

Preparing for Water, Sanitation & Hygiene-Related Emergencies Among People Experiencing Homelessness

Request for Application (RFA)

Informational Webinar

Questions? Please share via the Q&A box.

Introductions

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Lead Program Analyst
National Association of County and City Health
Officials (NACCHO)



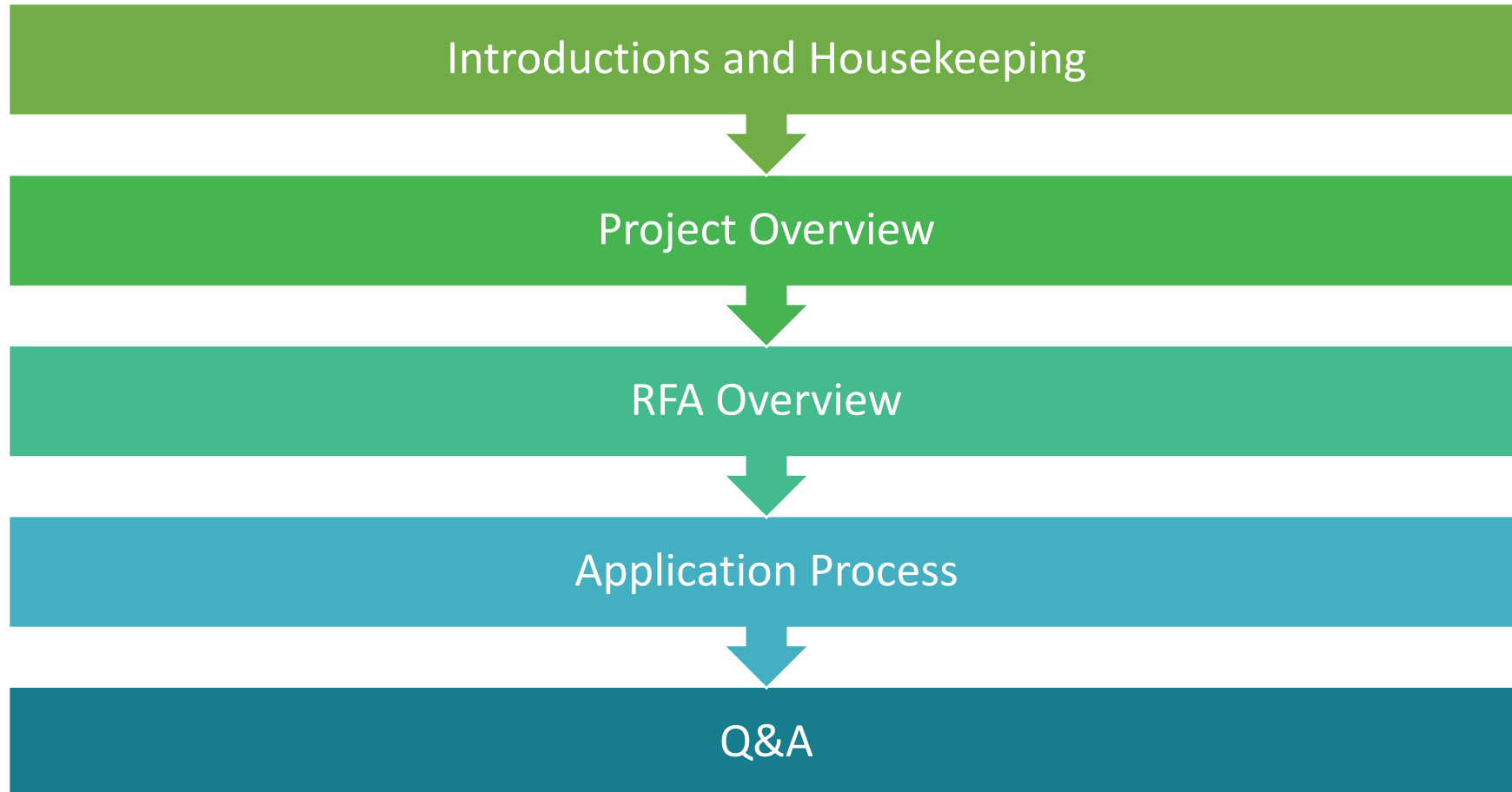
Muneera Hassan

Program Analyst
National Association of County and City Health
Officials (NACCHO)



Contact us by e-mailing WASH@naccho.org

Agenda









Webinar Materials

Find the webinar slides, webinar recording and FAQ document on NACCHO's WASH Webpage (www.naccho.org/wash)

About NACCHO

NACCHO is comprised of nearly **3,000** local health departments across the United States.

Our mission is to serve as a **leader, partner, catalyst,** and **voice** with local health departments.

-  Advocacy
-  Partnerships
-  Funding
-  Training and education
-  Networking
-  Resources, tools, and technical assistance



Project Overview

Background

- The number of people experiencing homelessness in the US continues to increase.
- People experiencing homelessness often have limited access to sanitation facilities and face barriers to engaging in hygiene behaviors.
- Certain WASH-related emergencies, such as natural disasters, may lead to the destruction and/or closure of facilities, creating additional barriers to accessing sanitation and hygiene services.
- Emergency response activities do not always take into consideration the unique needs of this population.

The goal of this funding opportunity is to assist local jurisdictions in adapting and exercising emergency preparedness plans for WASH-related public health emergencies among people experiencing homelessness.

Adapt

- Adapt their preparedness plans to address the needs of people experiencing homelessness during WASH-related emergencies

Exercise

- Develop and implement an exercise to test their plan

Share

- Share lessons learned, best practices, and improvement plans



RFA Overview

Important Dates

Event	Date/Time
Release of Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness RFA	June 6, 2022
Optional Informational webinar for Potential Applicants	June 15, 1:00 PM ET Registration Link
Submission Deadline	July 1, 2022, 11:59 PM ET
Award Notification Date	Week of July 18, 2022
Anticipated Contract Start Date	August 1, 2022
Anticipated Contract End Date	May 31, 2023

Eligibility and Contract Terms

Eligibility

- This RFA is open to local governmental agencies, with a focus on local health departments.
- Priority will be given to local jurisdictions with demonstrated need and/or understanding of the needs of people experiencing homelessness during WASH-related emergencies in their community.

Contract Terms

- NACCHO will issue awards of \$42,000 via a Fixed Price Contract
 - Two invoices
- Agreement with NACCHO standard contract terms and conditions is a requirement.

Scope of Work

- Kick-off call
- Monthly calls
- Preparedness Plan
- Exercise
- Interim Progress Report
- Research and Evaluation Activities
- End-of-Year Workshop at the 2023 Preparedness Summit
- Final Report
- Presentations

Activities and Deliverables: Invoice 1

Invoice	Project Activities	Deliverables	Amount of Total Award
<p>Invoice # 1</p> <p>August 1, 2022, to December 31, 2022</p>	<ol style="list-style-type: none"> 1. Participate in Kick-Off Call and develop a short introductory presentation. 2. Participate in at least three (3) monthly calls. 3. Draft emergency preparedness plan or plan section. 4. Complete an Interim Progress Report. 5. Participate in evaluation activities (August 1-December 31, 2022). 	<ol style="list-style-type: none"> 1. Attendance recorded by NACCHO and PowerPoint presentation from the Kick-off call. 2. Attendance recorded by NACCHO from at least (3) monthly calls. 3. Draft of emergency preparedness plan or section of the plan. 4. Completed Interim Progress Report. 5. Record of completion of required evaluation activities. 	<ol style="list-style-type: none"> 1. \$1,250 2. \$3,750 3. \$2,250 4. \$2,250 5. \$1,000
Total for Invoice 1			\$10,500

Activities and Deliverables: Invoice 2

Invoice	Project Activities	Deliverables	Amount of Total Award
<p>Invoice # 2</p> <p>January 1, 2023, to May 31, 2023</p>	<ol style="list-style-type: none"> 1. Participate in at least three (3) monthly calls. 2. Participate in end-of-year workshop. 3. Participate in the project wrap-up call. 4. Finalize emergency preparedness plan or plan section 5. Develop and conduct exercise to test updated plan. 6. Conduct a Hot Wash and develop an After-Action Report/Improvement Plan. 7. Final report, including the creation of a summary presentation. 8. Participate in evaluation activities (January 1- May 31, 2023). 	<ol style="list-style-type: none"> 1. Attendance recorded by NACCHO from at least three (3) monthly calls. 2. Attendance recorded by NACCHO to the end-of-year workshop and PowerPoint presentation sharing lessons learned. 3. Attendance recorded by NACCHO from project wrap-up call. 4. Final Emergency preparedness plan or plan section. 5. Exercise Plan materials and proof of exercise completion. 6. After-Action Report/Improvement Plan. 7. Final Report and project summary PowerPoint presentation. 8. Record of completion of required evaluation activities 	<ol style="list-style-type: none"> 1. \$3,750 2. \$4,500 3. \$1,250 4. \$5,500 5. \$5,500 6. \$5,500 7. \$2,500 8. \$3,000
Total for Invoice 1			\$31,500



Application Process

Application Submission Elements

1

Application

Contains bulk of information including contact information, narrative and a few contracting questions.

Use Application Template

2

Budget

Line item budget

Use the Budget Template

3

Budget Narrative

Explanation of how each line item was calculated in the budget

Use Budget Narrative Template

4

Attachments

These support contracting

Use forms or attach proof

Application and all supporting materials must be submitted via email to WASH@naccho.org no later than **11:59PM ET on Friday, July 1, 2022**. Please use the subject line, "WASH-related Emergencies Application: [Name of Organization]."

Application

- Contact Information
- Project Narrative
 - Statement of Need
 - Implementation Capacity
 - Project Plan
- Standard Contract Language Verification
- Contract and Auditing



REQUEST FOR APPLICATION: Application Template
Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness

National Association of County and City Health Officials (NACCHO)

Release Date: June 6, 2022

Due Date: July 1, 2022

Refer to the complete Request for Application for instructions and evaluation guidance for each section. Applicants should use single-spaced, Calibri, 12-point font, with 1" margins.

1. Contact Information

a. Organization Name

b. Address

c. Lead Project Contact

i. Name:

ii. Email:

iii. Phone:

d. Lead Finance Contact

i. Name:

ii. Email

iii. Phone:

Budget

Provide a fixed price line-item budget of \$42,000, that clearly outlines the dollar amount for the completion of the project. Please note that any budgets that are more than this cap will not be reviewed.

Use Appendix A: Budget Guidance and Appendix B: Funding Restrictions when creating your budget.

LINE-ITEM BUDGET		
National Association of County and City Health Officials		
Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness		
Line Items	Requested Amount from August 1, 2022 through May 31, 2023	Cost Justification
Direct Labor (Name & Position description)		
Personnel Subtotal	\$ -	
Fringe Benefits (X%)		
Subtotal Direct Labor & Fringe	\$ -	
Contracts (Subaward and/or Contractor)		
Subtotal of Contracts (Subaward and/or Contractor)	\$ -	
Materials/ Supplies		
Subtotal of Materials/ Supplies	\$ -	
Travel		
Subtotal of Travel	\$ -	
Other expenses		

1. Budget Guidelines 2. Detailed Budget Template

Budget Narrative

A budget narrative should also be provided using the Budget Narrative Template explaining each line-item and how the amounts were derived. Please refer to *Appendix A* for more detailed budgeted guidance.

Budget Narrative

The budget narrative should explain each line-item in the budget proposal, including the cost breakdown and justification as to how it will support project goals and objectives. Refer to the Budget Guidance: Appendix B for details.

[ORGANIZATION]

Preparing for WASH-Related Emergencies Among People Experiencing Homelessness
(August 1, 2022 – May 31, 2023)

A.	Personnel	Total \$XXX
B.	Fringe Benefits	Total \$XXX
C.	Contractual	Total \$XXX
D.	Supplies and Equipment	Total \$XXX
E.	Travel	Total \$XXX
F.	Other	Total \$XXX
G.	Indirect Costs	Total \$XXX
	Grand Total Requested	\$XXXX

Attachments

Please include the following attachments with your application:

- Vendor Information Form
- Certification of Non-Debarment
- W-9
- FFATA data collection form. (This form will be required for all contracts over \$25,000, but if you are not able to complete the form in time for the application deadline, you may submit it one week after you have been selected)
- Proof of active registration with SAM.gov in accordance with active DUNS number.
- Back up documentation for fringe and indirect rate.

Evaluation

Statement of Need – 25% (1-2 pages)

Describe the public health needs and impact of WASH-related emergencies among people experiencing homelessness in your jurisdiction. Use data as available to illustrate your needs.

Implementation Capacity - 25% (1-2 pages)

Describe your organizational and staff qualifications and experience writing preparedness plans, developing exercises, and, if applicable, addressing WASH-related emergencies.

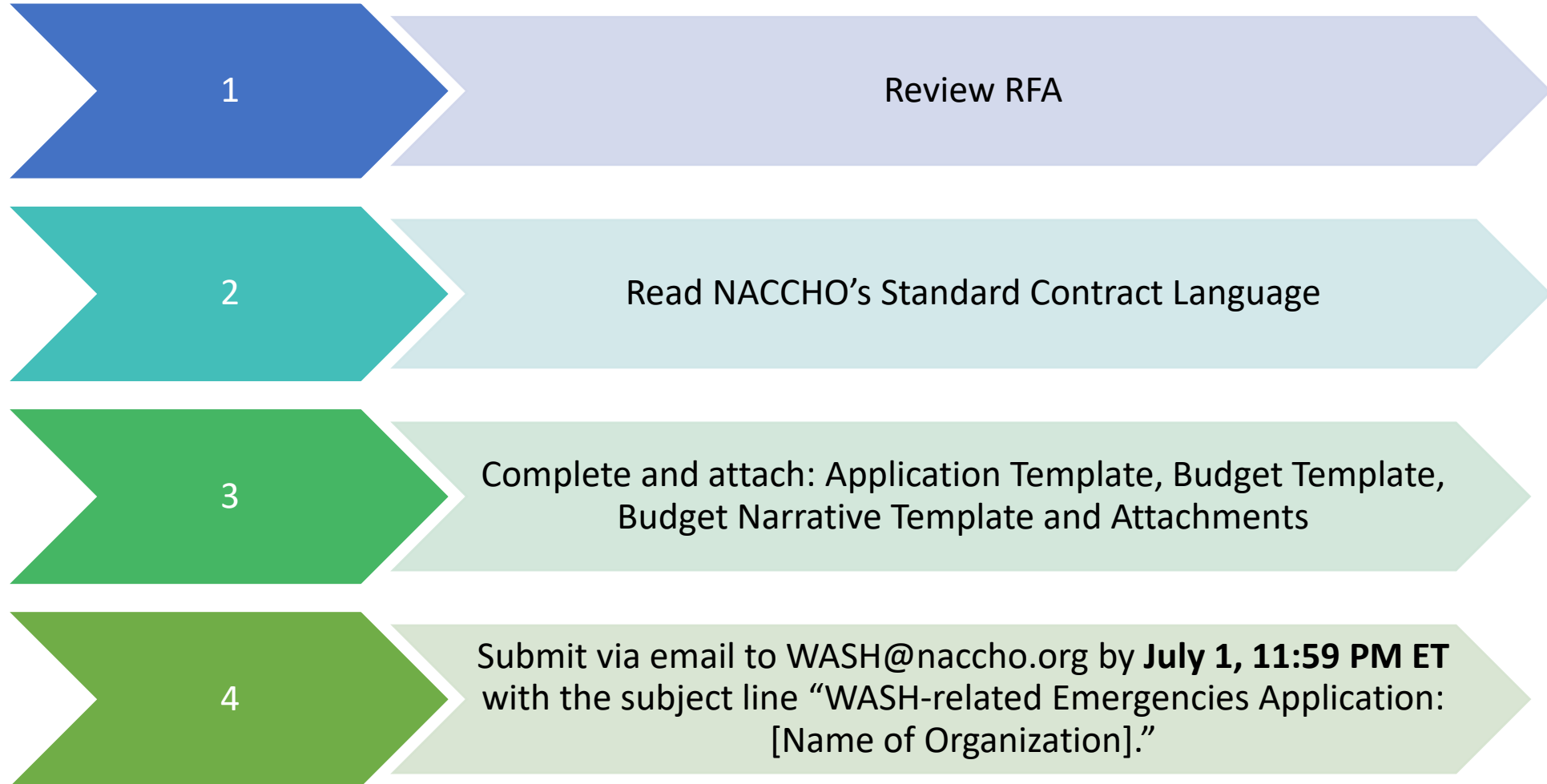
Project Plan - 40% (2-4 pages, excluding tables)

Review the Scope of Work and describe how will you accomplish the tasks and deliverables listed. Include: A detailed work plan, including activities to achieve project requirements, deliverables, and a timeline for completion. Incorporate the required milestones and deadlines into your work plan.

Budget and Budget Narrative – 10%

Provide a fixed price line-item budget of \$42,000, that clearly outlines the dollar amount for the completion of the project, and a narrative cost justification for each line item. Please note that any budgets that are more than this cap will not be reviewed.

To Apply



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