MEDICAL RESERVE CORPS COVID-19 RESPOND, INNOVATE, SUSTAIN, AND EQUIP (RISE) AWARDS APPLICATION OVERVIEW

The Medical Reserve Corps (MRC) COVID-19 Respond, Innovate, Sustain, And Equip (RISE) Awards intend to provide resources to the MRC network to support COVID-19 response efforts. This funding will prioritize building capacity for the MRC to respond, innovate to evolving requirements, sustain staffing requirements, and equip MRC units with resources needed to support their mission. Please see the Request for Applications (RFA) and NACCHO’s MRC webpage for more information about the awards.

Application Period: August 8, 2022, 12:00 PM PT – September 16, 2022, 11:59 PM PT

Application: https://nacchoapplication.secure-platform.com/a

Application Page 1: Administrative Information

Contact Information

- Name, email address, and phone number for the main point of contact

MRC Unit & Award Information

- MRC unit name
- MRC unit number (4-digit format, e.g., 0123). State coordinators can enter 0000.
- MRC unit email
- MRC unit phone number
- City and state of unit
- Award level requested (select one)
  - Tier 1 – $25,000
  - Tier 2 – $50,000
  - Tier 3 – $75,000
- HHS Region of unit (select from Regions 1 – 10)

Jurisdictional Demographic Information

This section is required. U.S. Census Bureau QuickFacts is available as a resource. Please include all jurisdictions your unit serves.

- Size of jurisdiction that the unit serves (select one)
  - Less than 49,999
  - 50,000 – 100,000
  - 100,000 – 199,999
  - 200,000 – 399,999
  - 400,000 – 749,999
  - 750,000 – 1,999,999
  - 2,000,000 or more
  - Statewide support

- What are the primary racial/ethnic demographics that the MRC unit serves?
  - White, not Hispanic or Latino
  - Black or African American
  - American Indian and Alaskan Native
  - Asian
Native Hawaiian and Other Pacific Islander
○ Hispanic or Latino

• What is the median household income of the jurisdiction that the unit serves?
• What is the percentage of persons in poverty in the jurisdiction that the unit serves?
• What is the percentage of persons with a disability, under age 65 that the unit serves?

Contract and Check Processing Information
• Name, email address, and phone number of the person who will coordinate the signing of the contract.
• Mailing address for MRC award check (including city, state, and zip code).
• Does your sponsoring agency have prior experience in federal contracting? Y/N
• Has your sponsoring agency completed a single audit? Y/N

Attachments
• Completed: Vendor Information Form
• Completed: Certification of Non-Debarment
• Completed: W-9
• Completed: Federal Funding Accountability and Transparency Act (FFATA) Data Collection Form
• Fringe and indirect cost documentation for rates > 10%. See Appendix F of RFA.

Application Page 2: Eligibility Verification

SAM.gov Verification
• Upload a screenshot of the sponsoring agency’s active registration on the federal government’s System of Award Management (SAM) website, SAM.gov.
• Name of the entity listed on SAM.gov.
• Expiration date of the registration.

MRC Program Office Verification
• Date of the last activity entered for the unit on the MRC Unit Profile & Activity Reporting System (must be between 06/01/22 and 09/16/22).
  ○ State coordinators, please enter the date between 06/01/22 and 09/16/2022 that you last checked to ensure your contact information on the MRC website is correct.

Application Page 3: Proposal Content

Background
• Current number of MRC volunteers within the unit
• RISE Categories
  ○ Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic.
  ○ Innovate: Adopt technology and processes to support evolving volunteer management requirements.
  ○ Sustain: Maintain the staffing and infrastructure needed to meet the operational requirements of the unit.
  ○ Equip: Attain supplies and equipment to support volunteer deployments and meet mission requirements.
Proposal Content
Applicants will only be scored on the four components below, with each component worth 25 points. Applicants should ensure they thoroughly address each component and clearly outline their resource needs and their capacity to execute the proposal and adhere to the budget guidelines. Applications will be scored competitively with a maximum score of 100 points per application. At least two NACCHO staff will review each application. Selection of awards will be done competitively based on the average score of reviewers with awards distributed based on total funding available.

1. Organizational Background
Describe your organization’s mission, structure, and overview of the MRC program at the local or state level. Include information on the community served, jurisdiction(s) supported, response partners, number of volunteers, and service to support the COVID-19 response. Include previous COVID-19 response activities as well as projected response activities. Maximum 1,000 words.

2. Qualifications and Experience
Describe your organization and staff qualifications to manage the budgetary and spending workplan activities to support this award. Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and capacity to meet the requirements of this award. Level 3 applicants should also provide a background of their experience supporting MRC operations and how they can contribute collaboratively to the additional award requirements. Maximum 1,000 words.

3. Project Workplan and Timeline
Using the provided template, describe a realistic project workplan, including goals, measurable outcomes, objectives, timeline, and key tasks. Describe how the funds will support the capacity of the unit or state coordinator to provide local or state COVID-19 response activities. The program work/spending plan should align within at least one of the RISE categories. The program timeline for expenses and activities should not exceed 12 months. See Appendix A of the RFA for an example of how to complete the program workplan and timeline.

4. Budget Proposal
Using the provided template, create a line-item budget, not to exceed $25,000, $50,000, or $75,000, depending on the award tier requested. Budgets should clearly outline the dollar amounts for each line-item expense and a narrative cost justification that aligns with the appropriate RISE category. Unallowable costs are detailed in the budget template on the first tab. See Appendix B of the RFA for an example budget. See Appendix F for additional budget guidance. Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual. Please note that equipment items are not allowable under this funding.