQUEST FOR APPLICATIONS

Resources for Administrative Preparedness Implementation and Development (RAPID)

National Association of County and City Health Officials (NACCHO)

Released November 1, 2016

Last Updated November 23, 2016

Deadline for applications **December 2, 2016 - 11:59 pm PT**

ELIGIBILITY

Q: Is it an issue if an applicant submits on behalf of a district for systems which have headquarters tasked with administrative preparedness activities?

A: No, that is not an issue; however, reimbursement will only be made to one entity. Applicants should also describe the system under which they function to clarify the role of the submitting agency.

Q: Is RAPID a new funding opportunity or are there other examples from the past?

A: RAPID is a new funding opportunity focused on administrative preparedness.

Q: Our local health department was awarded a different NACCHO grant this year. Are we eligible to apply for another NACCHO grant for 2016-2017?

A: Receiving funds from NACCHO for any other project does not preclude your health department from applying for this opportunity. It is suggested, however, to check with those NACCHO staff members administering the grant you currently receive to ensure the terms and conditions of that specific grant do not preclude your health department from applying for this opportunity.

Q: Are tribal health departments eligible to apply?

A: This RFA is open to LHDs who are active NACCHO members. Tribal health departments that are active NACCHO members are eligible. To learn more about NACCHO membership and member benefits, please refer to the Membership section of [NACCHO's website](#).

Q: Can multiple agencies, such as those in a regional health commission, apply for the grant?

A: A single health department may apply on behalf of a commission. If a commission is a separate entity, they may apply assuming they meet the other eligibility requirements (e.g., active NACCHO member). Reimbursements will only be provided to a single entity.

Q: Does my health department need to have an existing administrative preparedness plan to be considered for the RAPID opportunity?

A: No, an existing administrative preparedness plan is not required to be considered for the RAPID opportunity; however, RAPID applications must clearly indicate an understanding of the applicant's gaps in, needs for, and steps to improve administrative preparedness.

New Q: Is this funding opportunity available to local health departments in states that have a consolidated health department at the state level? (e.g., city/county health departments that are part of a state health department)

A: This opportunity is open to all local health departments that meet the eligibility requirements in the RFA. This would include local health departments (or county and city health departments) that are part of a state system. In these cases, we would encourage the city/county health department to demonstrate and include plans for coordination/collaboration with the state health department in their application, such that any activities proposed are aligned with the state requirements.

New Q: Would projects related to [insert topic here] fit within the scope of the RFA? (e.g., isolation and quarantine, public health emergency declarations)

A: Our definition of administrative preparedness includes the following, “the process of ensuring that fiscal and administrative authorities and practices that govern funding, procurement, contracting, hiring, and legal capabilities necessary to mitigate, respond, and recover from public health threats and emergencies can be accelerated, modified, streamlined, and accountably managed” as outlined in the RFA. If you can appropriately justify how your proposal aligns with the goals in the RFA, it will be considered by the reviewers.

New Q: Is there a specific template that you would like us to use for the budget and budget narrative?

A: A sample budget template is provided in the RFA, but not required. Reviewers will consider applications with budget proposals that meet the requirements outlined in the [RFA](#).

CONTRACT TERMS

Q: What is the number of recipients who can receive this grant?

A: Approximately four.

Q: Do all activities need to be completed by June 15, 2017?

A: All reimbursable grant activities need to be completed by June 15, 2017.

Q: Can we use grant money for food and to pay subcontractors?

A: In general, food is not an allowable expense due to restrictions on the source of the funding. However, food provided in conjunction with meetings may be an allowable expense for programmatic activities under certain circumstances, such as during a working meeting to achieve the goals set forth in the RFA, where local food options are not available. Food expenses must be identified in the proposed budget submitted to NACCHO and must be reasonable, justified, and incurred before June 15, 2017. If food is provided, it must be subtracted from the allowable per diem for individuals in travel status.

For the purposes of this question, we assume that the term sub-contractors (“contractors”) is referring to a third party retained by the LHD to provide goods and services in support of the project goals for which the LHD does not have the expertise or resources to perform themselves. Under this definition, grant funds may be used to pay contractors. Funds used to pay contractors to provide goods and services must be identified in the proposed budget and approved by NACCHO. Reimbursement requests for contractors submitted by LHDs must include documentation verifying the expenses for which they request reimbursement from NACCHO.

Q: Will all funds be provided as a reimbursement or will they be provided upfront?

A: NACCHO will reimburse each awarded LHD demonstration site in two installments, each totaling up to one half of the total award amount. NACCHO will release the first installment for expenses incurred following 50% completion of the scope of work and the second installment upon 100% completion of the scope of work. All funds for reimbursement will be released in response to invoices and supporting documentation provided to NACCHO by the sub-recipient.

Q: Can we request indirect costs as part of the budget?

A: Indirect costs (either a negotiated rate or the default of 10%) are allowable. Applicants including indirect costs in their proposed budget must submit a copy of their federal approved indirect rate agreement as an attachment to the application.

Q: Is staff time spent attending training and conferences a billable expense?

A: Staff time attending training and conferences is reimbursable, assuming the applicant can demonstrate the link of these activities to the project goals stated in the RFA. Staff names, percent effort, salary, and any fringe benefits for which the LHD is requesting reimbursement must be proposed in the application. Salary reports should also be submitted along with invoices to facilitate timely reimbursement.

***New* Q: Related to the above question, if we cannot list all of the names of individuals who will complete training, how should we indicate that in the work plan and budget?**

A: We recommend including estimates based on the staff position, percent of time, fringe costs, etc. in your budget and suggest including appropriate explanatory or supporting language in the budget narrative response so it is clear to the reviewers.

If awarded and when submitting invoices for reimbursement, more detailed information may be requested.

Q: Can we request equipment to enhance communication during a response?

A: Costs eligible for reimbursement are those previously approved by NACCHO. An applicant may include equipment in their proposed budget, but the applicant must demonstrate the link of these expenses to the project goals stated in the RFA.

Q: Are appropriate software purchases and training allowable?

A: Costs eligible for reimbursement are those previously approved by NACCHO. An applicant may include software and/or training expenses in their proposed budget, but the applicant must demonstrate the link of these expenses to the project goals stated in the RFA.

Q: Salaries can be covered?

A: Yes. Staff names, percent effort, salary, and any fringe benefits for which the LHD is requesting reimbursement must be proposed in the application. Salary reports should also be submitted along with invoices to facilitate timely reimbursement.

Q: For the in-person meeting, the RFA states travel costs will be covered by NACCHO. Is that part of \$15,000 award or external to that?

A: Travel costs for up to two LHD representative's attendance at an in-person meeting (date and location TBD) will be sponsored by NACCHO. It does not count towards the \$15,000 applicants are eligible to receive.

Q: Is it known when and where the RAPID Initiative in-person meeting will be?

A: This is to be determined, but NACCHO's intent is Spring 2017, likely at NACCHO's offices in Washington DC or in conjunction with the [2017 Preparedness Summit](#) in Atlanta, GA. Dates and location will be determined in consultation with selected applicants.

Q: Are there additional reporting requirements, beyond monthly calls and final summary?

A: The reporting requirements for the program portion of the project include participating in monthly calls to report progress and providing a final summary. Additionally, completion of contractual documentation will be required to establish the project and outline billing and reimbursement, including invoices and examples of the expenses for which applicants will be seeking reimbursement as part of the financial reporting.

PROJECT GOALS

Q: Is there a tool that we can use to analyze our administrative preparedness gaps prior to submission, or is that something you'd like us to do as part of the proposal?

A: NACCHO does not have a specific tool to analyze gaps in administrative preparedness; however, tools related to administrative preparedness are available at <http://toolbox.naccho.org/pages/index.html#> and searching "administrative preparedness." Applicants are not required to use these tools for their submission, but may link identified gaps to project goals and activities for review.

***New* Q: Where can we find the toolkits for administrative preparedness?**

There are tools related to administrative preparedness in NACCHO's toolbox accessible here: <http://toolbox.naccho.org/pages/index.html>. From there you can either view the tools in the PPHR toolkit or search administrative preparedness.

As stated in the RFA, it is expected that awarded applicants will support the development of an administrative preparedness toolkit by developing and submitting innovative tools and resources resulting from the project for use by other LHDs.

Q: Is a rough draft toolbox already created?

A: NACCHO has an online toolbox available at <http://toolbox.naccho.org/pages/index.html#>, which will serve as the framework for the administrative preparedness toolkit. Other resources are available within the funding announcement, including the [Guide for Incorporating Preparedness into Exercise](#). The administrative preparedness toolbox will build upon these tools and lead to new tool development throughout the course of this project.

Q: Can we use funding from the award to pay for training?

A: If the applicant can demonstrate the link of this activity to the project goals stated in the RFA, the reviewers will consider it.

Q: Can we use funding from the award to pay for staff attendance at conferences?

A: If the applicant can demonstrate the link of this activity to the project goals stated in the RFA, and the costs will be incurred during the eligible project period, the reviewers will consider it.

Q: The RFA references a Guide for Incorporating Administrative Preparedness into exercises. Where can we obtain a copy of the Guide?

A: The Guide is available for viewing on NACCHO's website - <http://www.naccho.org/programs/public-health-preparedness/systems-preparedness/administrative-preparedness-exercise-guide>

Q: What types of technical assistance can we expect from NACCHO for this project?

A: NACCHO project staff will be available to provide technical assistance to selected applicants. Technical assistance will be determined based on agreed upon scope of work and may include facilitating connections between demonstration sites and partners to carry out project activities; providing activity planning and implementation support; providing or facilitating provision of subject matter expertise; and sharing tools and resources. Applicants are encouraged to identify areas where they anticipate requiring substantive technical assistance in their project proposals.

Q: If I have additional questions, what should I do?

A: NACCHO will be hosting an informational webinar on November 7, 2016 from 1:30-2:30 ET to provide an overview of the RFA and answer questions from interested applicants. The webinar will be recorded and posted on NACCHO's website for those unable to attend.

RAPID RFA Informational Webinar

Recorded November 7, 2016 1:30-2:30 ET

Click [here](#) to view the recording. It is also archived on the funding opportunity announcement webpage: <http://nacchopreparedness.org/naccho-funding-opportunity-advancing-local-health-department-administrative-preparedness-capacity/>

You can send additional questions on the RFA process to preparedness@naccho.org. We will be monitoring this inbox and should respond within 24 hours.