

Congratulations! The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2023 Medical Reserve Corps (MRC) Operational Readiness Award (ORA) is approved.

Please read this letter in entirety to understand the next steps in the award process. Your action is needed as **NACCHO is requiring the submission of deliverables to begin distributing funding.**

- **Contract processing:**
 - NACCHO will send an electronic copy of your unit's contract in approximately 2-4 weeks to the person listed in the application with signing authority, cc'ing the unit leader. Requests for corrections or changes to designated approving authorities, housing agencies, or addresses on the contract must be submitted to mrc-contracts@naccho.org by **March 17, 2023**.
 - Awardees are to return the following as one combined document to mrc-contracts@naccho.org by **May 8, 2023**:
 1. Signed contract.
 2. Signed certification of non-debarment or suspension.
 - To fully execute the contract, your sponsoring agency's SAM.gov account must remain active throughout contract processing. If the registration expires within the next eight weeks, please update/renew the entity to maintain active status.
- **Award payment process:**
 - Funding will be distributed in one, full payment upon receipt of the following:
 1. Deliverable 1 (Invoice and ORA Action Plan) by **May 8, 2023** via [Qualtrics \(https://naccho.co1.qualtrics.com/jfe/form/SV_9GBQmIijPvzxyJw\)](https://naccho.co1.qualtrics.com/jfe/form/SV_9GBQmIijPvzxyJw).
 - Complete and upload this [template](#) to fulfil the Deliverable 1 requirement.
 - Tip: Refer to the information provided in [your application](#) to complete the ORA Action Plan.
 2. Active SAM.gov account throughout the duration of contract processing.
 3. Signed contract and certification of non-debarment or suspension returned via email to mrc-contracts@naccho.org by **May 8, 2023**.
- **Reminders regarding your budget and use of funds:**
 - Awardees are expected to use funds as outlined in the application budget to support MRC response capabilities. Funds should not be used to support non-MRC agency activities or purchases.
 - Awardees must follow all applicable guidelines, laws, and executive orders. Please see Federal Guidance [45 CFR Part 75](#) and [2 CFR Chapter I, Chapter II, Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for guidance on using federal funding.
 - Any branding of durable equipment purchases must include the MRC brand to acknowledge the intent of the funding. Equipment purchases are not transferable to partner agencies or organizations.
 - Using funds to purchase gift cards as incentives, stipends, or as a form of reimbursement is not allowed without prior approval.
 - Using funds for donations, entertainment, or promotional 'giveaways' is not allowed.

- For more information, please refer to Section II, Budget, and Finance section of the [2023 MRC ORA FAQ sheet](#) or the funding [RFA](#) for spending the funds.
- Awardees are to notify NACCHO MRC staff at mrc@naccho.org for requests for budget modifications that exceed 10% of the overall budget.

Once again, congratulations on this award! NACCHO values the important work of the MRC and looks forward to highlighting and sharing the impact of the funding through the information you provide in your Interim Project Survey and Final Project Evaluation Survey. We encourage you to capture your volunteer and unit activities throughout the project period for inclusion in these reports. If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your dedication and commitment to the Medical Reserve Corps mission.

Sincerely,



Kathy Deffer
Director, Preparedness
National Association of County and City Health Officials (NACCHO)