

NACCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATIONS

Medical Reserve Corps (MRC) COVID-19

Respond, Innovate, Sustain, and Equip (RISE) Awards

Round 2 of Funding

National Association of County and City Health Officials (NACCHO)

Release Date: August 8, 2022

Application Due Date: September 16, 2022, by 11:59 PM PT

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SUMMARY INFORMATION

Award Title: Medical Reserve Corps COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards – Round 2

Proposal Due Date and Time: September 16, 2022, at 11:59 PM PT (Pacific Time)

Selection Announcement Date: October 7, 2022

Source of Funding: Assistant Secretary of Preparedness and Response

Award Number: 6HITEP200045-02-06, Medical Reserve Corps Small Grant Program

CFDA: 93.008

Funding Amounts: Tier 1 (\$25,000), Tier 2 (\$50,000), or Tier 3 (\$75,000).

Eligible Organizations: MRC units or MRC state coordinators

Estimated Period of Performance: Upon execution of the contract through September 15, 2023.

Contact for Questions Regarding this Application: mrc@naccho.org

OVERVIEW

With support from the Assistant Secretary of Preparedness and Response (ASPR), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for Medical Reserve Corps (MRC) units and state coordinators. The MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) funding opportunity is intended 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 and state coordinators with resources needed to support their mission.

Approximately 100-125 awards are available. Applications must be submitted no later than September 16, 2022. Selections will be made by October 7, 2022. The award period will run from the date of contract execution to September 15, 2023. For planning purposes, the timeline for budgets and workplans should include a start date of December 1, 2022, through September 15, 2023. Contract processing is expected to begin around December 1, 2022 but is contingent on a final approved budget and workplan. Final workplans and budgets are due no later than January 31, 2023.

All necessary information regarding the program 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.

RFA Informational Webinar

NACCHO will host an optional informational webinar on Monday, **August 15, 2022** at 2:00 PM Eastern Time to review the RFA and respond to questions. Participants must register in advance [here](#). Questions may be submitted in advance to mrc@naccho.org. Please note that no new information will be shared during the call. Applicants may begin the application process prior to the webinar. The webinar will be recorded and posted to the [NACCHO website](#).

ELIGIBILITY & CONTRACT TERMS

Eligibility

This funding opportunity is intended for **MRC units and state coordinators** with a clearly identified need and capacity to meet the intent of this funding. Minimum eligibility requirements include:

- Applicants must have a MyNACCHO account to apply: <https://nacchoapplication.secure-platform.com/a/organizations/main/home>
- MRC units must update their profiles on the MRC Program Office website ([MRC Unit Profile & Activity Reporting System](#)) between **June 1 and September 16, 2022**. MRC units must also include an activity or event that occurred during that time. State coordinators should verify their contact information is correct on the MRC website and submit any corrections to the MRC Program Office.
- Prospective MRC units* applying 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 **September 16, 2022**, to be eligible. **A prospective MRC unit that has applied for an MRC COVID-19 RISE award will not be awarded funding until it is approved and registered.*

Contract Terms

NACCHO expects applicants to review and agree to the NACCHO standard contract terms and conditions ([Appendix G](#)) as a requirement to receive award payment. **No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO’s contract language should not apply for this initiative.**

It is the responsibility of the selected awardee/sponsoring agency to return a signed copy of the contract within approximately 30 days of receipt. Recipients are encouraged to be proactive in coordinating their agency’s grant approval process to avoid delays. Applicants should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

Selected awardees/sponsoring agencies will enter into a contract with NACCHO to complete the required activities outlined below. NACCHO will pay each awardee in payments in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be priced as a portion of the total award amount. The scope of work will outline an invoicing schedule to include at least three invoices. Please note NACCHO reserves the right to make changes to the program timeline and payment schedule if necessary.

Because the awards are federal funds, sponsoring agencies/awardees will need to register with the [System for Award Management \(SAM\)](#). There is no fee for registering. If the organization has previously registered, they should update their information to ensure current active registration. Applicants must have an active registration status in SAM.gov with their sponsoring agency’s EIN and Unique Entity ID prior to final execution of the contract. Applicants will be asked to submit proof of SAM.gov active registration or that their registration is in process as a part of their application. ASPR grant recipients must comply with all applicable terms and conditions of award, federal laws, regulations, and policies. See the [U.S. Department of Health and Human Services \(HHS\) Grants Policy Statement](#).

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application and award requirements.

| Event | Date |
|-----------------------------------|--|
| RFA released | August 8, 2022 |
| Application period open | August 8, 2022 |
| RFA Informational Webinar | August 15, 2022 |
| Application period closed | September 16, 2022 |
| Technical assistance office hours | Application Process: August 22 , and September 8 Deliverable 1 : Three times from October to November 2022. Dates to be determined. |
| Notices of Award emailed | October 7, 2022 |
| Anticipated contract start date | December 1, 2022 (Contracts cannot start without an approved budget and workplan) |
| Deliverable 1 due | January 31, 2023 |
| Deliverable 2 due | May 31, 2023 |
| Deliverable 3 due | August 31, 2023 |
| Anticipated contract end date | September 15, 2023 |

AWARD GOALS & REQUIREMENTS

NACCHO's MRC COVID-19 RISE awards seek to provide MRC units and state coordinators funding to support the immediate needs of the MRC network, increase capacity to address the ongoing COVID-19 response efforts, and ensure units are resourced for future mission requirements. MRC units with the support of MRC state coordinators have contributed an unprecedented record of over 3 million volunteer hours since the start of the pandemic. This award is intended to provide resources to support volunteer training to meet mission requirements, technology to support volunteer management and administrative requirements, and replenish or purchase needed response materials and supplies.

Award applicants should select at least one category below as a priority for their award application goals and resource requirement justification for the budget narrative:

- **Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic.**
 - Examples include volunteer training or exercises, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expenses such as supplies.
- **Innovate: Adopt technology and processes to support evolving volunteer management requirements.**
 - Examples include purchasing or expanding technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc.
- **Sustain: Maintain staffing or infrastructure needed to meet the operational and readiness requirements.**
 - Examples include staffing needs to support ongoing readiness and operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents.
- **Equip: Attain supplies or materials to support volunteer deployments and meet mission requirements.**
 - Examples include supplies to support MRC deployment requirements, such as supplies to support mass testing/vaccination/distribution operations, volunteer Personal Protective Equipment (PPE) or deployment gear, supplies for volunteer training, etc. (see budget template and guidance for allowable and unallowable costs)

MRC units or state coordinators may apply to the funding tier level that best aligns with their needs or demonstrated capacity to respond to the COVID-19 response. Selection of the appropriate tier level will include consideration for the size of the geographic area served, population size served, and the number of volunteers. MRC units or state coordinators considering a Tier 3 Award must have demonstrated response capacity and technical experience to support the additional requirement associated with that award.

Description of Funding Tiers

Tier 1 Award – \$25,000

Intended for MRC units or state coordinators that demonstrate the capacity to effectively develop and implement a program plan at the \$25,000 level that addresses their needs to support COVID-19 response efforts at the local, regional, or state level. The Tier 1 plan should include a workplan with stated goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Tier 2 Award – \$50,000

Intended for MRC units or state coordinators that demonstrate the additional resource need and capacity to effectively develop and implement a program plan at the \$50,000 level that addresses their response activities to support COVID-19 efforts at the local, regional, or state level. The Tier 2 plan should include a workplan with stated

goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Tier 3 Award – \$75,000

Intended for MRC units or state coordinators that demonstrate a strong background in MRC operations, response/resource needs at the \$75,000 level, staff capacity to effectively and implement a program plan at this level and participate in up to six-monthly collaborative meetings with NACCHO staff. The monthly collaborative meetings will provide a forum for peer-to-peer learning, examine deployment and response issues facing the MRC, identify resources or best practices, and share solutions with other sub-recipients. Awardees will also be expected to contribute to a report that outlines the findings of this cohort. The Tier 3 plan should include a workplan with stated goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Scope of Work

The scope of work required to be performed by awardees is outlined below. Applicants must ensure they can fulfill the following deliverables prior to applying.

Deliverable 1 – Due January 31, 2023.

All awardees:

- Final program workplan and timeline – All applicants are required to submit a draft program workplan with their application. NACCHO will review work plans and either approve as submitted or provide guidelines for corrective actions at the time of notice of award.
- Final budget – All applicants are required to submit a draft budget with their application. NACCHO will review budgets and either approve as submitted or provide guidelines for corrective actions at the time of notice of award.
- Templates and examples of the program workplan, timeline, and budget are available in [Appendix A](#) and [Appendix B](#).

Deliverable 2 – Due May 31, 2023.

All awardees:

- In-progress report – All awardees are required to submit an in-progress report outlining progress towards their program workplan and describing successes and/or challenges towards meeting their goals.
- The in-progress report template is available in [Appendix C](#) and [here](#).

Tier 3 awardees only:

- Awardees are to participate in collaborative sessions facilitated by NACCHO staff. Sessions will be conducted between February 2023 and May 2023.
- Awardees are expected to contribute to the identification of key issues impacting the MRC network and development of strategies to address resource requirements.

Deliverable 3 – Due August 31, 2023.

All awardees:

- Final program report – All awardees are required to submit a final program report describing the outcomes of the program and impact of the funding to support COVID-19 response capacity.
- The final program report template is available in [Appendix D](#) and [here](#).

Tier 3 awardees only:

- Awardees are to participate in collaborative sessions facilitated by NACCHO staff with a possible in-person workshop. Monthly online collaborative sessions will be conducted between June 2023 and August 2023.
- Awardees are expected to contribute to the identification of key issues impacting the MRC network and development of strategies to address resource requirements.

Payment Schedule & Method

The following table outlines the tasks and payment schedule for the MRC COVID-19 RISE Awards.

| Deliverable | Subtasks | Estimated Timeline | Payment Schedule |
|---------------|--|-------------------------------------|--|
| Deliverable 1 | <p><i>All Awardees</i> - Submission of:</p> <ul style="list-style-type: none"> Final Program Workplan* (appx. A) Final Budget* (appx. B) Invoice #1 (appx. E) *Note workplan and budget period is 12/1/2022 and 9/15/2023 | October 7, 2022 to January 31, 2023 | <p>Subtasks due by: January 31, 2023</p> <p>Amount: 35% of award</p> |
| Deliverable 2 | <p><i>All Awardees</i> - Submission of:</p> <ul style="list-style-type: none"> In-Progress Report (appx. C) Invoice #2 (appx. E) <p><i>Additional for Tier 3 Awardees</i></p> <ul style="list-style-type: none"> Participation in up to three collaborative calls | April 1, 2023 to May 31, 2023 | <p>Subtasks due: May 31, 2023</p> <p>Amount: 35% of award</p> |
| Deliverable 3 | <p><i>All Awardees</i> - Submission of:</p> <ul style="list-style-type: none"> Final Program Report (appx. D) Invoice #3 (appx. E) <p><i>Additional for Tier 3 Awardees</i></p> <ul style="list-style-type: none"> Participation in up to three collaborative calls Submission of recommendations for collaborative final report | July 1, 2023 to August 31, 2023 | <p>Subtasks due: August 31, 2023</p> <p>Amount: 30% of award</p> |

NACCHO will disburse payment to awardees in three installments of 35%, 35%, and 30% of the total award based upon receipt of deliverables per the payment schedule identified in the [scope of work](#) above. Please note that NACCHO reserves the right to make changes to the award timeline and payment schedule if necessary.

NACCHO Support

NACCHO staff will provide technical assistance through office hours for application processing from [August 15](#) to [September 8, 2022](#), and final budget and workplan development from October to November, 2022 to provide support for specific application questions and review sample budgets and program workplans to meet the requirements of Deliverable 1. Office hours will be conducted via virtual meetings to provide an interactive learning environment. All resources and templates associated with this award will be available on NACCHO's MRC awards webpage.

NACCHO staff will conduct an informational webinar prior to the in-progress and final report to review reporting requirements, answer technical questions related to the award, and provide an opportunity for peer sharing of successes or challenges.

NACCHO will establish a [Virtual Community](#) for all MRC COVID-19 RISE awardees. The Virtual Community will be a closed community to allow bi-directional communications between NACCHO and awardees, as well as provide a space for peer-to-peer networking. Those involved in the award should create a [MyNACCHO account](#) to be added to the community.

Technical assistance is available throughout this award via email, phone, and/or virtual meetings. For assistance, please contact mrcc@naccho.org.

PROPOSAL SUBMISSION

All MRC COVID-19 RISE applications must be submitted through [NACCHO's award application website](#) and must include the following information:

Administrative Information

1. Name and contact information of MRC unit leader or state coordinator that will be responsible for coordination of the implementation of the award requirements.
2. Information on the racial/ethnic groups, median household income, percentage of persons in poverty, and persons with a disability in the unit's jurisdiction.
3. Point of contact for contract processing and address for check mailing.
4. Completed [Certification of Non-Debarment or Suspension](#).
5. Completed [Form W-9](#).
6. Completed [FFATA Data Collection Form](#). *(This form will be required for all contracts over \$25,000, but if applicants are not able to complete the form in time for the application deadline, this form can be submitted up to three weeks after the application deadline.)*
7. Completed [Vendor Information Form](#). Includes name of the applicant's legal sponsoring agency, Employer Identification Number (EIN), Data Universal Numbering System (DUNS) number, SAM Unique Entity ID, CAGE Code, information of person with signatory authority, and accounts payable information.
8. Fringe benefits and/or indirect cost documentation. See [Appendix F](#) for more information.

Eligibility Verification

1. Proof of SAM.gov active registration.
 - a. Applicants are required to submit proof of their sponsoring agency's active registration in [SAM.gov](#) within their application, as required to receive funds by Federal regulations.
 - b. Applicants that are not currently registered in SAM.gov should allow **three weeks before** the application is due on September 16, 2022, to complete their registration process. Applicants may consult the [SAM.gov help site](#) for assistance setting up a new SAM account.
 - c. Applicants who have previously set up an account may benefit from reviewing [this FAQ](#) for assistance in checking the status of their entity and updating their account. Applicants must update their SAM information at least every 12 months to maintain an active account.
2. MRC units must update their profiles on the MRC Program Office website ([MRC Unit Profile & Activity Reporting System](#)) between **June 1 and September 16, 2022**. MRC units must also include an activity or event that occurred during that time. State coordinators should verify their contact information is correct on the MRC website and submit any corrections to the MRC Program Office. [See the ASPR MRC Unit Profile and Activity Reporting System User Guide for instructions](#).

Proposal Content

The proposal includes the four components listed 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. **Organization Background** – Describe the organization's mission, structure, and overview of 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 program response activities. Responses should not exceed 1,000 words.
2. **Qualifications and Experience** – Describe the organizational 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. Tier 3 applicants should also provide a background of staff

experience supporting MRC operations and how they can contribute collaboratively to the additional award requirements. Responses should not exceed 1,000 words.

3. **Program Workplan and Timeline** – Using the [provided template](#), describe a realistic program 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 the period of performance, ending September 15, 2023.
 - a. See [Appendix A](#) for the template and an example 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.
 - a. See [Appendix B](#) for the template and an example budget. Applicants must use the template provided by NACCHO.
 - b. See [Appendix F](#) for additional budget guidance. Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, materials, and services, such as contractual. **Please note that equipment, as defined by federal regulations (2 CFR § 200.33), is not allowable under this funding.** Refer to [Appendix F](#) for more information on unallowable expenses.

Evaluation & Selection Criteria

An evaluation team of at least two NACCHO staff members will review all applications. Applicants that meet the following requirements will be considered for an award:

1. MRC unit in good standing that meets the eligibility requirements listed on [page 3](#) of this RFA or state coordinator listed on the [MRC website](#).
2. Proposal clearly outlines the mission of the local or state MRC program, overview of number of volunteers, and previous MRC activities to support COVID-19 response efforts.
3. Proposal details organizations capacity and individuals responsible in executing and managing the spending workplan and meeting the program deliverables and timelines.
4. Proposal outlines how the award will support ongoing and programmed COVID-19 response efforts.
5. Budget line-item justifications support MRC COVID-19 response efforts and are reflective of previous or stated planned activities.
6. The proposed award level requested is commensurate with the stated resource needs, administrative capacity to support the award level, and demonstrated or planned program response activities.

APPENDICES

Appendix A: Program Workplan and Timeline Template & Example (Deliverable 1)

The blank template can be [downloaded here](#). Applicants are to upload a draft of this document with their applications. If awarded, the final versions are due no later than January 31, 2023.

| MRC COVID-19 RISE Awards <i>Respond, Innovate, Sustain, and Equip</i> | |
|---|--|
| MRC Unit Name & Number:* | |
| Point of Contact Name: | |
| Point of Contact Email: | |

*State coordinators, please enter your state here.

| Program Workplan and Timeline (December 1, 2022 and September 15, 2023) | |
|--|--|
| <p>Goal(s): Address at least one category and describe the goal of the program and the measurable outcomes expected.</p> <ul style="list-style-type: none"> • Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic. <ul style="list-style-type: none"> ○ Examples include volunteer training events, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expense such as supplies. • Innovate: Adopt technology and processes to support evolving volunteer management requirements. <ul style="list-style-type: none"> ○ Examples include purchasing or expanding technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc. • Sustain: Maintain staffing and infrastructure needed to meet the operational requirements of the unit. <ul style="list-style-type: none"> ○ Examples include staffing needs to support to support ongoing operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents. • Equip: Attain supplies or materials to support volunteer deployments and meet mission requirements. <ul style="list-style-type: none"> ○ Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer PPE or deployment gear, supplies for volunteer training events, etc. | |
| Goal(s): | Measurable Outcomes: |
| <p>Respond: by July of 2023 recruit and onboard 400 new volunteers to support ongoing COVID-19 response activities.</p> | <ul style="list-style-type: none"> • Number of new MRC volunteers that complete application process. • Number of background screenings processed. • Number of orientation trainings conducted. • Number of volunteers that are deployment ready. |
| <p>Innovate: by July of 2023 renew/update technology tools and processes to support evolving volunteer management requirements.</p> | <ul style="list-style-type: none"> • Technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times |

| | | |
|---|--|--|
| <p>Sustain – by March 2023 hire a part-time MRC coordinator to manage volunteer onboarding, training, and deployment activities to support COVID-19 response and prepare for future response activities.</p> | <ul style="list-style-type: none"> • Current MRC Unit Coordinator has updated training. • Number of part-time staff trained. • Internal tracking processes for volunteer requirements is developed. • Voucher system for reimbursement of volunteer mileage is developed. • Plan for community education efforts, onboarding, and training is developed | |
| <p>Equip – by July 2023 purchase materials and supplies to support MRC surge response activities.</p> | <ul style="list-style-type: none"> • Number of MRC vests available for deployments • Number of volunteer IDs issued • Number of deployment kits available for each deployment • Signage available for deployments • JITT pocket cards available for deployments • MRC tent available for outdoor deployments/clinic entrances/JITT training | |
| <p>Objectives to support goals:</p> | <p>Timeline:</p> | <p>Key Tasks:</p> |
| <p>Respond: Conduct recruitment campaign targeting medical and non-medical volunteers.</p> | <p>January to September 2023</p> | <ul style="list-style-type: none"> • Identify best markets to advertise. • Craft recruitment advertisements. • Purchase advertising to promote MRC volunteer opportunities via social media, PSAs, and local media. • Update housing agency website and utilize social media, local radio, and newspaper. • Link with new and non-traditional partners for recruitment (e.g., BOCES, local universities, veteran’s groups). |
| <p>Conduct MRC volunteer onboarding activities.</p> | <p>January to September 2023.</p> | <ul style="list-style-type: none"> • Conduct administrative onboarding and background screening. • Conduct virtual/in-person orientation. • Conduct CPR and medical skills training events. • Conduct POD support training for non-medical. |
| <p>Innovate: Utilize technology tools to support evolving volunteer management requirements and deployment rosters</p> | <p>January to July 2023</p> | <ul style="list-style-type: none"> • Identify best, most cost-effective technology tools for volunteer management and communication • Renew existing tools that are working well • Put new tools in place as needed • Upgrade website hosting package and security |
| <p>Sustain: Develop staff surge plan to support COVID response activities.</p> | <p>January through February 2023</p> | <ul style="list-style-type: none"> • Develop job description for new hire. • Conduct job posting and interview process. • Conduct an onboarding plan for new hire. • Conduct on the job training of new hire. • Encourage volunteers to participate in one event per month. • Utilize multiple means of communication, including SMS and email communications. • Promote emergency preparedness training for mental health and pastoral volunteers. |

| | | |
|--|------------------------------------|---|
| <p>Equip: Safeguard volunteers for deployments.</p> | <p>December 2022 to March 2023</p> | <ul style="list-style-type: none"> • Identify vendors and price comparison of PPE, deployment gear, and outdoor canopy. • Purchase personal protective gear for volunteers deploying to support COVID-19 operations. • Issue deployment gear to volunteers. • Purchase canopy to support outdoor response activities. |
| <p>Provide training aid needed for emergency first aid training.</p> | <p>January 2023 to March 2023</p> | <ul style="list-style-type: none"> • Purchase CPR manikins and AED training aids to provide first aid training certification for volunteers. • Contract CPR/AED/First Aid Course Instructors. |

Appendix B: Budget Template (Deliverable 1)

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

Applicants are to upload a draft of this template with their applications. If awarded, the final versions are due by January 31, 2023.

| MRC COVID-19 Respond, Innovate, Sustain, Equip (RISE) Awards - Round 2 | | | | | |
|--|-----------------------------|---------------|------------------------|--|---|
| Budget Period December 1, 2022 through September 15, 2023 | | | | | |
| MRC Unit Name & Number or State (for State Coordinators): | | | | | |
| Sponsoring Agency Name: | | Sample | | | |
| 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 | MRC RISE Category <i>Respond, Innovate, Sustain, and/or Equip</i> | Cost Justification <i>Include description, how the item meets the intent of the funding/mission of the MRC, and other information to support the cost.</i> |
| 1. Direct Labor | | | | | |
| Unit Coordinator | 0.75 | 25,000 | \$ 18,750.00 | Sustain | Jane Doe, MPH, MRC Unit Coordinator - Recruit, retain, and manage volunteers. Collaborate with community partners. Plan and provide regular training opportunities. Complete RISE Award and MRC Program Office reporting requirements. \$50,000 annual salary for 6 months (July 1 - December 31, 2022) = \$25,000 * 0.75 FTE = \$18,750 |
| | | | \$ - | RISE Category | |
| | | | \$ - | RISE Category | |
| Personnel Subtotal | | | \$ 18,750.00 | | |
| Retirement (5% of salary) | | | \$ 937.50 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| FICA (7.65% of salary) | | | \$ 1,434.38 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| Insurance | | | \$ 2,000.00 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| Fringe Benefits Subtotal | | | \$ 4,371.88 | | |
| Subtotal of Personnel & Fringe Benefits | | | \$ 23,121.88 | | |
| 2. Contracts or Professional Services | | | | | |
| Marketing contract with Marketing Mavens | 50 | \$87.38 | \$ 4,369.00 | Innovate | 50 hours of professional marketing services at a rate of \$87.38 per hour with Marketing Mavens for the creation and design of social media marketing tools to distribute for recruitment purposes. *See Marketing Maven estimate and scope of work attached. (Please provide estimates for all contracted services.) |
| | | | \$ - | RISE Category | |
| Subtotal of Contracts/Professional Svcs | | | \$ 4,369.00 | | |
| 3. Materials and Supplies | | | | | |
| Online Scheduling Tool | 7 | \$50.00 | \$ 350.00 | Equip | Secure online/IT scheduling/communication tool that supports volunteer communication and allows volunteers to schedule themselves for upcoming volunteer opportunities. \$50/month * 7 months (May - Dec. 2022) |
| HP ProBook 640 G8 Notebook - 14" Laptop | 1 | \$2,076.00 | \$2,076.00 | Equip | One HP ProBook 640 G8 Notebook - 14" for use for MRC coordination, scheduling and deployment activities. (Computers/laptops/cellphone service providers must be an approved vendor. Please include manufacturer information in description.) |
| Zebra ZC300 Series ID Badge Printer | 1 | \$2,150.25 | \$ 2,150.25 | Equip | Zebra ZC300 Series ID Badge Printer for dual sided badges with printing supply kit to identify and legitimize up to 400 deployable volunteers. (Note that "systems" cannot exceed \$5,000. Systems are defined as equipment that requires multiple subcomponents to be functional.) |
| ID/Badge Lanyards | 500 | \$2.50 | \$ 1,250.00 | Equip | 500 MRC branded lanyards at \$2.50 each to be used with MRC issued ID badge. |
| Volunteer Deployment Vests | 100 | \$16.50 | \$ 1,650.00 | Equip | 100 high-visibility MRC branded safety vests at \$16.50 each to be returned to the unit after each deployment (Reminder: Wearable, branded items must be returnable. No giveaway items such as t-shirts, hats, etc. are allowable.) |
| Adult Diversity Kit CPR-AED Training Manikins | 1 | \$690.67 | \$ 690.67 | Equip | Adult Diversity Kit CPR-AED Training Manikins 4-pack with CPR monitors to be used at monthly MRC-led CPR training opportunities for volunteers |
| Survey Money subscription | 7 | \$28.60 | \$ 200.20 | Equip | 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 strength the volunteer program. \$28.60/month for a seven months (List months of service for subscription. Award will only cover subscriptions months within award period. Costs of annual subscriptions must me adjusted in budget to reflect this.) |
| Subtotal of Materials/Supplies | | | \$ 8,367.12 | | |

| 4. Travel | | | | | |
|---|-----|---------|---------------------|---------------|---|
| Milage reimbursement for volunteer leadership | 575 | \$0.56 | \$ 322.00 | Respond | \$0.56/mile * 575 total miles for 2 volunteer leaders traveling throughout 1,000 sq mile jurisdiction for recruitment, volunteer management, and supply transportation purposes during July 1 - December 31, 2022 |
| | | | \$ - | RISE Category | |
| Subtotal of Travel | | | \$ 322.00 | | |
| 5. Other Expenses | | | | | |
| AHA BLS CPR Train the Trainer Course | 1 | \$300 | \$ 300.00 | Sustain | (25 students x \$300 each) One instructor course for MRC Volunteers to be certified CPR Instructor at rate of \$300/course |
| AHA HeartCode® PALS- Pediatric Advanced Life Support Student Course | 30 | 151 | \$ 4,530.00 | Sustain | (30 students x \$151 each) Train MRC Volunteers in Pediatric CPR and Advanced Life Support. Helpful in our pediatric vaccination clinics |
| Billboard advertising | 2 | \$4,100 | \$ 8,200.00 | Sustain | Advertising to recruit new members within the jurisdiction. Graphic design fee for 3 billboard markups: \$500 Printing: \$250/billboard * 2 billboards = \$500 \$300 weekly rent * 12 weeks each (Oct. - Dec. 2022) * 2 billboards = \$7,200 (Please provide estimate quotes from potential vendors.) |
| Facebook advertising | 1 | \$790 | \$ 790.00 | Sustain | Targeted advertising to recruit new volunteers through Facebook. Ad design: \$190 8 weeks * \$80/week = 600 |
| | | | \$ - | RISE Category | |
| Subtotal of Other Expenses | | | \$ 13,820.00 | | |
| Subtotals | | | | | |
| Subtotal of Direct Costs | | | \$ 50,000.00 | | |
| Organization Indirect Rate (X%) | | | \$ - | | 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). |
| Grand Total | | | \$ 50,000.00 | | |

Appendix C: In-Progress Report Template (Deliverable 2)

This blank template can be [downloaded here](#) and is due by May 31, 2023.

| MRC COVID-19 RISE Awards <i>Respond, Innovate, Sustain, and Equip</i> | |
|---|--|
| MRC Unit Name & Number:* | |
| Point of Contact Name: | |
| Point of Contact Email: | |
| Date Report Submitted: | |

*State coordinators, please enter your state here.

| In-Progress Report Refer to approved workplan to complete this report. | | |
|--|---|---|
| Goal(s) included in workplan: | List measurable outcomes achieved during this period: | |
| | • | |
| | • | |
| | • | |
| Objectives to support goals: | Status: (complete, in-progress, or not started) | List achievements of key tasks completed. Provide comments for status of pending or not started tasks: |
| | | • |
| | | • |
| | | • |

Appendix D: Final Program Report Template (Deliverable 3)

This blank template can be [downloaded here](#) and is due by August 31 2023.

| MRC COVID-19 RISE Award <i>Respond, Innovate, Sustain, and Equip</i> | |
|--|--|
| MRC Unit Name & Number:* | |
| Point of Contact Name: | |
| Point of Contact Email: | |
| Date Report Submitted: | |

*State coordinators, please enter your state here.

| Final Program Report Refer to approved workplan to complete this report. | | |
|--|---|---|
| Goal(s) included in workplan: | List measurable outcomes achieved during this period: | |
| | • | |
| | • | |
| | • | |
| Objectives to support goals: | Status: (Complete, in-progress, or not started) | List achievements of key tasks completed. Provide comments for status of pending or not started tasks: |
| | | • |
| | | • |
| | | • |

| Program Impact |
|--|
| Provide an overview of the impact of this funding to support the MRC response capabilities of the unit: |
| Provide any examples of success stories: |
| Provide any examples of challenges or resource needs still outstanding: |

Appendix E: NACCHO Invoice

The fillable template can be [downloaded here](#) and is due with every deliverable.

MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards

Round 2 of Funding

NACCHO Invoice Number 1 2 3

| Administrative Information | |
|-----------------------------------|--|
| MRC Unit Name & Number* | |
| Award Point of Contact (POC) Name | |
| Award POC Email | |
| Total Award Amount | |
| Date Invoice Submitted | |

*State coordinators, please enter your state here.

| Invoice Amount |
|----------------|
| \$ _____ |

Send check to:

| Round 2 Deliverable & Payment Schedule | | | |
|---|---|--|--|
| Invoice Number | Number 1 | Number 2 | Number 3 |
| Due Date | January 31, 2023 | May 31, 2023 | August 31, 2023 |
| Invoice Amount | 35% of total award | 35% of total award | 30% of total award |
| Additional subtasks required for payment | <ul style="list-style-type: none"> Final Program Workplan Final Budget Fully executed contract | <ul style="list-style-type: none"> In-Progress Report | <ul style="list-style-type: none"> Final Program Report |

Appendix F: NACCHO Budget Guidance for Contractors

General Guidance

- ✓ **BUDGET:** Applicants should submit a detailed line-item budget of all costs using [the NACCHO Excel budget template](#). Please review all instructions in this appendix and on tab 1 (Budget Guidelines) before completing the detailed budget on tab 2.
- ✓ **INDIRECT COST DOCUMENTATION:** If the budget includes indirect costs (in excess of the 10% de minimis rate), applicants must submit supporting documentation and proof of the indirect cost rates used. Please ensure these documents are signed by a senior-level executive of the organization (e.g., CEO, CFO, etc.).
- ✓ **MATH CHECK:** Please review all expense calculations, line-item subtotals, and the final budget total to ensure accuracy. The grand total (including direct and indirect costs) must equal the exact award level requested in the application. Any budgets that do not equal exactly the award level will be returned to applicants for corrections.
- ✓ **UNALLOWABLE EXPENSES:** Please refer to [page 19](#) of this RFA or the first tab of the [budget template](#) for a list of unallowable expenses.

Budget Line Guidance

DIRECT LABOR EXPENSES

Personnel – Please make sure full information is provided on each staff member budgeted in the ‘Cost Justification’ column including:

- Staff member name (or “to be hired”), position, and brief description of duties
- Annual salary (NACCHO follows the current salary cap, found [here](#)) or hourly rate and expected number of hours per week and number of weeks (within the period of performance) they will be funded by this award
- Percentage of time spent funded by this award or full-time equivalent calculation (FTE)

Fringe Benefits – If requesting any fringe benefits, applicants must provide 1) a breakdown of individual fringe benefits allocated to each staff member **in the budget** as well as 2) formal documentation/proof of the fringe rate or benefits uploaded with the application.

- 1) Please include an itemized list of fringe benefits for each employee or staff member in the budget. For example:

| 1. Direct Labor | | | |
|--|---------------------|---------|---|
| Unit Coordinator | \$ 18,750.00 | Sustain | Jane Doe, MPH, MRC Unit Coordinator - Recruit, retain, and manage volunteers. Collaborate with community partners. Plan and provide regular training opportunities. Complete RISE Award and MRC Program Office reporting requirements. \$50,000 annual salary for 6 months (July 1 - December 31, 2022) = \$25,000 * 0.75 FTE |
| Personnel Subtotal | \$ 18,750.00 | | |
| Retirement (5% of salary) | \$ 937.50 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| FICA (7.65% of salary) | \$ 1,434.38 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| Insurance | \$ 2,000.00 | | For Jane Doe for 6 months (July 1 - December 31, 2022) * 0.75 FTE |
| Fringe Benefits Subtotal | \$ 4,371.88 | | |
| Subtotal of Personnel & Fringe Benefits | \$ 23,121.88 | | |

- 2) Acceptable documentation of fringe benefits will be uploaded with the application and can include any of the following:
 - An approval letter issued by a relevant federal or state agency (e.g., HHS) authorizing the organization to calculate fringe benefits based on a certain percentage of direct salary and wages

- An excerpt from a financial audit report that outlines the official fringe rate
- A letter (on the organization letterhead) signed by a financial official that lists the approved fringe rate used by the organization
- A copy of the accounting procedures or policy that outlines how they calculate fringe rate

OTHER DIRECT EXPENSES

Contractual – For any contractors in the budget, applicants must provide a detailed breakdown of their costs and justification for how their services meet the intention of the funding including the following:

- Their rate (hourly, daily, monthly, or fixed)
- Itemized description of services provided and approximate proportion of the contractor’s expense

Materials and Supplies – Applicants are to provide a **detailed** breakdown of each supply/material item budgeted and justify how they derived the costs for each item. The justification should also include how each item relates to the intention of the funding and the mission of the MRC. Items or systems of \$4,000 or more should include documentation of 3 price quotes/links to vendors with costs to support reasonable cost determination.

Note that equipment, defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000 (See 2 CFR § 200.33), is not allowed. Items or systems of \$4,000 or more should include documentation of 3 price quotes to support reasonable cost determination.

Additionally, any electronics purchases (e.g., radios, laptops, tablets, phones, etc.) should identify the brand intended to be purchased.

For example:

| 3. Materials and Supplies | | | |
|---------------------------------------|--------------------|-------|---|
| Printing | \$ 100.00 | Equip | Printing of data collection forms, training materials, reports, signage at PODs, and recruitment materials. 1,000 pages * \$0.10/page |
| Office supplies | \$ 360.00 | Equip | Pens, notebooks, folders, and printing paper for 3 staff members for 6 months (July 1 - December 31, 2022) at \$20/month/staff member |
| Microsoft Office packages | \$ 297.00 | Equip | For use in recruitment, onboarding, and other administrative, operational, and communication needs. \$99/package * 3 staff members |
| ID/Badge Lanyards | \$ 1,000.00 | Equip | 400 MRC branded lanyards at \$2.50 each to comprise volunteer uniforms while deployed for visibility, legitimacy, and safety |
| Volunteer Deployment Vests | \$ 1,650.00 | Equip | 100 high-visibility MRC branded safety vests at \$16.50 each to comprise volunteer uniforms while deployed and to be returned to the unit after each deployment |
| Subtotal of Materials/Supplies | \$ 3,407.00 | | |

Travel – Applicants must provide a breakdown of specific costs associated with budgeted trips and how the costs were derived including any of the following applicable components:

- Mileage. Cost per mile (\$0.625/mile is the approved 2022 federal mileage reimbursement rate) + total number of miles for each trip. Please note that vehicle fuel and insurance should not be budgeted separately, as these are covered under the federal mileage reimbursement rates for transportation costs.
- Lodging and meals for travelers and location(s) of travel (applicants may use but should not exceed federal per diem rates).
- Number of travelers and/or trips planned.
- Purpose of all planned travel as it relates to the intention of this funding.

Other Expenses – Please provide a breakdown of specific direct costs budgeted and how each meets the intention of this funding.

- Note that expenses such as rent, utilities, telecoms, etc. are typically covered under the organization’s indirect costs and should therefore not be budgeted under “Other Expenses” if they are also budgeting for indirect costs.

INDIRECT EXPENSES

If applicants have budgeted for indirect costs using a rate that is **higher than 10%**, they must provide **documentation/proof of their organization’s approved indirect cost rate or calculation**. Acceptable documentation can include the following:

- An approval letter issued by a relevant federal or state agency (e.g., HHS) and signed by the agency and the organization that authorizes the organization’s indirect cost rate
- An excerpt from a financial audit report that outlines the organization’s indirect cost rate calculation
- A letter (on the organization’s letterhead) signed by a financial official that lists the indirect cost rate used by the organization
- A copy of the accounting procedures or policy that outlines how they calculate the indirect costs
- A cost allocation plan, signed by a financial official, shows a breakdown of indirect costs and their allocation to the program

If the indirect rate is 10% (i.e., the de minimis rate) or lower, no proof is needed.

UNALLOWABLE EXPENSES

- **Incentives** for participants to take part in project activities, such as receiving gift cards or gas cards, is not allowed.
- **Equipment**, defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000 (2 CFR § 200.33), is unallowable. Whenever possible, clearly itemize expenses to demonstrate that no single expense is \$5,000 or more per unit.
- **Interest and other financial costs** (FAR 31.205-20) are unallowable however represented including bond discounts, costs of financing, and refinancing capital including associated costs. Some associated costs include related legal and professional fees incurred in connection with prospectuses, the costs of preparing stock rights are generally unallowable with special rules. However, interest assessed by certain state and local taxing authorities are allowable under certain conditions.
- **Contributions or donations**, including cash, property, and services, regardless of recipient, are unallowable (FAR 31.205-8).
- The costs of **entertainment** and recreation however represented are unallowable including associated costs (FAR 31.205-14). Costs associated with social activities including social, dining, country clubs, and similar organizations are also unallowable.
- **Costs for contingencies** (FAR 31.205-7) are not allowable.
- **Bad debts**, including actual or estimated losses arising from uncollectible accounts receivable due from customers and other claims, and any directly associated costs such as collection costs, and legal costs are unallowable (FAR 31.205-3).

- The costs of **finances and penalties** for violating federal, state, or local laws is unallowable including associated costs (FAR 31.205-15). Specifically, the costs associated with the mischarging of costs to government contracts is unallowable.
- The write-up of assets, resultant depreciation, and **goodwill** from business combinations is unallowable (FAR 31.205-49).
- **Losses**, or the excess of cost over income, on any contract is unallowable (FAR 31.205-33). This includes the contractor's share of any cost contribution on cost sharing agreements.
- **Organization costs and re-organization costs** are unallowable however represented including professional and legal fees (FAR 31.205-27). However, the costs of executive bonuses, employee savings plans, and employee stock ownership plans are not considered organization or re-organization costs and are not made unallowable by this principle. Such costs are addressed by FAR 31.205-6.
- Direct charges for **meals/food and beverages** are only allowable if served at a training opportunity that is eight (8) hours or longer. Applicants must make this clear in the cost justification column.
- **Alcohol** is expressly unallowable under all circumstances.
- Costs association with **promotion** is unallowable if the primary purpose is to promote a company's image, products, or service.
- **Personal use** of anything as compared to business purpose is unallowable.
- Any cost presumed to be a **distribution of profits** is unallowable in all cases.
- **First class air fare** is unallowable in most cases. There are a few exceptions but are available in rare circumstances. Please contact NACCHO staff about these exceptions as needed.
- Certain **legal costs** are unallowable. In order for legal costs to be allowable the costs must be documented by scope of work, rate description and work product. Please contact NACCHO staff regarding the circumstances that these costs may be allowable. Claims against the government and defense of certain fraud proceedings are unallowable.
- **Hotel, meals, and incidentals** are unallowable *if* they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration.
- **Harm reduction supplies** including syringes are not allowable.
- **Uniforms** that cannot be returned to the unit and used by other volunteers are unallowable (e.g., t-shirts, hats). Instead, opt for reusable uniforms such as branded high visibility safety vests.
- **Vehicles, maintenance and fuel costs** are unallowable.
- **Building renovations, land, or other capital assets** are unallowable.

SAM.GOV – Confirm if manufacturers have been vetted by the Federal Government:

To check if a manufacturer has an active registration with SAM.gov and is approved for federal funding:

- Visit SAM.gov and login (or create a free account)
- Click on "Search" in the main menu
- Click "Select Domains/All Domains" then "Entity Information" from the menu that appears then "Entity Registrations" from the menu that appears
- Search for the company by name
 - Check the company's website to confirm their entity name (e.g., Dell Technologies vs. Dell).
 - If the entity has an active registration with SAM.gov, awardees can purchase items from the company under this grant—assuming sufficient justification is included in the budget regarding why the purchase is necessary for completion of the project.

- If awardees have trouble finding the company, it may be helpful to search for it via Google or Wikipedia and confirm the company’s official name. For example, Google is listed as “Google, LLC” and Apple is listed as “Apple Inc.”

APPROVED TELECOMS/ELECTRONICS COMPANIES

For reference, a list of entities and companies that are not subject to a federal security ban (i.e., common US-based telecoms companies) is provided below.

Computers, Smart Phones, Tablets:

- Apple
- Dell
- Google
- HP
- Lenovo
- Microsoft
- Motorola Mobility / Motorola Solutions
- Samsung
- Toshiba

Software:

- Adobe
- Apricot360
- Canva
- McAfee
- Microsoft
- QuickBooks
- Tableau
- Windows
- Zoom

Internet and Cell Phone Providers:

- AT&T
- Comcast
- T-Mobile/Sprint
- Verizon

Appendix G: NACCHO Sample Contractual Agreement Template**CONTRACT # MRC RISE 22 - Unit #/State**

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’ Office of the Assistant Secretary of Preparedness and Response (Grant No. 5 HITEP 200045-02-03, CFDA # 93.008) (the “Grant”) to build the capacity of the Medical Reserve Corps (“MRC”);

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC State Coordinators and MRC units (or unit sponsoring agency) and to encourage these organizations to provide certain information to The Office of the Assistant Secretary of Preparedness and Response, Medical Reserve Corps Program (“MRC Program”);

WHEREAS, Organization is either an MRC state level coordinator, a unit sponsoring agency or 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 15, 2023 (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) status, is a governmental agency, or is an organization capable of and willing to receive federal funds.
 - b. Organization receiving the funds must be registered and approved in SAM.gov.
 - c. Utilizes MRC Respond, Innovate, Sustain, and Equip Award funds for approved purposes, and as indicated in their award application.
 - d. Submission of Deliverable 1, final budget, and program workplan using the templates provided by NACCHO, by January 31, 2023. (Required to receive 35% of payment) See Appendix A Workplan and Appendix B Budget.
 - e. Submission of Deliverable 2, in-progress report by May 31, 2023. (Required to receive 35% of payment). See Appendix C.
 - f. Submission of Deliverable 3, final program report by August 31, 2023. (Required to receive final 30% of payment). See Appendix D.

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 Principles, 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 have access to 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

FOR ORGANIZATION:
 Legal name:
 Name of Authorized Signer:
 Title of Authorized Signer:
 Tax address:
 Tax address2:
 Tax city, tax state tax zip:
 Telephone:
 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: _____