



Request for Applications

2025 Infection Prevention & Control Learning Collaborative Project

Strengthening the capacity of local health departments to train healthcare facility partners and improve infection prevention and response efforts.

Date of release: Wednesday, November 6th, 2024

Application due date: 11:59 PM PDT on Tuesday, December 10th, 2024

Table of Contents

I. SUMMARY INFORMATION

- A. Key project details
- B. Timeline overview

II. INTRODUCTION

- A. Background
- B. Project goals
- C. Eligibility criteria

III. SCOPE OF WORK

- A. Required project activities
- B. Invoice schedule

IV. CONTRACT TERMS

V. APPLICATION INFORMATION

- A. Submission guidelines
- B. Application components

VI. EVALUATION CRITERIA & SELECTION PROCESS

VII. APPENDICES

- A. Sample contract template
- B. Scope of work and invoice schedule
- C. Unallowable costs
- D. Budget narrative template

I. SUMMARY INFORMATION

<i>Key Project Details</i>	
Project title	2025 Infection Prevention and Control Learning Collaborative Project
Announcement blog	https://www.naccho.org/blog/articles/rfa-ipc-lc-2025 (will include an FAQ document if necessary and any updates)
Application portal	2025 IPC Learning Collaborative online application link
Source of funding	Centers for Disease Control and Prevention (CDC)
NOA award no.	6NU38OT000306-03-05
Funding amount	Up to \$100,000 (mentor) or \$90,000 (mentee)
Project point of contact	Infectious Disease Program infectiousdiseases@naccho.org (cc knalley@naccho.org)

<i>Project Timeline</i>	
Event	Date
Release of RFA	Wednesday, November 6 th , 2024
Application Submission Deadline	Tuesday, December 10th, 2024
Anticipated Notice of Award	Wednesday, December 18 th , 2024
Anticipated Project Start Date	Wednesday, January 22 nd , 2025
Mentor Site Visits*	February – March
Submission of Invoice 1 Deadline	Wednesday, April 9 th , 2025
In-Person Convening (<i>location TBD</i>)	TBD, June 2025
Project End Date (Invoice 2)	Monday, June 30 th , 2025

*Mentor site visits will be scheduled based on availability of participants

II. INTRODUCTION

Background

The National Association of County and City Health Officials (NACCHO) is proud to be the voice of over 3,300 local health departments (LHDs) across the United States. NACCHO’s vision is health, equity, and security for all people in their communities through public health policies and services. NACCHO is a leader, partner, catalyst, and advocate for LHDs to ensure the conditions that promote health equity, combat disease, and improve the quality and length of all lives.

NACCHO is proud to be a partner of [CDC’s Project Firstline](#), a comprehensive infection control program designed to help prevent the spread of infectious disease in U.S. healthcare settings through the promotion of infection prevention and control (IPC) practices. Project Firstline is a collaborative committed to preparing the public health workforce and frontline healthcare workers to protect themselves, their patients, and their communities from infectious disease threats.

Project Firstline offers resources, training, and capacity-building for accurate and effective implementation of IPC practices, with topics ranging from hand hygiene to personal protective equipment to vaccination. The initiative helps frontline healthcare workers confidently understand and practice IPC to prevent the transmission of infectious diseases in a variety of healthcare settings. The focus of NACCHO's Project Firstline work is to build the capacity of LHDs to deliver training and education to healthcare facility partners in their community.

Project goals

NACCHO is excited to offer another iteration of the IPC Learning Collaborative. This program will provide technical assistance, mentorship, and funding to help LHDs develop their IPC programs. The project will last approximately 5 months from January 22nd – June 30th, 2025.

The 2025 IPC Learning Collaborative project goals are to:

- Strengthen the capacity of LHDs to train clinical and non-clinical healthcare facility staff on IPC topics and best practices.
- Support LHDs efforts to build and maintain collaborative relationships with healthcare facilities in their jurisdictions and other LHDs.

Mentorship Program

To achieve the project goals, the mentorship program will facilitate bi-directional learning between mentor and mentee health departments. Key components include:

- **For Mentors:** Enhancing leadership skills and developing or refining strategic training plans for LHD staff to train facility partners.
- **For Mentees:** Learning from experienced sites that regularly train healthcare facility staff, gaining insights into implementation strategies, and overcoming challenges with their mentors' support.

Ultimately, **both mentors and mentees** will support each other while developing unique solutions to better partner with and train facility staff.

Through completion of required activities, the sites should aim to meet the following goals:

Mentor site goals

After completing the 2025 IPC Learning Collaborative project, mentor site staff should feel:

- Improved leadership and facilitation skills;
- Increased confidence building and maintaining partnerships with facilities in their jurisdiction;
- Prepared to continue and/or expand IPC training in facilities using a strategic training plan; and
- Connected to other LHD staff working towards similar goals.

Mentee site goals

After completing the 2025 IPC Learning Collaborative project, mentee site staff should feel:

- More confident building partnerships with healthcare facilities;
- Prepared to train facility staff on IPC related topics;
- Comfortable using a strategic training plan; and
- Supported by other LHD staff working towards similar goals.

Eligibility criteria

Applications must be submitted by **Tuesday, December 10th, 2024, at 11:59 PM PDT**, and selected health departments will be notified by Wednesday, December 18th, 2024. The project period will begin upon the full execution of the contract (anticipated Wednesday, January 22nd, 2025) and will end on Monday, June 30th, 2025.

All applicants for this funding opportunity should meet the following requirements:

- Interest in strengthening their capacity to partner with and train healthcare facility staff on IPC topics by participating in a mentorship program;
- Have the capacity to execute a contract* and complete the project within the required timeframe; and
- Have designated LHD staff who will:
 - Participate in project calls;
 - Note: Mentors will attend additional mentor meetings
 - Participate in in-person mentor site visits;
 - Manage completion of required project deliverables;
 - Attend the in-person meeting;
 - Foster the project's mentor-mentee relationship; and
 - Serve as the point of contact for all project and contracting questions.

*Contractual requirements include the ability to submit the supporting documents listed in the [Application Information](#) section along with other application materials, as well as compliance with [the Contract Terms](#).

Considerations and characteristics of ideal mentors and mentees sites are as follows:

Ideal mentor characteristics

Mentor sites will:

- Have experience training clinical and non-clinical healthcare facility staff on IPC related topics;
- Exercise patience and understanding with assessing the needs of mentee sites' IPC programs;
- Demonstrate leadership skills through a clear and concise plan for how they will provide mentorship to mentee site(s); and
- Be enthusiastic about providing support to 1-2 mentee sites throughout the project.

Ideal mentee characteristics

Mentee sites will:

- Understand the burden of infectious disease on their jurisdiction, particularly in healthcare settings;
- Be willing to identify gaps in training clinical and non-clinical staff at healthcare facilities and prepare LHD staff to conduct trainings or provide technical support;
- Show enthusiasm and creativity for how they will use their partnership with a mentor site to develop workforce skills; and
- Engage regularly with mentor sites throughout the project.

Previous experience with or knowledge of Project Firstline is encouraged, especially for applicants seeking mentor roles, but is not a requirement for participation.

III. SCOPE OF WORK

Required project activities

The 2025 IPC Learning Collaborative will consist of:

- Participation in project check-in calls;
- Mentorship communications and collaboration;
- Engagement in [NACCHO's Virtual Communities](#);
- Organizing an in-person mentor site visit; and
- Attendance at an in-person convening.

To align funding resources with the goals of this project, NACCHO has identified the following required tasks to benchmark efforts throughout the period of performance. Each task will have specific deliverables associated with it. A detailed Explanation of Deliverables will be shared at the beginning of the project period.

Required tasks include:

- **Task 1:** Participants will attend a virtual project kick-off meeting. (Mentors will also participate in a mentor only meeting.)
- **Task 2:** Completion of project pre-assessment provided by NACCHO.
- **Task 3:** Development of project goals and objectives.
- **Task 4:** Coordination with NACCHO and participation in peer sharing and technical assistance opportunities.
- **Task 5:** Evaluation of progress on mentor and mentee project goals and objectives.
- **Task 6:** Completion of project post-assessment provided by NACCHO.

The full Scope of Work document can be found in [Appendix B](#).

Invoice schedule

This is an overview of the anticipated invoice schedule with the required deliverables to be submitted. These are subject to change but will be confirmed at the beginning of the project. *Find the full invoice schedule in [Appendix B](#).*

Invoice Schedule Overview - MENTOR		
Invoice 1: April 9, 2025	Deliverables for Tasks 1 – 3	\$50,000
Invoice 2: June 30, 2025	Deliverables for Tasks 4 – 6	\$50,000
Total budgeted for project		\$100,000

Invoice Schedule Overview - MENTEE		
Invoice 1: April 9, 2025	Deliverables for Tasks 1 – 3	\$40,000
Invoice 2: June 30, 2025	Deliverables for Tasks 4 – 6	\$50,000
Total budgeted for project		\$90,000

IV. CONTRACT TERMS

NACCHO will issue **fixed-price, deliverables-based contracts** to local health departments (LHDs) based on their level of engagement. **Mentees** who complete the required activities will receive \$90,000, while selected **mentors** will receive \$100,000. Actual funding amounts depend on completion of required project activities*.

Mentor sites will receive up to*
\$100,000

Mentee sites will receive up to*
\$90,000

Applicants must review and agree to NACCHO's standard contract terms ([Appendix A](#)) as a requirement for the award, **with no modifications allowed. Contractors unable to accept these terms should not apply.** To enter into a contract agreement with NACCHO, selected LHDs must return a signed copy of the contract within approximately 30 days of receipt. Applicants are encouraged to proactively coordinate their agency's grant approval process to avoid delays.

Payments will be made for the completion of the assigned scope of work and accepted deliverables, which will be individually priced. NACCHO reserves the right to adjust the project timeline and payment schedule if necessary.

Award Terms & Conditions: CDC and grant recipients must comply with all applicable terms and conditions of award, federal laws, regulations, and policies:

<https://www.cdc.gov/grants/documents/general-terms-and-conditions-non-research-awards.pdf>.

V. APPLICATION INFORMATION

Submission instructions

Applications must be submitted through the [online application system](#). All updates, changes, or additional documents will be announced on [this page](#) on the NACCHO website.

Applicants should:

1. Review the requirements and expectations outlined in this RFA and regularly check the [announcement page](#) to find any updates, changes, or additional resources.
2. Read NACCHO's standard contract ([Appendix A](#)) and coordinate with the applicant's agency grant/contracts approval body to ensure your LHD can accommodate these contract terms and conditions.
 - o After selection, NACCHO will coordinate with you to compile required documents and will send a contract to be signed. Selected LHDs must return a signed contract within 30 days after receipt.
3. Utilize [NACCHO's application platform](#) to apply. Ensure you have included all required documents; however, please note there are some contract documents that you may submit after selection.
4. **Applications must be submitted by 11:59 pm PDT on December 10th, 2024.**
5. **All applicants will be notified of their status by December 18th, 2024.** All questions may be directed to infectiousdiseases@naccho.org and CC knalley@naccho.org.

Application components

To be considered for this project, applicants must provide the following information in the online submission portal:

1. Local health department information
2. Project narrative
3. Line-item budget and budget narrative
4. Additional required contract documents

1. Local Health Department Information*

- Organization name, address, city, and state;
- Size of jurisdiction served;
- Characteristic of jurisdiction (i.e., rural, urban, suburban, mixed);
- County(ies) served by the LHD;
- Number of full-time staff at LHD; and
- Name, phone number, and email for primary and secondary points of contact for the project.

**Some of these fields may auto-populate in the online submission portal from information associated with your MyNACCHO account. Please review all information before submitting.*

2. Project Narrative

Capacity considerations (no more than 500 words)

- **Overview:** Description of the LHD’s institutional capacity and utilization of partnerships to coordinate and implement required activities for this project. This should include, but is not limited to:
 - **Staffing plan:** Clearly describe your staffing plan for project execution including description of organizational structure. Some elements to include are:
 - Roles and credentials of each staff member working on the project,
 - Responsibilities for each role, and
 - Any considerations for accountability throughout the project.
 - **Current baseline:** Describe the LHD staff’s current ‘baseline’ for conducting IPC training activities at healthcare facilities, such as:
 - Previous training received,
 - Previous training conducted by LHD staff at healthcare facilities,
 - IPC work that is underway,
 - Known gaps in IPC-related training or understanding of IPC activities, or
 - Barriers/challenges of implementation.
 - **Sustainability:** Considerations for how the LHD will sustain improvements in the IPC program after project completion, such as:
 - How this project will align with other funding streams,
 - How it builds upon past work and supports future goals, and
 - How enhanced LHD capability or new partnerships might be supported or leveraged beyond the funding period.

Mentor site: Capacity to implement

Mentor site applicants should emphasize:

- Current efforts including existing healthcare facility staff training activities related to IPC conducted by LHD staff, highlighting any successes or accomplishments.
- How the LHD is particularly suited to provide guidance to mentee sites, highlighting what leadership skills your staff will be implementing or other achievements of the IPC program.

Mentee site: Capacity to implement

Mentee site applicants should emphasize:

- Willingness or structures in place to foster the mentorship relationship.
- Ability to assess the needs of LHD or IPC program to clearly articulate to mentor site what support would be most useful.
 - This can be highlighted in the current baseline in the capacity section as well as the anticipated impact in the project goals portion of the application.

Project goals and anticipated impact (no more than 500 words)

- **Overview:** Describe the planned project goals and anticipated impact of the activities on LHD staff, facility staff, and health outcomes for healthcare facilities. This should include:
 - **Strategy:** Describe the strategy of the LHD to accomplish the goals of the project unique to the needs of the LHD. Please indicate how the project strategy will be distinguished from existing efforts.
 - **Activities:** Please provide ideas for specific activities that could be implemented during the project to foster the mentorship relationship and bolster the IPC program.
 - **Impact:** Describe how completion of this project, with the strategy and activities proposed, might impact one or all of the following:
 - The incidence or impact of healthcare-associated infections in the jurisdiction,
 - Workforce capacity of LHD staff to partner with and train facility staff, or
 - The ability of facility staff to better implement IPC best practices more effectively.
 - **A couple of things to note:**
 - Make sure to refer to the [Project Goals](#) section to ensure proposals align with the overarching mission of the project.
 - There will be bi-directional learning, and the mentorship relationship will likely be more collaborative rather than strictly instructional from mentor to mentee.

Mentor considerations: Project goals and anticipated impact

In this section, it might be helpful to highlight the following:

- How will LHD staff enhance their training and leadership skills, through completion of the required project activities? Specifically, what skills could be improved through mentorship of other LHDs?
- How could current IPC program efforts be strengthened to improve partnerships with healthcare facilities?
- What opportunities exist to expand efforts to better serve communities who experience health disparities?

Mentee considerations: Project goals and anticipated impact

In this section, it might be helpful to highlight the following:

- How will LHD staff develop skills related to IPC training delivery through completion of the required project activities?
 - Specifically, what does the mentee LHD plan to learn from the mentor LHD to build staff capacity to conduct IPC trainings or partner with facilities?
- How would developing or enhancing the mentee's IPC training program with healthcare facilities benefit infectious disease outcomes for the jurisdiction served?

Health equity considerations (no more than 200 words)

- **Overview:** NACCHO will assess the impact of this project on health equity during the application review process. Please describe how this project will affect underserved or marginalized populations experiencing health disparities (e.g., individuals marginalized due to racial and ethnic identity, age, physical ability, primary language spoken, gender identity, sexual orientation, and those living in rural, frontier, or medically underserved areas).
 - A. **Considerations for health equity:** How will the LHD address concerns related to health equity through the efforts of this project. Please point out how any efforts described in other parts of the application will consider health equity.
 - B. **Other information:** What information about your jurisdiction, not described in other sections, including determinants of health and demographics is important to consider for this project?

3. Line-Item Budget, Budget Narrative, and Contract Questions

These budget documents will not be included in the scoring criteria but are required for complete application submissions.

- Line-item budget: Some important elements of the line-item budget to note include:
 - A. Please use the [Excel budget template](#) provided by NACCHO.
 - Also linked in the template document is the [IPC Learning Collab Budget Guidance](#) document.
 - B. Required travel for the project should *not* be included in the line-item budget submitted by the applicant. NACCHO will cover expenses related to required project travel.
 - C. Please include a brief justification or explanation of how each expense will be utilized for the project activities, including calculations of staffing costs.
 - D. If you include memberships, subscriptions, or other timebound expenses, you may only submit the expenses for the length of the project.
 - For example, if you are including an Adobe subscription, you should only include the costs for the 5 months of the project. So, at \$239.88 per year times 5/12 months, this means that \$99.95 should be included in the line-item budget as the cost of this subscription for the project.
- Budget narrative: Applicants must develop a separate budget justification narrative that explains (in sentence format) each expense and how the amounts were derived. See detailed guidance in [Appendix D](#).
- Contract questions: Respond to the following two questions at the end of the budget narrative: (also included in the [Appendix D](#) template)
 - A. Do you have prior experience in Federal Contracting?
 - B. Have you completed a Single Audit?

4. Submission of required contract documents

These documents are required for contracting but will not be used for scoring. Applicants should be prepared to submit any required corrections to these documents within a short window after receiving a notice of award.

- [Vendor information form](#)
- [Certification of non-debarment](#)

- Proof of active SAMS registration
 - A. Please submit a screenshot of the LHD active SAMS registration with date of expiration included.
- [W-9](#) from 2024
- Fringe and indirect rate approval if exceeding the 10% de minimis rate. See budget guidance for more information.
- [FFATA form](#) unique to this project
 - A. If you are selected as a mentor the Amount of Award will be \$100,000 and if you are selected as a mentee, it will be \$90,000.
 - B. The Project Description should be, “2025 Infection Prevention and Control Learning Collaborative Project.”

VI. EVALUATION CRITERIA & SELECTION PROCESS

Applications for this project will be reviewed and scored based on the following criteria. Responses provided from the project narrative section will be used to inform the criteria scores. The budget will not be included in the scoring criteria, but it is required for your application to be considered complete.

Criteria	Weight	Cumulative weight
Capacity considerations	40%	40%
Project goals and anticipated impact	50%	90%
Health equity considerations	10%	100%

Each LHD will indicate whether they are applying as a mentor or mentee. The application scoring will consider the LHD’s capacity to complete the project, so health departments should apply for the role that best fits their strengths based on the characteristics listed below.

Notification of award will occur no later than 5PM ET on Wednesday, December 18th, 2024. Confirmation of participation and any outstanding required documents should be sent within 14 days of notice.

VII. APPENDICES

- [Appendix A: Sample Contract Template](#)
- [Appendix B: Scope of Work and Invoicing Schedule](#)
- [Appendix C: Unallowable Costs](#)
- [Appendix D: Budget Narrative Template](#)

Please contact infectiousdiseases@naccho.org (and cc knalley@naccho.org) with any questions about this opportunity.

Appendix A

NACCHO CONTRACT # 2024- _____

CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and *[insert name of Contractor]* (hereinafter referred to as “Contractor”), with its principal place of business at *[insert mailing address of Contractor]*.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

- PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of _____ GRANT # _____, CFDA # _____, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.

- 3. TERM OF AGREEMENT: The term of the Agreement shall begin on **January 22, 2025**, and shall continue in effect until **June 30, 2025**, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.

- 4. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed **\$90,000 or \$100,000 (depending on whether completing project as a mentor or mentee)**. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. **Two** invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$40,000 [or \$50,000]	Task 1a: Attendance at kick-off call <i>[Task 1b: Attendance at mentor meeting]</i> Task 2: Submission of pre-assessment provided by NACCHO Task 3a: <i>[Submission of agenda for in-person mentor site visit]</i>	April 9 th , 2025

		Task 3b: Submit a project plan that indicates goals and/or objectives for mentor site and proposed activities Task 3c: Tracking document to be used throughout the project to log progress	
Invoice II	\$50,000	Task 4a: Participation in engagement activities on NACCHO's Virtual Community Task 4b: Attendance and participation during project check-ins Task 4c: Attendance at the project close in-person convening Task 5: A final version of the project tracking document showing progress towards and completion of goals, objectives, and activities through June 30, 2025, and narrative report of the project Task 6: Completion of post-assessment provided by NACCHO	June 30 th , 2025

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for *the giving of notices as set forth in Section 23* of this Agreement. Any changes of payment method would require a modification signed by both parties. **The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.**

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the

parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.

17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to 2 CFR 200 Subpart C, Contractor will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
20. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F , Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
21. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing."
22. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
23. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City Health Officials
Attn: Kimberly Nalley
Senior Program Analyst
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 783-5550
Fax (202) 783-1583
Email: knalley@naccho.org

With a copy to:

National Association of County and City Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Sr. Director, Grants & Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

(Name and address of Contractor's Contract Officer or Designee, including telephone and fax.)

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

By: _____
Name: Jerome Chester
Title: Chief Financial Officer
Date: _____

CONTRACTOR:

By: _____
Name: _____
Title: _____
Date: _____
Federal Tax ID No.: _____
DUNS No.: _____

Appendix B

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS CONTRACTOR AGREEMENT – ATTACHMENT I

SCOPE OF WORK

Required Activities

Task 1: Attend virtual project kick-off meeting (Mentor sites will attend a separate meeting in addition to kick-off).

- Deliverable: NACCHO will record attendance at this meeting.

Task 2: Completion of pre-assessment provided by NACCHO.

- Deliverable: NACCHO will record completion of pre-assessment.

Task 3: Participation in the mentor site visit in-person and collaboration to develop project goals and objectives with tracking components and timeline, such that end of project status (accomplishments/challenges) can be clearly described.

- Deliverable: There will be several documents associated with this task including:
 - Agenda for mentor site visit (mentor only deliverable),
 - Project goals and objectives,
 - Tracking document,
 - And for mentors only, goals and objectives related to the mentor role.

Task 4: Coordination with NACCHO and participation in peer sharing and technical assistance opportunities.

- Deliverable: NACCHO will document and track the following activities:
 - Engagement with NACCHO's Virtual Community,
 - Attendance and participation in project check-in activities, and
 - Attendance at the closing in-person convening for this project.

Task 5: Evaluation of progress on mentor and mentee project goals and objectives.

- Deliverable: Mentors and mentees will submit populated tracking documents that were developed for Task 3 and include a narrative report.

Task 6: Completion of post-assessment provided by NACCHO.

- Deliverable: NACCHO will record completion of post-assessment.

Scope of Work- Invoicing Schedule [MENTOR]

Invoice Period	Primary Task/Deliverable	Cost	Amount
Invoice 1 [Tasks 1-3]: April 9, 2025	Task 1a: Attendance at kick-off call	\$5,000	\$50,000
	Task 1b: Attendance at mentor meeting	\$5,000	
	Task 2: Completion of pre-assessment provided by NACCHO	\$5,000	
	Task 3a: Submission of agenda for in-person mentor site visit	\$5,000	
	Task 3b: Submit a project plan that indicates goals and/or objectives for mentor site and proposed activities	\$15,000	
	Task 3c: Tracking document to be used throughout the project to log progress	\$15,000	
Invoice 2 [Tasks 4-6]: June 30, 2025	Task 4a: Participation in engagement activities on NACCHO's Virtual Communities	\$10,000	\$50,000
	Task 4b: Attendance and participation during project check-ins	\$10,000	
	Task 4c: Attendance at the project close in-person convening	\$10,000	
	Task 5: A final version of the project tracking document showing progress towards and completion of goals, objectives, and activities through June 30, 2025, and narrative report of the project	\$15,000	
	Task 6: Completion of post-assessment provided by NACCHO	\$5,000	
Invoice 1 + 2			\$100,000

Scope of Work- Invoicing Schedule [MENTEE]

Invoice Period	Primary Task/Deliverable	Cost	Amount
Invoice 1 [Tasks 1-3]: April 9, 2025	Task 1: Attendance at kick-off call	\$5,000	\$40,000
	Task 2: Completion of mentee pre-assessment provided by NACCHO	\$5,000	
	Task 3a: Submit a project plan that indicates goals and/or objectives for mentor and mentees, proposed activities, and includes project tracking components and anticipated timelines	\$15,000	
	Task 3b: Tracking document to be used throughout the project to log progress	\$15,000	
Invoice 2 [Tasks 4-6]: June 30, 2025	Task 4a: Participation in engagement activities on NACCHO's Virtual Communities	\$10,000	\$50,000
	Task 4b: Attendance and participation during project check-ins	\$10,000	
	Task 4c: Attendance at the project close in-person convening	\$10,000	
	Task 5: A final version of the project tracking document showing progress towards and completion of goals, objectives, and activities through June 30, 2025, and narrative report of the project	\$15,000	
	Task 6: Completion of post-assessment provided by NACCHO	\$5,000	
Invoice 1+ 2			\$90,000

Appendix C

List of unallowable costs

Funds may not be used for equipment purchases.

Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the current Federal Executive Schedule Level II salary cap. NACCHO reserves the right to request a revised cost proposal, should CDC determine applicant's proposed cost as unallowable. Below is sample of unallowable costs, compiled from the Federal Acquisition Regulation (FAR) as a general reference:

1. Interest Expense (FAR 31.205-20) is unallowable however represented including bond discounts, costs of financing and refinancing capital including associated costs. Some associated costs include related legal and professional fees incurred in connection with prospectuses, the costs of preparing stock rights are generally unallowable with special rules. However, interest assessed by certain state and local taxing authorities are allowable under certain conditions. Suggest the author be contacted on these special rules.
2. Donations/Contributions (FAR 31.205-8)
3. Entertainment (FAR 31.205-14) – The costs of entertainment and recreation however represented are unallowable including associated costs. It also includes costs associated with social activities including social, dining, country clubs and similar organizations are unallowable.
4. Contingencies (FAR 31.205-7)
5. Bad Debts (FAR 31.205-3)
6. Fines and Penalties (FAR 31.205-15) – The costs of fines and penalties for violating federal, state, or local laws is unallowable including associated costs. Specifically, the costs associated with the mischarging of costs to government contracts is unallowable.
7. Goodwill (FAR 31.205-49) – The write-up of assets, resultant depreciation and goodwill from business combinations is unallowable.
8. Losses on Contracts (FAR 31.205-33) – The excess of cost over income on any contract is unallowable. This includes the contractor's share of any cost contribution on cost sharing agreements.
9. Organizational (FAR31.205-27) – Organization costs and re-organization costs are unallowable however represented including professional and legal fees. However, the costs of executive bonuses, employee savings plans and employee stock ownership plans are not considered organization or reorganization costs and are not made unallowable by this principle. Such costs are addressed by FAR 31.205-6.
10. Alcohol – Alcohol is expressly unallowable under all circumstances.
11. Food-- Direct charges for meals/food and beverages are unallowable
12. Promotion – this cost is unallowable if the primary purpose is to promote a company's image or products or service.

13. Personal Use – Personal use of anything as compared to business purpose is unallowable.
14. Profit Distribution – Any cost presumed to be a distribution of profits is unallowable in all cases.
15. First Class Air Fare – First class air fare is unallowable in most cases. There are a few exceptions, but are available in rare circumstances.
16. Legal Costs – Certain legal costs are unallowable. In order for legal costs to be allowable the costs must be documented by scope of work, rate description and work product. Claims against the government and Defense of certain fraud proceedings are unallowable.
17. Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration. There are many rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.
18. Circumstantial Unallowable Costs. These costs are either allowable or unallowable depending on the special and unique circumstances that embody numerous exceptions and special rules. The majority of cost items addressed by FAR 31.2 fall into this category. The rules and exceptions are too voluminous to include here.

Please contact NACCHO with specific questions about what is allowable.

Funding Restriction Language from Notice of Funding Opportunity:

Funding Restrictions:

Restrictions, which must be taken into account while writing the budget, are as follows:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care.
- Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
- Recipients may not generally use HHS/CDC/ATSDR funding for the purchase of furniture or equipment. Any such proposed spending must be identified in the budget.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project objectives and not merely serve as a conduit for an award to another party or provider who is ineligible.

Other than for normal and recognized executive-legislative relationships, no funds may be used for: publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.

See Additional Requirement (AR) 12 for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).

Restrictions Related to Projects Funded through Coronavirus Disease 2019 (COVID-19) Funds: A recipient of a grant or cooperative agreement awarded by the Department of Health and Human Services (HHS) with funds made available under the Coronavirus Preparedness and Response Supplemental Appropriations Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief, and Economic Security Act, 2020 (the "CARES Act") (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139); and/or the Consolidated Appropriations Act and the Coronavirus Response and Relief Supplement Appropriations Act, 2021 (P.L. 116-260) agrees, as applicable to the award, to: 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual's home jurisdiction and/or appropriate public health measures (e.g., social distancing, home isolation); and 3) assist the United States Government in the implementation and enforcement of federal orders related to quarantine and isolation. In addition, to the extent applicable, Recipient will comply with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results of tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC. HHS laboratory reporting guidance is posted at: <https://www.hhs.gov/sites/default/files/covid-19-laboratory-data-reporting-guidance.pdf>. Further, consistent with the full scope of applicable grant regulations (45 C.F.R. 75.322), the purpose of this award, and the underlying funding, the recipient is expected to provide to CDC copies of and/or access to COVID-19 data collected with these funds, including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement. This award is contingent upon agreement by the recipient to comply with existing and future guidance from the HHS Secretary regarding control of the spread of COVID-19. In addition, recipient is expected to flow down these terms to any subaward, to the extent applicable to activities set out in such subaward.

Appendix D – Budget Narrative Template

- The budget narrative explains each line-item and how the amounts were derived. See detailed guidance below.
 - A. **Personnel:** List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position’s time devoted to the project, and the activities you anticipate these individuals will conduct.
 - B. **Fringe Benefits:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc.
 - C. **Travel:** Specify the purpose and details of the travel.
 - Reminder: NACCHO will cover expenses for required travel. This section should only be used for travel outside of mentor site visit and in-person convening.
 - D. **Supplies:** Identify supplies in the detailed budget and the intended use for these supplies (i.e., what activities will the supplies support). Please note, funds may not be used for equipment purchases (refer to [Appendix C](#)).
 - E. **Contractual:** Identify each proposed contract and specify its purpose and estimated cost.
 - F. **Other direct costs:** These will vary depending on the nature of the project. This may include activities, monitoring and evaluation, etc.
 - G. **Indirect charge:** Indicate how the rate is applied. If you are proposing more than 10%, please provide government approved rates, if you do not have that, please create a statement letter explaining your approved rates.

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other Direct Costs
- Indirect Charge

Respond to the following two questions:

- Do you have prior experience in Federal Contracting?
- Have you completed a Single Audit