Introduction and Overview
The National Association of County and City Health Officials (NACCHO) is pleased to announce the Medical Reserve Corps (MRC) COVID-19 Operational Readiness Awards (ORA). This funding opportunity is intended to support MRC units that are actively supporting or planning COVID-19 responses and build unit response capabilities through the development of an MRC response mission set. NACCHO will award up to 23 awards at $5000 each through a competitive selection process for eligible MRC units. Funding available for these awards requires that award deliverables must be completed by December 4, 2020.

Funding for this opportunity is available through a cooperative agreement between NACCHO and the U.S. Department of Health and Human Services’ Office of the Assistant Secretary for Preparedness and Response (ASPR) (grant # 6 HITEP150032-02-13). Any applicable statutory or regulatory requirements, including 45 CFR Part 75 and 2 CFR Part 200, directly apply to this sub-award. Specific information on allowable costs can be found in 2 CFR Chapter I, Chapter II, Part 200 including Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

MRC units must be able to meet the following activities to be eligible for this award:

- Meet the MRC Program Office criteria for an MRC unit in good standing and NACCHO requirements (see section III).
- Be able to submit a signed contract to NACCHO by November 20, 2020.
- Complete project deliverable by December 4, 2020 (see section I, Project Deliverable)

I. COVID-19 Operational Readiness Awards Overview, Project Deliverables, and Important Dates

Awards Overview
The efforts of the MRC network to support the COVID-19 response have been unprecedented and MRC units continue to be actively engaged in supporting a myriad of response efforts. Many of these response efforts are new to MRC units or have evolved because of extra precautions to minimize the spread, such as social distancing and the expanded use of personal protective equipment. The MRC Operational Readiness Awards that were issued earlier this year focused on developing MRC volunteer and unit response capabilities. This additional funding opportunity builds on the intent of that funding and shifts the focus to developing and capturing MRC unit response capabilities to support the COVID-19 response efforts.

The MRC COVID-19 awards are available due to a cost savings from change in format of the in-person MRC Leadership Summit and Preparedness Summit to a virtual format. Because of the funding period for NACCHO’s cooperative agreement these funds need to be distributed by the end of the calendar year. NACCHO recognizes
this is a shorter timeline than previous awards, so we have changed from a “project” focus to a defined deliverable due by December 4, 2020. In addition, this funding is only available to units that did not receive the 2020 MRC Operational Readiness or who only received a Tier 1 award at the $2,500 level. Units that received funding at the Tier II level of $7,500 are not eligible to apply.

How to Apply
Unit are strongly encouraged to review all the application questions in advance and gather your responses prior to entering your application. The application questions may be found here. All questions must be answered. If you have any questions, please contact NACCHO at mrc@naccho.org.

Applications will be open from September 1 to September 22, 8pm ET.

MRC units may apply here: http://naccho.co1.qualtrics.com/jfe/form/SV_787JROaQ5m7yyDr

Project Deliverables
MRC units that receive an MRC COVID-19 award will be required to submit (1) mission set by December 4, 2020 using the MRC mission set template provided by NACCHO. The mission set will outline the unit response plans for a specific response mission. Click here to download the mission set template. Examples and a description of MRC mission sets may be found in the 2019 MRC Deployment Readiness Guide starting on page 23.

NACCHO will provide technical assistance to all awardees for the development of their mission set through a webinar and one-on-one technical assistance as needed. The webinar will be conducted approximately one week after the announcement of awardees.

MRC units will be required to include a line item budget of proposed expenses as a part of the application process. The budget should be used for costs that support the unit being ready for response efforts. Examples of expenses include staff time, field equipment/supplies, volunteer deployment gear, and volunteer management software. Funding for this award should not be used for expenses that would normally be covered under emergency relief funds, such as testing or vaccination costs for the public. MRC units can spend award funds after the terms of agreement listed in the contract.

Important Dates and Information
The following dates are provided for planning purposes regarding the modification request and reporting requirements.

- **August 17, 2020:** NACCHO releases Request for Application for MRC COVID-19 ORA.
- **September 1, 2020:** Applications open. Click here for a list of all questions in the application.
- **September 22, 2020:** Applications close - 8pm ET.
- **September 29, 2020:** MRC COVID-19 ORA awardees announced.
- **Week of October 5, 2020:** NACCHO will conduct technical assistance webinar for awardees. Webinar will be recorded, and one on one technical assistance will be provided as needed.
- **October 5-16, 2020:** NACCHO will send out MRC COVID-19 ORA contracts for signature.
• **November 20, 2020:** Signed contracts are due to NACCHO.

• **December 4, 2020:** Project deliverable - MRC unit Mission Set due to NACCHO.

• **December 31, 2020:** All MRC unit award checks will be sent out. Award checks will be sent out on a rolling basis upon receipt of mission sets and a fully executed contract.

## II: Proposal Content, Evaluation, and Scoring of Applications

Proposals for ORAs will be evaluated on the following criteria:

1. **Mission Set Description (50% of total score):**
   a. Describe the current or planned MRC unit response to support COVID-19.
   b. Include examples of successes or challenges and how this award will support the development of mission set and unit response capabilities.
   c. Describe your objectives in developing this response mission set and how it will help build your unit response capability.

2. **Work Plan (25% of total score):**
   a. Describe how the development of the mission set will be carried out.
   b. Describe how MRC volunteers and/or stakeholders will be engaged in the process.

3. **Budget (12.5% of total score):**
   a. Include a line item budget of your estimated program costs. Budgets should be saved as a pdf document for upload into the application survey. Please use the following line items to outline costs as appropriate in each category. Your project budget should equal $5,000. Administrative costs should be minimized where possible and funds should be used to support unit response capabilities.
      i. Administrative Costs and Fees
      ii. Professional Service Fees
      iii. Facilities, Rentals and AV Fees
      iv. Uniforms, Equipment and Resources
      v. Training & Exercises (T&E)
      vi. Travel/Transportation Services
      vii. Awards, Recruitment and Outreach

4. **Implementation and Evaluation (12.5% of total score):**
   a. Describe how your unit will implement the mission set into response plans, training of volunteers, and coordination of responses.
   b. Describe your plans for evaluation of mission set after training or response activities.

## III: Eligibility Requirements

MRC Program Office eligibility requirements for the MRC COVID-19 ORAs include the following:

• **Selected applicants must have fully updated their unit profiles** on the MRC Program Office website ([https://mrc.hhs.gov/HomePage](https://mrc.hhs.gov/HomePage)) between **June 1 – September 22, 2020**.

* A fully updated unit profile is one in which *all* questions have been answered or updated (particularly unit leader contact information, numbers of volunteers, and activity reports, if
applicable). The MRC Program Office strongly encourages units to update their unit profiles with any previously unreported activities for the last year, as well as new activities.

- Applicants must be eligible to receive federal funds through their housing/sponsoring agency or be a 501(c) (3) non-profit organization.

**NACCHO eligibility requirements for the MRC COVID-19 ORAs include the following:**

- Applicants must provide both their Employer Identification Number (EIN) and their Duns & Bradstreet Number (DUNS), as required by Federal regulations.
- MRC units must be able to submit a signed contract by November 20, 2020 to meet the funding period requirements.
- MRC units must submit project deliverable for the development of a mission set by December 4, 2020.
- **MRC units that have received an MRC ORA Tier II award are not eligible for this award.**
- MRC units selected for funding will receive a notification of award and contractual agreement. Units that accept the funding agree to comply with the terms of agreement outlined in the contractual agreement and submit all documents within the terms of agreement timeframe.
- NACCHO will not be able to accept any requests for changes to the content language of the contractual agreement due to the limited funding period.
- Requests for corrections or changes to designated approving authorities, housing agencies, or addresses to the contract must be submitted to NACCHO by October 30, 2020.
- **See contract template.**

**Other Important Information**

MRC COVID-19 ORA contracts will be sent electronically to selected units no later than October 16, 2020. It is the responsibility of the MRC unit to return a signed copy of the contract no later than November 20, 2020. Funding for awards will be mailed approximately 2-4 weeks after receipt of the project deliverables and a completed and signed contract. We are unable to make content changes to the contract or extend the deadline for receipt of the contract due to the limit award period of this funding opportunity. Units are encouraged to be proactive in coordinating the grant approval process within their housing agency or local jurisdiction to avoid possible delays and should not apply if they are not able to meet these deadlines.

For any additional questions, contact NACCHO at mrc@naccho.org.