

NACCHO's 2022-2023 Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project

Informational Webinar

September 26, 2022 | 2:00 – 3:00 PM ET

*This webinar is being recorded and will be posted to the NACCHO website.



The National Connection for Local Public Health





Agenda

1. Welcome
2. NACCHO Overview
3. Request for Application (RFA) Overview
4. Application Submission Guidelines
5. Q&A

About NACCHO

- NACCHO, the National Association of County and City Health Officials, is comprised of nearly 3,000 local health departments (LHDs) across the country.
 - Advocacy
 - Funding
 - Training and education
 - Partnerships
 - Resources, tools, and technical assistance
- Maternal, Child, and Adolescent Health (MCAH) Portfolio
 - Prioritizing pregnant people and infants during preparedness plans and infectious disease emergencies.

Request for Applications (RFA) Overview

Demonstration Site Objectives

- View the full RFA [here](#)
- Designed to support LHDs in identifying emerging infectious disease threats that impact pregnant people and their infants and develop feasible action items to implement in their jurisdiction.
- NACCHO will award up to \$20,000 to up to four health departments and will facilitate virtual action planning processes to support recipients to identify priorities for collaboration and take concrete steps to increase prioritization of pregnant people and infants over the course of the project period.

MIP Workgroup

- This funding opportunity is part of NACCHO's MCH, ID, and Preparedness (MIP) Collaborative Workgroup, which supports public health and clinical care partnerships at the local level to increase local jurisdictions' ability to protect, respond, and support pregnant people and their infants from emerging infectious disease threats.
- Selected awardees will be expected to participate in the MIP Workgroup as outlined in the Scope of Work

Eligibility to Apply

Applicants should:

- Be a local government entity working in Maternal Child Health (MCH), Infectious Disease (ID), or Emergency Preparedness and Response (EPR). “Local” here is defined as organizations working at county, city, or community levels (e.g., local health department)
- Be committed to or have already started identifying an emerging infectious disease threat(s) that impacts pregnant people and infants in their jurisdiction/should have the capacity to develop action plans to support MCH populations during emergencies
- Demonstrate the need for funding

Project Requirements and Expectations (Scope of Work)

1. Participate in a project kick-off call with NACCHO, CDC, and other awardees.
2. Complete a baseline assessment to assess MCH, ID, and EPR capacity within the LHD.
3. Design and develop a series of virtual action planning meetings with LHD staff and, if relevant, additional stakeholders.
4. Finalize an action plan.
5. Initiate implementation of the action plan.
6. Participate in the MIP Workgroup membership by attending bi-monthly workgroup meetings. Prepare to share project updates and highlights with the full workgroup at each meeting.
7. Prepare a final end-of-year project presentation for the MIP Workgroup membership.
8. Participate in NACCHO led virtual site visits upon completion of action plans.
9. Revisit the capacity assessment.
10. Participate in peer sharing and technical assistance calls facilitated by NACCHO.
11. Complete an evaluation worksheet that summarizes progress in achieving action steps and partner engagement strategy.

NACCHO Support

- NACCHO, in collaboration with CDC and consultants, will provide the following technical assistance and support to awardees:
 - Schedule and conduct check-in calls with each awardee
 - Provide opportunities for peer-to-peer networking among awarded LHDs
 - Provide technical assistance and ad-hoc individual meetings
 - Assist with strategic planning and action planning

Project Timeline

Application submission deadline	Thursday, October 20, 2022 1:59 PM EST
Anticipated contract start date	Monday, November 14, 2022
MIP workgroup bi-monthly calls	December 2022 – June 2023
Project kick-off call	January 2023
Series of virtual action planning meetings	January – April 2023
All-awardee calls	January – April 2023
Final Project Presentation	June 2023
Anticipated contract end date	July 2023

Expected Activities & Deliverables

Invoice #	Invoice Date	Invoice Amount
Invoice I – Initial kick off call and completed pre-assessment	January 2023	
Invoice II – Participation in all required meetings, scheduled action planning meetings	April 2023	
Invoice III – Submission of final action plan	May 2023	
Invoice IV – Final project presentation, post-assessment and evaluation	July 2023	
Total		

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

Application Requirements and Instructions

Application Requirements

The application must include the following items to be deemed complete:

- Complete responses to the questions that address the four domains described below:
 - Background Information, Statement of Need, Proposed Project Plan, and LHD Capacity to Implement Approach
- Budget Justification and Narrative
- Completed attachments (next slide)

Required Forms/Attachments

- Budget Proposal – Line-item budget justification and narrative
- Vendor Information Form
- W-9 Form
- Certification of Non-Debarment Form
- **Proof of active registration with SAM.gov in accordance with an active Unique Entity Identifier number**
- In addition, you will be required to answer the following two questions: Does your organization have prior experience in federal contracting? Has your organization completed a Single Audit?
- NACCHO Standard Contract for review (next slide)

Budgets

- Proposed budgets should not exceed \$20,000
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. NACCHO reserves the right to request a revised cost proposal, should NACCHO and CDC determine an applicant's proposed cost as unallowable.
- Certain restrictions must be considered while planning the programs and writing the budget. For example, funding...
 - **Cannot** be used for the purchase or upkeep of office furniture or equipment.
 - **Cannot** be used for research or clinical care
 - **Can** be used for program purposes, such as personnel, travel, supplies, and services
- Previous participants have sought reimbursement for staff training, supplies, and staff time.

Standard Contract Language

- NACCHO's Standard Contract Language provided in the RFA
 - *Note:* NACCHO has a specific template for applicants from FL and TX. Please email efilipos@naccho.org should you need one!

Agreement Information

The participating organization will enter into a contract with NACCHO to complete the deliverable(s) described in the RFA. Agreement with [standard contract language](#) terms and conditions is a requirement for application. (Note: NACCHO has a specific template for applicants from FL and TX. Please email efilipos@naccho.org for a copy should you need one). No modifications will be made. The information will help to begin the contracting process immediately upon selection.

*

Our organization has read NACCHO's [standard contract language](#) and provided a copy to the individual with signing authority at our agency for advanced consideration.

- Yes
- No

Selection Criteria

Prioritization of Issues (20 points): Applicant demonstrates a knowledge of infectious disease threats impacting the MCH population, especially among pregnant people and infants, and has demonstrated why they are prioritizing a certain infectious disease.

Project Approach (25 points): Applicant describes a project plan that is feasible, responsive, and likely to increase the EPR capacity of the LHD to prioritize MCH populations. The project plan should include statements about how this will improve community resilience. Applicants should also demonstrate overall commitment, completeness in answering the questions, and submission of all required information and documents.

Organizational Capacity (25 points): Applicant has capacity to develop and implement EPR plans, exercises, and responses.

Selection Criteria

Commitment to Collaborate (20 points): Applicant demonstrates a commitment to collaborate across MCH, ID, and EPR departments. Note that lack of a pre-existing relationship among MCH, ID, and EPR departments is not a barrier to a successful application. If there is currently no coordination, we seek evidence of a commitment to collaborate either through the narrative or letters of commitment from department directors.

Commitment to Addressing Equity (10 points): All successful applications will have identified inequities within MCH populations, particularly among pregnant people and infants, and propose approaches that address these inequities.

Submission Instructions

NACCHO's Application Website

- Access NACCHO's application homepage at: <https://nacchoapplication.secure-platform.com/>
- Find **Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project** under "Program"
- Access Demo Site RFA Application directly at: <https://nacchoapplication.secure-platform.com/a/solicitations/36/home>

Use the SSO login button below to login using your MyNACCHO account. Once you log in, you will have the ability to complete an application or access the judging panel.

SSO Login

Welcome to NACCHO's application website.

Each year, NACCHO recognizes the remarkable accomplishments of local health departments and health officials through awards. Please find a list of our open applications below.

More information about NACCHO's annual awards can be found [here](#).

Use the start buttons below to login with your MyNACCHO account and begin your application.

Program	Description	Open	Close	Apply
Project Public Health Ready	In collaboration with the Centers for Disease Control and Prevention (CDC), Project Public Health Ready	7/20/22	10/31/22	Apply Now
Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project	NACCHO, with support from the National Center on Birth Defects and Developmental Disabilities (NCBDDD) within the Centers for Disease Control and Prevention (CDC), is pleased to offer a new funding opportunity designed to support local health departments (LHDs) in identifying emerging infectious disease threats that impact pregnant people and their infants and develop feasible action items to implement in their jurisdiction. NACCHO will award up to \$20,000 to up to four health departments and will facilitate virtual action planning processes to support recipients to identify priorities for collaboration and take concrete steps to increase prioritization of pregnant people and infants.	9/20/22	10/20/22	<i>Coming Soon</i>

Step 1: Log In

- All applicants will be required to have a myNACCHO account in order to start an application. Applicants will need to create a NACCHO.org account if they do not already have one.
- Once you click on either of the links in the previous slide to access the application, you will be prompted to log in using your 'MyNACCHO' login information.

The SSO Login button will be in the top left corner of your screen:

Login to Complete an
Application or to Access
Judging Panel

A rectangular button with a light gray background and rounded corners, containing the text "SSO Login" in a dark gray font. The button is highlighted by a yellow rectangular border.

SSO Login

Step 2: Start Your Application

- After selecting 'Apply Now', you will be taken to the application where you can begin filling out the required fields

The screenshot shows a web application interface. At the top is a dark navigation bar with a white 'N' logo and links for Home, My Account, About Us, Model Practices, and MRC Operational Readiness Awards. Below this is a sidebar menu for user Elana Filipos, containing links for Home, My Applications (with sub-links for All (2) and Incomplete (2)), My Profile, Admin Panel, and Log Out. The main content area has a breadcrumb trail: Home / My Applications / 3222 - New Application. The title of the page is 'Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project'. Below the title is a breadcrumb trail for the application steps: Background Information → Statement of Need → Proposed Project Plan → LHD Capacity to Implement Approach → Budget Justification and Narrative → File Upload. The main text describes the funding opportunity, stating that NACCHO, with support from the National Center on Birth Defects and Developmental Disabilities (NCBDDD) within the Centers for Disease Control and Prevention (CDC), is pleased to offer a new funding opportunity designed to support local health departments (LHDs) in identifying emerging infectious disease threats that impact pregnant people and their infants and develop feasible action items to implement in their jurisdiction. It further details that NACCHO will award up to \$20,000 to up to four health departments and will facilitate virtual action planning processes to support recipients to identify priorities for collaboration and take concrete steps to increase prioritization of pregnant people and infants over the course of the project period. NACCHO will facilitate the virtual action planning development and implementation process, providing both group and individually tailored technical assistance (TA) and resources to awardees, as well as fostering a community of peer-to-peer learning among awardees. This funding opportunity is part of NACCHO's Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties (MIP) Workgroup, which supports public health and clinical care partnerships at the local level to increase local jurisdictions' ability to protect, respond, and support pregnant people and their infants from emerging infectious disease threats. Selected awardees will be expected to participate in the MIP workgroup. A link is provided to view the full RFA here, and an email address, efilipos@naccho.org, is provided for questions. At the bottom of the page, there is a teal header for 'Organization Information' and a form field with the label 'What is the name of your organization? *' and a small icon of a document with a plus sign.

Step 3: Save Your Application

- Select 'Save' if you would like to save your application process and come back to it later
- Select 'Save and Finalize' to submit your application

Agreement Information

The participating organization will enter into a contract with NACCHO to complete the deliverable(s) described in the RFA. Agreement with [standard contract language](#) terms and conditions is a requirement for application. (Note: NACCHO has a specific template for applicants from FL and TX. Please email efilipos@naccho.org for a copy should you need one). No modifications will be made. The information will help to begin the contracting process immediately upon selection.

*

Our organization has read NACCHO's [standard contract language](#) and provided a copy to the individual with signing authority at your agency for advanced consideration.

- Yes
 No

Prev

Save

Save and Finalize

Step 4: Return to Your Application

- If you saved your application to return to it later, you can find it in your account under "My Applications" in the "Incomplete" tab. Click "Edit" to continue working on your application.

Welcome Elana Filipos

- Home
- My Applications
 - All (2)
 - Incomplete (2)
- My Profile
- Admin Panel
- Log Out

Incomplete

Last Updated	Program	Round	Application #	Category	Title	Action
	Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project	First Round	3221			Edit Remove Print

Showing 1 to 2 of 2 entries

Step 5: Submit Your Application

- Once you've completed your application, click "Save and Finalize" to submit. You can find your completed application under "My Applications" in the "Completed" tab.
- You can view your application and print a copy for your records.

Welcome Elana Filipos

- Home
- My Applications
 - All (1)
 - Complete (1)
- My Profile
- Admin Panel
- Log Out

Complete

Program	Round	Application #	Category	Title	Last Updated	Action
Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project	First Round	3238		NACCHO	9/19/2022 05:12 PM	View Copy Application Print

Things to Note & Important Dates

- Review ALL requirements and expectations outlined in the RFA.
- Address every section of the application
- Be concise, but thorough
- **Applications are due by 11:59 PM ET on October 20, 2022**
 - Applications that are incomplete and/or submitted late will not be considered
- **Applicants will be notified of their application status by e-mail to the project point of contact around October 31, 2022.**
- Selected LHDs will be required to confirm participation and agreement with the contract scope of work after receiving notification. The designated point of contact for selection must be available to receive and respond to the notification in a timely manner.

Questions?

Email: Elana Filipos at efilipos@naccho.org