

November 14, 2022

Dear Milford Health Department MRC Unit #1278:

Congratulations! The National Association of County and City Health Officials (NACCHO) is pleased to inform you that you have been selected for a Tier 1 Medical Reserve Corps (MRC) COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Award in the amount of \$25,000.

**Please read this letter in entirety to understand the next steps in the award process.**

#### CONTRACT PROCESSING

- NACCHO will conduct an internal review of all application supporting documents prior to sending out contracts. You will be notified in approximately 3 weeks if your budget or workplan requires revisions, or any missing administrative documents.
- Upon receipt of revised budgets, the NACCHO grants team will review all budgets for compliance of federal funding guidelines.
- Once the award budget has been fully approved, NACCHO will send an electronic copy of your unit's contract to the person listed in the application with signing authority, cc'ing the unit leader.
- Requests for corrections or changes to designated approving authorities, housing agencies, or addresses on the contract must be submitted to [mrc-contracts@naccho.org](mailto:mrc-contracts@naccho.org) within 2 weeks of receipt of contract.
- Awardees are to return the signed contract to [mrc-contracts@naccho.org](mailto:mrc-contracts@naccho.org).
- To fully execute the contract, your sponsoring agency's SAM.gov account must remain active throughout contract processing. If the registration expires within the next three months, please update/renew the entity to maintain active status.

#### AWARD PAYMENT PROCESS

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

1. Deliverable 1 – Submit the following items by January 31, 2023:
  - Revised Program Workplan & Timeline and Budget\* via [Qualtrics](#)
  - [Invoice #1](#) for 35% of the total award via [Qualtrics](#)
  - First payment is contingent on fully executed contract by both parties.
2. Deliverable 2 – Submit the following items by May 31, 2023:
  - [In-Progress Report](#) via [Qualtrics](#)
  - [Invoice #2](#) for 35% of the total award via [Qualtrics](#)
3. Deliverable 3 Submit the following items by August 31, 2023:
  - [Final Program Report](#) via [Qualtrics](#)
  - [Invoice #3](#) for 30% of the total award via [Qualtrics](#)

#### TECHNICAL ASSISTANCE WORKSHOPS

NACCHO staff will be holding two one-hour virtual technical assistance (TA) workshops on the following dates to assist awardees in completing their first deliverable. All sessions can be joined via Zoom:

<https://naccho.zoom.us/j/87945784104>

1. Wednesday, December 15, 2022 at 3PM ET
2. Monday, January 9, 2023, at 3pm ET



## VIRTUAL COMMUNICATIONS

- NACCHO uses a platform called Virtual Communities that allows us to send out messages directly to MRC unit that received an award, post upcoming reminders for award webinars, and share general guidance throughout the award process.
- Awardees and their designated representatives will be automatically added to Virtual Communities within the next few weeks.
- Users of Virtual Community will login using their MyNACCHO credentials. Additional information on how to use Virtual Communities is available [here](#).
- New users may set up an account here:  
<https://eweb.naccho.org/eweb/DynamicPage.aspx?WebCode=NACCHOAccountLookup>

## REMINDERS REGARDING YOUR BUDGET AND USE OF FUNDS

- Awardees are expected to use funds as outlined in the NACCHO-approved budget to support MRC COVID-19 response capabilities. Funds should not be used to support non-MRC agency activities or purchases.
- Awardees must follow all applicable guidelines, laws, and executive orders. Please see Federal Guidance [45 CFR Part 75](#) and [2 CFR Chapter I, Chapter II, Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for guidance on using federal funding.
- Any branding of materials and supplies purchases must include the MRC brand to acknowledge the intent of the funding. Purchases are not transferable to partner agencies or organizations.
- Items that cost \$5,000 or more per unit are not allowable expenses.
- Vehicles are not allowable expenses.
- Using funds to purchase gift cards as incentives, stipends, or as a form of reimbursement is not allowed.
- Using funds for donations, entertainment, or promotional 'giveaways' is not allowed.
- For more information, please refer to the [MRC RISE Awards FAQ](#) or the funding [RFA](#).
- Awardees are to notify NACCHO MRC staff at [mrc@naccho.org](mailto:mrc@naccho.org) for requests for budget modifications that exceed 25% of the overall budget.

Once again, congratulations on this award! NACCHO values the important work of the MRC and looks forward to highlighting and sharing the impact of the funding through the information you provide in your In-Progress and Final Program Reports. If you have any questions, please contact NACCHO MRC staff at [mrc@naccho.org](mailto:mrc@naccho.org).

Sincerely,



**Kathy Deffer**

Director, Preparedness

National Association of County and City Health Officials (NACCHO)

