2022 Medical Reserve Corps COVID-19 RISE Awards

Request for Application (RFA) Round Two Webinar

August 15, 2022
2:00 PM ET
Logistics

• This webinar is listen-only and can be heard through either your computer speakers or telephone. Using both will cause feedback.

• This webinar is being recorded and will be shared on NACCHO’s MRC website and the MRC listserv.

• Submit all questions through the Q&A box at the bottom of the screen.
NACCHO MRC Team

Kathy Deffer – Director
Meagan Doran – Senior Program Analyst, MRC
Lean Abdelaziz – Senior Program Analyst, Preparedness
Akosua Ntiamoah – Project Manager
Khusbu Patel – Program Analyst, MRC
Beth Hess – Communications Specialist
Caitlyn Harper – Senior Program Assistant, Preparedness
Annaleigh Baremore – Senior Program Assistant, MRC
Maleece Wallace – MRC Admin Temp

Contact us at: mrc@naccho.org
Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes.
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process budget guidance & allowable expenses and NACCHO’s award website
NACCHO’s MRC Funding Opportunities Webpage

MRC Funding Opportunities

NACCHO is proud to be able to provide funding to MRC units through our continued partnership with the Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR) Medical Reserve Corps Program Office.

CURRENT AWARDS

MRC COVID-19 Response, Innovate, Sustain, and Equip (RISE) Awards - Round 2

NACCHO, through its cooperative agreement with the U.S. Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR) is offering a second round of the MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards. These awards are intended to provide resources to the MRC network to support COVID-19 response efforts. This funding prioritizes 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. The MRC RISE Awards are a competitive funding opportunity open to MRC units and state coordinators with a clearly identified need and capacity to meet the intent of this funding.

Request for Application (RFA)

- Funding intent and awards overview
- Program expectations, proposal content, evaluation, and scoring
- Eligibility requirements, reporting requirements, and important dates
- Links to the application and all reporting templates
- Find more resources on NACCHO’s MRC website:
Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
MRC COVID-19 R.I.S.E. Awards

RESPOND  INNOVATE  SUSTAIN  EQUIP
### MRC RISE Awards To Date

<table>
<thead>
<tr>
<th>MRC RISE Awards</th>
<th>Round 1</th>
<th>MRC RISE Awards</th>
<th>Round 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 185 MRC Units or States Awarded</td>
<td>• 100 – 125 expected awardees</td>
<td>• Total of $9.575 million</td>
<td>• $6.425 million remaining</td>
</tr>
</tbody>
</table>
# MRC COVID-19 R.I.S.E. Defined

<table>
<thead>
<tr>
<th>Define</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respond</strong></td>
<td>Build the capacity of a trained and ready corps of volunteers that is able to adequately respond to COVID-19 efforts</td>
</tr>
<tr>
<td><strong>Innovate</strong></td>
<td>Adopt technology and processes to support evolving volunteer management requirements</td>
</tr>
<tr>
<td><strong>Sustain</strong></td>
<td>Maintain the staffing and infrastructure needed to meet the operational and readiness requirements</td>
</tr>
<tr>
<td><strong>Equip</strong></td>
<td>Attain supplies or materials to support volunteer deployments and meet mission requirements</td>
</tr>
</tbody>
</table>
## MRC COVID-19 R.I.S.E. Examples

### Respond
- Volunteer training or exercises
- Recruitment efforts to expand volunteer capacity
- Onboarding expenses (e.g., background checks/liability coverage)
- Deployment related expense such as supplies

### Innovate
- Purchase or expand technology platforms to manage and track volunteers
- Deployment activities tracking databases
- Communications with volunteers/partners during emergency/non-emergency operations
- Additional technology requirements during deployments

### Sustain
- Staffing needs to support ongoing operational and readiness requirements (full or part-time equivalents)
- Support of recruitment and management of volunteers
- Developing training curriculum for volunteer deployments
- Developing plans and processes for volunteer management

### Equip
- Supplies or materials to support MRC deployment requirements (e.g., reusable safety vests, deployable tents, etc.)
- Equipment to support mass testing/vaccination/distribution operations
- Volunteer Personal Protective Equipment (PPE) or deployment gear
- Volunteer training supplies
Who can apply?

MRC units AND state MRC coordinators that meet the following criteria:

- Affiliated with an established MRC unit or are an MRC state coordinator
- Profile updated on MRC website between June 1st and September 16th, 2022 with an activity that occurred during this date range
- Eligible to receive federal funds and registered on SAM.gov
- Prospective MRC units confirmed by Regional Liaisons
- New applicants only

Where can prospective applicants find more details?

- RFA found here: https://www.naccho.org/uploads/downloadable-resources/Programs/Public-Health-Preparedness/MRC-RISE-Awards-RFA.pdf
Funding Tiers

Tier 1 Award Level
$25,000

Tier 2 Award Level
$50,000

Tier 3 Award Level
$75,000
<table>
<thead>
<tr>
<th>Considerations for Choosing a Level of Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of COVID-19 readiness and response</td>
</tr>
<tr>
<td>Staffing levels and needs</td>
</tr>
<tr>
<td>Funding sources, plans, and amounts</td>
</tr>
<tr>
<td>Supplies and materials to ready volunteers and respond to COVID-19</td>
</tr>
</tbody>
</table>
Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
## Tips for a Successful Award Application

<table>
<thead>
<tr>
<th>Understand the funding announcement (RFA)</th>
<th>Read the RFA thoroughly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review and write down important dates</td>
</tr>
<tr>
<td></td>
<td>Identify the unit’s capacity and resource requirements</td>
</tr>
<tr>
<td>Prepare to meet proposal content requirements</td>
<td>Start the process of registering on SAM.gov 3 to 4 weeks before the application is due (i.e., now!)</td>
</tr>
<tr>
<td></td>
<td>Understand the difference between goals and objectives and utilize the SMART method*</td>
</tr>
<tr>
<td></td>
<td>Clearly articulate the unit’s need for budget items</td>
</tr>
<tr>
<td>Be intentional with your application language</td>
<td>Use clear and detailed language</td>
</tr>
<tr>
<td></td>
<td>Draft your responses in Word** or Notepad first</td>
</tr>
<tr>
<td></td>
<td>**Be aware that copying text from Word can cause formatting issues</td>
</tr>
<tr>
<td></td>
<td>Proofread and seek input on draft application from team members</td>
</tr>
<tr>
<td></td>
<td>Ensure all contact information is accurate to avoid contract and check processing delays</td>
</tr>
</tbody>
</table>

* See [this helpful document](#) from SAMHSA
MRC COVID-19 Response, Innovate, Sustain, and Equip (RISE) Awards - Round 2

NACCHO, through its cooperative agreement with the U.S. Department of Health and Human Services (HHS), Administration for Strategic Preparedness and Response (ASPR) is offering a second round of the MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards. These awards are intended to provide resources to the MRC network to support COVID-19 response efforts. This funding prioritizes 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. The MRC RISE Awards are a competitive funding opportunity open to MRC units and state coordinators with a clearly identified need and capacity to meet the intent of this funding.

NACCHO will accept Round 2 applications via the NACCHO application website from Monday, August 8, 2022 until Friday, September 16, 2022. All necessary information regarding the program and application process may be found in the RFA.

Additional resources include the following:

• Application Component Overview
• Workplan and Timeline Template
• Budget Proposal Template and Instructions
• Sample Workplan and Timeline
• Sample Budget

Please direct any questions to NACCHO staff at mrc@naccho.org.

Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
Program Deliverables

#1 All Awardees – Submissions allowed until January 31, 2023

• NACCHO approved Final Program Workplan
• NACCHO approved Final Budget

#2 All Awardees – Submissions allowed until May 31, 2023

• 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.

#3 All Awardees – Submissions allowed until August 31, 2023

• 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.

Tier 3 Awardees Only

• Awardees are to participate in up to three monthly collaborative sessions facilitated by NACCHO staff. Sessions will be conducted in June, July, 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.
Program Reporting Requirements

In-Progress Report

- In-progress status
- Provide status update of workplan
- Due May 31, 2023.

Final Program Report

- Report goal outcomes and objective achievements
- Share impact of funding, successes, or challenges
- Due August 31, 2023.
Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
COVID-19 MRC RISE Awards Timeline

2022-2023

August 8
• Applications open

September 16
• Applications close

October 7
• Notices of Awards sent

December 1
• Anticipated contract start date

January 31
• Deliverable 1 due

May 31
• Deliverable 2 due

August 31
• Deliverable 3 due

September 15
• Anticipated contract end date
Contract Process

- Applicants will provide proof of active SAM.gov registration within their applications and will ensure the entity’s status stays active throughout contract processing.
- Contract will be sent via email to authorized signatory, award POC, and contract coordinator listed in the application starting in December 2022.
- Awardees will return signed copy to mrc-contracts@naccho.org
- Contracts cannot be fully executed until workplan, and budget are fully approved (Deliverable #1)
## Payment Process

### Deliverable & Payment Schedule

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Number 1</th>
<th>Number 2</th>
<th>Number 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date</strong></td>
<td>January 31, 2023</td>
<td>May 31, 2023</td>
<td>August 31, 2023</td>
</tr>
<tr>
<td><strong>Invoice Amount</strong></td>
<td>35% of total award</td>
<td>35% of total award</td>
<td>30% of total award</td>
</tr>
</tbody>
</table>
| **Additional subtasks required for payment** | • Final Program Workplan  
• Final Budget  
• Fully executed contract | • In-Progress Report | • Final Program Report |

Webinar Objectives

1. Review the MRC RISE program objectives and RFA
2. Understand the MRC RISE funding intent and each tier level
3. Review tips and resources for developing a competitive proposal
4. Understand reporting requirements and deliverables for each award tier
5. Review important dates, contract, and check processes
6. Become familiar with the application process, budget guidance & allowable expenses and NACCHO’s award website
Application Process

- Review application overview on the RFA or award site
- Carefully gather administrative information before starting application
- Sign into award site using your MyNACCHO account
- Complete the application online, painting a clear picture of the jurisdiction and the MRC's needs to respond to COVID-19
- Carefully review application before submitting by September 16, 2022
# Proposal Content

## 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.

## 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.

## 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.

## 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.
**Goal:** Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic.
- Examples include volunteer training opportunities, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks, liability coverage, deployment-related expenses such as supplies.

**Goal:** Innovate: Utilize technology and processes to support evolving volunteer management requirements.
- Examples include purchase or expansion of technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/fee-emergent operations, technology requirements during deployments, etc.

**Goal:** Sustain: Maintain staffing and infrastructure needed to meet the operational requirements of the unit.
- Examples include staffing needs 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.

**Goal:** Equip: Attain supplies to support volunteer deployments and meet mission requirements.
- Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer FFT or deployment gear, supplies for volunteer training events, etc.

---

**Objectives to support goals:**

**Respond:**
- Conduct recruitment campaign targeting medical and non-medical volunteers.
- Conduct MRC volunteer onboarding activities.
- Utilize technology tools to support evolving volunteer management requirements and deployment rosters.
- Develop staff surge plan to support COVID-19 response activities.

**Innovate:**
- Conduct administrative onboarding and background screening.
- Conduct CPR and medical skills training events.
- Develop staff surge plan to support COVID-19 response activities.

**Sustain:**
- Conduct administrative onboarding and background screening.
- Conduct CPR and medical skills training events.
- Conduct POD support training for non-medical.

**Equip:**
- Conduct recruitment campaign targeting medical and non-medical volunteers.
- Conduct MRC volunteer onboarding activities.
- Utilize technology tools to support evolving volunteer management requirements and deployment rosters.
- Develop staff surge plan to support COVID-19 response activities.

---

**Measurement Outcomes:**

- Number of new MRC volunteers that complete application process.
- Number of volunteer onboarding expenses.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
- Number of MRC vests available for deployments.
- Number of volunteer IDs issued.
- Number of deployment kits available for each deployment.
- Number of part-time staff trained.
- Number of background screenings processed.
- Number of orientation trainings conducted.
- Number of volunteers that are deployment-ready.
- Number of technology platforms in place to manage and track volunteer deployment activities and communicate with volunteers/partners during emergent and non-emergent times.
Budget Proposal

Applicants must use the provided budget template which is broken up into the following budget categories:

<table>
<thead>
<tr>
<th>Labor</th>
<th>Professional Services</th>
<th>Materials and Supplies</th>
<th>Travel/Transportation</th>
<th>Other Expenses</th>
</tr>
</thead>
</table>

- Save the spreadsheet as an Excel (.xlsx), Word (.doc, .docx), or PDF file and upload to your application.

- Check your totals and make sure the final amount EQUALS the award amount requested.
### Example in RFA – Appendix B

**MRC COVID-19 Respond, Innovate, Sustain, Equip (RISE) Awards – Round 2**  
**Budget Period December 1, 2022 through September 15, 2023**

<table>
<thead>
<tr>
<th>MRC Unit Name &amp; Number or State (for State Coordinators)</th>
<th>Covering Agency Name (if applicable)</th>
<th>Sponsoring Agency Name:</th>
<th>MRC Unit Point of Contact or State Coordinator Name:</th>
<th>Sponsor POC Email:</th>
</tr>
</thead>
</table>

#### Description of Line Item

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost/Unit</th>
<th>Total Requested Amount</th>
<th>MRC RISE Category</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Personnel &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts or Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Contracts/Professional Svcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Materials/Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost Justification

Include description, how the item meets the intend of the funding/mission of the MRC, and other information to support the cost.

#### Subtotals

- Direct Labor
- Fringe Benefits Subtotal
- Subtotal of Personnel & Fringe Benefits
- Subtotal of Contracts/Professional Svcs
- Subtotal of Materials/Supplies
- Subtotal of Travel
- Subtotal of Other Expenses
- Totals

**Organization Indirect Rate (%)**

Note: Use organization indirect rate to replace "%" in formula, e.g., for a rate of 7%, cell A4 should contain =ROUND(7%/100,000).7%.

**Grand Total**

---

**MRC COVID-19 Respond, Innovate, Sustain, Equip (RISE) Awards – Round 2**  
**Budget Period December 1, 2022 through September 15, 2023**

<table>
<thead>
<tr>
<th>MRC Unit Name &amp; Number or State (for State Coordinators)</th>
<th>Covering Agency Name (if applicable)</th>
<th>Sponsoring Agency Name:</th>
<th>MRC Unit Point of Contact or State Coordinator Name:</th>
<th>Sponsor POC Email:</th>
</tr>
</thead>
</table>

#### Description of Line Item

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost/Unit</th>
<th>Total Requested Amount</th>
<th>MRC RISE Category</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Personnel &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Contracts/Professional Svcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Materials/Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost Justification

Include description, how the item meets the intend of the funding/mission of the MRC, and other information to support the cost.

#### Subtotals

- Direct Labor
- Fringe Benefits Subtotal
- Subtotal of Personnel & Fringe Benefits
- Subtotal of Contracts/Professional Svcs
- Subtotal of Materials/Supplies
- Subtotal of Travel
- Subtotal of Other Expenses
- Totals

**Organization Indirect Rate (%)**

Note: Use organization indirect rate to replace "%" in formula, e.g., for a rate of 7%, cell A4 should contain =ROUND(7%/100,000).7%.

**Grand Total**

---

**Sample**

#### Description of Line Item

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost/Unit</th>
<th>Total Requested Amount</th>
<th>MRC RISE Category</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Personnel &amp; Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Contracts/Professional Svcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Materials/Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal of Other Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Cost Justification

Include description, how the item meets the intend of the funding/mission of the MRC, and other information to support the cost.

#### Subtotals

- Direct Labor
- Fringe Benefits Subtotal
- Subtotal of Personnel & Fringe Benefits
- Subtotal of Contracts/Professional Svcs
- Subtotal of Materials/Supplies
- Subtotal of Travel
- Subtotal of Other Expenses
- Totals

**Organization Indirect Rate (%)**

Note: Use organization indirect rate to replace "%" in formula, e.g., for a rate of 7%, cell A4 should contain =ROUND(7%/100,000).7%.

**Grand Total**

---

### Notes

- Include description, how the item meets the intend of the funding/mission of the MRC, and other information to support the cost.
- Use organization indirect rate to replace "%" in formula, e.g., for a rate of 7%, cell A4 should contain =ROUND(7%/100,000).7%.
- Note: Use organization indirect rate to replace "%" in formula, e.g., for a rate of 7%, cell A4 should contain =ROUND(7%/100,000).7%.

---

**Grand Total**

---

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 Appendix F 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 the RFA or the first tab of the budget template for a list of unallowable expenses.

Budget Line Guidance

- **PERSONNEL**: Include 1) staff member name (or “to be hired”), position, and brief description of duties, 2) annual salary or hourly rate and 3) expected number of hours per week, 4) and number of weeks (within the period of performance) staff will be funded by this award.

- **FRINGE BENEFITS**: Provide a 1) breakdown of individual fringe benefits allocated to each staff member in the budget as well as 2) formal documentation (signed) or proof of the fringe rate/benefits uploaded with the application.

- **CONTRACTUAL**: Provide a detailed breakdown of costs and justification for how their services meet the intention of the funding including the following: 1) Their rate (hourly, daily, monthly, or fixed) 2) Itemized description of services provided 3) Expected length of time and kept within budget period.
Budget Line Guidance cont.

✓ **SUPPLIES**: 1) provide a breakdown of each supply/material item budgeted with cost/item 2) justification to show how each item relates to the intention of the funding and the mission of the MRC 3) **Items or systems of $4,000 or more should include documentation of 3 price quotes/links to vendors with costs to ensure a reasonable cost determination.**

✓ **TRAVEL**: Provide a breakdown of specific costs 1) Mileage ($0.625/mile) 2) Lodging, meals, location (should not exceed federal per diem rates) 3) Number of travelers and trips 4) Purpose of travel and how it support the intent of the funding.
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.
- **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.
- **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**.
- **Building renovations, land, or other capital assets**.
- **Recognition expenses or activities**.
MyNACCHO Account

- Use your existing MyNACCHO credentials or set up a new account to login to the awards website
- Questions on MyNACCHO – membership@naccho.org
Navigating within the application

2022 MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Award

Administrative Information → Eligibility Verification → Proposal Content

Always click Save or Save and Next at the bottom of page!

After saving, you can use the menu bar at the top to move to different sections of the application.
Submitting the application

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 project workplan and timeline.

The preferred file types are Word or PDF documents. Max file size is 25 MB.

Choose File  No file chosen

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.

Applicants must use NACCHO's budget template. The preferred file type is an Excel spreadsheet, however, you may upload Word or PDF documents. Max file size is 25 MB.

Choose File  No file chosen

Save but don’t submit  Save AND submit
Accessing Applications

- Select My Applications from left side tool bar
- Edit or Print in-progress/incomplete application
- View or Print complete applications
MRC Unit Information

- Notify NACCHO if any of this information changes at any time during the award by emailing mrc@naccho.org!

- Use your assigned MRC unit number from the MRC Program Office (4 digits with zeros as needed before the number)
Jurisdictional Demographic Information

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

Jurisdiction size (include all jurisdictions supported) *

Select

What are the primary racial/ethnic groups that the MRC unit serves? (Select only the most represented groups) *

- White, not Hispanic or Latino
- Black or African American
- American Indian and Alaskan Native
- Asian
- Native Hawaiian and Other Pacific Islander
- Hispanic or Latino
- Other

What is the median household income of the jurisdiction that the unit serves? *

Please use numbers only; no extra characters.

What is the percentage of persons in poverty in the jurisdiction that the unit serves? *

Please use numbers only; no extra characters.

What is the percentage of persons with a disability, under age 65 that the unit serves? *

Please use numbers only; no extra characters.
Contract Information

- The information in this form is used to populate the contract between the sponsoring/housing agency and NACCHO.
- Verify this information before starting the application!
- Sponsoring agency can be a governmental agency or a 501(c)3 and should be the same agency listed in your MRC Profile.
- Ensure the SAM.gov registration provided in the next section of the application is the same as the DUNS number and entity information provided here


Authorized signer or person who would help coordinate the signing

Person authorized to enter the org. into a contract with NACCHO
e.g., Director, Health Commissioner, City Manager, etc.
Eligibility Verification

• Applicants that are not currently registered in SAM.gov should allow at least three to four weeks before the application is due on September 16, 2022, 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 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. Entities must update their SAM information at least every 12 months to maintain an active account.

• Units need to provide the date of the last activity reported to the MRC Unit Profile & Activity Reporting System (must be between June 1, 2022, and September 16, 2022). State coordinators need to enter the date they last verified their contact information on the MRC website is correct.
Have Additional Questions?

NACCHO MRC Team Office Hours

- Application Process: August 22, and September 8
- Workplan & Budget: Three times from October to November 2022. Dates to be determined.
Questions?

mrc@naccho.org