

## **REQUEST FOR APPLICATIONS (RFA)**

Building Workforce Capacity of Rural and Frontier Local Health Departments to Respond to COVID-19, Year 3

National Association of County and City Health Officials (NACCHO)

FRIDAY, JULY 14, 2023

Project Title: Building Workforce Capacity of Rural and Frontier Local Health Departments to

Respond to COVID-19, Year 3

Proposal Due Date and Time: 11:59PM ET, Friday, August 4, 2023

Selection Announcement Date: Week of August 14, 2023

Source of Funding: The Centers for Disease Control and Prevention (CDC)

NOA Award No.: 6 NU38OT000306-03-06 Maximum Funding Amount: \$20,000.00

Number of awards available: 12

Estimated Period of Performance: August 31, 2023 through July 31, 2024 pending contract

execution

Point of Contact for Questions Regarding this Application: CovidWorkforce@naccho.org

Link to Project Application: Application link

Submit Project Applications via Email to: CovidWorkforce@naccho.org

## **O**VERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 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 capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

With support from the Center for State, Tribal, Local and Territorial Support (CSTLTS) within the Centers for Disease Control and Prevention (CDC), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity to support the strengthening of the workforce capacity of rural and frontier-serving local health departments in response to emergencies like COVID-19 by providing training and technical assistance to those health departments. Building upon a similar approach in Year 1 (2021) and Year 2 (2022), the purpose of this third year of awards is to increase the capacity of additional LHDs that serve rural and frontier jurisdictions to effectively respond to, recover from, and build community resiliency related to the COVID pandemic and future public health emergencies. NACCHO will achieve this goal by providing support to build LHD workforce emergency preparedness capacity, including by strengthening partnerships, administrative preparedness planning, public health communications, health equity, workforce mental health and wellbeing, and emergency preparedness workforce sustainability planning, as well as other potential areas that emerge during the period of performance. NACCHO will also identify, develop, support, assess, and disseminate best, promising, and innovative practices as well as implementation resources in support of emergency preparedness workforce development sustainability in rural and frontier communities.

Awards of **\$20,000** each will be provided to approximately twelve (12) LHDs to participate in and apply the project's COVID/emergency preparedness workforce capacity-building activities, which are aimed at strengthening local public health emergency system readiness. Only one award will be made per site/LHD. Opportunities for peer networking will also be provided by NACCHO.

Selections will be made in August 2023 and the project period will run for approximately 11 months, from August 31, 2023, pending contract execution, through July 31, 2024. Completed applications must be submitted by 11:59 PM ET on Friday, August 4, 2023.

All necessary information regarding the project and application process may be found in this RFA and accompanying <u>Application Document</u>. If you have outstanding questions after reading these documents in detail, please e-mail <u>CovidWorkforce@naccho.org</u>.

## **ELIGIBILITY AND CONTRACT TERMS**

NACCHO will issue awards in the form of fixed priced contracts for \$20,000 each to selected LHDs that agree to complete required activities. Applications must be submitted by **11:59 PM EST**, **August 4, 2023**, and awards will be announced on or around the week of August 14.

#### **Period of Performance**

The project period is anticipated to be approximately 11 months: August 2023 through July 2024. Please e-mail CovidWorkforce@naccho.org with any questions about the timeline.

### Eligibility

This RFA is open to governmental LHDs 1) not previously awarded under this specific funding mechanism in 2021 or 2022, and 2) with **at least 50%** of their jurisdiction being designated as rural and/or frontier according to the USDA; this is determined as follows:

#### Definitions

- **Rural**: For this project, rural will be defined by <u>Rural Urban Commuting Area (RUCA)</u> codes to determine the degree of urbanization of a community. RUCA codes 4-10 are for jurisdictions that are considered rural.
- **Frontier**: For this project, frontier will be defined by RUCA code 10 to indicate areas with very small population density.

Please verify the RUCA codes for the ZIP codes within your jurisdiction by downloading the "Rural-Urban Commuting Area Codes, ZIP code file" spreadsheet on Rural-Urban Commuting area codes and looking up the RUCA code for each of your ZIP codes. You may also visit RHIhub and enter your ZIP code into the search bar and find the "Rural Urban Commuting Areas (RUCAs) by census tract." Both resources will provide you with the same RUCA code for your office's ZIP code. Note that a list of all the zip codes in your jurisdiction is required in the application.

Agreement with NACCHO's standard contract terms and conditions is a requirement. **No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO's contract language should not apply for this initiative.** See <a href="Attachment H: NACCHO Standard Contract Language">Attachment H: NACCHO Standard Contract Language</a> for more information. As part of the application, the contractor/organization will be asked to verify that they have read NACCHO's standard contract language and have provided a copy to the individual with signing authority at your organization for advanced consideration. It is the responsibility of the selected site to return a signed copy of the contract within 30 calendar days of receipt.

<u>Note</u>: NACCHO has a specific contract template as approved by the State's General Counsel for applicants from State of FL and TX. Please email us for a copy should you need it.

Selected LHDs will enter into a contract with NACCHO to complete the deliverable(s) specified in the application. NACCHO will issue awards in the form of **Fixed Price Contract** and pay each awarded Applicants payment in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be priced as a percentage of the total award amount. NACCHO will provide a payment schedule in accordance with the assigned completion percentage (estimated two [2] payments). Please

note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

## **SCHEDULE OF EVENTS**

Please note the following deadlines and events for this application:

Event	Date/Time	
Release of Rural and Frontier Workforce project site RFA	Monday, July 17, 2023	
Application period closes	Friday, August 4 @ 11:59PM ET	
Anticipated notice of award	Week of August 14, 2023	
Anticipated project start date	Thursday, August 31, 2023	
Anticipated project end date	Wednesday, July 31, 2024	

## PROJECT GOALS & TECHNICAL REQUIREMENTS

This project seeks to build LHD rural and/or frontier emergency preparedness workforce capacity through training and technical assistance in the areas of administrative preparedness planning, public health communications, health equity, workforce mental health and wellbeing, and emergency preparedness workforce sustainability planning.

The project approach will focus on two (2) primary activity areas:

- 1. The provision of training in content topics to build the workforce capability of LHD staff responding to public health emergencies, like COVID.
- Direct technical assistance to incorporate administrative preparedness processes and practices in response activities to support emergency preparedness infrastructure building and sustainability for current and future response needs. This will include the development/strengthening/revision of administrative preparedness plans.

Taking a systems approach, sites will receive training and technical assistance designed to build their workforce capacity and capabilities related to emergency response and recovery efforts, including those related to COVID, as well as longer-term emergency preparedness sustainability. This includes building LHD workforce capacity in the areas of administrative preparedness, emergency preparedness and response, communications, workforce mental health and well-being, health equity, and other emerging issues related to emergency response and recovery efforts. Within the approximately 11-month period of performance, each site, in coordination with their partners and with the support of NACCHO and project consultants, will develop and implement both a project-level action plan and a sustainability plan for building their LHD emergency preparedness workforce.

Note that all awardees will be also required to engage in post-award training and technical assistance (TTA) assessments near the beginning of the period of performance to inform NACCHO's role supporting site workforce efforts. Awardees will also provide a short interim progress report and a final wrap-up call. They will also take part in short evaluation activities detailed below.

## **SUMMARY OF GRANT ACTIVITIES TO BE COVERED BY AWARD**

### Required

- 1. Participate in a 60-90 minute virtual kick-off call and create an introductory slide for it
- 2. Participate in an initial training and technical survey (TTA) assessment as well as a post assessment
- 3. Participate in three (3), up to 90-minute monthly virtual workshops
- 4. Participate in monthly, 30-minute comprehensive 1:1 technical assistance engagements with a goal of developing or updating a section of an administrative preparedness plan
- 5. Submit the newly developed or updated administrative preparedness plan or plan section
- 6. Submit a short, 2-to-3-page interim progress report (template to be provided by NACCHO team)
- 7. Participate in a 60-90 minute virtual project wrap-up call and create a progress report slide
- 8. Participate in all evaluation activities (see section below: Participation in Evaluation Activities)

## Voluntary

- 1. Attend all approximately five (5) monthly up to 90-minute virtual workshops (you must attend 3)
- 2. Participate in additional community of practice peer network activities

# TRAINING AND TECHNICAL ASSISTANCE (TTA) AREAS

NACCHO, CDC, and other expert providers aim to build LHD rural/frontier workforce capacity and sustainability by providing tailored, target training and technical assistance to grant recipients. This includes facilitating monthly virtual, interactive workshops; facilitating a community of practice (CoP) to foster peer exchange and learning; providing tools and resources that meet immediate and longer-term needs (e.g., templates, checklists, guides); and providing robust technical assistance in administrative preparedness.

As such, selected applicants will be <u>required</u> to engage in the following project's core TTA areas across the project's 11-month period of performance:

### **Technical Assistance**

NACCHO will provide one-on-one technical assistance to each site in order to review and update or develop the Administrative Preparedness plan.

- Administrative Preparedness: Understanding how to create/implement effective systems, such as for emergency procurement; staffing (e.g., hiring and training, building surge capacity, staff turn-over and succession planning); and emergency reporting practices (i.e., how to streamline policies and procedures focused on public health data reporting processes). This also includes gaining insights on how to improve and exercise public health authorities during emergencies that expedite these administrative processes and procedures, streamline procurement and personnel actions, and support the implementation of protective health measures.
- Emergency Preparedness and Response: Knowledge and skill development in technical areas
  related to COVID-19 testing and vaccine administration that will assist frontline staff to
  implement these activities. This may include how to strengthen surveillance efforts, how to use
  data to inform response efforts, vaccination outreach strategies, and strategies to increase
  vaccine confidence (i.e., building partnerships).

### **Training**

NACCHO will deliver a monthly training series on topics of interest to participants within the areas below.

- **Communications:** A focus on engaging with the community in a meaningful way that builds trust, decreases vaccine hesitancy, and counters vaccine mis/disinformation, including how to use and frame data/information to a range of stakeholders.
- Workforce Mental Health and Well-Being: Addressing current workforce challenges related to recruitment and retention concerns arising due to burnout, moral injury, and mental health concerns in the workplace. Learning innovative practices in supporting the mental well-being of staff throughout the COVID-19 pandemic and beyond.
- Health Equity: An increased understanding of health equity principles and how they relate to and can be incorporated into these and other emergency preparedness capacity-building activities.
- Emerging Issues: Given the ongoing and evolving nature of the COVID-19 pandemic, NACCHO and are partners will work with LHD grant recipients to identify and address, as feasible, emerging issues relevant to COVID-19 workforce development capacity-building needs.

## **PARTICIPATION IN PROJECT EVALUATION ACTIVITIES**

To inform the design and implementation of this project, as well as to capture what TTA was effective, LHD grant recipients will be required to participate in the project's assessment activities which could include the following:

- 1. A pre- and post-survey assessment related to TTA categories
- 2. Completing pre-post surveys [2 total, each less than 30 minutes]
- 3. Participating in focus groups or interviews [up to two, each 60 minutes]
- 4. Ad hoc listening sessions built into TTA activities [up to three; 30–45-minute sessions]

## TIME COMMITMENT

NACCHO recognizes that LHDs are under ongoing stress responding to COVID-19, especially those smaller and more under-resourced health departments. We want to both honor your time and help support both your immediate and longer-term COVID and emergency preparedness workforce needs. We have tried to design this opportunity to include a smaller set of required/core activities with additional, voluntary ones which you may take advantage of based upon your LHD's capacity. As such we anticipated that LHD grant recipients will spend approximately an estimated 7 hours per month on core activities plus 3-5 hours based upon need, particularly for LHDs without an existing administrative preparedness plan. This estimate is based upon required activities and assumes that sites will need 40 hours to update or develop their administrative preparedness plan or section thereof. Actual time spent may be more or less than this estimate depending on the need of the site around updating their plan. Participation in voluntary activities may increase this amount.

## SCOPE OF WORK & PAYMENT

Awards of \$20,000 each will be provided to approximately twelve (12) LHDs to participate in and apply the project's COVID/emergency preparedness workforce capacity-building activities, which are aimed at strengthening local public health emergency system readiness. Only one award will be made per site/LHD. NACCHO will issue two (2) payments totaling \$20,000, upon completion and receipt of the deliverables submitted according to the payment schedule identified in the Scope of Work below. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

The following table outlines the tasks expected of the selected contractor:

Invoice	Project Activities	Deliverables	Amount of Total Award
Invoice # 1  August 15, 2023 to December 31, 2023	<ol> <li>Participate in Kick-Off Call, including the creation of an introductory slide</li> <li>Participate in site training and TA (TTA) needs assessment</li> <li>Participate in initial meeting with TA provider to discuss administrative preparedness plan</li> <li>Participation in one (1) training workshop</li> <li>Draft administrative preparedness plan or plan section</li> <li>Interim Progress Report</li> <li>Participate in evaluation activities (August 15-December 31)</li> </ol>	<ol> <li>Attendance recorded by NACCHO and Slide from Kick- off call</li> <li>Record of participation in site training needs assessment and evaluation activities</li> <li>Attendance recorded by NACCHO from in initial individual TA session</li> <li>Attendance recorded by NACCHO from one (1) training workshop</li> <li>Completed Short Interim Progress Report</li> </ol>	1. \$700 2. \$1,900 3. \$1,285 4. \$1,285 5. \$5,000 6. \$1,160
Invoice #1 Amount			\$11,330
Invoice # 2  January 1, 2023  to  July 31, 2024	<ol> <li>Participation in two (2)         training workshops</li> <li>Project wrap-up call</li> <li>Final administrative         preparedness plan or plan         section</li> <li>Final Report slide</li> <li>Participate in evaluation         activities (January 1-July         31)</li> </ol>	<ol> <li>Attendance recorded by NACCHO from two (2) training workshops</li> <li>Attendance recorded by NACCHO from project wrap- up call</li> <li>Administrative preparedness plan or plan section</li> <li>Final Report slide</li> <li>Record of completion of required evaluation activities</li> </ol>	1) \$2,570 2) \$715 3) \$2170 4) \$715 5) \$2500
Invoice # 2 Amount		Total Award	\$8,670 \$20,000
		Total Awalu	720,000

\*Note: Please be advised your LHD is required to complete three (3) virtual training workshops in the invoice schedule above. For the purposes of this invoice schedule, NACCHO has designated one workshop to be completed in the first invoice schedule and two in the second invoice schedule. If your LHD decides to complete the required workshops in another invoice cycle, NACCHO will adjust invoice payments accordingly.

## **APPLICATION PROCESS**

Applicants will be required to describe their emergency preparedness workforce development activities they are currently undertaking, including those related to COVID-19 recovery and resiliency efforts, their goals in building the capacity of their preparedness workforce and how participation in grant activities will help them achieve those goals and expected outcomes. The applicant will also be required to provide a budget for \$20,000 for accomplishing deliverables described above. For guidance on allowable expenses see the budget section in the Application Document.

- 1) Review the requirements and expectations outlined in this RFA and in the <u>Application</u> Document.
- 2) Applicants are urged to carefully consider the categories and deliverable(s) to ensure that they would be both meaningful and feasible to accomplish during the project timeframe, as described earlier.
- 3) Read NACCHO's Standard Contract Language (Attachment H) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to /the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be allowed.
- 4) Complete the Application Document with your responses and save a copy for your records.
- 5) Complete a proposed project budget, using the <u>budget template</u>, and <u>budget narrative</u>.
  - Email the application document and the required attachments by 11:59 PM ET on Friday, August 4, 2023. Applicants will complete their application using the form provided by NACCHO and email it to CovidWorkforce@naccho.org using the subject line "rural/frontier COVID workforce TTA grant <name of LHD. "Project budgets, budget narratives, and other required attachments (a comprehensive list with templates can be found below in the Attachments section) should be attached in the same email. Each LHD may submit one application only.</p>

### **SELECTION CRITERIA**

Eligible applicants for this project will be evaluated by NACCHO and scored based on the following criteria:

- Recent/Current Emergency Preparedness Workforce Activities (15%): Applicant briefly describes
  key recent/current emergency preparedness and response activities, including COVID, in addition
  to administrative preparedness activities. Description should include information on workforce
  structure, hiring processes, staff training activities, and any activities to address workforce
  mental health and well-being.
- Recent/Current COVID-19 Workforce Challenges (15%): Submission includes a brief account of challenges that have been encountered during applicant's COVID-19 response and recovery efforts.
- Technical Assistance Needs (40%): Applicant provides brief descriptions of their immediate COVID-19 and longer-term training and technical assistance needs, in each of the core TTA areas described above (see TRAINING AND TECHNICAL ASSISTANCE (TTA) AREAS above).
- Project Staff & Partnerships (15%): The applicant will briefly describe who will take part in project TTA
  activities including staff and community partners who may benefit from these resources, support
  project progress, and ensure project sustainability (i.e., preparedness coordinator, LHD director, county
  leadership).
- **Proposed Engagement with Project Activities (10%):** The applicant will describe how they will ensure that sufficient staff time and internal supports will be dedicated to engagement in project

activities and their ability to ensure sustainability of the capacities built through this grant's activities.

Proposed Budget and Budget Narrative (5%): Provide a brief, detailed fixed price per deliverable budget for \$20,000, including detailed projected costs for the completion of the project. Attachment C (COVID Workforce Yr. 3 Budget Template) outlines the general format in which the budget should be presented. A budget narrative must also accompany the budget and indicate the costs associated with each proposed activity.

### Notes

 Whereas your budget narrative should briefly describe these, a more detailed narrative to provide more context on how you plan to fulfill project requirements towards building your workforce capacity is requested.

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**Allowable Expenses:** The following is a sample list (not exhaustive) of suggested use of funds that can support the project activities. NACCHO reserve the right to approve and deny the use of budget funds.

- <u>Contractors</u>: Hire/contract with external experts, including for evaluation, quality improvement, marketing/communications, as well as policy change (as relevant)
- <u>Staffing</u>: Increase coalition staff FTE to ensure greater dedicated time for executing project deliverables
- <u>Systems</u>: Investment in (better) systems (e.g., data management, project management, fiscal/grants management)
- Promotion:
  - Local: Paid media (social, print, etc.) to promote partnership, programs, and results (content/products developed by contractors and/or staff – see above)
  - National: Participate in national conferences and inform articles, as identified, to support the dissemination of results
- Project supplies tied to project activities
- In addition, please see CDC terms for non-research activities under the contract eligibility on the attached document: <a href="https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf">https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf</a>.
- For further guidance on the salary cap information <u>Senior Executive Service (SES) Level 2 Pay</u> (<u>federalpay.org</u>) in the budget guidelines.

**Unallowed Expenses:** Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently \$212,100). See Appendix A1 for a full list of restrictions.

It is NACCHO's desire to have a diverse pool of communities in this cohort. Reviewers will consider geographic distribution, jurisdictional characteristics, and population size served to ensure diversity in local health departments selected.

## **A**TTACHMENTS

Please include the following attachments with your application by sending the following completed forms CovidWorkforce@naccho.org:

- A. NACCHO Vendor Form
- B. W-9
- C. COVID Workforce Yr. 3 Budget Template
- D. Budget Narrative
- E. Certificate of Non-Debarment
- F. FFATA Form
- G. Proof of active registration with Sam.Gov in accordance with active DUNS number (see below instruction in Appendix A2)
- H. NACCHO Standard Contract Language (for your records)

## **APPENDIX A1: FUNDING RESTRICTIONS**

Restrictions, which must be taken into account while writing the budget, are as follows: In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGO's that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the sources of fund, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (Additional Requirement – 35 | Grants | CDC).

- Recipient may not use funds for research
- Recipients may not use funds for clinical care
- Recipients may only expend funds for reasonable program purpose including personnel, travel, supplies, and services, such as contractual.
- Recipients may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying our project objectives and not merely serve as a conduit for an award to another party or provide who is ineligible.
- Other than for normal and recognized executive-legislative relationships no funds may be used for: publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.

### Regarding Purchase of General (i.e., non-specialized) and Specialized Equipment

Requests to use awarded funding to purchase general equipment (excluding vehicles) on behalf of Jurisdiction Health departments or other beneficiary organizations outlined and approved in the associated Work Plan may be considered. Such spending must be identified and itemized, in the budget narrative, explained and justified in the narrative and is subject to review and approval by the Grants

Management Official. Costs for purchase of general equipment (excluding vehicles) without approval by the Grants Management Official may be disallowed. Costs for purchase of general vehicles are not allowed.

Requests to use awarded funding to purchase specialized equipment (including specialized vehicles) on behalf of Jurisdictional Health Departments or other beneficiary organizations outlined and approved in the associated narrative may be considered. Such spending must be identified and itemized in the budget narrative, explained and justified in the Work Plan and is subject to review and approval by the Grants Management Official. Costs for purchase of specialized equipment (including specialized vehicles) without approval by the Grants Management Officials may be disallowed.

#### **Unallowed Expenses**

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the federal Executive Schedule Level II (currently \$203,700).

- Please note that the federal government has implemented a prohibition against using federal funds to purchase telecommunications and video surveillance equipment and services from certain Chinese companies. This regulation is being incorporated into federal grants and contracts received NACCHO through 2 CFR 200.216 and/or Federal Acquisition Regulations (FAR) clause 52.204-25.
- The federal regulation specifically prohibits the purchase of telecommunications equipment and services from: Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities defined below); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). The definition of "Affiliate" can be found in FAR 2.101. The list of subsidiaries and affiliates of Huawei and ZTE can be found in Supplement Number 4 to 15 CFR Part 744.

The recipient can obtain guidance for completing a detailed justified budget on the CDC website at the following Internet address: Budget Preparation Guidelines (cdc.gov)

Please see CDC terms for non-research activities under the contract eligibility on the attached document: https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf.

For further guidance on the salary cap information https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/EX.pdf in the budget guidelines.

## **APPENDIX A2: PROOF OF ACTIVE REGISTRATION**

### **Proof of SAM.gov registration**

Please submit proof of active registration with SAM.gov (see below) with an active DUNS number, as this is required for contract execution. If you are not currently registered with SAM.gov, please visit this site to do so.

See below an example of accepted proof of registration with SAM.gov. You may either submit a screenshot of your active registration status or download as a PDF your active registration record and submit it as an attachment with your funding application.

