



REQUEST FOR PROPOSALS

Technical and Training Assistance (TTA) Consultant for the Building Workforce Capacity of Rural and Frontier Local Health Departments to Respond to COVID-19 and Future Public Health Emergencies Program

National Association of County and City Health Officials (NACCHO)

June 7, 2023

Summary Information

- **Project Title:** Building Workforce Capacity of Rural and Frontier Local Health Departments to COVID-19, Year 3
- **Deadline for submissions:** Wednesday, June 21, 2023, 5:00pm. EST
- **Source of Funding:** Centers for Disease Control and Prevention
- **Maximum Funding Amount:** \$833,399.00
- **Estimated Period of Performance:** 12 months (July 1, 2023, to July 31, 2024).
- **Point of contact for questions:** Victoria Freire, COVIDWorkforce@naccho.org
- **Special conditions of this award:** See [NACCHO Standard Contract](#)

Application Process Timeline

Event	Date/Time
RFP Posted and Open for Submissions	June 7, 2023
Proposal Submission Deadline	June 21, 2023, 5:00 p.m. EST
Award Notification Date	June 28, 2023
Anticipated Contract Start Date	July 1, 2023
Initial Contract End Date	July 31, 2023
Anticipated Contract Modification End Date	July 31, 2024 (pending CDC no cost extension (NCE) approval and satisfactory performance up to July 31, 2023)

Overview

NACCHO is the voice of close to 3,000 local health departments (LHDs) across the country. 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 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), NACCHO is pleased to offer a funding opportunity for a consultant to provide training and technical assistance (TTA) support to build the workforce capacity of rural and frontier local health departments in response to COVID-19 and future public health emergencies. Building upon similar approaches in Years 1 and 2 (2020-2022), the purpose of this third award year is to increase the capacity of additional LHDs that serve rural and/or 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 funding, training, and technical assistance to approximately 12-15 rural and/or frontier-serving LHDs to build their 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 potential other 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.

Proposals will be accepted until **Wednesday, June 21, 2023, 5:00pm. EST**. Selections will be made **by June 28, 2023**, and an initial contract will be executed running from the date of contract execution (estimated to be July 1, 2023) through July 31, 2023. NACCHO anticipates extending the timeline to July 31, 2024, contingent on a CDC approval of a no-cost extension (NCE) for this project. The project is intended to end by July 31, 2024. As such, proposals delineating activities, deliverables and costs covering two periods of performance are required: **Period 1: July 1 to July 31, 2023**, and **Period 2: August 1, 2023, to July 31, 2024**.

All necessary information regarding the project and application process may be found in this request for proposals (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by emailing Victoria Freire, COVIDWorkforce@naccho.org

Purpose and Background

The National Association of County and City Health Officials (NACCHO) is seeking a qualified consultant to provide TTA to build the emergency preparedness workforce capacity of rural and/or frontier-serving LHD award recipients in the areas of administrative preparedness planning, public health communications, health equity, workforce mental health and wellbeing, and emergency preparedness workforce sustainability planning, as well as potential other areas that emerge during the period of performance. This will be accomplished by identifying site TTA needs and priorities; developing and delivering virtual, interactive, and asynchronous trainings; providing group and ad-hoc technical assistance; and updating tools and resources to LHD grant recipients. The consultant will also support NACCHO broader LHD membership by developing a suite of asynchronous trainings/microlearnings and designing and leading the facilitation of NACCHO's Rural Café/community of practice. The consultant should be familiar with the functioning of local health departments; their unique role in emergency response; the needs and successful strategies for training the LHD workforce, including in emergency response; the complex political and social landscape of public health; and the existing frameworks that guide LHD staff in today's public health environment relevant to the above listed areas of focus. Upon selection, the consultant will participate in the kickoff and conclusion webinars, support program evaluation activities, and coordinate their efforts with NACCHO, CDC, and other project providers.

This consultant will provide subject matter expertise to assist the approximately 12-15 LHD grant recipients, to be selected through a separate RFA process, in the planning, training, and implementation of these activities. In addition, the selected consultant will provide grant recipients with public health preparedness, response, and recovery guidance that will help the communities be in a position that is better able to respond to future public health threats. The selected consultant should have experience with rural and/or frontier populations to best meet the needs of the selected LHDs. It should be noted that exact content requirements may shift over the funding period as needs and field needs evolve. It is expected that the consultant will work with NACCHO to advise and determine the most appropriate content scope within the timeframes of the project activities.

Eligibility and Contract Terms

Selected applicants will enter into a fixed-price, goods and services, contractual agreement with NACCHO, using [NACCHO's Standard Contract](#) (terms and conditions) to complete the deliverables specified below. NACCHO will disburse funds according to completion of the below listed deliverables and timeline. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Agreement with a majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify NACCHO's standard contract language has been reviewed and to confirm agreement with the terms and conditions.

Should your organization need to propose any changes to the terms and conditions, please inform us immediately, however NACCHO reserves the right to accept or decline such changes. Significant changes or delays providing required contract documents, including providing proof of an active SAMS.gov registration, may impact your selection as a successful applicant. SAMS.gov registration must be active at the time the contract is signed. Agreeing to NACCHO's Resolution of Disputes and Governing Law is expected and aside of those two clauses, **limited modifications to the terms or contract language can be accommodated. Contractors that cannot agree to majority of NACCHO's contract language should not apply for this initiative.** Applicants should note that the intent of this RFP is to develop resources for use by NACCHO, COVID Workforce project direct grant recipients, and NACCHO's broader membership for use both during and beyond this period of performance. Please see the **OWNERSHIP OF MATERIALS** section of NACCHO's standard [Contract Agreement](#).

If you are an applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

Project Goals & Technical Requirements

Goal

The primary purpose of this project is to directly build the workforce capacity of approximately 12-15 LHD grantees who serve rural and/or frontier jurisdictions and strengthen their cross-sectoral partnerships through the provision of training, tailored technical assistance, and tools/resources. Specific areas of focus are administrative preparedness planning, public health communications, health equity, workforce mental health and wellbeing, and emergency preparedness workforce sustainability planning. An additional purpose is to support the capacity-building of non-direct grantee LHDs through additional activities that support broader peer learning. It is anticipated that LHD grantees, who will be selected from a competitive application process, will engage in the project from August 2023 to July 2024.

Activities

The consultant will engage in the following activities to meet the needs of this RFP:

- **Project Management** – Maintain regular communication with NACCHO on the performance of the contract to support situational awareness among all parties

- Participate in kick-off meetings and regular project planning and coordination meetings with NACCHO, and, as relevant, CDC
- Provide subject matter guidance to NACCHO team to inform ongoing training and technical assistance efforts
- Communicate progress of activities with NACCHO staff through regular check-ins
- Provide a quarterly progress report summarizing activities conducted
- **Training, Technical Assistance, and Cohort Support** - facilitate LHD live/virtual, synchronous learning opportunities through workshops, 1:1 technical assistance, office hours, conferences, and Rural Café/Community of Practice meetings.
 - For the LHD grant recipients (Cohort 3 Dates: August 2023 to July 2024):
 - Facilitate four (4), 60-90 minute live, recorded workshops
 - Provide 1:1 tailored TA assistance to each site in order to review and update or develop the Administrative Preparedness plan
 - Provide monthly, 30-minute Office Hours to grant recipients
 - Virtual, monthly, one-on-one calls with the grant recipients to address TTA needs, deliverable status, and additional support.
 - Regularly provide and update a list of resources/tools to support project goals
 - For LHD non-grant recipients / NACCHO's broader membership:
 - Develop session materials and lead the facilitation of four (4), 60-minute NACCHO Rural Café virtual sessions, open to all LHDs and partners, focused on building rural health capacity of LHDs and partners through facilitated peer-exchange and the sharing of best practices, tools/resources, and funding opportunities.
 - Develop and launch four (4) asynchronous microlearnings relevant to LHD staff engaged in emergency response on topics that align with this project's areas of focus, namely administrative preparedness planning, public health communications, health equity, workforce mental health and wellbeing, and emergency preparedness workforce sustainability planning, and potentially other topics that emerge during the evolution of the project. These microlearnings should be skills- and competencies-based and will be housed on NACCHO University, NACCHO's learning management system (LMS), and therefore must meet our LMS requirements.
 - **Share Project Results:** Submit abstracts to facilitate an in-person workshop at the 2024 Preparedness Summit (April 2024) and at the 2024 NACCHO 360 conference (July 2024) (i.e., 2 abstracts/workshops total) to present on project results, lessons learned, and share tools/resources. Note that NACCHO will cover

conference registration, travel, and per diem costs for up to two (2) consultant staff-presenters for accepted workshops.

Period of Performance

This project is anticipated to run for 13 months (July 1, 2023, to July 31, 2024) and is subject to change. Note that an initial contract will be executed until July 31, 2023, and NACCHO anticipates extending the timeline to July 31, 2024, contingent on a CDC approval of a no-cost extension (NCE) for this project and satisfactory performance during the initial funding period. The project is intended to end by July 31, 2024. Please include a timeline of activities that clearly delineates activities to be accomplished during both periods of performance: Period 1: July 1 to July 31, 2023, and Period 2: August 1, 2023, to July 31, 2024.

Please reach out to Victoria Freire, COVIDWorkforce@naccho.org, with any questions or concerns about the timeline.

Scope of Work

The following table outlines the tasks expected of the selected contractor. NACCHO reserves the right to adjust these activities and timeline as needed.

Invoice	Activities	Deliverables	NTE Budget Amount (Base Period)
Invoice #1: July 1 to July 31, 2023	Participate in kick-off meetings and regular project planning and coordination meetings with NACCHO, and, as relevant, CDC	a) Agenda, PowerPoint Slide deck, and additional developed materials from Project Kick-off call b) Agenda, PowerPoint Slide deck, and additional developed materials from regular meetings with NACCHO and/or CDC c) Project progress report	\$53,692.00*
Invoice #1 (July 31, 2023) June 1 to July 31, 2023, Total:			\$53,692.00
NTE Base Period (initial contract): Total invoice #1 (July 1 to July 31, 2023):			\$53,692.00
* Budgeted deliverable amounts are negotiable based upon the agreed upon SOW; the maximum award will not be greater than \$833,399.00.			

Option Period - Option Period Agreement award is contingent upon NACCHO receiving no cost extension (NCE) from CDC			
Invoice	Activities	Deliverables	NTE Budget Amount (Option Period)
Invoice #2: August 1 to October 31, 2023	Participate in regular project planning and coordination meetings with NACCHO, and, as relevant, CDC	a) Agenda, PowerPoint Slide deck, and additional developed materials from regular meetings with NACCHO and/or CDC b) Project progress report	\$36,529.00*
	Lead initial meetings with LHD grant recipients to discuss and assess administrative preparedness plan needs and begin assisting LHD grant recipients with drafting new or revising existing administrative preparedness plans or plan sections	a) Agenda, PowerPoint Slide deck, and additional developed materials from initial individual TA session b) TTA needs assessment results c) Summary of feedback provided on plans	\$51,247.75*
	Hold office hours once per month	a) Attendance record of office hour calls b) Summary of office hours minutes	\$6,550.75*
	Lead one (1) CoP 60-minute virtual session	a) CoP agenda, slide deck, and post-call notes/minutes b) CoP attendance record	\$32,355.75*
	Lead one (1) training workshop (60-90 min)	a) Agenda, PowerPoint Slide deck, and additional developed materials from one (1) training workshop b) Post-workshop minutes/notes c) Workshop attendance record d) List of updated/existing tools and resources (disseminated to Virtual Communities)	\$14,594.50*

	Prepare two (2) microlearnings	Microlearning materials	\$69,141.00*
Invoice #2 (October 31, 2023) August 1 to October 31, 2023, Total:			\$210,418.75
Invoice #3, November 1, 2023, to January 31, 2024	Participate in regular project planning and coordination meetings with NACCHO, and, as relevant, CDC	a) Agenda, PowerPoint Slide deck, and additional developed materials from regular meetings with NACCHO and/or CDC b) Project progress report	\$36,529.00*
	Continue assisting LHD grant recipients with drafting new or revising existing administrative preparedness plans or plan sections through 1:1 TA sessions	Summary of 1:1 TTA notes	\$51,247.75*
	Hold office hours once per month	a) Attendance record of office hour calls b) Summary of office hours minutes	\$6,550.75*
	Lead one (1) CoP 60-minute virtual session	CoP session materials	\$32,355.75*
	Lead one (1) training workshop (60-90 min)	a) Agenda, PowerPoint Slide deck, and additional developed materials from one (1) training workshop b) Post-workshop minutes/notes c) Workshop attendance record d) List of updated/existing tools and resources (disseminated to Virtual Communities)	\$14,594.50*
	Prepare two (2) microlearnings	Microlearning materials	\$69,141.00*
	Co-develop and submit abstracts for Preparedness Summit and NACCHO 360 2024 (2 abstracts total)	Conference abstracts	\$25,438.00*
Invoice #3 (January 31, 2024) November 1, 2023, to January 31, 2024, Total:			\$235,856.75

Invoice #4, February 1 to April 30, 2024	Participate in regular project planning and coordination meetings with NACCHO, and, as relevant, CDC	a) Agenda, PowerPoint Slide deck, and additional developed materials from regular meetings with NACCHO and/or CDC b) Project progress report	\$36,529.00*
	Continue assisting LHD grant recipients with drafting new or revising existing administrative preparedness plans or plan sections through 1:1 TA sessions	Summary of 1:1 TTA notes	\$51,247.75*
	Hold office hours once per month	a) Attendance record of office hour calls b) Summary of office hours minutes	\$6,550.75*
	Lead one (1) CoP 60-minute virtual session	CoP session materials	\$32,355.75*
	Lead one (1) training workshop	a) Agenda, PowerPoint Slide deck, and additional developed materials from one (1) training workshop b) Post-workshop minutes/notes c) Workshop attendance record d) List of updated/existing tools and resources (disseminated to Virtual Communities)	\$14,594.50*
	Prepare materials for and present at Preparedness Summit 2024	Conference presentation deck	\$25,438.00*
Invoice #4 (April 30, 2023) February 1 to April 30, 2024, Total:			\$166,715.75
Invoice #5, May 1 to July 31, 2024	Participate in regular project planning and coordination meetings with NACCHO, and, as relevant, CDC as well as project wrap-up call	a) Agenda, PowerPoint Slide deck, and additional developed materials from regular meetings with NACCHO and/or CDC b) Project progress report	\$36,529.00*

	Finalize existing administrative preparedness plans or plan sections through 1:1 TA sessions	Summary of 1:1 TTA notes	\$51,247.75*
	Hold office hours once per month	a) Attendance record of office hour calls b) Summary of office hours minutes	\$6,550.75*
	Lead one (1) CoP 60-minute virtual session	CoP session materials	\$32,355.75
	Lead one (1) training workshop	a) Agenda, PowerPoint Slide deck, and additional developed materials from one (1) training workshop b) Post-workshop minutes/notes c) Workshop attendance record d) List of updated/existing tools and resources (disseminated to Virtual Communities)	\$14,594.50*
	Prepare materials for and present at NACCHO 360 2024	Conference presentation deck	\$25,438.00*
Invoice #5 (July 31, 2024) May 1 to July 31, 2024, Total:			\$166,715.75
NTE Option Period (via contract modification): Total invoice #2-#5 (August 1, 2023, to July 31, 2024):			\$779,707.00
Total Invoices #1-5:			\$833,399.00

* Budgeted deliverable amounts are negotiable based upon the agreed upon SOW; the maximum award will not be greater than \$833,399.00.

Method of Payment

NACCHO will pay the selected contractor in one installment to cover the initial contract period of July 1 to July 31, 2023, upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary. Upon reception of approval from CDC for a no-cost extension, NACCHO anticipates executing a contract modification to cover activities occurring from August 1st, 2023, to July 31st, 2024, pending satisfactory performance by the contractor during the initial period of performance.

NACCHO Support

NACCHO staff will serve as a resource to the contractor to ensure adequate completion of the Scope of Work and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO reports, data, and other resources necessary to complete the tasks above.
- Provide use of NACCHO’s Zoom video conferencing and webinar platform.
- Provide input, guidance, and oversight of execution and completion of tasks, including through regular project planning and coordination communications (video conferencing, emails, phone calls, etc.).
- Promote consultant’s funded efforts in coordination with project funder, as relevant and appropriate, to project grant recipients and NACCHO’s broader membership.

Proposal Response Format

A. Project Narrative: To be considered for this project, the project narrative must be no longer than 8 pages, single-spaced, with 12-point font type, and 1” margins. The proposal must include the following:

- a. **Cover Letter**, including the names and contact information of the main point-of-contact and fiscal lead.
- b. **Organization background:** Describe your organization, agency, or company and explain why it qualifies to be responsive to the requirements of this RFP.
- c. **Qualifications & Experience:** Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in this RFP. Describe your organizational and staff qualifications, and your collective experience and expertise related to the following project areas of focus:
 - i. Local health department emergency preparedness, including administrative preparedness planning
 - ii. Workforce development, including mental health and wellbeing
 - iii. Public health communications
 - iv. Health Equity
 - v. Sustainability planning
- d. **Methodology:** Describe, in detail, your proposed methodology to meet all project requirements, including the content and standards outlined in the Scope of Work above.

B. Budget proposals – Using this [budget template](#), provide two (2) detailed, line-item budgets, one (1) for Period 1: July 1, 2023-July 31, 2023each of which clearly outline:

- The \$ amount, % of total budget, and a narrative cost justification for each line item
- Personnel (number of staff, percent effort to the project and salary wages or hourly fees)

- Note: 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 (\$203,700 as of publication of this RFP).
- Funds to be provided to other consultants/firms working on the project, if applicable
- Other costs associated with the project

The following items are NOT allowable expenses:

- Equipment
- Alcoholic Beverages
- Bad Debts
- Contributions and donations
- Entertainment Costs
- Fines and penalties
- Goods and services for personal use
- Lobbying
- Losses on other awards

See Appendix A for a full list of restrictions.

C. Budget narratives: provide two (2) narrative cost justifications, one (1) for each period of performance (i.e., Period 1: July 1-July 31, 2023, and one (2) for Period 2: August 1, 2023-July 31, 2024 (contingency period). Include responses to the following two questions at the end of both budget narratives:

- a. Do you have a prior experience in Federal Contracting? (Yes/No)
- b. Have you completed a Single Audit? (Yes/No)

D. Project Deliverables & Timeline: Provide a realistic outline or chart that includes deliverables and milestones outlined in the Scope of Work above as well as additional key steps to achieve project requirements.

E. Additional Attachments: Please include all of the following attachments with your application:

- a. **Contract forms:** Complete the following hyperlinked forms and submit with application. This information will only be used if the submitting agency is selected and engages in a contract with NACCHO:
 - i. [Vendor information form](#)
 - ii. [Certificate of Non-debarment](#)
 - iii. [W-9](#)

- iv. Proof of active DUNS number and active registration with SAM.gov. **The applicant's SAMS.gov registration must be active at the time the contract is signed.**
- b. **Resumes/Curricula Vitae (CVs):** Provide resumes/CVs for each staff member responsible for project implementation, project management, or other positions identified in the requirements of this RFP.
- c. **Examples of previous work:** Provide at least two (2) examples (short descriptions with links are acceptable) of previous work that demonstrate the capability to produce the work outlined in the Scope of Work.
- d. **References:** Provide three (3) references for which you have performed similar work to the requirements of this RFP.

Selection Criteria

An evaluation team composed of representatives from NACCHO's Public Health Infrastructure and Systems team will use the criteria listed below to evaluate proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP:

- **Understanding of project purpose and goals (15 pts):** Applicant demonstrates a clear understanding of the project goals and deliverables.
- **Relevant expertise (30 pts):** Applicant has clearly documented evidence of their (and that of the proposed project staff) subject matter expertise and experience in the proposed content area.
 - Experience developing engaging, learner centered, extended length, multi-modality training program that meet principles of adult learning (**required**)
 - Providing Administrative Preparedness Planning; Public Health Communications; Health Equity; Workforce Mental Health and Well-Being; and Emergency Preparedness Workforce Sustainability training and technical assistance (**required**)
- **Methodology: (30 pts):** The proposal includes a clear, feasible, appropriate, detailed, and rigorous methodology and plan to effectively meet the goals and deliverables of the project.
- **Project timeline (15 pts):** The proposal includes a detailed and realistic timeline for the project period, with all deliverables completed by the dates referenced.
- **Budget and Overall Proposal Quality (10 pts):** The proposal includes a detailed, line-item budget justifying the proposed expenses and the expenses are appropriate for the purposes of the deliverables. The overall quality of the proposal is clear, concise yet sufficiently detailed, and well-composed.

Submission Instructions

Final response to this RFP should be submitted by **Tuesday, June 21, 2023, 5:00 p.m. EST** to **Victoria Freire** at COVIDWorkforce@naccho.org. **The submission package should include a pdf of the proposal as well as the attachments noted above. Please use the subject line: Technical and Training Assistance (TTA) Consultant for the Building Emergency Preparedness Workforce Program Proposal** Responses submitted after this deadline will not be considered. Hard copy (mailed, faxed) submission will not be considered. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. If you do not receive confirmation within two business days, please send an email to COVIDWorkforce@naccho.org. All applicants will be notified of their status on or around **June 28, 2023**.

Funding and Disclaimer Notices:

This project is supported by a grant from the Centers for Disease Control and Prevention (CDC-RFA-OT18-1802). CDC does not endorse any product, service, or enterprise. Views expressed in related products do not necessarily reflect those of CDC or Health and Human Services.

This RFP is not binding on NACCHO, nor does it constitute a contractual offer. Without limiting the foregoing, NACCHO reserves the right, in its sole discretion, to reject any or all proposals; to modify, supplement, or cancel the RFP; to waive any deviation from the RFP; to negotiate regarding any proposal; and to negotiate final terms and conditions that may differ from those stated in the RFP. Under no circumstances shall NACCHO be liable for any costs incurred by any person in connection with the preparation and submission of a response to this RFP.

Attachments

- I. [NACCHO's Standard Contract](#)
- II. [budget template](#)
- III. [Vendor Information Form](#)

Appendix A: 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:

<http://www.cdc.gov/grants/interestedinapplying/applicationprocess.html>

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.