



REQUEST FOR APPLICATION

Wastewater Monitoring Mentorship Program

National Association of County and City Health Officials (NACCHO)

Release Date: Week of June 15, 2026

Due Date: July 17, 2026

SUMMARY INFORMATION

Project Title: Wastewater Monitoring Mentorship Program

Proposal Due Date and Time: 11:59 PM ET, July 17, 2026

Selection Announcement Date*: August 2026

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38PW000037-01-01

CFDA: 93.421

Maximum Funding Amount: \$25,000 per mentor and \$20,000 per mentee, total funding \$195,000

Number of awards available: Nine (9) awards total: 3 mentors and 6 mentees

Estimated Period of Performance*: September 1, 2026 – May 31, 2027, pending contract execution.

Point of Contact for Questions Regarding this Application: NACCHO's Water, Sanitation & Hygiene Team (WASH@naccho.org)

Application Submission: Applications must be submitted on OpenWater [here](#). A free MyNACCHO account is required in order to complete an application.

*Subject to change due to deadline extension and other contracting needs. Due to internal or external contracting processes, the start date may be retrospective to the date of fully executed contract.

OVERVIEW

Background

The National Association of County and City Health Officials (NACCHO) is the voice of more than 3,300 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

The COVID-19 pandemic showed how accurate and timely data is the cornerstone of emergency preparedness and response. Traditional monitoring systems mainly captured symptomatic people who sought care or had access to testing, while wastewater monitoring was a more inclusive, non-invasive, and inexpensive method to monitor community-level infections. Since SARS-CoV-2 is shed in the feces and nearly 80% of households in the United States are connected to a municipal wastewater collection system, sewage serves as an efficient pooled sample to provide information on community-level and subcommunity-level infections and trends. Wastewater monitoring of SARS-CoV-2 served as an early warning system for communities, as cases can be detected through wastewater monitoring up to 3 to 4 days before detection is possible with individual testing. Access to information earlier can help to direct resources (i.e., individual testing accordingly and informed decision-making to limit the spread of the virus).

Beyond the COVID-19 pandemic, many jurisdictions are expanding their wastewater monitoring efforts to include other pathogen targets also shed in the feces, including Influenza A and B, Respiratory Syncytial Virus (RSV), among others. Because wastewater monitoring is still a relatively new and rapidly evolving tool, it requires additional scientific research and the development and dissemination of tools, best practices, and resources to support its effective implementation at the local level.

Program Overview

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity to support local health departments in implementing and expanding their wastewater monitoring efforts to track disease trends and emerging health threats in their communities. Local health departments with demonstrated experience in utilizing wastewater monitoring will be matched with LHDs in the early stages of developing a wastewater monitoring program and who are looking for guidance, tools, and resources for making progress toward meeting their community needs. Since 2022, there have been three (4) cohorts of the Wastewater Monitoring Mentorship Program. Visit NACCHO's [WASH webpage](#) to learn more about the past cohorts. For the 2026 cohort, NACCHO is seeking applications for three (3) mentor sites of \$25,000 each and six (6) mentee sites of \$20,000 each.

The overall goal of this mentorship program is to ensure that LHDs have the support necessary to start or expand wastewater monitoring programs to fit their community's needs. It also ensures that LHDs with expertise in wastewater monitoring have the opportunity to share their knowledge through mentorship. LHDs with demonstrated experience in utilizing wastewater monitoring will be matched with other jurisdictions in the early stages of developing a wastewater monitoring program and who are looking for guidance, tools, and resources for making progress toward meeting their community needs.

The primary objectives of this program include:

- Establishing a growing network of counties and cities across the United States that are experienced in the implementation of wastewater monitoring;
- Improving NACCHO's and CDC's understanding of the technical assistance needs with building wastewater monitoring capacity;
- Identifying strategies to improve the implementation of wastewater monitoring;
- Identifying resource needs in implementing a wastewater monitoring program;
- Providing a venue for LHDs interested in developing or expanding their wastewater monitoring program to share resources, experiences, and lessons; and
- Strengthening relationships between LHDs and subject matter experts from CDC and other agencies/organizations.

Selections will be made and announced in August 2026. The project period will run from September 1, 2026 – May 31, 2027, pending contract execution. **Applications and all supporting materials must be submitted through [OpenWater](#). You must create a free MyNACCHO account in order to begin the application. Applications and all supporting materials must be submitted on [OpenWater](#) no later than 11:59 PM ET on July 17, 2026.** Incomplete applications will not be reviewed.

All necessary information regarding the project and application process may be found in this RFA. Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing the Water, Sanitation & Hygiene Team at WASH@naccho.org.

NACCHO will host an **optional informational webinar** on June 29, 2026, at 3 PM EDT to provide an overview of the RFA and answer questions. To attend the webinar, register [here](#). Please note that no new information will be shared during the call. Applicants do not need to wait for this optional call in order to begin or submit an application. This call will be recorded and posted to the [NACCHO WASH webpage](#).

ELIGIBILITY AND CONTRACT TERMS

Eligibility

Eligible programs must:

1. Represent a local health department or other local government agency. “Local” is here defined as organizations working at county, city, or community levels. Private entities are not eligible for funding through this opportunity;
2. **Mentors:** Applicants applying to serve as mentors should demonstrate subject-matter expertise and experience leading a wastewater monitoring program;
3. **Mentees:** Applicants applying to become mentees should demonstrate interest and need in developing and/or expanding wastewater monitoring in their jurisdiction, and how this mentorship program will guide them through this process.

Period of Performance:

The target project period of performance is from September 1, 2026, through May 31, 2027, pending contract execution. The general budget period timeline must be aligned with the above dates.

Contract Terms

NACCHO will issue a total of nine (9) awards for the 2026 cohort of the Wastewater Monitoring Mentorship Program: three (3) mentor awards of \$25,000 each and six (6) mentee awards of \$20,000 each. Interested applicants must complete and submit all the required application materials outlined in this document.

Selected applicants will enter into an agreement with NACCHO using the NACCHO standard contract terms and conditions attached as **Appendix D** below. Agreement with the majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify that they have read NACCHO’s standard contract language and confirmed in agreement with the terms and conditions.

Should your organization need to propose any changes to the terms and conditions, please inform us immediately, however, NACCHO reserves the right to accept or decline such changes. Significant changes, which could affect the agreement’s timely execution, may impact your selection as a successful

applicant. Agreeing to NACCHO’s Resolution of Disputes and Governing Law is expected and aside from those two clauses, **limited modifications to the terms or contract language can be accommodated.**

Contractors who cannot agree to the majority of NACCHO’s contract language should not apply for this initiative.

If you are an applicant from Florida, please contact NACCHO for a copy of the Florida standard contract.

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
Release of Wastewater Monitoring Mentorship Program Application	Week of June 15, 2026
Optional Informational webinar for Potential Applicants	June 29, 2026 3:00 – 4:00 PM EDT Register here .
Submission Deadline	July 17, 2026 11:59 PM EDT
Award Notification Date*	August 2026
Anticipated Contract Start Date*	September 1, 2026
Anticipated Contract End Date*	May 31, 2027

*These dates are subject to change due to the deadline extension and other contracting needs.

TECHNICAL REQUIREMENTS

Technical Requirements & Scope of Work

- Anticipated deliverables are listed below. For full details, see [Mentor Scope of Work](#) and [Mentee Scope of Work](#).
- **Kick-off Call:** Participate in a mentorship program kick-off call. The call will introduce program contacts from the NACCHO, CDC, mentor and mentee sites, and discuss program expectations and requirements.
- **All-Cohort Calls:** Participate in bi-monthly calls with NACCHO. These will occur approximately every other month throughout the project period between mentors, mentees, NACCHO, and CDC. NACCHO staff will coordinate the scheduling of these calls. These calls are designed for mentorship program participants to share progress towards the workplan, describe any challenges they may be facing, share tools and resources, and work with program staff to re-

focus efforts as appropriate. NACCHO and CDC will be available to provide technical assistance and updates.

- **Other Check-in Calls:** Mentors will participate in check-in calls with NACCHO staff; these are 30-minute calls designed to check in on mentor needs and share progress. Mentors and mentees are expected to participate in check-in meetings throughout the program. These check-in meetings will be used to work through the wastewater monitoring activities and challenges of the mentee, share updates, answer questions, and more. The mentor and mentee should schedule these meetings on their own.
- **Presentations:** Mentors are expected to introduce their jurisdiction during the kick-off call and at least once during an all-cohort call; providing background information and sharing expertise and resources. Mentees will also be expected to present during an all-cohort call to share progress towards improving wastewater monitoring capacity, challenges faced, or lessons learned.
- **Site Visit:** Mentors will host each of their assigned mentees for a site visit. The purpose of the site visit is to demonstrate wastewater monitoring processes in action for mentees to observe and learn from. Activities for the site visits will be developed based on the specific needs of each mentee. NACCHO will be available to support mentors and mentees in facilitating these site visits. NACCHO strongly recommends that site visits be scheduled in-person, early in the project period if possible; site visits can be with all mentees at once or individual – based on mentee/mentor needs.
- **Pre-Assessment and Post-Assessment:** The pre-assessment will establish a baseline for the status of wastewater monitoring in your jurisdiction. The post-assessment will determine successes, challenges, and lessons learned at the conclusion of the program. The assessments will be designed to address mentors and mentees separately.
- Submit a **mid-year progress report** to share progress on wastewater monitoring activities and feedback on the program with NACCHO. NACCHO to provide template for form.
- **Final Report:** The final report will summarize all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. NACCHO to provide information on format and prompts.
- **Exit Interview:** NACCHO’s Research, Evaluation, and Data Communication (RED) Team will schedule a 60-minute exit interview at the conclusion of the program. It will also be used to share feedback on the mentorship program.

Estimated Deadlines	Anticipated Deliverables for Mentors	Anticipated Deliverables for Mentees
September 2026	Participate in a mentor introductory call with NACCHO staff tentatively scheduled for September 3, 2026, at 1 PM EDT. (\$1,000) Develop a short PowerPoint presentation and an introductory paragraph to	Submit a brief introductory paragraph describing your jurisdiction’s characteristics, prior wastewater surveillance efforts, and planned activities during mentorship program. Instructions to be provided by NACCHO. Due September 10, 2026. (\$500)

	introduce your jurisdiction, provide background information, and expertise. Submit slides and introductory paragraph by September 9, 2026. (\$1,000)	
September 2026	Complete a pre-assessment to establish a baseline for the status of wastewater surveillance in your jurisdiction. Due September 30, 2026. (\$700)	Complete a pre-assessment to establish a baseline for the status of wastewater surveillance in your jurisdiction. Due September 30, 2026. (\$600)
September 2026 - May 2027	Participate in a total of five (5) all-cohort calls* with NACCHO, other mentors, and mentee sites. NACCHO to record attendance and meeting date. (\$1,000 per all-cohort call. 5 x \$1,000 = \$5,000) *This includes a kick-off call in September.	Participate in a total of five (5) all-cohort calls* with NACCHO, mentors, and other mentee sites. NACCHO to record attendance and meeting date. (\$1,000 per all-cohort call. 5 x \$1,000 = \$5,000) * This includes a kick-off call in September.
October 2026 – May 2027	Present during one (1) all-cohort call to share expertise on a wastewater monitoring topic. Submit presentation slides and any relevant materials. NACCHO to record attendance and presentation date. (\$2,000)	Present during one (1) all-cohort call to share progress towards improving wastewater monitoring capacity, challenges faced, or lessons learned. This presentation will be 5-10 minutes long. Submit presentation slides and any relevant materials. NACCHO to record attendance and presentation date. (\$500)
September 2026 – May 2027	Participate in at least two (2) check-in calls with NACCHO staff . NACCHO to record attendance and meeting date. (\$800 x 2 = \$1,600)	
September 2026 – February 2027	Participate in at least one (1) site visit with all of your assigned mentees. Submit site visit agenda, attendee list, resources, pictures, and other relevant materials. (\$5,000)	Participate in at least one (1) site visit with your assigned mentor. Submit site visit agenda, attendee list, resources, pictures, and other relevant materials. (\$5,000)
	Submit one (1) mid-year progress report to share progress on wastewater monitoring activities and program feedback with NACCHO. (\$750)	Submit one (1) mid-year progress report to share progress on wastewater monitoring activities and program feedback with NACCHO. (\$750)

September 2026 – May 2027	Conduct at least three (3) check-in meetings with assigned mentees . Submit agenda, notes, attendee list, and other relevant documentation. (\$1,100 per mentor-mentee call. 3 x \$1,100 = \$3,300)	Participate in at least three (3) check-in meetings with assigned mentors . Submit agenda, notes, attendee list, and other relevant documentation. (\$1,000 per mentor-mentee call. 3 x \$1,000 = \$3,000)
April 2027	Complete a post-assessment to determine successes, challenges, and lessons learned at the conclusion of program. Due April 30, 2027. (\$650)	Complete a post-assessment to determine successes, challenges, and lessons learned at the conclusion of program. Due April 30, 2027 (\$650)
May 2027	Submit a final report (format to be determined by NACCHO) summarizing all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. Due May 31, 2027. (\$1,000)	Submit a final report (format to be determined by NACCHO) summarizing all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. Due May 31, 2027. (\$1,000)
May 2027	Participate in an exit interview with NACCHO’s RED Team. NACCHO to schedule the interview, record interview date and attendees, and collect relevant materials. (\$3,000)	Participate in an exit interview with NACCHO’s RED Team. NACCHO to schedule the interview, record interview date and attendees, and collect relevant materials. Exit interviews anticipated to be during the month of July 2025. (\$3,000)

*These dates are subject to change due to possible application deadline extensions and other contracting needs.

Invoice Dates:

- Invoice #1 due December 15, 2026, covering deliverables from September 1, 2026 – November 30, 2026
- Invoice #2 due March 15, 2027, covering deliverables from December 1, 2026 – February 28, 2027
- Invoice #3 due June 15, 2027, covering deliverables from March 1, 2027 – May 31, 2027

Method of Payment

NACCHO will disburse payment to awardees upon receipt of invoices and deliverables as scheduled above. More details on submitting invoices and deliverables will be provided to selected awardees by NACCHO. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

NACCHO Support

NACCHO staff will serve as a resource to the selected awardees to ensure adequate completion of required project activities outlined in the scope of work and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO reports and other resources necessary to complete the tasks above;
- Provide monthly opportunities for learning and peer-to-peer networking among awardees;
- Provide direct technical assistance for the completion of tasks, including periodic meetings and phone or e-mail consultations, as needed;
- Share available webinars, resources, trainings, and other materials related to wastewater monitoring to support capacity building among awardees;
- Connect awardees with subject-matter experts in the field of wastewater monitoring; and
- Assist in facilitating site visits between mentors and mentees.

Expectations of Mentors and Mentees

Mentors are expected to:

- Complete all activities as outlined in the Scope of Work
- Be dependable on providing helpful guidance and participating in the mentorship program
- Be punctual and communicative when working with NACCHO and mentees
- Be a role model and provide vision and motivation for their mentees as they develop their wastewater monitoring programs

Mentees are expected to:

- Complete all activities as outlined in the Scope of Work
- Be punctual and communicative when working with NACCHO and their mentor
- Actively participate in mentorship meetings and share progress & challenges
- Be a role model to other jurisdictions as they gain expertise in wastewater monitoring

PROPOSAL RESPONSE FORMAT

Application Instructions & Supporting Documentation

All applications should include the following:

- A. Completed Application. Access and submit online application [here](#). (80 points)
- B. Completed [Budget Worksheet](#) and [Budget Narrative](#) templates. Download templates and submit while completing application on [OpenWater](#). (points)
 - Please refer to the Appendices for additional guidance on the budget, budget samples, funding restrictions, and unallowable expenses.
 - **Budget:** Applicants must provide a detailed line-item budget that adds up to exactly \$25,000 for mentors and \$20,000 for mentees. Please note that any budgets that exceed these caps will not be reviewed.
 - **Budget narrative:** Include a narrative cost justification for each line item and how the amounts were derived.
 - **Mentees only:** Please include estimated travel (airfare, accommodations, ground transportation, and per diem, as needed), for the number of representatives traveling from your agency attending the site visit in your budget worksheet and narrative. Past site visits have been 1-2 nights long.

Please refer to your jurisdiction's travel policy or you may refer to [NACCHO's Travel Policy](#). An example breakdown is provided below for your reference. Please disregard the instructions for AMEX GBT; awardees will be responsible for purchasing and organizing all travel. Travel costs may vary depending on locations of mentors and mentees.

- Activities supported directly by project funding will be constrained by allowable costs under CDC guidelines. Per HHS requirements, funds awarded under this RFA are prohibited from being used to pay the direct salary of an individual at a rate more than the current [Federal Executive Schedule Level II salary cap](#).
- C. **Additional Attachments*:** Please complete and include the following attachments with your application.
 - Complete the [Contract Cover Sheet](#)
 - [Vendor Information Form](#)
 - [W-9](#)
 - [Certification of Non-Debarment](#)
 - Provide proof of active registration and unique entity id with SAM.gov. (a screenshot can be submitted as proof).
 - The applicant must be registered with the System for Award Management (SAM) and its SAM number. For applicants without a SAM number, please note that it takes 7-10 business days to receive a number after registration. Please plan accordingly to ensure an active SAM number at the time of submission.
 - If your Fringe and Indirect rates exceed the 15% de minimis rate OR if you have no approved rates, THEN provide backup documentation to show approved rates and an explanation of Fringe and Indirect rates on letterhead.

- * If you are applying from a small or rural district, and you are unable to complete any of these forms along with your application and budget, please reach out to WASH@naccho.org as soon as possible. NACCHO staff may be able to work with your district to extend the deadline for some of these forms. NACCHO is committed to supporting its small and rural members.

SELECTION CRITERIA & PROCESS

Applications for this project will be evaluated by NACCHO and scored based on the following criteria:

- Application – 80 points
- Budget – 20 points

Applications will not be considered complete unless they include all additional documents listed in Application Instructions above.

NACCHO will use the following criteria to review application materials in each of the sections below:

- Completeness in application materials and all related questions;
- Demonstrated capability and strengths (mentors) or gaps and challenges (mentees) in the application;
- Well-supported strategies to build program capacity, improve local collaboration, and support program sustainability, as appropriate; and
- Diversity of geographic location may also be considered as a factor in the application review process.

SUBMISSION INSTRUCTIONS

1. Application and all supporting materials must be submitted via [OpenWater](#) no later than **11:59PM ET on July 17, 2026**. Incomplete or late applications will not be reviewed. You will receive a confirmation email upon submission of the application.
2. Completed applications **must** include the following items (also listed in Proposal Response Format section) attachments to be deemed completed. These attachments will be submitted while completing the application on OpenWater:
 - [Application](#)
 - [Budget Worksheet](#) and [Budget Narrative](#)
 - [Contract Cover Sheet](#)
 - [Vendor Information Form](#)
 - [W-9](#)
 - [Certification of Non-Debarment](#)
 - Provide proof of active registration with SAM.gov. Upload in application (a screenshot can be uploaded).
 - If your Fringe and Indirect rates exceed the 15% de minimis rate OR if you have no approved rates, THEN provide backup documentation to show approved rates and an explanation of Fringe and Indirect rates on letterhead.

3. All questions may be directed to WASH@naccho.org.

APPENDICES

Appendix A: Budget Guidance

Appendix B: Unallowable Costs

Appendix C: Funding Restrictions

Appendix D: NACCHO Contractor Agreement Sample

APPENDIX A

NACCHO Budget Guidance

Samples

- [SAMPLE Budget Worksheet](#)*
- [SAMPLE Fringe Approval Letter](#)*

**Please note that these sample documents are not specific to the Wastewater Monitoring Mentorship Program.*

General Guidance

- ✓ **BUDGET:** Applicants should submit a detailed line-item budget of all costs using the [Budget Worksheet Template](#). Please review all instructions on tab 1 (Budget Guidelines) before completing t h e detailed budget on tab 2.2.
- ✓ **BUDGET NARRATIVE:** Applicants should submit a separate budget narrative that explains all costs included in the budget and how those costs were derived. Each cost must explain how the expense will support the work/progress of the project. Please complete this using the [Budget Narrative Template](#). The template also includes samples of how the budget narrative should be completed.
- ✓ **FRINGE AND INDIRECT COST DOCUMENTATION:** If your budget includes fringe benefits and/or indirect costs (in excess of the 15% de minimis rate), you must submit supporting documentation and proof of the fringe and/or indirect cost rates used. Please see the guidance below for more details.
- ✓ **MATH CHECK:** Please review all expense calculations, line-item subtotals, and your final budget total to ensure accuracy. Any budgets that are more than the cap award amount will not be reviewed.
- ✓ **UNALLOWABLE EXPENSES & FUNDING RESTRICTIONS:** Please make sure to refer to *Appendix B and C* for a list of unallowable expenses and funding restrictions.

APPENDIX B

Unallowable Costs

- 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.
- Donations/Contributions (FAR 31.205-8)
- 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.
- Contingencies (FAR 31.205-7)
- Bad Debts (FAR 31.205-3)
- 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.
- Goodwill (FAR 31.205-49) – The write-up of assets, resultant depreciation and goodwill from business combinations is unallowable.
- 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.
- 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 re-organization costs and are not made unallowable by this principle. Such costs are addressed by FAR 31.205-6.
- Food- Direct charges for meals/food and beverages are unallowable charges to this project.
- Alcohol – Alcohol is expressly unallowable under all circumstances.
- Promotion – this cost is unallowable if the primary purpose is to promote a company's image or products or service.
- Personal Use – Personal use of anything as compared to business purpose is unallowable.
- Profit Distribution – Any cost presumed to be a distribution of profits is unallowable in all cases.
- First Class Air Fare – First class air fare is unallowable in most cases. There are a few exceptions but are available in rare circumstances. Please contact me about these exceptions as needed.
- Legal Costs – Certain legal costs are unallowable. 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.

- Travel Costs – Hotel, meals, and incidentals that exceed the daily Federal Travel Per Diem Rates published by the General Services Administration.
- Equipment purchases and fixed assets. An equipment item is a tangible, non-expendable piece of property that has a useful life that exceeds the project period of performance.
- Harm Reduction supplies or syringes.
- Incentives - Incentives for participants to take part in project activities, such as through receiving gift cards or gas cards are typically unallowable, but incentives are allowable under certain circumstances and will require prior approval.
- Research
- Clinical care, except where allowable by Federal law
- Publicity and propaganda (lobbying): 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:
https://www.cdc.gov/grants/documents/AntiLobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
- All unallowable costs cited in CDC-RFA-OT18-18020402SUPP21 remain in effect, unless specifically amended in this guidance, in accordance with 45 CFR Part 75 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for HHS Awards.

APPENDIX C

Funding Restrictions

Restrictions that must be considered while planning the programs and writing the budget are:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- 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.

- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See [Additional Requirement \(AR\) 35](#) for applicability.

APPENDIX D

NACCHO CONTRACT #2026-_____

CONTRACTOR AGREEMENT SAMPLE

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

1. 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.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, 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. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES:
 - a. Payment for professional services to be performed (not including travel. For travel, please see
 - b. below), NACCHO agrees to pay Contractor an amount not to exceed \$ #####.00, *(enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid. Three invoices Firm Fixed Price must be submitted as follows:*

Invoice No.	Amount	Deliverable	Due date
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Invoice I			
Invoice II			
Invoice III			

(insert time increment). (May be “monthly” or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).

b. Reimbursement - travel expenses, NACCHO agrees to pay Contractor an amount not to exceed \$ #####.00. Travel cost reimbursement must follow NACCHO Travel Policy, please see attached Exhibit III:

Invoice No.	Amount	Proof of travel	Due date
Invoice IV	NTE ____		During the performance period, within 30 days of completed travel.

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.

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 24* 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. Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR Part 401.14
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. In the event of termination, Contractor shall wind down their work in a practical manner and comply with NACCHO's termination workplan, timeline, and final invoice guidance. NACCHO will pay Contractor for services rendered through the date of termination. Upon termination in part or in its entirety, Contractor remain responsible for compliance with the requirements in [2 CFR 200.344](#) and [2 CFR 200.345](#).
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), CFR Part 300 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), and the General Terms and Conditions for Non-Research Grants and Cooperative Agreements, if funded by the Centers for Disease Control and Prevention (CDC). 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 Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension", 2 CFR 180 and 2 CFR 376, Contractor certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract

with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.

19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies 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. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.
21. 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.).
22. 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.”
23. 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.
24. 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 email or 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: _____
[Name of Program Staff]
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) _____
Fax (202) 783-1583

With a copy to:

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

Email: _____@naccho.org

Email: ahutapea@naccho.org

FOR CONTRACTOR:

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

25. DOMESTIC PREFERENCES FOR PROCUREMENT - Maximizing Use of American-Made Goods, Products, and Materials (E.O. 13881): Executive Order 13881 promotes the Buy American Act, 41 U.S.C. §§ 8301-8305, proposing the policy of the United States to buy American and to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The proposed rule revives heightened restrictions for commercially available-off-the-shelf (“COTS”) products. The Buy American Act (“BAA”) restricts the country of origin of goods bought by the U.S. government, requiring the purchase of “manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies, mined, produced, or manufactured, in the United States.” 41 U.S.C. § 8302(a).

Under the current FAR rules (particularly Subparts 25.1, 25.2, and 25.5), a domestic end product is one where: (1) the end-product is manufactured in the United States, and (2) more than 50 percent of the cost of all component parts are manufactured in the United States. FAR 25.101. The agencies anticipated to be impacted by this executive order include the Departments of Defense and Commerce, the National Aeronautics and Space Administration, the General Services Administration (GSA), and the Executive Office of the President. Consistent with this Order, Contractors shall insert the substance of this clause, including this paragraph (c), in all subcontracts.

Pursuant to §200.322, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products which means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber).

1. FLOW-DOWN PROVISIONS: The Contractor agrees to assume, the same obligations and responsibilities that NACCHO assumes toward the Concerned Funding Agency under those applicable Concerned Funding Agency acquisition regulations, if any, that are mandated by their own terms or other law or regulation to flow-down to subcontractors or subgrantees, and therefore the Agreement incorporates by reference, and the Contractor is subject to, all such mandatory flow-down clauses. Such clauses, however, shall not be construed as bestowing any rights or privileges on the Contractor beyond what is allowed by or provided for in the Agreement, or as limiting any rights or privileges of NACCHO otherwise allowed by or provided for in the Agreement. The Contractor also agrees to flow-down these same provisions to any lower-tier subcontractors.
2. INSURANCE: The Contractor shall effect and maintain an insurance policy or policies of insurance providing an adequate level of coverage in respect of all risks which may be incurred by the Contractor, arising out of the Contractor's performance of the Agreement, in respect of death or personal injury, or loss of or damage to property. The Contractor shall produce to NACCHO, on request, copies of all insurance policies referred to in this condition or other evidence confirming the existence and extent of

the coverage given by those policies, together with receipts or other evidence of payment of the latest premiums due under those policies. Notwithstanding the foregoing, in the event the Contractor is prohibited by law from contractually obligating itself to obtain insurance coverage as required above, this Section shall be void.

3. REQUIRED DISCLOSURES for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 2 CFR 200.112, Contractor must disclose in a timely manner, in writing to NACCHO copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

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.: _____

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

CONTRACTOR AGREEMENT – ATTACHMENT I

SCOPE OF WORK

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

CONTRACTOR AGREEMENT – ATTACHMENT II

Updates to HHS General Terms & Conditions

Effective as of 10/1/2025

The Department of Health and Human Services (HHS) recently updated their Grants Policy Statement (GPS). This new revised GPS is effective October 01, 2025. This updated version conforms to the movement of all HHS grants from 45 PART 75 (the HHS version of the Uniform Guidance) to full 2 CFR 200 and 2 CFR 300. Please ensure to review these new requirements as they contain requirements that may impact on your organization's work.

The following are links to the applicable federal regulations and policies:

▶ 2 CFR 200 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>

▶ 2 CFR Part 300 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards:

<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-III/part-300>

▶ HHS Administrative and National Policy Requirements:

<https://www.hhs.gov/sites/default/files/hhs-administrative-national-policy-requirements.pdf>

▶ HHS Grants Policy and Regulations:

<https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>

▶ If funded by CDC – CDC General Terms and Conditions for Non-Research Grants and Cooperative Agreements:

<https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.Eff.2025.10.01.pdf>

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

CONTRACTOR AGREEMENT – ATTACHMENT III

Per HHS Administrative and National Policy Requirements: 2.5.4.3: Civil Rights Assurance (page 21):

By applying for or accepting federal funds from HHS, recipients certify compliance with all federal antidiscrimination laws and these requirements and that complying with those laws is a material condition of receiving federal funding streams.

Please provide NACCHO with a copy of proof of the submission to HHS. Reference to Form HHS 690 is provided for convenience:

<https://www.hhs.gov/sites/default/files/form-hhs690.pdf>