



Medical Reserve Corps (MRC) COVID-19
Respond, Innovate, Sustain, and Equip (RISE) Awards
Round 2 Contract Modification

**National Association of County and City Health Officials
(NACCHO)**

Application Opens: June 5, 2023

Application Due Date: June 30, 2023

Additional Funding for Round Two Contract Modification

The NACCHO MRC Team is excited to offer an additional funding opportunity to RISE Award Round Two recipients.

The Contract Modifications offered are the following:

1. **No contract modification requested.**
 - a) Units should select this option to confirm they do not elect to modify their contract.
 - b) The original contract will end **September 15, 2023**.
2. **An additional 35% of the original award amount.**
 - a) NACCHO will provide a signed contract modification to include an additional 35% of the original award amount.
 - b) Revised contract will end **September 15, 2023**.

Currently, there is no opportunity to extend the period of performance.

Process for Contract Modification

NACCHO will provide a signed contract modification to include an additional 35% of the original award amount. Vendor will countersign the contract modification that includes the new Deliverable 4 for the additional funds.

Requirements for Contract Modification

The requirements for additional funding are as follows:

- Submit an updated vendor form and SAM.gov verification with OpenWater application.
- Submit updated budget using NACCHO template for additional funds.
- Submit workplan using NACCHO template to describe additional activities.

Budget for Additional Funding

Please submit a separate budget for the contract modification. Budget total must equal **exact** additional funding amount. If the additional funding requires you to adjust or modify your current budget, please send it to mrc@naccho.org for budget modification approval.

Tier Level	Additional Funding Amount (35%)
Tier 1 - \$25,000	\$8,750
Tier 2 - \$50,000	\$17,500
Tier 3 - \$75,000	\$26,250

Deliverable Due Dates

Funding will be distributed in four payments upon receipt of the following deliverables:

1. Deliverable 1: 35% of award. Workplan & Timeline & Budget due by January 31, 2023.
2. Deliverable 2: 35% of award. In-Progress Report due by May 31, 2023.
3. Deliverable 3: 30% of award. Final Program Report due by August 31, 2023.
4. Deliverable 4: 35% of award. Unit Spotlight is due by September 15, 2023.

Appendices for Round Two Contract Modification

Appendix A: Budget Template for Contract Modification Additional Funding

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

MRC COVID-19 Respond, Innovate, Sustain, Equip (RISE) Awards - Round 2 Modification					
Budget Period June 5, 2023 through September 15, 2023 for Additional Funding Only					
MRC Unit Name & Number or State (for State Coordinators):					
Sponsoring Agency Name:					
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/misison of the MRC, and other information to support the cost.</i>
1. Direct Labor					
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
Personnel Subtotal			\$ -		
<i>e.g., Retirement (X%)</i>					
Fringe Benefits Subtotal			\$ -		
Subtotal of Personnel & Fringe Benefits			\$ -		
2. Contracts or Professional Services					
			\$ -	RISE Category	
			\$ -	RISE Category	
Subtotal of Contracts/Professional Svcs			\$ -		
3. Materials and Supplies					
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
Subtotal of Materials/Supplies			\$ -		
4. Travel					
			\$ -	RISE Category	
			\$ -	RISE Category	
Subtotal of Travel			\$ -		
5. Other Expenses					
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
			\$ -	RISE Category	
Subtotal of Other Expenses			\$ -		
Subtotals					
Subtotal of Direct Costs			\$ -		
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			\$ -		

Appendix B: Program Workplan and Timeline for Additional Funding

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

MRC COVID-19 RISE Awards – Round 2 Modification <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 (June 5, 2023, 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 opportunities, 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 purchase or expand 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 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 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:
	•
	•

		•
		•
Objectives to support goals:	Timeline:	Key Tasks:
		•
		•
		•
		•
		•

Appendix C: Deliverable 4 Guidance

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

Deliverable 4 – Spotlight on MRC COVID-19 Activities - Due September 15, 2023

Deliverable 4 is an opportunity to advocate for and promote your unit. It should be different from your Deliverable 3 submission and should highlight a story that can amplify the successes of your MRC unit.

Tiers 1 and 2 Round 2 RISE Awards

Submit one of the options below:

- a. Case study to highlight MRC unit activities during the COVID-19 response and how you resolved challenges to meet response requirements.
- b. Infographic to highlight MRC unit activities during the COVID-19 response.
- c. Impact story to demonstrate a unique MRC volunteer experience during the COVID-19 response.
- d. Impact story to demonstrate a unique MRC unit response activity during COVID-19.

Tier 3 Round 2 RISE Awards

To meet the requirements of this deliverable you must submit TWO items (one from each of the following numbered options). The first item to highlight unit activities (Case Study or Infographic) and the second item to highlight an impact story from your unit.

- 1. Choose one of the following to highlight unit activities:**
 - a. Case study to highlight MRC unit activities during the COVID-19 response and how you resolved challenges to meet response requirements. **OR**
 - b. Impact infographic to highlight MRC unit achievements during the COVID-19 response.
- 2. AND choose one of the impact stories:**
 - a. Impact story to demonstrate a unique MRC volunteer experience during the COVID-19 response. **OR**
 - b. Impact story to demonstrate a unique MRC unit response activity during COVID-19.

****Please include any images or videos that complement case studies or impact stories.**

Appendix D: NACCHO Invoice Template for Deliverable 4 Additional Funding

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

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

NACCHO Invoice Number 4
for Contract Modifications

Administrative Information	
MRC Unit Name & Number*	<input type="text"/>
Award Point of Contact (POC) Name	<input type="text"/>
Award POC Email	<input type="text"/>
Total Award Amount	<input type="text"/>
Date Invoice Submitted	<input type="text"/>

*State coordinators, please enter your state here.

Invoice Amount
\$ <input type="text"/>

Send check to:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Round 2 Contract Modification Deliverable & Payment Schedule	
Invoice Number	Number 4: Unit Spotlight
Due Date	September 15, 2023
Invoice Amount	35% of original award
Additional subtasks required for payment	Tier 1 & 2: Selection of case study, infographic, or impact story. Tier 3: Selection of case study or infographic AND impact story (Two items should be submitted). Refer to Deliverable 4 for more detail