



**Request for Applications**

**2025 Medical Reserve Corps Operational Readiness Awards**

**National Association of County and City Health Officials (NACCHO)**

**September 30<sup>th</sup>, 2024, 8:00 AM E.T.**

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## Summary Information

<b>Project Title</b>	2025 Medical Reserve Corps Operational Readiness Awards
<b>Proposal due date and time</b>	December 6 <sup>th</sup> , 2024, at 8:00 P.M. E.T.
<b>Selection announcement date</b>	Week of January 20 <sup>th</sup> , 2025
<b>Source of funding</b>	ASPR
<b>NOA Award No.</b>	1 U3REP230718-01
<b>CFDA</b>	93.008
<b>Maximum funding amount</b>	\$ 1,300,000
<b>Point of contact for questions regarding this application</b>	<a href="mailto:mrc@naccho.org">mrc@naccho.org</a>
<b>Special conditions of this award</b>	Applicants must update their unit profiles on the MRC Program Office website by entering an activity that occurred between September 6 <sup>th</sup> to December 6 <sup>th</sup> , 2024.
<b>Application Link</b>	<a href="https://nacchoapplication.secure-platform.com/a/solicitations/96/home">https://nacchoapplication.secure-platform.com/a/solicitations/96/home</a>

## **Overview**

The National Association of County and City Health Officials (NACCHO) has been a trusted partner of local public health departments (LHDs) and other health stakeholders for over 30 years. NACCHO is the only organization dedicated to serving the over 3,300 LHDs across the country, no matter the size of the population they serve, the governance structure they work within, or their level of urbanicity or rurality. A critical part of NACCHO's mission is to strengthen health departments so they can better serve their communities. 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 challenges facing communities.

With support from U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response (ASPR), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for the 2025 Medical Reserve Corps (MRC) Operational Readiness Awards (ORA) which provides funding to MRC units to develop their emergency response capabilities. Selections will be made between December 6, 2024, and December 20, 2024, and the project period will run from the date of contract execution to September 26, 2025. Applications must be submitted no later than December 6, 2024, 8:00 P.M. E.T. All necessary information regarding the project and application process may be found in this Request for Application (RFA). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing [mrc@naccho.org](mailto:mrc@naccho.org)

**NACCHO will host an optional technical assistance call on October 15, 2024, 2:00 P.M. E.T. to walk through the RFA and respond to questions. Please note that no new information will be shared during the call.** Applicants need not wait for this optional call to begin or submit their application. The call will be recorded and posted to the NACCHO MRC Funding Opportunities website. **Please register using this link:**  
[https://naccho.zoom.us/webinar/register/WN\\_JDT5fm0aQXKVCHa-gMYgeA](https://naccho.zoom.us/webinar/register/WN_JDT5fm0aQXKVCHa-gMYgeA).

**NACCHO will also host two office hour sessions to provide additional opportunities for units to ask questions regarding the application. These will take place on October 24<sup>th</sup> and November 14<sup>th</sup>. Registration links are below and will also be available on NACCHO’s website.**

### Eligibility and Contract Terms

Selected applicants will enter an agreement with NACCHO using the [standard contract \(terms and conditions\) attached as appendix A below](#). Agreement with the majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify that they have read NACCHO’s standard contract language and confirmed in agreement with the terms and conditions.in agreement with the terms and conditions.

No changes to the terms and conditions will be considered. Significant changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant. Agreeing to NACCHO’s Resolution of Disputes and Governing Law is expected and aside from those two clauses, limited **modifications to the terms or contract language can be accommodated. Contractors that cannot agree to most of NACCHO’s contract language should not apply for this initiative.**

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

### Schedule of Events- Important Dates

*Please note the following deadlines and events for this application:*

Applicants must update their unit profiles on the MRC Program Office website ( <a href="https://mrc.hhs.gov/login">https://mrc.hhs.gov/login</a> ) by entering an activity that occurred during this date range.	<b>September 6 – December 6, 2024</b>

Release 2025 MRC ORA Request for Applications, applications open at 8:00 AM ET. Apply <a href="#">here</a>	<b>September 30<sup>th</sup>, 2024</b>
MRC ORA Webinar at 2:00 PM ET. To register for the webinar, click <a href="#">here</a> .	<b>October 15<sup>th</sup>, 2024</b>
<b>Host 1<sup>st</sup> Office Hour Session at 2:00 PM ET. Register <a href="#">Here</a>.</b>	<b>October 24<sup>th</sup>, 2024</b>
<b>Host 2<sup>nd</sup> Office Hour Session at 2:00 PM ET. Register <a href="#">Here</a>.</b>	<b>November 14<sup>th</sup>, 2024</b>
MRC Operational Readiness Award application closes at 8:00 P.M. E.T.	<b>December 6<sup>th</sup>, 2024</b>
Verify eligibility status of applicants. Prospective/new MRC units must have submitted their application for unit registration with the MRC Program Office by this date to be eligible.	<b>December 9<sup>th</sup>, 2024</b>
Application review period begins.	<b>December 9<sup>th</sup>, 2024</b>
Application review period ends.	<b>December 27<sup>th</sup>, 2024</b>
Notice of Awards released to awardees.	<b>Week of January 20<sup>th</sup>, 2025</b>
Award contracts emailed to MRC unit leaders and sponsoring agency.	<b>January 20<sup>th</sup>– March 3<sup>rd</sup>, 2025</b>
Requests for corrections or changes to designated approving authorities, housing agencies, or addresses on the contract due.	<b>March 14<sup>th</sup>, 2025</b>
Signed contracts, Certification of Non-debarment forms, and Deliverable 1 (Invoice and ORA Action Plan) due. Submit <a href="#">here</a>	<b>May 2<sup>nd</sup>, 2025</b>
Interim Project Survey emailed to unit leaders.	<b>June 2025</b>
Deliverable 2 (Interim Project Survey) Due.	<b>July 25<sup>th</sup>, 2025</b>
End of 2025 Project Year*	<b>September 29<sup>th</sup>, 2025</b>
Final Project Evaluation Survey emailed to unit leaders.	<b>January 2026</b>

\*NACCHO cannot distribute award funds for the 2025 project year after **September 29, 2025**. **NACCHO recommends that MRC units spend award funds according to their planned project timelines.**

## Project Goals & Technical Requirements

### **Award Overview**

NACCHO recognizes that MRC units vary in size, capabilities, and resources. To address this, funding levels have been structured to allow units to select the funding amount that fits their needs. This funding opportunity provides up to \$1,300,000 in awards.

MRC units may apply to **one** of the following funding opportunities:

- **Tier 1 Awards: \$5,000 – Build MRC response capabilities**
- **Tier 2 Awards: \$10,000 – Strengthen and sustain MRC response capabilities**

**Apply online between Monday, September 30<sup>th</sup>, 2024, and Friday, December 6<sup>th</sup>, 2024:**  
<https://nacchoapplication.secure-platform.com/a/solicitations/96/home>

### **Description of Funding Levels**

#### ***Tier 1 Awards: \$5,000 – Build MRC response capabilities***

**Focus:** Provides funding for units to build capabilities to meet local response needs. This funding may support units that are smaller, have a specific/targeted need, are newly formed, or are focused on rebuilding their MRC unit if previously inactive or underutilized.

#### **Examples of project goals and objectives:**

Develop a plan to recruit, onboard, and train MRC volunteers to support unit response requirements.

- Newly formed MRC unit: Develop an MRC unit volunteer management plan that identifies volunteer registration and onboarding requirements, alert and activation processes, minimum Incident Command System (ICS) and MRC Core Competencies requirements, volunteer tier levels, and primary mission sets to be developed and/or strengthened in collaboration with response partners.
- Rebuilding an MRC unit: Collaborate with response partners to determine emergency response needs, identify barriers to using MRC volunteers, and develop a volunteer training and exercise plan to support MRC mission sets.
- Promote the capabilities, mission, and integration of the MRC unit into local response plans.

#### **Examples of project activities:**

- Develop recruitment strategy for medical professionals using social media and news outlets.
- Develop a communications strategy to promote the capabilities, missions, and integration of the MRC unit into local response plans.

- Develop onboarding process to register volunteers, conduct administrative requirements, and track training requirements of volunteers.
- Identify and track MRC Core Competencies, ICS, and specialized training events to support emergency responses using the MRC Volunteer Tier Levels or other categorization.
- Conduct workshops or meetings with emergency response partners, identify response roles for MRC volunteers, and build and/or strengthen MRC mission sets.
- Conduct training events and exercises that support MRC mission sets.
- Capture lessons learned from exercises or response activities. Update mission sets or response plans as needed.

***Tier 2 Awards: \$10,000 – Strengthen and Sustain MRC response capabilities***

**Focus:** Provides funding for units to strengthen and sustain current capabilities for primary or evolving response missions. This funding is intended for units that have an established volunteer management structure, have the capacity to further expand their unit response capabilities, have a demonstrated record of supporting public health emergency responses, or have a record of supporting multiple natural disaster response missions.

**Examples of project goals and objectives:**

- Collaborate with response partners to identify training and exercise opportunities to strengthen response capabilities.
- Establish a plan to sustain response capabilities.
- Validate current response capabilities and update existing mission sets/ job action sheets.
- Develop new or evolving MRC response mission sets and/or develop training plans to support existing mission sets.
- Develop a yearly training plan to increase the number of volunteers able to deploy. Training requirements should include MRC Core Competencies, ICS, CPR, Psychological First Aid, and other core requirements for deployments locally or outside of local jurisdiction.

**Examples of project activities:**

- Conduct regularly scheduled unit training events that reinforce volunteer capabilities to support unit mission requirements.
- Identify and implement training opportunities to support unit mission capabilities, such as workshops or exercises.
- Conduct recruitment and training of volunteers for response roles identified for specific unit missions.
- Strengthen awareness and build integration of MRC capabilities with stakeholders through joint training events or exercises.
- Identify and purchase mission set resource requirements and train volunteers on use of equipment/supplies.

- Capture lessons learned from exercises or response activities. Update mission sets, job action sheets, and/or response plans as needed.

### Project Expectations

Applicants are expected to consider the following while creating their application:

- Project goals should focus on developing unit capabilities to support local, regional, or state response missions, while incorporating appropriate tools and resources from the [MRC Deployment Readiness Resource Guide](#) which support building common MRC standards. Units **should** develop training plans that include:
  - the MRC Core Competencies.
  - identify minimum training requirements necessary for deployments.
  - utilize the [MRC mission set template](#) to develop response team plans that can be shared across the MRC network and with stakeholders.
- Goals and activities should align with at least one of the ASPR key functional areas for the MRC:
  - Medical screening and care in emergencies.
  - Points of dispensing, mass vaccination, and other mass dispensing efforts.
  - Deployment of volunteers outside of local jurisdiction.
  - Training community members to respond.
- Applicants **should** use the [MRC Unit Factors for Success](#) to identify areas to further develop their volunteer and unit capabilities.
- Project plans should address the following:
  - **The current state** of their MRC unit's volunteer capabilities
  - **Barriers to deploying** MRC volunteers.
  - **Realistic goals** for the future state of volunteer and unit capabilities
- Project goals should focus on **sustaining** volunteer or unit response capabilities through the development of unit training and response plans and consider sustainability planning for beyond the award.
- Awardees will be required to submit an action plan using the provided template and incorporating application responses in addition to participating in an interim and final project survey.
- Awardees will be expected to provide examples of MRC resources they developed in the interim and/or final project surveys that can be shared with the network to support peer-to-peer learning.



The chart below outlines the scope of work for this award.

Primary Task/Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Deliverable 1: Invoice and Action Plan	Using the template provided by NACCHO and signed contract by <b>May 2<sup>nd</sup>, 2025</b> (Required to receive 100% of payment - See Appendix B).	Due on <b>May 2<sup>nd</sup>, 2025</b> . Submit <a href="#">here</a>	<b><i>The full award amount will be paid out in one payment, after the submission of deliverable 1. We encourage you to submit it as soon as possible, to obtain your funding more quickly.</i></b>
Deliverable 2: ORA Interim Survey	See Appendix C. If not completed by <b>July 25<sup>th</sup>, 2025</b> , 50% of received payment shall be refunded back to NACCHO. Organization shall contact NACCHO promptly to notify and start the process of refund.	Due <b>July 25<sup>th</sup>, 2025</b>	
Deliverable 3: ORA Final Survey	See Appendix D. All awardees must complete a final project evaluation survey as part of the funding agreement. Completion is required to be considered in the next MRC award selection.	Due January <b>2026</b>	

### Method of Payment

NACCHO will pay the selected contractor in one lump sum, upon receipt of deliverable 1, per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to amend the project timeline and payment schedule if necessary.

### NACCHO Support

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

- *Provide background information related to the project and other resources necessary to complete the tasks above.*
- *Provide direct technical assistance for completion of tasks, through office hours and phone or e-mail consultations.*
- *Support and technical support available through [mrc@naccho.org](mailto:mrc@naccho.org)*

### Proposal Response Format & Selection Criteria

*The complete list of administrative and application criteria can be [downloaded here](#). Proposals for ORA funding will be evaluated on the following criteria and the proposal narrative must outline the following content:*

**Administrative:****1. Proof of active registration on SAM.gov:**

- To expedite the processing time of award checks, applicants are required to submit proof of their sponsoring agency's active registration in [SAM.gov](https://sam.gov) within their application. Applicants must be registered and have a profile with active status on SAM.gov with their sponsoring agency's unique entity identity number.
- Applicants not currently registered on SAM.gov should allow **at least three to four weeks before** the application is due on December 6, 2024, to complete their registration process. Applicants may consult [this guide](#) and/or the [SAM.gov help site](#) for assistance setting up a new SAM account.
- Applicants must update their SAM information at least every 12 months to maintain an active account. Applicants who have previously set up an account may benefit from reviewing [this FAQ](#) for assistance checking the status of their entity and updating their account.

**2. Vendor form:**

- Please use the following link to download a fillable vendor form template and upload it to your application: [Updated-Vendor-Form.pdf \(naccho.org\)](#)

**Application:****1. Project Description – 250 words per component (a-c) (30% of total score):**

- Background:** Describe the community that the MRC unit supports and the support roles the unit provides during emergencies and non-emergencies. Include the general jurisdiction demographics, such as population density and populations served, that influence the need for the MRC unit's support roles or missions. Clearly state how this demonstrates a need for funding.
- Collaboration with Partners:** Describe how MRC volunteers, community and response partners, local health departments, and/or other sponsoring agencies will be engaged in the project. Propose strategies to address anticipated barriers to implementation.
- ASPR/MRC Priorities:** ASPR has identified four key functional areas that MRC units should strive toward. Applicants will identify the primary functional area that project activities will support, describe the activities that will be conducted, and explain why it is important for the community the MRC unit serves. The four functional areas include:
  - Medical screening and care in emergencies.
  - Points of dispensing, mass vaccination, and other mass dispensing efforts.
  - Use of MRC units outside of local jurisdiction; and
  - Training community members to respond.

**2. ORA Action Plan – 250 words per component (a-c) (30% of total score):**

- a. **Current State:** Describe the current readiness and capabilities of the MRC unit. Describe unique challenges and barriers to deploying MRC volunteers. Describe the strengths of your unit to support the level of funding requested. Ensure your response aligns with the tier level focus and funding need.
  - b. **Future State:** Describe the goals of the project (i.e., building or strengthening the unit's operational readiness over the next 12-36 months). Consider what is realistic this project year and what specific steps the unit will take to achieve the project goals (i.e., the objectives). Use [SMART criteria](#) to develop goals and objectives.
    - i. *Example: Goal – Bolster the MRC unit's capability to successfully deploy at least seven volunteers at local mass vaccination sites by October 1<sup>st</sup>*
    - ii. *Objective 1 – Develop a targeted recruitment plan for medical personnel to support mass vaccination plans or other identified response roles by April.*
    - iii. *Objective 2 – Develop and/or strengthen a Mass Vaccination Mission Set to support local response plans by June.*
    - iv. *Objective 3 – Develop and implement an expedited training plan for volunteers to support deployments by August.*
    - v. *Objective 4- Exercise and implement training plan for volunteers to support deployment by October.*
  - c. **Implementation plan:** List specific activities and/or training events to be conducted to meet the project goals, objectives, and outcomes and describe how they will be implemented. Include a brief timeline that covers the next 12 months.
- 3. Evaluation & Sustainability – 250-word limit per component (a-c) (30% of total score):**
- a. **Measurable Outcomes:** Describe the measurable outcomes of the planned project activities and/or resources developed. (*Example: 1 – At least XX number of MRC volunteers conducted onboarding and fulfilled the training requirements to become a Level 3 deployable volunteer. 2 – At least XX number of volunteers have been trained to support a mass vaccination mission. 3 – At least XX number of mission sets and supporting training plans have been developed and/or strengthened).*
  - b. **Evaluation:** Describe how the unit will collect and monitor data and track planned activities to analyze outcomes and assess whether the project goals were met.
  - c. **Sustainability:** Describe how your MRC unit will sustain the project activities during the next 12-36 months (*i.e., what procedures, plans, or training events will be developed as a part of this project for future MRC unit activities?*).
- 4. Budget (10% of total score):**
- Include a line-item budget of the estimated project costs. The budget should equal exactly \$5,000 or \$10,000 based on the award tier requested. Use [NACCHO's Budget Template](#). **Please review all instructions on tab 1 (Budget Guidelines) before completing the detailed budget on tab 2.**

- Administrative costs should be minimized where possible and funds should be used to support unit response capabilities. **NACCHO's MRC award funding may not be used to purchase promotional items or giveaways. See [Appendix G](#) for additional funding restrictions.**
- Please include the following categories in the budget:
  - Direct Labor
  - Contracts or Professional Services
  - Materials and Supplies
  - Travel Expenses
  - Other Expenses

### **Allowable Expenses**

Funds may not be used for equipment purchases that **exceed** \$5,000 per unit cost. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate more than the current Federal Executive Schedule Level II salary cap.

The following items are some of the **allowable expenses**:

- Advertising and Public Relations Cost
- Audit Costs and Related Services
- Communication Costs
- Compensation Costs for Personnel Services
- Employee Morale, Health, and Welfare costs
- Materials and Supplies Costs
- Meetings and Conferences
- Participant Support Costs
- Training Costs
- Professional Services and Subcontracting

The following items are examples of expenses which are **NOT allowable**:

- Alcoholic Beverages
- Bad Debts
- Contingencies
- Contributions and Donations
- Entertainment Costs
- Equipment items exceeding \$5,000 per unit cost
- Fines and penalties
- First Class Air Fare
- Fundraising
- Goods and services for personal use

- Goodwill
- Interest Expense
- Legal Costs
- Losses On Other Sponsored Agreements or Contracts
- Organizational & re-organizational Costs
- Pre-Award Costs
- Profit Distribution
- Promotion
- Renovations to buildings, land, or other capital assets
- Selling and Marketing
- Vehicles and auto maintenance costs
- Volunteer uniforms or unit t-shirts

**5. Please respond to the following two questions in the application:**

- Does your organization have prior experience in federal contracting? Yes/No
- Has your organization completed a federal Single Audit? Yes/No

### Evaluation and Scoring of Applications

Applications for the 2024 ORAs will be evaluated on the relevance of the proposed project goals and activities to the funding requested as well as on the clarity of the description of the intent of the project, planned activities, capacity to implement planned activities, and the overall impact of the funding to support the mission of the MRC unit(s) applying.

Applications will be scored based on the criteria: Project Description (30%), ORA Action Plan (30%), Evaluation and Sustainability (30%), and Budget (10%). As previously noted, applicants must provide proof of active SAM.gov registration with their applications showing their unique entity identification number. Applications may receive a maximum score of 100% with funding awarded based on an applicant's total score, recommendation of reviewer(s), scope of project relevant to the funding tier, and the total funding available.

**A. Attachments - Please include the following attachments with your application:**

- **Required:** Submit a [W-9](#)
- **Required:** Proof of active registration with SAM.gov in accordance with active unique entity Identification number.
- **Required:** Documentation/proof for fringe and indirect rate or benefits if it is part of the budget (include as part of attachment to the budget). Please ensure documentations are signed by an authorized senior executive (e.g., CEO, CFO, etc.)
- **[Vendor Information Form](#)** – Complete the hyperlinked form and submit with application. This information will only be used if the submitting agency is selected and engages in a contract with NACCHO.

## Submission Instructions: Eligibility and Contractual Requirements

### Minimum Eligibility Requirements

Applicants must have a MyNACCHO account to apply: <https://nacchoapplication.secure-platform.com/a/solicitations/96/home>

Applicants must update their unit profiles on the MRC Program Office website between **September 6 and December 6, 2024**. Updates must include adding an activity or event that occurred between **September 6 and December 6, 2024**, to the [MRC Unit Profile & Activity Reporting System](#). This can include administrative activities (i.e., planning meetings, MRC webinars, regional meetings, or training events). Please contact your MRC Regional Liaison for assistance as needed.

Prospective MRC units\* applying for a 2024 MRC ORA must follow the MRC Program Office's unit registration process, have submitted their prospective unit's application for registration, and have been confirmed by their Regional Liaison no later than **December 6, 2024**, to be eligible. *\*A prospective MRC unit that has applied for an MRC ORA will not be awarded funding until it is approved and registered.*

### Contractual Requirements

- Applicants must be eligible to receive federal funds through their sponsoring agency **OR** be a 501(c) (3) non-profit organization. **Please ensure you enter correct information for the sponsoring agency and signature authority to avoid contract delays.**
- **Applicants must be registered and have a profile with active status on [SAM.gov](https://sam.gov)** with their sponsoring agency's EIN and Unique Entity Identity Number, as required by Federal regulations. Applicants **must** submit proof of SAM.gov active registration within their application.

### MRC Unit Award Obligations

1. Review the requirements and expectations outlined in this RFA.
2. Read NACCHO's standard contract (Appendix A) 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 30 days upon receipt. No modifications will be made.
3. Requests for corrections or changes to designated approving authorities, housing agencies, or addresses to the contract must be submitted to NACCHO by March 14, 2025.
4. Units that accept funding agree to comply with the terms of the contractual agreement, including scope of work and deliverables, and submit all documents within the terms of agreement timeframe.
5. The submitted application **must** include the following items to be deemed completed:

- [Action plan and Invoice](#) (see Appendix B).
  - Anticipated budget ([template provided](#)) and budget narrative to include detailed cost justification for each line item (Appendix E).
  - Completed [Vendor Information Form](#) (Appendix F), [W-9](#), Fringe and indirect rate document (templates provided, if applicable).
6. Applications should be filled out online [here](#) by December 6<sup>th</sup>, 2024, at 8:00 P.M. E.T.
  7. All applicants will be notified of their status between January 20 and February 14, 2025. All questions may be directed to [mrc@naccho.org](mailto:mrc@naccho.org)
  8. Units must submit the following deliverables:
    - Submission of Deliverable 1 using the template provided by NACCHO and signed contract by May 2, 2025 (Required to receive 100% of payment - See [Appendix B](#)).
    - Submission of Deliverable 2 by July 25, 2025 – See [Appendix C](#). If not completed by July 25, 2025, 50% of received payment shall be refunded back to NACCHO. Organization shall contact NACCHO promptly to notify and start the process of refund.
    - Submission of Deliverable 3 – See [Appendix D](#). All awardees must complete a final project evaluation survey as part of the funding agreement. Completion is required to be considered in the next MRC award selection.

## Appendices

### **Appendix A- Sample NACCHO Contract Language**

This Agreement is entered into, effective as of the date of the later signature indicated below (the “Effective Date”), by and between the **National Association of County and City Health Officials** (“NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005 and **Legal Name** (“Organization”), with its principal place of business at Address of organization.

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services’ Administration for Strategic Preparedness and Response (Grant No. 1 U3REP230718-01-00, CFDA # 93.008) (the “Grant”) to build the capacity of local Medical Reserve Corps (“MRC”) units.

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC units and to encourage these units to provide certain information to The Administration for Strategic Preparedness and Response, Medical Reserve Corps Program (“MRC Program”);

WHEREAS, Organization is either houses or is itself an MRC unit that is registered in good standing with the MRC Program;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the MRC Program;

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. **TERM OF AGREEMENT:** The term of the Agreement shall begin from the Effective Date and shall continue until September 29, 2025(the “Term”).
2. **PAYMENT FOR SERVICES:** In consideration for the completion of services performed by Organization as set forth in Section 3, NACCHO shall pay Organization a Firm Fixed Price payment of TBD Dollars (\$TBD). The parties agree that payment method shall be made by check, via postage-paid first-class mail, at the address for the giving of notices as set forth in Section 14 of this Agreement. Any changes of payment method would require a modification signed by both parties.
3. **ORGANIZATION’S OBLIGATIONS:** In consideration for the payment described, Organization agrees, during the Term of this Agreement, by performing the following



criteria below:

- a. Has 501c (3) or comparable status or is housed in an organization capable of and willing to receive federal funds on its behalf.
  - b. Organization receiving the funds must be registered and approved on SAM.gov.
  - c. Utilizes MRC Operational Readiness Award funds for approved purposes, and as indicated in their award application.
  - d. Submission of Deliverable 1 using the template provided by NACCHO and signed contract by May 2, 2025 (Required to receive 100% of payment - See Appendix A)
  - e. Submission of Deliverable 2 by July 25, 2025 – See Appendix B. If not completed by July 25, 2025, 50% of received payment shall be refunded back to NACCHO. Organization shall contact NACCHO promptly to notify and start the process of refund.
  - f. Submission of Deliverable 3 – See Appendix C. All awardees must complete a final project survey as part of the funding agreement. Completion is required to be considered in the next MRC award selection.
4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
  5. ASSIGNMENT: Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.
  6. INTERFERING CONDITIONS: Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization’s duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.
  7. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Organization, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Organization and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and

judgment may be entered in any court of competent jurisdiction.

8. **ENTIRE AGREEMENT:** This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces all previous understandings, commitments, or agreements, oral or written.
9. **PARTIAL INVALIDITY:** If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.
10. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law rules).
11. **COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS:** Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 CFR Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards). It is the Organization's responsibility to understand and comply with all requirements set forth therein.
12. **DEBARRED OR SUSPENDED ORGANIZATIONS:** Pursuant to 45 CFR Part 74, Organization certifies to the best of its knowledge that it is not presently and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
13. **AUDITING:** Organization agrees to permit independent auditors to access its books, records, and financial statements for the purpose of monitoring compliance with this contract.
14. **NOTICE:** All notices under this Agreement shall be in writing and shall be sent via email and first-class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

FOR NACCHO:

National Association of County and City Health Officials  
Attn: NACCHO MRC Team  
1201 (I) Eye Street NW 4th Fl.  
Washington, DC 20005  
Tel. (202) 783-5550  
Fax (202) 783-1583  
Email: [mrc@naccho.org](mailto:mrc@naccho.org)

FOR ORGANIZATION:

Legal\_name

Name of Authorized Signer

Title of Authorized Signer

Tax\_address

Tax\_address2

Tax\_city, tax\_state tax\_zip

Tel. mrc\_phone

Email: \_\_\_\_\_

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

Authorized Signature:

By: \_\_\_\_\_

Name: Jerome Chester  
Title: Chief Financial Officer  
Organization: National Association of  
County and City Health Officials  
EIN: 52-1426663

Date: \_\_\_\_\_

**ORGANIZATION:**

Authorized Signature:

By: \_\_\_\_\_

Name: Name of Authorized Signer  
Title: Title of Authorized Signer  
Organization: Legal Name

EIN:

DUN:

Date: \_\_\_\_\_

Appendix B- Invoice and Action plan template

**2025 MRC Operational Readiness Awards Deliverable 1  
ORA Invoice & Action Plan**

**Due: May 2<sup>nd</sup>, 2025**

Unit Administrative Information	
MRC Unit Number	
MRC Unit Name	
MRC Unit Point of Contact (POC)	
POC Email	
Total Award Amount	
Date Invoice 1 submitted	

Tasks completed	Invoice Amount
Invoice & ORA Action Plan	\$ _____

**Send Check to:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>2025 MRC Operational Readiness Award Action Plan</b> (Refer to your application to complete the following sections)	
<p><b><u>1. Current State:</u></b>                      Describe the current readiness and capabilities of the MRC unit. Describe unique challenges and barriers to deploying MRC volunteers. Describe the strengths of your unit to support the level of funding requested. Ensure your response aligns with the tier level focus and funding need.</p>	
<p><b><u>2. Future State:</u></b>                      Describe the goals of the project (i.e., building or strengthening the unit’s operational readiness over the next 12-36 months). Consider what is realistic this project year and what specific steps the unit will take to achieve the project goals (i.e., the objectives). Use <a href="#">SMART criteria</a> to develop goals and objectives.</p>	
<p><b><u>3. Implementation Plan:</u></b>                      List specific activities and/or training events to be conducted to meet the project goals, objectives, and outcomes and describe how they will be implemented. Include a brief timeline that covers the next 12 months.</p>	

## Appendix C- Interim Report questions

### 2025 MRC Operational Readiness Awards Deliverable 2

#### Overview of Interim Project Survey

**Due: July 25<sup>th</sup>, 2025**

MRC unit leaders will receive a link via email in June 2024 to complete the Interim Project Survey. For planning purposes, the Interim Project Survey may contain the following sample questions:

- Has the MRC unit begun the project? Yes/No
  - If no, please explain the challenges that have prevented the initiation of the project.
- Describe progress on the implementation plan.
- Describe progress on measurable outcomes.
- About how many MRC volunteers are expected to contribute to the project's implementation and how many are expected to directly benefit from it?
- Describe any improvements you would suggest to NACCHO for future award application cycles.

## Appendix D - Final Evaluation questions.

### 2025 MRC Operational Readiness Awards Deliverable 3

#### Overview of Final Project Evaluation Survey

Due: January 2026

MRC unit leaders will receive a link via email in January 2025 to complete the Final Project Evaluation Survey. For planning purposes, the Final Project Evaluation Survey may contain the following sample questions:

- Was your unit able to complete planned award activities? Yes/No
- What activities were supported by the ORA grant?
- Were the ORA activities evaluated? If so, how?
- What were the measurable outcomes and community impact of your award activities?
- Approximately how many MRC volunteers contributed to ORA activities?
- Approximately how many MRC volunteer hours did the ORA activities benefit from?
- How did the ORA help improve the capability/capacity of your MRC unit?
- What resources or tools did the unit develop through your project?
- How many and what types of Mission Sets did the unit develop/strengthen?
- What best practices or resources utilized for ORA activities would you recommend to other MRC units?
- What success stories, pictures, and/or resources would you like to share?

Appendix E- Budget Template and Sample

The blank template can be [downloaded here](#).

The sample budget below can be [downloaded here](#).

MRC Operational Readiness Awards				
Budget Period December 1, 2024 through September 29, 2025				
MRC Unit Name & Number or State (for State Coordinators):		<b>Sample</b>		
Sponsoring Agency Name:				
MRC Unit Point of Contact or State Coordinator Name:				
POC Email:				
Description of Line Item	Quantity or Number of Units	Cost Per Unit	Total Requested Amount	Cost Justification <i>Include description, how the item meets the intend of the funding/mission of the MRC, and other information to support the cost.</i>
<b>1. Direct Labor</b>				
MRC Unit Coordinator	0.25	10,000	\$ 2,500.00	Jane Doe, MPH, MRC Unit Coordinator - Recruit, retain, and manage volunteers. Collaborate with community partners. Plan and provide regular training opportunities. Complete MRC Program Office reporting requirements. \$30,000 annual salary for 4 months at 25% (January 1, 2025 - April 31, 2025 ) \$30,000/year x 25% x 4 months ; calculation: \$30,000/12 = \$2,500 x 25% x 4 months = \$2,500
<b>Personnel Subtotal</b>			<b>\$ 2,500.00</b>	
Retirement (5% of salary)			\$ 125.00	For Jane Doe for 4 months (January 1, 2025,- April 31, 2025 ) * 0.25 FTE
FICA (7.65% of salary)			\$ 191.25	For Jane Doe for 4 months (January 1, 2025,- April 31, 2025 ) * 0.25 FTE
Insurance			\$ 600.00	For Jane Doe for 4 months (January 1, 2025,- April 31, 2025 ) * 0.25 FTE
<b>Fringe Benefits Subtotal</b>			<b>\$ 916.25</b>	
<b>Subtotal of Personnel &amp; Fringe Benefits</b>			<b>\$ 3,416.25</b>	
<b>2. Contracts or Professional Services</b>				
Alzheimer's Association Presenter	2	300	\$ 600.00	Representative from Alzheimer's Association ( <a href="https://www.alz.org/manh">https://www.alz.org/manh</a> ) to present twice on dementia. Refresher for past attendees and new information for others on the prevalence of dementia, anticipating possible issues that could arise during interactions with the public. Projecting two sessions, one per month ( July and August 2025) @ \$300 each, for groups of up to 35 attendees.
<b>Subtotal of Contracts/Professional Svcs</b>			<b>\$ 600.00</b>	



2025 MRC Operational Readiness Award

3. Materials and Supplies				
Stop the bleed kits	4	75.22	\$ 300.88	Stop the Bleed Individual Kits for to be distributed to local partners and community groups. These kits will equip local partners and community groups with the essential supplies to respond to disasters involving severe injuries. 10 Kits at 75.22
Communication Equipment(Midland 50 channel GXT1000VP4 Two-way GMRS Radio )	5	79.99	\$ 399.95	Midland 50 channel GMRS Two-way Radio- Long Range Walkie Talkie with 142 privacy Codes, SOS Siren, and NOAA Weather Alerts and Weather Scan. Enhance communications capability during operation 5 radios at 79.99 ( Reminder: Include manufacturer information in description.)
Apple iPad Pro	1	\$799.00	\$ 799.00	One unit \$799, 11-Inch Apple iPad Pro (2024) with Wi-Fi - 128GB - Space Gray Model MHQR3LL/A for use for MRC coordination, scheduling and deployment activities. (equipment such as computers, laptops, tablets, cellphones (including cellphone plans) should be made from manufacturers and service providers approved by the federal government. Please include manufacturer information in description.)
Magicaid Pronto ID card Printer	1	1,035.00	\$ 1,035.00	One unit Magicaid Pronto ID card Printer & complete supplies Package with Bodno Software, Camera, 300 cards and 300 print Ribbon to identify and legitimize deployable volunteers. (Note that "systems" cannot exceed \$5,000. Systems are defined as equipment that requires multiple subcomponents to be functional.)
ID/Badge Lanyards	10	\$2.50	\$ 25.00	10 MRC branded lanyards at \$2.50 each to be used with MRC issued ID badge.
MRC Logo Volunteer Deployment Vests	50	15.00	\$ 750.00	50 high-visibility MRC branded safety vests at \$15.00 each to be worn during deployment and returned to unit upon demobilization. (Reminder: Wearable, branded items must be returnable. No giveaway items such as t-shirts, hats, etc. are allowable.)
Adult & infant First Aid, CPR-AED Instructor Training Kit	1	1510.95	\$ 1,510.95	One unit Adult & infant First Aid, CPR-AED Instructor Training Kit with CPR monitors to be used at monthly MRC-led CPR training opportunities for volunteers
SurveyMonkey subscription	3	\$28.60	\$ 85.80	Monthly Survey Monkey account to survey MRC volunteers and partners to gain meaningful feedback on volunteer experiences and deployments. Information gathered will help to enhance, improve, and strengthen the volunteer program. \$28.60/month for three months (List months of service for subscriptions and/or reoccurring services. Subscriptions must be used within the period of performance. Costs of annual subscriptions should be prorated in budget to reflect this.)
<b>Subtotal of Materials/Supplies</b>			<b>\$ 4,906.58</b>	
4. Travel				
Mileage reimbursement for volunteer leadership	586.56	0.67	\$ 393.00	\$0.67/mile * 586.56 total miles for 2 volunteer leaders traveling throughout 1,000 sq mile jurisdiction for recruitment, volunteer management, and supply transportation purposes during December 1, 2024 and September 29, 2025). ( Approved 2024 federal mileage reimbursement rate is \$0.67/mile)
			\$ -	
<b>Subtotal of Travel</b>			<b>\$ 393.00</b>	
5. Other Expenses				
AHA BLS CPR Train the Trainer Course	2	100	\$ 200.00	One instructor course for 2 MRC Volunteers to be certified CPR Instructor at rate of \$100/course * 2 students
Social Media Ads (Facebook advertising )	1	484.17	\$ 484.17	Targeted advertising to recruit new volunteers through Facebook. Ad design: \$200.37 6 months * \$47.30/month = 283.80 ( January 1 - June, 2025)
			\$ -	
<b>Subtotal of Other Expenses</b>			<b>\$ 684.17</b>	
Subtotals				
<b>Subtotal of Direct Costs</b>			<b>\$ 10,000.00</b>	
<b>Organization Indirect Rate (X%)</b>			<b>\$ -</b>	Note: Use organization indirect rate to replace "0" in formula (e.g., for a rate of 7%, cell B43 should contain =ROUND(B42*7%,2).
<b>Grand Total</b>			<b>\$ 10,000.00</b>	

## Appendix F - Vendor Form

The Vendor form Template can be downloaded [here](#).



### VENDOR INFORMATION FORM

#### Organization

Official Name of Organization: \_\_\_\_\_

EIN: \_\_\_\_\_

SAM Unique Entity ID: \_\_\_\_\_ CAGE Code: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Primary Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Person to Receive Contract from NACCHO for Signature

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Authorized Signer for Contract

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Accounts Payable Information

Name (Attn): \_\_\_\_\_

Check Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Appendix G. General Terms and Conditions

The terms and conditions of this funding opportunity and other federal compliance requirements have the following order of precedence if there is any conflict in what is required: (1) Public Health Service Act, Section 311(c)(1), 2811, and 2813 (42 U.S.C. 243). (2) terms and conditions of the award (3) CFR Part 75; (4) HHS Grants Policy Statement

**Mandatory Disclosures:** The Non-Federal entity or applicant for Federal award must disclose, in a timely manner, in writing to the Federal award agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment (See also 2 CFR part 180 and 31 U.S.C. 3321).

**Equal Treatment:** The recipient must comply with 45 CFR 75, including the provision that no State or local government recipient nor any intermediate organization with the same duties as a governmental entity shall, in the selection of service providers, discriminate for or against an organization's religious character or affiliation.

**Consolidated Appropriation Act, 2015 (Public Law 113-235), Division G, Title VI, Sec. 603:** The grantee agrees to comply with existing and future guidance from the Secretary regarding control of the spread of the Ebola virus.

**Publications:** All grantee publications, including research publications, press releases, other publications, or documents about research that is funded by ASPR must include the following two statements:

1. *“Research reported in this [publication/press release] was supported by [name of the program office(s), or other ASPR offices] the Department of Health and Human Services Administration for Strategic Preparedness and Response under award number [specific ASPR grant number(s)].”*
2. A disclaimer that says: *“The content is solely the responsibility of the authors and does not necessary represent the official views of the Department of Health and Human Services Administration for Strategic Preparedness and Response.”*

**Accounting Records and Disclosure:** Awardees must maintain records which adequately identify the source and application of funds provided for financially assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The awardee should expect that A, or its designee, may conduct a financial compliance audit and on-site program review of grants with significant amounts of Federal funding.

**Procurement:** When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 75.329 Procurement procedures, which requires the performance and documentation of some form of cost or price analysis with every procurement action.

## Funding Restrictions

**Pornography:** None of the funds made available through this award may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

**Gun Control:** None of the funds made available through this award may be used, in whole or in part, to advocate or promote gun control.

**Sterile Needle Distribution:** No funds made available through this award shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. This limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant State or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the State or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with State and local law.

**Executive Level II Salary Cap:** Funds made available by this award shall not be used by the grantee or subrecipient to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of the current Executive Level II compensation requirements (\$199,300 annually).

**Lobby Restrictions:** The grantee must comply with 45 CFR Part 93. None of the funds made available through this award shall be used to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal Contract, grant or cooperative agreement, the making of any Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement. Influencing or attempting to influence means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered action.

*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](#).*