

NACCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATIONS

Resources for Administrative Preparedness Implementation and Development (RAPID)

National Association of County and City Health Officials (NACCHO)

Date of Release: November 1, 2016

OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the approximately 2,800 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities, including administrative preparedness.

The Centers for Disease Control and Prevention (CDC) defines [administrative preparedness](#) as “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.” The need to focus on administrative preparedness was identified through the response to the [2009 H1N1 influenza pandemic](#), which revealed numerous administrative barriers that delayed response time and resource allocation. In 2012, NACCHO, the Association of State and Territorial Health Officials (ASTHO), and the Harvard School of Public Health gathered and analyzed information from state and local public health to identify specific challenges, practices, and considerations from the field in the administration of emergency preparedness funding to state and local health departments. That study found that “administrative barriers are limiting the capability of state and local public health officials to develop innovative approaches to improve preparedness outcomes.”

In order to address these issues, the U.S. Department of Health & Human Services Office (DHHS) Assistant Secretary for Preparedness and Response (ASPR) and CDC established administrative preparedness standards through the [Public Health Emergency Preparedness \(PHEP\)](#) and [Hospital Preparedness Program \(HPP\)](#), respectively. [HPP](#) and [PHEP](#) cooperative agreements offer funding and guidance designed to strengthen preparedness planning, including administrative preparedness.

NACCHO has supported the improvement of administrative preparedness through direct technical assistance with LHDs and the development of guidance documents addressing the [authorities granted to local health departments](#), [emergency resource procurement](#), [emergency reporting strategies](#), and [adequate staffing during public health emergencies](#). To encourage evaluation of administrative preparedness processes NACCHO developed the [Guide for Incorporating Administrative Preparedness into Exercises](#) to support health departments incorporate administrative preparedness into drills and exercises.

While the collective efforts of the ASPR, CDC, and NACCHO have improved administrative preparedness, disparities and gaps remain, many of which were emphasized during the [2014 Ebola outbreak](#). Further, an [assessment](#) conducted by NACCHO in 2015 found that between a

quarter and a third of LHDs do not know if they have procedures for accelerating receipt of emergency funding, contracting and procurement, and hiring or reassigning staff during emergencies.

To further develop administrative preparedness capacity at the local level, NACCHO is pleased to offer the **Resources for Administrative Preparedness Implementation and Development (RAPID)** funding opportunity. NACCHO's RAPID opportunity aims to identify and promote methods and resources that improve administrative preparedness at the local level, thereby strengthening preparedness and response to public health emergencies (e.g., Ebola and Zika).

NACCHO will issue approximately four awards of up to \$15,000 each to LHDs to serve as demonstration sites. Applications must be submitted by **December 2, 2016 at 11:59 pm PT** and selections will occur on or around January 6, 2016. The project period shall begin upon both parties' full execution of the contract and shall terminate on June 15, 2017. All necessary information regarding the project and application process is outlined in this Request for Applications (RFA).

Funding for the demonstration sites is supported by the Centers for Disease Control and Prevention (CDC) cooperative agreement NU38OT000172-04-02 entitled *OSTLTS Partnerships – Capacity Building Assistance of the Public Health*.

ELIGIBILITY AND CONTRACT TERMS

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

Acceptance of NACCHO's [standard contract terms and conditions](#) is a requirement. NACCHO will not make any modifications to the terms or contract language. Florida applicants should e-mail preparedness@naccho.org immediately for a copy of the Florida standard contract. Potential applicants should review all terms and conditions to determine whether or not it is appropriate to apply.

NACCHO will pay each awarded demonstration site in two installments. The first installment will be paid upon completion of approximately 50 percent of the scope of work; the second installment upon 100 percent completion of the scope of work. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

SCHEDULE OF EVENTS

Event	Date/Time
RFA Informational Webinar	November 7, 2016 1:30-2:30 PM ET
Application Submission Deadline	December 2, 2016 11:59 PM PT
Final Award Notification Date	January 6, 2016
Project period	January 2017- June 15, 2017

PROJECT GOALS

NACCHO will issue awards to approximately four LHD demonstration sites to plan and implement projects that will further administrative preparedness capability at the local level by:

- Increasing awareness of administrative preparedness procedures and authorities;
- Improving collaborative planning with state and local preparedness and response partners;
- Encouraging evaluation of administrative preparedness processes and outcomes; and
- Contributing to preparedness practice nationwide by sharing innovative models, tools, and other resources developed by the demonstration sites with other state and local health departments and their partners.

LHDs interested in becoming a RAPID demonstration site should describe how their proposed projects will address one or more of the above goals in their applications. Proposed projects can include new or innovative approaches and how the approach is likely to be successful in achieving the above goals. Alternatively, applicants may propose projects that adapt proven methods for enhancing administrative preparedness and describe why those methods would be most effective in their jurisdiction.

There are numerous activities that serve to increase the capability of LHDs to improve administrative preparedness. Some potential focus areas for interested applicants to consider as they develop their proposals are listed below:

- Incorporating administrative preparedness into drills and/or exercises to evaluate processes for accelerating the receipt, acceptance, expenditure, and reporting of emergency funding;
- Piloting NACCHO's [administrative preparedness resource guide](#) and providing feedback to NACCHO to further refine the guide;

- Planning and implementing project(s) addressing administrative preparedness recommendations resulting from the Ebola In-Progress Review (IPR), such as: aligning PHEP, HPP, and ELC grant requirements at the local level; educating state and local policymakers about the impact of preparedness and response funding and the procedures for receiving, accepting, executing, and reporting on funding; developing tools to estimate resource costs for isolation and quarantine and/or other key procedures for responding to infectious diseases such as Ebola and Zika; identifying and implementing, with state health departments, coordinated concurrence models; and/or identifying models and sharing promising practices for accelerating administrative procedures during an emergency;
- Coordinating with other LHD agency departments (e.g., grants, contracts, finance, human resources) and local partners (e.g., councils, finance committees, public health boards) to assess administrative preparedness authorities, and develop and implement administrative preparedness plans; and
- Coordinating and working with state partners to assess administrative preparedness authorities, and align and implement administrative preparedness plans and activities.

While the above list indicates some potential focus areas, NACCHO welcomes and will consider applications proposing other programs, initiatives, or activities that strengthen local public health capability, expertise, and partnerships to accelerate and improve fiscal and administrative procedures that support public health emergency response activities.

In addition, all demonstration sites will be expected to:

- Support NACCHO in the development of an administrative preparedness toolkit by developing and submitting innovative tools and resources for use by other LHDs;
- Provide input into, as requested, a NACCHO workgroup (convened virtually) focused on administrative preparedness;
- Participate in an initial planning call with NACCHO staff to finalize scope of work and timeline for the project and identify technical assistance needs;
- Participate in monthly technical assistance calls with NACCHO staff to review progress of planned activities and discuss successes and barriers;
- Support at least one LHD staff member to attend an in-person meeting of the demonstration sites, at a date and location to be determined, to share project outcomes and lessons learned (please note that travel expenses for up to two individuals from selected demonstration sites will be covered by NACCHO); and

- Submit a final project summary that documents project outcomes based on the applicant’s evaluation plan.

NACCHO Support

In support of the RAPID demonstration sites, NACCHO staff will serve as a resource to demonstration sites to ensure adequate completion of the statement of work and achievement of project goals, including:

- Providing technical assistance to awardees to guide implementation of project activities. Technical assistance may include facilitating connections between demonstration sites and partners (e.g., state health departments, federal agencies); providing activity planning and implementation support; identifying and providing content or subject matter expertise, and sharing tools and resources;
- Convening demonstration sites virtually to monitor progress and document experiences;
- Developing an administrative preparedness toolkit which may include resources and tools developed by demonstration sites, as applicable;
- Facilitating collection and integration of feedback from demonstration sites into the [administrative preparedness resource guide](#) and toolkit;
- Convening one in-person meeting of the demonstration sites and other key stakeholders to present activities, obtain and provide technical assistance, inform the refinement of NACCHO’s administrative preparedness toolkit and guide, and share resources;
- Convening the Preparedness Planning, Outcomes, and Measures (PPOM) workgroup to inform and provide assistance to demonstration sites and NACCHO on national policy and implementation challenges; and
- Assuring that proposed activities inform and are aligned with internal and external efforts (e.g., Ebola after action) that address administrative preparedness and improve LHDs responses to public health emergencies (e.g., Zika).

PROPOSAL RESPONSE FORMAT

Proposals for the RAPID RFA should be submitted in the following format:

- Easy-to-read, 12 point font
- 1” margins
- 10 pages or less, single-spaced
- Number all pages in the bottom right corner

The proposal narrative should address the following in one PDF document:

- A. **Cover Page (this does not count towards the page limit)** with contact information for the person who should be notified about the application, as well as the name, address, city, and state of the LHD.
- B. **Organizational and Current Preparedness Activities Overview** that describes your organization's mission, priorities, communities served, and qualifications for this work. This section should also explore your organization's current administrative preparedness activities, as well as the gaps or needs identified that could be addressed through this project and the work that has been done to date.
- C. **Project Description** that details the proposed goals and activities. Applicants should address how the project will strengthen administrative preparedness within their jurisdiction and what aspects of the project can contribute to or inform national preparedness practice. Include existing relationships with relevant state and local organizations, or the need for and capacity to develop such relationships, to adequately impact administrative preparedness. Applicants should identify existing related funding streams (e.g., ELC, HPP, PHEP) and activities and explain how RAPID funding would complement these activities or address gaps or needs.
- D. **Work Plan** for the project, including specific activities, deliverables, and a timeline as well as the individuals (names and titles) from each department at your organization who will be involved in/responsible for a particular activity.
- E. **Evaluation** for the project, that explicitly outlines how the project will demonstrate improvement in administrative preparedness and response capability, what markers you will use to show progress, and what characterizes success.
- F. **Budget (this does not count towards the page limit)** with detailed line items for the project and a narrative for each line item. Refer to the appendix for the [Contractor Financial Report](#) used for submitting invoices.
- G. **Attachments (these do not count towards the page limit)**
 - Complete and submit the [Vendor Information Form](#)
 - Brief bio of staff in positions identified in the project proposal
 - Optional: Letters of support, partnership agreements

SELECTION CRITERIA

Applications for RAPID will be evaluated by NACCHO, subject matter experts, and partner organizations. Eligible applications will be evaluated based on the following criteria:

- Completeness of application and adherence to proposal response format;

- Adherence to and incorporation of PHEP and HPP local requirements for administrative preparedness policies, planning, and evaluation;
- Alignment of proposed activities with project goals of enhancing awareness of, development, implementation, and evaluation of administrative preparedness procedures with the applicants jurisdiction;
- Demonstration of how project activities or outputs can contribute to or inform national preparedness practice around administrative preparedness;
- Evidence of partnership maintenance and development, as well as a shared commitment from appropriate internal departments, external agencies, and/or key personnel (e.g., grants/finance, human resources, city councils);
- Procedures for evaluating project success and demonstrating improved policies and procedures to expedite hiring of staff, procurement of resources, and other administrative preparedness responsibilities during an emergency event;
- Uniqueness, originality, or demonstrated effectiveness of proposed project approach; and
- Achievability and practicality of project within proposed budget and timeline.

In addition, reviewers will consider geographic distribution, type of setting, and size of population served to ensure diversity in demonstration sites selected.

SUBMISSION INSTRUCTIONS

Final responses to this RFA should be e-mailed to preparedness@naccho.org no later than **December 2, 2016 at 11:59 pm PT**. Please use the subject line “**RAPID RFA.**” NACCHO will confirm receipt of the application within 24 hours of submission. Responses submitted after this deadline will not be considered.

NACCHO will host 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. Call lines are limited. Please note that no new information will be shared on the webinar. The webinar will be recorded and posted for viewing on NACCHO’s website no later than one week after completion.

RAPID RFA Informational Webinar

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

Webinar link: please go to <http://naccho.adobeconnect.com/rapidrfa/>

Dial In: 1-866-740-1260

Access code: 1935417#

Please submit any questions about the RAPID project and RFA process to preparedness@naccho.org at least 24 hours prior to the submission deadline.

APPENDICES

Basic Budgeting Table [Example]

Line Item	\$ Amount	% of Total Budget	Cost Justification
Personnel costs (# of staff & salary wages or hourly fees)			
Benefits			
Travel			
Funds to be supplied to other consultants, if applicable			
Other (supplies, printing, etc.)			
Total Budget (up to \$15,000)			

SUBAWARD AGREEMENT

This Contractual Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1100 17th Street, N.W., 7th Floor, Washington, DC 20036, and *[insert name of Subrecipient]* (hereinafter referred to as “Subrecipient”), with its principal place of business at *[insert mailing address of Subrecipient]*.

WHEREAS, NACCHO wishes to hire Subrecipient to perform the services specified herein for NACCHO to enhance the programmatic activities of a grant;

WHEREAS, Subrecipient wishes to perform such services for NACCHO.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Subrecipient agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of **GRANT # (CFDA #)** as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Subrecipient shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for services to be performed, NACCHO agrees to reimburse the Subrecipient for eligible costs incurred up to **\$ #####** *(enter amount to be reimbursed. You should also insert here the time schedule on which the consultant will be paid.)* Eligible costs are those previously approved by NACCHO. All payments will be made within 30 days of receipt of invoice(s) from Subrecipient and following approval by NACCHO for approved services, as outlined on Attachment I. The invoice(s) shall itemize all expenses with supporting documentation for each itemized expense. Invoices **MUST** be submitted in increments of *(insert time increment)* *(May be “monthly” or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!)* The NACCHO award number must be included on all invoices. The final invoice must be received by NACCHO no later than 30 days after the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Subrecipient shall act as an independent Contractor, and Subrecipient shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Subrecipient shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the

Subrecipient in the performance of this agreement shall be the responsibility of the Subrecipient, and not the responsibility of NACCHO if the liability, loss, or damage is caused by, or arises out of the actions or failure to act on the part of the Subrecipient, or anyone directly or indirectly employed by the Subrecipient.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Subrecipient, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Subrecipient and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Subrecipient and NACCHO in relation to each party's responsibilities under these joint activities.

4. **REVISIONS AND AMENDMENTS:** Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. **ASSIGNMENT:** Without prior written consent of NACCHO, Subrecipient may not assign this Agreement nor delegate any duties herein.
6. **CONTINGENCY CLAUSE:** This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. **INTERFERING CONDITIONS:** Subrecipient shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Subrecipient's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Subrecipient of said duties and responsibilities under this Agreement.
8. **CONFIDENTIALITY:** *It is expected that Subrecipient will have access to confidential information of NACCHO in the performance of services under this Agreement. Subrecipient agrees not to divulge to any third party, at any time either before or after termination or expiration of this Agreement, any information of NACCHO that could reasonably be considered confidential information, whether or not marked as such or defined as confidential by federal, state or local law, and to use commercially reasonable efforts to protect all such confidential information so as to prevent its disclosure. Notwithstanding the foregoing, Subrecipient may file information as required to federal, state or local governments, and disclose information to Subrecipient's or NACCHO's auditor for audit purposes.*
(THIS CLAUSE IS NOT NECESSARY UNLESS YOU ARE WORKING WITH CONFIDENTIAL INFORMATION.)
9. **OWNERSHIP OF MATERIALS:** Subrecipient hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Subrecipient pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Subrecipient shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Subrecipient understands and agrees that Subrecipient shall retain no rights to the Materials and

shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Subrecipient represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.

10. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Subrecipient, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Subrecipient and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Subrecipient for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of laws provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Subrecipient contains errors or misinformation, the Subrecipient will correct error(s) within five business days. The Subrecipient will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Subrecipient's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards, and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Subrecipient's responsibility to understand and comply with all requirements set forth therein.

17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Subrecipient will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED SUBRECIPIENTS: Pursuant to 2 CFR 200 Subpart C , Subrecipient will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
19. AUDITING: Subrecipient agrees to permit independent auditors to have access to its records and financial statements for the purpose of monitoring compliance with this Agreement. If Subrecipient is not required to undergo an audit pursuant to 2 CFR 200 Subpart F because Subrecipient receives less than \$750,000 in federal direct or indirect cooperative agreement or grant funds, Subrecipient will certify to NACCHO that it is not so required. If Subrecipient is required to undergo an audit pursuant to 2 CFR 200 Subpart F, Subrecipient will undergo the required audit and agrees to send a copy of its most recent Single Audit report and any management letters to NACCHO.
20. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Subrecipient will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Subrecipient will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
22. REPORTING REQUIREMENTS: Subrecipient must comply with Subrecipient reporting requirements specified in the Federal Funding Accountability and Transparency Act (P.L. 109-282). Subrecipient shall submit the information required on the form provided by NACCHO within 15 days of execution of this agreement and prior to any payment being made against this agreement.
23. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or Subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing."
24. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
25. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.



Vendor Information Form

Organization

Official Name of Organization: _____
EIN Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Primary Contact

Name: _____
Title: _____
Organization: _____
Address (if different from above): _____
Telephone: _____ Fax: _____
Email Address: _____

Person to Receive Contract from NACCHO for Signature

Name: _____
Email Address: _____

Authorized Signer for Contract

Name: _____
Title: _____
Organization: _____
Address (if different from above): _____
Telephone: _____ Fax: _____

Accounts Payable Information

Name (Attn): _____
Address (if different from above): _____
Telephone: _____ Fax: _____

The following information refers to necessary documentation for subaward reimbursement submission, and may be useful when preparing the budget portion of this application.

Invoices and Payments

Payment requests submitted by subrecipients must include documentation verifying the expenses for which they request reimbursement from NACCHO. **(Please see the Subaward reimbursement payment procedure below for more details).** The subaward requirements regarding payment(s) are detailed in Article I, Section 3 of the original subaward document. Please note that all payments are made in arrears, within 30 days of receipt of invoice(s) from contractor and following approval by NACCHO for approved services. Failure to submit invoices on time results in delay in paying. To expedite the process and to insure prompt payment, we ask, when invoicing NACCHO, to comply with the following guidelines:

- Mail or deliver invoices directly to Contract Specialist
- Invoices are to be numbered using a different number for each invoice
- Each invoice must clearly state the contract number, invoice date, the contractor's name, the contractor's point of contact, address and the remittance address (if different).

Subaward Reimbursement Procedures for Subrecipients

***Description:** Procedures for verifying receipt of sufficient documentation to pay reimbursable costs of subrecipients.*

When submitting your payment request, be sure to reference the contract number, the period of performance, and the time period for payment.

Payment requests submitted by subrecipients must include documentation verifying the expenses for which they request reimbursement from NACCHO. The documentation typically takes the form of receipts of the vendors for which they received goods and services, and payroll reports that detail the subrecipient's salary and benefit expenses.

The subrecipient should submit a line item report (Contractor Financial Report) that includes the total request for payment and the line item subtotals that sum to the total payment requested. The subrecipient should also include a line item detail report that includes every individual expense and displays how they sum to the line item subtotals. If an amount differs from what is displayed on its receipt, an explanation should be included on the receipt or the line item detail report.

Both the line item report and line item detail report should be included with the hard copy package of receipts to NACCHO via mail.

Support documents include:

- Payroll schedule or employee rosters listing each employee, their job title, employment status (full-time, part-time, temporary, etc.), number of hours per week employee works, percentage of time devoted to the project, hourly wage, or annual salary, and salary charged to the project.
- Travel Expense Claims (Include receipts for lodging; rental cars, airfare, approved mileage claims)
- Contractor/Subcontractor invoices. (The subcontractor's invoices must be approved and signed. Copies of signed contracts are required, see below)
- Receipts for purchases
- Telephone bills
- Receipts for any other direct charges as may be listed on the invoice.

Additional information required for the contractual agreement:

- Identification of each contractual service as either a purchase of goods and services or a subaward (cost reimbursement agreement).
- For each contractual agreement, either a subaward or purchase of goods and services; supply a completed and signed copy of a contract, the certification of non-debarment

- or suspension form for the individual or entity, and a copy of the method used to competitively select the individual or entity.
- For each contractual agreement that is a subaward, supply a copy of their most recent A-133 audit or a completed and signed certification regarding non-applicability of OMB Circular A-133 audit form; a copy of their budget; a copy of their recent Federal Rate Agreement (this will state their current rates for fringe benefits and indirect); a completed and signed certification regarding lobbying with Federally appropriated funds form, and a completed and signed certification of non-debarment or suspension form; and a copy of the method used to competitively select the subrecipient.

Additional information required regarding the federally approved fringe benefits rate and indirect rate:

If an amount requested for reimbursement is a percentage of another amount (i.e. fringe benefits or indirect/overhead), the percentage should be noted and a copy of the federally approved percentage/rate must be attached.


- A copy of your current federally approved fringe benefits rate is desired. If there is no federally approved fringe benefit rate or if the rate is less than the rate budgeted; payment for fringe benefits will be made on a cost reimbursement basis. Specifically, you will have to supply proof that the fringe benefits costs were incurred and the amount of costs incurred for each individual budgeted.
- A copy of your current federally approved indirect rate is desired. If there is no federally approved indirect rate or if the rate is less than the rate budgeted, payment for indirect costs will be made on a cost reimbursement basis. More specifically, you will be required to provide proof that the indirect costs were incurred and the amount of costs incurred.

Submitting the Final Invoice

When submitting the final request for payment, be sure to indicate “Final” on the request. Final invoices must be received by NACCHO within 30 days of the performance period end date.

NACCHO will verify the presence of all needed documentation, both hard copies and electronic spreadsheets, before a subaward check request is processed.

Contractor Financial Report

 <p style="font-size: small; margin-top: 5px;">National Association of County & City Health Officials The National Connection for Local Public Health</p>	<p>Contractor Financial Report</p> <p>National Association of County and City Health Officials (NACCHO) 1100 17th Street NW, 2nd Floor, Washington, DC 20036 Tel: (202) 783-4272 Fax: (202) 783-1583 Attn: Joshua Zulauf jzulauf@naccho.org</p>						
Name:	NACCHO Program Manager:						
NACCHO Contract #: 2014 -	Project Period:						
Invoice Number:	Invoice Date:						
QUARTERLY PERIOD ENDING							
Line Items	I	II				Total Grant Expenditures	III Variance*
	Approved Budget	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)		
Personnel						0	0
Fringe Benefits (X%)						0	0
Travel						0	0
Equipment						0	0
Supplies						0	0
Contractual Costs						0	0
Other:						0	0
Other:						0	0
Indirect (X%)						0	0
Grand Total	0	0	0	0	0	0	0
<p style="font-size: x-small; color: red;">*Note: Written explanation should be provided for actual and/or proposed expenditures which deviate in excess of 15% from approved budget items.</p> <p style="font-size: x-small; color: red;">* Note: Invoices to be submitted 30 days after the Quarter end date</p> <p style="font-size: x-small; color: red;">I hereby certify that the above information is accurate.</p>							