2024 Medical Reserve Corps
Operational Readiness Awards (ORA)

Request for Application (RFA) Webinar

October 30, 2023
3:00 PM ET
NACCHO MRC Team

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Contact us at: mrc@naccho.org
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.
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
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
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Request for Applications

2024 Medical Reserve Corps Operational Readiness Awards

National Association of County and City Health Officials (NACCHO)

October 23rd, 2023, 8:00 AM E.T.

RFA found here: MRC-2024-ORA-RFA(naccho.org)
MRC Funding Opportunities

NACCHO is pleased to announce the 2024 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) Medical Reserve Corps Program Office.

NACCHO will accept 2024 ORA applications via the NACCHO application website from Monday, October 23, 2023 until Friday, December 8, 2023. All necessary information regarding the program and application process may be found in the RFA. Additional resources include the following:

- Application Component Overview
- Budget Proposal Template and Instructions
- Budget Sample
- Invoice and Action Plan Template
- 2024 ORA Webinar Registration Link
- 2024 ORA Deliverable Download Link
- Vendor Form Template
- 2024 ORA FAQ
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: National Association of County and City Health Officials (NACCHO) - (secure-platform.com)
Who can apply?

**MRC units that meet the following criteria:**

- Profile updated on [MRC website](https://www.mrc.org) between Sept. 1 - Dec. 9, 2023 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?**

- 2024 MRC Operational Readiness Awards RFA: [MRC-2024-ORA-RFA.pdf](https://naccho.org)
- NACCHO Awards website: [National Association of County and City Health Officials (NACCHO) - (secure-platform.com)](https://secure-platform.com)
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## Award Expectations

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

Rebuilding
- Identify Response Missions

Targeted Recruitment
- Build a Mass Vaccination Team

Volunteer management
- Admin processes
- Unit missions
- Meet with Partners
- Identify mission sets
- Training Plans
- Develop 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
## Tier 2: Examples of Project Goals & Activities

### 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
- Evaluate or update mission sets for primary response missions.
- Refine and execute training plans to increase volunteer capabilities.
- Identify and expand resources needed to support mission.
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# 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>Understand the <strong>intent</strong> of the award and the most appropriate tier for your unit</td>
</tr>
<tr>
<td></td>
<td>Review project goals and start brainstorming proposal content.</td>
</tr>
<tr>
<td></td>
<td>Review and write down important dates/schedule of events.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Application language</th>
<th>Keep it short, concise, and use plain language</th>
</tr>
</thead>
<tbody>
<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 from team members</td>
</tr>
<tr>
<td></td>
<td>Ensure all <strong>contact information is accurate</strong> to avoid contract and check processing delays</td>
</tr>
</tbody>
</table>

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

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Project Deliverables

#1 - Due May 3, 2024
- Invoice
- ORA Action Plan
- Template for both are found in Appendix B of RFA and available to download here.

#2 – Interim Project Survey. Due July 29, 2024
- See Appendix C 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 2025
- See Appendix D of RFA for sample questions
- Required to remain eligible for future NACCHO MRC awards
Project Reporting Requirements

Interim Project Survey

- In-progress status
- Opportunity to adjust plans, if needed
- Sent via email in June 2024. Due July 29, 2024.
- 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 2025
- Informs NACCHO’s final report* which is shared with partners & MRC network.

*See the 2020 ORA Final Report [here](#).
**Webinar Objectives**

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Operational Readiness Awards Timeline

- **October 23rd, 2023:** Application Open
- **Week of January 8th, 2024:** NOA Sent
- **May 3rd, 2024:** Signed Contract and Deliverable 1 Due
- **July 29th, 2024:** Deliverable 2 Due
- **December 8th, 2023:** Application Closed
- **January 22nd - February 16th, 2024:** Contracts Emailed
- **June 2024:** Interim Project Survey Sent
- **January 2025:** 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 22-February 16, 2024.

• Return signed copy to mrc@naccho.org by May 3rd, 2024.
Check Process

- Awards paid in **ONE** payment

- Payment will be made upon receipt of:
  - Proof of active registration of organization’s Unique Entity ID number on SAM.gov
  - Deliverable 1 (Invoice and ORA Action Plan)
  - Fully executed contract
    - **Due May 3rd, 2024**
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: National Association of County and City Health Officials (NACCHO) - (secure-platform.com)
- Carefully review application before submitting by Dec. 8, 2023
Webinar Objectives

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# 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**

Use the following budget categories:

- Direct Labor & Fringe Benefits
- Contracts or Professional Services
- Materials and Supplies (Individual or “Systems” must be under $5,000)
- Travel Expenses
- Other Expenses

Save the spreadsheet as an Excel (.xlsx)

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

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

• Allowed per 2 CFR Part 200, Chapter II, Subpart E – Cost Principles:
  • Compensation personnel svcs./fringe benefits (200.430 & 200.431)
  • Conferences (200.432)
  • Equipment (200.439)
  • Materials, Supplies and Computing Devices (200.453)
  • Professional Services (200.459)
  • Publication & Printing Costs (200.461)
  • Training & Education (200.473)
  • Transportation Costs (200.474)
  • Travel Costs (200.475)

• Not allowed:
  • Alcoholic Beverages
  • Bad Debts
  • Contingencies
  • Donations/Contributions
  • See Annex D in the RFA for general terms for accepting federal funds and additional detail in the Budget Template Tab 1 Budget Guidelines.
Budget Allowable and Not Allowable Items

Allowable

Not Allowable

* Equipment/Systems over $5,000.
## Budget Template

### MRC Operational Readiness Awards
**Budget Period:** December 1, 2023 through September 30, 2024

<table>
<thead>
<tr>
<th>MRC Unit Point of Contact or State Coordinator</th>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
</tbody>
</table>

### Description of Line Item

#### 1. Direct Labor

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Requested Amount</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRC Unit Coordinator</td>
<td>0.25</td>
<td>103.00</td>
<td>2,580.00</td>
<td>(240 hours at $106/week)</td>
</tr>
</tbody>
</table>

#### Personnel Subtotal

- **Retirement (6% of salary)**: 2,580.00 (for 240 hours at $106/week)

#### Fringe Benefits Subtotal

- **Fringe Benefits Subtotal**: 618.25

#### 2. Contracts or Professional Services

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Requested Amount</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alzheimer's Association</td>
<td>2</td>
<td>603.00</td>
<td>1,206.00</td>
<td>25% of total for Alzheimer's awareness campaign in April and August.</td>
</tr>
</tbody>
</table>

#### Subtotal of Contract/Professional Services

- **Subtotal of Contract/Professional Services**: 618.25

#### 3. Materials and Supplies

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Requested Amount</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stop the bleed kit</td>
<td>1</td>
<td>75.22</td>
<td>75.22</td>
<td>For 100 kits.</td>
</tr>
<tr>
<td>Communication Equipment (radio and 500 Mhz)</td>
<td>1</td>
<td>12,459.95</td>
<td>12,459.95</td>
<td>For disaster preparedness and communications.</td>
</tr>
</tbody>
</table>

#### Subtotal of Materials/Supplies

- **Subtotal of Materials/Supplies**: 3,385.17

#### 4. Travel

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Requested Amount</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
<td>For up to 3 days’ travel.</td>
</tr>
</tbody>
</table>

#### Subtotal of Travel

- **Subtotal of Travel**: 0.00

#### 5. Other Expenses

<table>
<thead>
<tr>
<th>Description of Line Item</th>
<th>Quantity or Number of Units</th>
<th>Cost Per Unit</th>
<th>Total Requested Amount</th>
<th>Cost Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Media Ads</td>
<td>1</td>
<td>404.17</td>
<td>404.17</td>
<td>For awareness and engagement.</td>
</tr>
</tbody>
</table>

#### Subtotal of Other Expenses

- **Subtotal of Other Expenses**: 404.17

### Grand Total

- **Organization Indirect Rate (כים)**: 20%
- **Subtotal of Direct Costs**: 19,600.00
- **Organizational Indirect (כים)**: 3,920.00
- **Grand Total**: 23,520.00

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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 SSO login button below to login using your MyNACCHO account. Once you log in, you will have the ability to complete an application or access the judging panel.

<table>
<thead>
<tr>
<th>Program</th>
<th>Status</th>
<th>Deadline</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023 Strengthening Systems Involved Families with HOPE (EBIT) Training Project</td>
<td>Closed</td>
<td>10/16/2023 05:00 PM</td>
<td>Closed</td>
</tr>
<tr>
<td>2023 Suicide, Overdose, and Adverse Childhood Experiences (ACE) Prevention Planning (SOAP) Project</td>
<td>Now Open</td>
<td>10/27/2023 05:00 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2023 Implementing at the Intersection of Suicide, Overdose, and Adverse Childhood Experiences Prevention (SOAP) Project</td>
<td>Now Open</td>
<td>10/27/2023 05:00 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2024 Project Public Health Ready (PRHR)</td>
<td>Now Open</td>
<td>11/1/2023 03:00 AM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2022-2024 HRAD: Harm Reduction and Academia; Delivery</td>
<td>Now Open</td>
<td>11/6/2023 11:59 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>2024 MRC: Operational Readiness Awards</td>
<td>Now Open</td>
<td>12/8/2023 08:00 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>STD Registry</td>
<td>Now Open</td>
<td>12/11/2023 11:59 PM</td>
<td>Start Application</td>
</tr>
<tr>
<td>Congenital Syphilis and Perinatal HIV Compendium</td>
<td>Now Open</td>
<td>9/06/2024 11:59 PM</td>
<td>Start Application</td>
</tr>
</tbody>
</table>

Not finding what you're looking for? The NACCHO team is here to help.

Resource Links:
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

2024 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.

Save  |  Save and Next
Submitting the application

2024 MRC Operational Readiness Awards

Contact Information → Eligibility Verification → 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

Does your sponsoring agency have prior experience in federal contracting? *
Select

Has your sponsoring agency completed a single audit? *
Select

Save but don’t submit

Save AND Submit

Prev  Save  Save and Finalize
Accessing Applications

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

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

- Notify NACCHO of any changes by emailing [mrc@naccho.org](mailto:mrc@naccho.org)!

- Use your assigned MRC unit number from the [MRC Program Office](#) (4 digits with zeros as needed before the number)

```markdown
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRC unit name</td>
<td>*</td>
</tr>
<tr>
<td>MRC unit number (4-digit format, e.g., 0123) *</td>
<td>Character count: 0/4 (4 min)</td>
</tr>
<tr>
<td>MRC unit email</td>
<td>*</td>
</tr>
<tr>
<td>MRC unit phone number</td>
<td>*</td>
</tr>
<tr>
<td>City</td>
<td>*</td>
</tr>
<tr>
<td>State</td>
<td>*</td>
</tr>
<tr>
<td>Select the award level requested and HHS region of unit</td>
<td>*</td>
</tr>
</tbody>
</table>
```

If you are unsure about your MRC unit number, you may consult this list.
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, 2023 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, 2023).
Vendor Form and Other Documents

Vendor Form:
Please download and complete the vendor form. Once filled out, kindly upload it here.

Non-Debarment :
Complete and submit the Certification of Non-Debarment.

W-9 :
Please submit a W-9
Questions?

mrc@naccho.org