2023 Medical Reserve Corps Operational Readiness Awards (ORA)

Request for Application (RFA) Webinar

November 3, 2022
3:00 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, opposed to the chat box, in the toolbar at the bottom of your screen.
NACCHO MRC Team

Kathy Deffer
Meagan Doran
Lean Abdelaziz
Khusbu Patel
Akosua Ntiamoah
Annaleigh Baremore

Contact us at:
mrc@naccho.org
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates, contract, and check processes
6. Become familiar with the application process and NACCHO’s award website
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates, contract, and check processes
6. Become familiar with the application process and NACCHO’s award website
Request for Applications
2023 Medical Reserve Corps Operational Readiness Awards

Applications Open: Tuesday, November 1, 2022, 5:00 AM PT
Applications Due: Friday, December 9, 2022, 5:00 PM PT

Introduction and Regulatory Guidance

The National Association of County and City Health Officials (NACCHO) is pleased to announce the 2023 Medical Reserve Corps (MRC) Operational Readiness Awards (ORA) which provide funding to MRC units to develop their emergency response capabilities. Funding for this opportunity is available through a cooperative agreement between NACCHO and the U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response (ASPR) award # 5 HITEP200045-02-00, CFDA # 93.008 Medical Reserve Corps Small Grant Program. Any applicable statutory or regulatory requirements, including 45 CFR Part 75 and 2 CFR Part 200, directly apply to this sub-award. Specific information on allowable costs can be found in 2 CFR Chapter I, Chapter II, Part 200 including Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. All applicants must be registered and have an active status in the System for Award Management (SAM) at http://sam.gov prior to completing their award application.

RFA found here: MRC-2023-ORA-RFA.pdf (naccho.org)
Request for Application (RFA)

- Funding intent and awards overview
- Project expectations, proposal content, evaluation, and scoring
- Eligibility requirements, reporting requirements & important dates
- Links to application components, mission set template, and sample budget template
- Find more resources on NACCHO’s MRC website: https://www.naccho.org/programs/public-health-preparedness/medical-reserve-corps
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates and contract and check processes
6. Become familiar with the application process and NACCHO’s award website
MRC Operational Readiness Award

- Competitive award to build readiness capabilities
- Flexible to meet the needs of individual MRC units
- Strengthen stakeholder awareness of MRC capabilities
- Support integration of MRC into local, state and/or regional response plans
## Award Expectations

<table>
<thead>
<tr>
<th>Project Expectation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus on building or strengthening unit response capabilities.</td>
<td></td>
</tr>
<tr>
<td>Use MRC Deployment Readiness Guide tools to build common MRC standards.</td>
<td></td>
</tr>
<tr>
<td>Align with the MRC and ASPR priorities</td>
<td></td>
</tr>
<tr>
<td>Support local needs and capacity to develop response plans.</td>
<td></td>
</tr>
<tr>
<td>Identify the current state, any barriers to deployment, and realistic goals for the future state.</td>
<td></td>
</tr>
<tr>
<td><strong>Submit an action plan, interim evaluation, and final evaluation.</strong></td>
<td></td>
</tr>
<tr>
<td>Share resources developed.</td>
<td></td>
</tr>
</tbody>
</table>
Who can apply?

MRC units that meet the following criteria:

- Profile updated on [MRC website](naccho.org) between Sept. 1 - Dec. 9, 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
- Previous award recipients have completed required progress reports and final evaluations

Where can I find more details?

- 2023 MRC Operational Readiness Awards RFA: [MRC-2023-ORA-RFA.pdf](naccho.org)
- NACCHO Awards website: [https://nacchoapplication.secure-platform.com/a/organizations/main/home](https://nacchoapplication.secure-platform.com/a/organizations/main/home)
Two Funding Tiers

Apply to **one** funding opportunity:

<table>
<thead>
<tr>
<th>Tier 1: $5,000</th>
<th>Tier 2: $10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building MRC response capabilities</td>
<td>Strengthening MRC response capabilities</td>
</tr>
</tbody>
</table>
Tier 1 Funding - $5,000

Building MRC Response Capabilities

• Most appropriate for…
• Smaller sized units
• Specific or targeted gaps
• Newly formed units
• Units that are rebuilding
Tier 1: Examples of Project or Program Goals

- **New Unit**
  - Develop Unit Structure
  - Volunteer management
  - Admin processes
  - Unit missions

- **Rebuilding**
  - Identify Response Missions
  - Meet with Partners
  - Identify mission sets
  - Training Plans

- **Targeted Recruitment**
  - Build a Mass Vaccination Team
  - Developing Mission Set
  - Recruiting campaign
  - Conduct training
Tier 2 Funding - $10,000

Strengthening MRC Unit Response Capabilities

• Most appropriate for...
  • Established volunteer management
  • Capacity to further expand response capabilities
  • Demonstrated record of supporting responses
  • Multiple natural disaster responses
New Missions

Collaborate with response partners to identify new or evolving missions

- Develop mission set for new response roles.
- Develop and conduct training and exercise plan and be ready to deploy.
- Identify and procure resources needed to support the mission.

Current Missions

Strengthen response capabilities for ongoing or primary responses

- Develop mission sets for primary response missions.
- Refine and execute training plans to increase volunteer capabilities.
- Identify and expand resources needed to support mission.
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates and contract and check processes
6. Become familiar with the application process and NACCHO’s award website
Tips for a Successful Award Application

Understand the funding announcement (RFA)

- Read the RFA thoroughly
- Understand the *intent* of the award and the most appropriate tier for your unit
- Review project expectations and start brainstorming proposal content (pg. 4)
- Review and write down important dates (pg. 9)

Proposal Content

- Verify status on SAM.gov or start the process of registering 3 to 4 weeks before the application is due (i.e., now!)
- Reach out to community partners early to discuss collaboration on award activities
- Understand the difference between goals and objectives and utilize the SMART method* to create yours
- Decide how you will evaluate award activities and sustain efforts

Application language

- Keep it short, concise, and use plain language
- Draft your responses in Word* or Notepad first
- * Be aware that copying text from Word can cause formatting issues
- Proofread and seek input on draft from team members
- Ensure all contact information is accurate to avoid contract and check processing delays

* See [this helpful document](#) from SAMHSA
ASPR & MRC Priorities

1. Medical screening and care in emergencies
2. POD’s, mass vaccinations, and other mass dispensing efforts
3. Deployment of volunteers outside of local jurisdiction
4. Training community members to respond
Deployment Readiness Resources

2021 Deployment Readiness Guide

Mission Sets

The term Mission Set describes a scalable response and recovery capability for MRC units and volunteers that is organized, developed, trained, and exercised prior to an emergency or disaster for local, state, and/or regional deployment purposes.

Mission Sets are designed to be a planning and training tool for MRC unit leaders to build response capabilities for their local or state emergency response requirements. They serve as a foundation to build capabilities for common response missions, rather than listing out exact resource specifications for a particular response. Mission Sets also serve as a means for MRC unit leaders to demonstrate their unit capabilities and as potential resources for state emergency managers to develop a Mission Readiness Package (MRP).

The following information was modeled after the 2017 Deployment Readiness Guide and features the same core content, but has been updated to reduce redundancies and include information on the novel SARS-CoV-2 coronavirus (COVID-19) pandemic response.

Developing an MRC Mission Set

Fundamentally, developing a Mission Set involves determining the appropriate staffing, resources needed, responsibility of partnering parties, and expectations of volunteers during deployments. Since Mission Sets are a planning tool to support response activities, they should always be developed in collaboration with response partners. This will ensure there is alignment of response roles and resources required. NACCHO's Mission Set Template is available for download here and on NACCHO's MRC Deployment Readiness Resources website.

MRC Volunteer Management

MRC Volunteer Tier Level Structure

The following chart provides a recommendation for standardizing MRC volunteer tier levels based on level of emergency response experience, training, exercises, unit activities, and activations/deployments. MRC units should also ensure that volunteers meet the appropriate administrative actions and JTT role-specific training required prior to volunteer activations or deployments.

MRC Volunteer Tier Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Deployable</th>
<th>Level Description</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRC Level 1</td>
<td>EMAC/Federal</td>
<td>Meet the standards for Level 1</td>
<td>Required: 10-200, 10-600</td>
</tr>
<tr>
<td></td>
<td>Interoperable</td>
<td>Demonstrated experience in non-emergency activations or emergency response</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td>Capable of serving supervisory roles</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Background check recommended &amp; may be required for EMAC deployments</td>
<td></td>
</tr>
</tbody>
</table>

MRC Core Competencies

Accessing and Registering for Courses on MRC-TRAIN

MRC-TRAIN is an online training platform that allows MRC unit leaders and volunteers to access, register, and share MRC-related, public health, and emergency preparedness courses. Use the following instructions to access MRC-TRAIN and the course recommendations listed below:

1. Login to MRC-TRAIN at www.mrc-TRAIN.org/mrc.
2. Search for courses by Keyword or Course ID.
3. To register for a course, click on the course title and then click the "Register" tab. Next, select your year of training (if applicable) and click "Launch." The course will open in a new window.
4. The 2021 MRC Core Competencies Training Plan can be found at www.mrc-TRAIN.org/mrc/training_plan_2021.

MRC Core Competencies Training Plan

<table>
<thead>
<tr>
<th>DMHP Competency</th>
<th>MRC Performance Qualifications</th>
<th>Suggested Training and MRC-TRAIN Course Number</th>
<th>Time</th>
<th>Volunteer Tier Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.0 Demonstrating technical and subject matter knowledge</td>
<td>Complete a personal protective equipment (PPE) training</td>
<td>MRC-TRAIN 104527</td>
<td>3 hours</td>
<td>Level 3</td>
</tr>
<tr>
<td>6.0 Demonstrating technical and subject matter knowledge in the field of public health</td>
<td>Complete a PPE training</td>
<td>MRC-TRAIN 104527</td>
<td>3 hours</td>
<td>Level 3</td>
</tr>
<tr>
<td>7.0 Demonstrating technical and subject matter knowledge in the field of public health</td>
<td>Complete a PPE training</td>
<td>MRC-TRAIN 104527</td>
<td>3 hours</td>
<td>Level 3</td>
</tr>
<tr>
<td>8.0 Demonstrating technical and subject matter knowledge in the field of public health</td>
<td>Complete a PPE training</td>
<td>MRC-TRAIN 104527</td>
<td>3 hours</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

*DMHP Competencies have an associated training series that is eligible for CME or CEU credits. These courses are directed with on-demand in the modules.

2021-MRC-Deployment-Readiness-Guide.pdf (naccho.org)
Mission Sets - Template
Planning tool for unit response capabilities

Online Awards Resources

MRC Funding Opportunities - NACCHO

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

2023 MRC Operation Readiness Awards

The National Association of County and City Health Officials (NACCHO) is pleased to announce the 2023 Medical Reserve Corps (MRC) Operational Readiness Awards (ORA) which provide funding to MRC units to develop their emergency response capabilities. Funding for this opportunity is available through a cooperative agreement between NACCHO and the U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response (ASPR). NACCHO will accept 2023 ORA applications via the NACCHO application website from Tuesday, November 1, 2022 until Friday, December 9, 2022. All necessary information regarding the program and application process may be found in the RFA. Additional resources include the following:
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates and contract and check processes
6. Become familiar with the application process and NACCHO’s award website
Project Reporting Requirements

Interim Project Survey

- In-progress status
- Opportunity to adjust plans, if needed
- Shared with MRC Program Office

Final Project Evaluation Survey

- Provide update on outcomes of objectives
- Share resources or plans developed
- Share impact of funding, successes or challenges
- Sent via email in January 2024
- Informs NACCHO’s final report* which is shared with partners & MRC network.

*See the 2020 ORA Final Report [here](#).
Project Deliverables

#1 - Due May 1, 2023
- Invoice
- ORA Action Plan
- Template for both are found in Appendix A of RFA and available to download here

#2 – Interim Project Survey. Due July 28, 2023
- See Appendix B of RFA for sample questions
- If not completed by the due date, 50% of received payment shall be refunded back to NACCHO. Organization shall contact NACCHO promptly to notify and start the process of refund.

#3 – Final Project Evaluation Survey. Due March 2023
- See Appendix C of RFA for sample questions
- Required to remain eligible for future NACCHO MRC awards
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates and contract and check processes
6. Become familiar with the application process and NACCHO’s award website
Operational Readiness Awards Timeline

November 1, 2022: Application Open
Week of January 9, 2023: NOA sent
May 1, 2023: Signed contract and Deliverable 1 Due
July 28, 2023: Deliverable 2 Due
December 9, 2022: Application close
January 23 – February 17, 2023: Contracts Emailed
June 2023: Interim Project Survey Sent
January 2024: Final Survey Sent

Application can be found on NACCHO’s award website:
National Association of County and City Health Officials (NACCHO) - (secure-platform.com)
Contract Process

- Units will provide proof of active SAM.gov registration with their applications
- Contract sent via email to authorized signatory listed in the application and the MRC unit leader in January 23- February 17, 2023
- Return signed copy to mrc@naccho.org by May 1st, 2023.
Check Process

• Awards paid in **ONE** payment

• Payment will be made upon receipt of:
  • Proof of active registration of organization’s Unique Entity ID/DUNS number on SAM.gov
    • Please note that the on **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID.
    • We highly encourage that all applicants view [this video](#) to learn more about the Unique Entity ID and how to set up a new ID.
  • Deliverable 1 (Invoice and ORA Action Plan)
    • Fully executed contract
      • **Due May 1, 2023**
Webinar Objectives

1. Review the MRC ORA Request for Application (RFA)
2. Understand the ORA funding intent and each tier level
3. Review tips for developing a competitive proposal
4. Understand reporting requirements and deliverable
5. Review important dates and contract and check processes
6. Become familiar with the application process and NACCHO’s award website
Application Process

- Review application components on the RFA or award site
- Reach out to partners to begin collaboration
- Carefully gather administrative information before starting application
- Sign into award site using your MyNACCHO account
- Complete the application online
- Carefully review application before submitting by Dec. 9, 2022
Application Components

1. **Background**: Describe the community that the unit supports
2. **Collaboration**: Describe how the unit will collaborate with partners
3. **ASPR/MRC Priorities**: Describe how the project supports one priority

4. **Current State**: Describe the unit’s current readiness
5. **Future State**: Describe goals and objectives of the project
6. **Implementation plan**: Describe project activities and project timeline

7. **Measurable Outcomes**: Describe the outcomes of the activities
8. **Evaluation**: Describe how you will assess the impact of the activities
9. **Sustainability**: Describe how readiness activities will be sustained

10. **Budget**: Include a line-item budget of the estimated project costs
Budget Submission

Use NACCHO’s template or your own to list estimated costs

Use the following budget categories:

- Administrative Costs and Fees
- Professional Service Fees
- Facilities, Rentals, and AV Fees
- Uniforms, Equipment and Resources
- Training & Exercises (T&E)
- Travel/Transportation Services
- Awards, Recruitment, and Outreach

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

NACCHO’s MRC award funding may not be used to purchase promotional items or giveaways.

See the next slide, the RFA, and Appendix C for more information
Allowable Budget Items

- Allowed per 2 CFR Part 200, Chapter II, Subpart E – Cost Principles:
  - Conferences (200.431)
  - Equipment (200.439)
  - Materials, Supplies and Computing Devices (200.453)
  - Professional Services (200.459)
  - Publication & Printing Costs (200.461)
  - Training & Education (200.472)
  - Travel (200.474)

- Not allowed:
  - Donations
  - Entertainment
  - Promotional give away items
  - Gift cards

- See the RFA’s Appendix D for general terms for accepting federal funds.

Budget Allowable and Not Allowable Items

Allowable

Not Allowable
### Welcome to NACCHO’s application website.

Each year, NACCHO recognizes the remarkable accomplishments of local health departments and health officials through awards. Please find a list of our open applications below.

More information about NACCHO’s annual awards can be found [here](#).

Use the start buttons below to login with your MyNACCHO account and begin your application.

<table>
<thead>
<tr>
<th>Program</th>
<th>Status</th>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Public Health Ready (PPHR)</td>
<td>Closed</td>
<td>10/31/2022 12:00 AM</td>
<td>Closed</td>
</tr>
<tr>
<td>Demonstration Sites for Bridging Preparedness, Infectious Disease, Maternal-Child Health, and Birth Defects within Cities and Counties Project</td>
<td>Closed</td>
<td>11/1/2022 11:59 PM</td>
<td>Closed</td>
</tr>
<tr>
<td>HRAD: Harm Reduction and Academic Detailing</td>
<td>Closed</td>
<td>11/1/2022 11:59 PM</td>
<td>Closed</td>
</tr>
<tr>
<td>Addressing Needs of People with Disabilities in COVID-19 Local Preparedness Planning, Mitigation and Recovery Efforts - Part 2</td>
<td>Closed</td>
<td>11/2/2022 03:00 AM</td>
<td>Closed</td>
</tr>
<tr>
<td>2022 Strengthening Capacity In Suicide, Overdose, and Adverse Childhood Experiences Prevention for Local Health Departments: Community Prevention Framework Pilot</td>
<td>Now Open</td>
<td>11/18/2022 06:00 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2023 MRC Operational Readiness Awards</td>
<td>Now Open</td>
<td>12/9/2022 09:00 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2023 Model Practices</td>
<td>Now Open</td>
<td>12/31/2022 11:59 PM</td>
<td>Start Application</td>
</tr>
</tbody>
</table>

**Resource Links:**

- [SSO Login](#)
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

2023 MRC Operational Readiness Awards

Contact Information → Eligibility Verification → Project Overview → Action Plan → Evaluation and Sustainability → Budget

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

2023 MRC Operational Readiness Awards

Contact Information → Project Overview → Action Plan → Evaluation and Sustainability → Budget

Line Item Budget *
Upload a Spreadsheet of Your Line Item Budget

Using the template provided, include a line item budget of your estimated program costs. Your budget should equal $5,000 or $10,000 based on the award level requested.

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

- Used for:
  - Coordination
  - Interim Project Survey
  - Final Project Evaluation Survey

- Notify NACCHO of any changes 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).
Sponsoring Agency Information

- Verify this information before starting the application!
- Sponsoring agency can be a governmental agency or a 501(c)3
- Ensure the SAM.gov registration provided in the next section corresponds with the Unique Entity ID/ DUNS number provided here
- The information in this section is used to populate elements of the contract.
- You will be asked to provide two addresses: 1) the official street address of the sponsoring agency and 2) the address you would like award checks sent to. These can be different or the same.
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 December 9, 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. Applicants must update their SAM information at least every 12 months to maintain an active account.

- Units also need to provide the date of the last activity reported to the MRC Unit Profile & Activity Reporting System (must be between Sept. 1 and Dec. 9, 2022).
Questions?

mrc@naccho.org