

# Frequently Asked Questions

Request for Applications:  
Infectious Disease Outbreaks:  
Enhancing Forecasting and Analytics Capabilities for Local Health Departments (LHDs)

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## [Award Amount/Budget/Allowable Use of Funds](#)

### **How much will be awarded to selected local health departments, and how many awards do you anticipate providing?**

Selected LHDs will be eligible for up to \$75,000 under this funding opportunity. NACCHO anticipates making up to 12 awards.

### **Does the “fixed cost” mean each award will be \$75,000?**

Each award will be up to \$75,000, but it could be less. Fixed cost means we reimburse per deliverable (as shown in the scope of work (SOW)) rather than a cost-reimbursement contract. We will not require receipts or time logs for everything purchased. We are not doing direct reimbursement. The contracts will contain fixed costs for reimbursement, which align with the deliverables included in the SOW.

### **Will there be equal consideration for small proposals requesting only \$1k or \$1.5k of funds vs. larger requests totaling \$30/75k?**

A proposal only asking for \$1000 or \$1500 would make us likely to believe the LHD would not have the bandwidth needed to complete all the required project activities. A smaller request is not a red flag, and the total amount requested will not be factored into application scoring, but the anticipated expenses need to cover the activities that must be completed. If an LHD is only spending \$1,000, including staff time, the budget is likely not enough to complete all required activities.

### **What, if any, are the allowances for indirect costs?**

Typical indirect costs include operating and maintaining facilities, equipment, and grounds; depreciation or use allowances; and administrative salaries and supplies. This must be supported by the actual breakdown if you do not currently have negotiated approved rates.

### **What is the allowable use of funds?**

There is a list of unallowable use of funds in Appendix B of the RFA.

### **Can the funds be used for hiring staff?**

Funds can be used for hiring and paying staff, but this is a time-limited grant. If staff are hired, continuity after the grant period should be considered. It is also a short time period for this grant (approximately 10/20/23 to 6/30/24). LHDs should consider the amount of time it takes to identify, hire, and onboard a new staff member and what they will be able to contribute to the projects.

### **Are you able to provide the budget via email? When the hyperlink is clicked in the application, it does not automatically download; it wants you to sign in to access SharePoint.**

You should be able to download the template now from the webpage.

### **On the match requirement -- does the LHD have to “match” any of the funds received? For example, if we are awarded \$75,000, are we required to use any of our own funds in addition to the \$75,000 award?**

There is no match requirement for this funding opportunity.

### Previous Opportunities

#### **Is this the first time this funding opportunity has been offered?**

Yes, this is the first time NACCHO is offering the opportunity. However, other funding mechanisms are being offered directly to institutions from CDC's CFA.

#### **What sort of projects have been done in the past, and how are other jurisdictions planning to use this grant?**

This funding opportunity has not been offered by NACCHO before, so there is no good answer for what sort of projects have been done in the past. CFA is providing direct support to jurisdictions, and NACCHO hopes to engage with them and learn from that project as it progresses. As we have not yet seen what this work looks like, this RFA is broad, and NACCHO is looking for health departments to do a landscape analysis and develop a custom, tailored program for what they need to address.

### Length of Award

#### **Is this absolute, or can we propose a 12-month project?**

No, you cannot propose a 12-month project. The project period outlined in the RFA cannot be modified from what is proposed and must end on June 30, 2024. NACCHO will not be able to provide approved extensions beyond that time.

#### **Is there any chance of continuing the funding in the future to allow small LHDs to hire a staff member to fill this role?**

Unfortunately, this project will end on June 30, 2024. There is no mechanism to extend the contracts based on our funding from CDC.

### Team Size/Members

#### **Can the team have more than 2-3 members?**

Yes, the minimum size of the team is 2 or 3 members. LHDs can have a larger team with as many members as necessary to make the project successful.

#### **Can the Disease Forecaster/Analyst and the Data Specialist be the same person? We are a mid-size agency and only have one data person.**

Yes. There is flexibility in the roles that are part of the team. The titles were provided as examples, but we encourage LHDs to have the team include data/systems folks as well as leadership/decision-makers.

#### **Is the "decision maker" counted among or in addition to the 2-3 member team?**

Yes, the decision-maker can be counted as part of the team if they actively participate in the project.

#### **If an LHD does not have a skilled data person currently, can we use this grant to train some of our current staff to become data persons?**

Absolutely, one of the required activities within the RFA is to identify current LHD capacity and outline how the grant will be utilized to meet objectives and increase capacity.

## Preparedness Summit 2024

### **Is the tabletop simulation at the Preparedness Summit 2024 a pre-conference workshop or offered during the actual conference?**

It is currently planned for a pre-conference workshop. This may change depending on logistics and other arrangements. We will communicate any changes to this as soon as possible.

### **Is the Tabletop in Cleveland limited to supporting only three people?**

Yes. LHDs should plan for up to 3 team members to attend.

### **Will the travel costs to the Prep Summit need to be included in the budget?**

Travel costs **do not** need to be included in your proposed budget. NACCHO will cover travel through a separate funding mechanism.

### **When is the summit?**

The Preparedness Summit is in Cleveland, Ohio, from March 25 to 28, 2024.

## Required Training

### **Can the grant funds be used to pay for the required training?**

Training listed in Appendix A, Attachment II, is free of cost. Per the RFA, NACCHO would need to review/approve requests outside of those we recommend and ensure it will move the organization towards the outcomes.

### **Will the online courses listed remain available, or will they be removed after the grant ends?**

These courses will continue to be available after the grant ends.

### **Can you share how to access the forecasting training courses?**

They are listed in Attachment II of the RFA instructions:

<https://www.naccho.org/uploads/downloadable-resources/RFA-ID-Outbreaks-Forecasting-Analytics.pdf>.

### **Will completing the training listed in the RFA help LHDs in writing the narrative?**

That is not a requirement and will not give a leg up in the application process. But if an LHD wants to complete the training before applying, they can, and it may be helpful in writing.

### **Are the online courses listed in the RFA available for free to those not getting funded?**

Yes, all the courses are free of cost, regardless of whether you are a part of the RFA or not.

### **For completing the relevant coursework activity, are all of the courses required for the team members, or just coursework identified in the landscape analysis?**

We will work with LHDs through landscape analysis to identify gaps in capacity, and only the courses relevant to the analysis results will be required. Folks with prior experience in this field may not need to take every recommended course. However, we recommend that you take those courses for informational purposes because updated content is always being added.

### Legislation and Contracts

**Our legislative process can take up to 2 months to accept funds. The grant states funds need to be accepted in “approximately 30 days”; is there consideration for these lengthy functions of governmental approval processes?**

We will work with LHDs that need more time; however, you may be delayed in completing the work.

**Our county’s legal team has some minor changes they would like to make to the contract if we are awarded the grant. Is it possible to send those over to NACCHO for review in advance?**

The RFA contains standard language that applicants should be able to use, but please email those specific concerns directly to [phinformatics@naccho.org](mailto:phinformatics@naccho.org).

### Multiple Applicants

**Can multiple LHDs apply for this funding opportunity together?**

Coordinating and even co-applying is great! You will, however, need to identify one LHD who will be the one to contract with NACCHO and administer the funds. We will not contract with multiple health departments for one award.

### Application Components

**Should Health Equity be its own section in the narrative or incorporated in other sections?**

Please have it separate, but it can be referenced elsewhere throughout the narrative.

**Are analytics and forecasting limited only to respiratory pathogens, or can those be expanded to include other pathogens?**

This opportunity is limited to respiratory pathogens, but systems that address other concerns can be used.

**Is there a recommended forecasting software that should be written into the grant if we do not currently have it?**

No, NACCHO is not recommending any kind of software at this point. It is up to the constituency to choose any software that meets your needs.

**Is there an estimated number of hours to be dedicated to this work per week? (I know I’ve had NACCHO grants before, and they provided some guidance).**

We do not have a conclusive answer to this question. Some grants have very prescriptive activities allowing a better estimate of hours. Time spent will depend on the specific LHD’s goals and priorities, how ambitious those may be, and how they complement existing work.

**Under ‘Implementation capacity’ do we need to call out specific roles mentioned in Attachment 2?**

Yes, mentioning the specific roles of individuals in your team will be helpful.

### Landscape Analysis

**Is there an outline, template, or rubric for conducting landscape analysis?**

We do not have an outline because every constituent has a unique way of doing landscape analysis. Some have existing mechanisms, or some may want to use a method that is not uniform. If you want to

share an existing landscape analysis template with other constituents, please e-mail it to [phinformatics@naccho.org](mailto:phinformatics@naccho.org), and we will share it on the RFA web page.

### **Size of Health Departments**

**Is there a population size limit for jurisdictions for applying? What about shared services where small towns come together? Can they apply?**

We encourage collaboration and joint applications. There is no site size limit for this RFA.

**What chances does a small LHD have against bigger ones to get funded?**

Small LHDs have an equal chance of receiving funding as larger LHDs do. When considering applications, NACCHO will consider what is outlined in the narrative, where an LHD is starting, and the clarity of the objectives and goals. All applications will be screened equally. Please do not get discouraged from applying because you are a small LHD.