

NACCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATION

Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness

National Association of County and City Health Officials (NACCHO)

Release Date: June 6, 2022

Due Date: ~~July 1, 2022~~ ** Extended to July 11, 2022**

SUMMARY INFORMATION

Project Title: Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness

Proposal Due Date and Time: **Extended to 11:59 PM ET, Monday, July 11, 2022**

Selection Announcement Date*: Week of July 18, 2022

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38OT000306-04-01

Maximum Funding Amount: \$42,000.00

Number of awards available: 5

Estimated Period of Performance*: August 1, 2022, through May 31, 2023, pending contract execution

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

Application Submission: Applications and all supporting materials must be submitted via email to WASH@naccho.org

*Subject to change due to deadline extension and other contracting needs.

OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 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.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity to support local jurisdictions in preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness. For the purposes of this Request for Application (RFA), the term "people experiencing homelessness" is inclusive of those who are sheltered or unsheltered.

The goal of this funding opportunity is to assist local jurisdictions in adapting and exercising emergency preparedness plans for WASH-related public health emergencies among people experiencing homelessness. NACCHO will support Awardees to:

- Adapt their preparedness plans to address the needs of people experiencing homelessness during WASH-related emergencies
- Develop and implement an exercise to test their plan, and
- Share lessons learned, best practices, and improvement plans.

Opportunities for peer networking will also be provided by NACCHO.

Awards of **\$42,000** each will be provided to approximately five (5) local jurisdictions. Selections will be made in the first half of July and announced during the second. The project period will run for approximately 10 months, **from August 1, 2022, to May 31, 2023, pending contract execution.** Applications and all supporting materials must be submitted via email to WASH@naccho.org no later than 11:59 PM ET on Monday, July 11, 2022. 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 15th, 1:00 PM EST to provide an overview of the RFA and to answer questions. To attend the webinar, register [here](#). Please note that no new information will be shared during the call. Applicants need not wait for this optional call in order to begin or submit applications. This call will be recorded and posted to the NACCHO website.

ELIGIBILITY AND CONTRACT TERMS

Eligibility

This RFA is open to local governmental agencies, with a focus on local health departments. Priority will be given to local jurisdictions with demonstrated need and/or understanding of the needs of people experiencing homelessness during WASH-related emergencies in their community.

Period of Performance

The targeted project period is anticipated to be approximately 10 months. Upon the receipt of approval by CDC to extend the period of performance, NACCHO may be able to extend the period of performance as follows: August 2022 – May 2023. Details regarding the possible changes to the timeline will be finalized with selected Applicants. Currently, NACCHO has been granted expanded authority to continue its projects and administrative duties until July 31, 2023. Details regarding the possible changes to the timeline and any possible carryover requirements will be finalized with the selected technical assistance provider during the contract process and execution. The general budget period timeline must be aligned with the above dates.

Contract Terms

NACCHO will issue awards of \$42,000 each to selected jurisdictions that agree to complete required activities. Selected Applicants will enter into a contract with NACCHO to complete the deliverables specified in the application.

NACCHO will issue awards in the form of **Fixed Price Contracts** and pay each Awardee payment in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be assigned a fixed price. NACCHO will provide a payment schedule in accordance with the completed deliverables. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Agreement with NACCHO standard contract terms and conditions is a requirement. **No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO's contract**

language should not apply for this initiative. See [NACCHO Standard Contract Language](#) to confirm agreement. As part of the application, the contractor will be asked to verify that he has read NACCHO’s standard contract language and has provided a copy to the individual with signing authority at your organization for advanced consideration. If you are an Applicant from Florida, please contact NACCHO immediately for a copy of the Florida standard contract.

Applicants should review all terms and conditions to determine whether or not they are appropriate for submitting an application.

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
Release of Preparing for Water, Sanitation, & Hygiene (WASH)-Related Emergencies Among People Experiencing Homelessness RFA	June 6, 2022
Optional Informational webinar for Potential Applicants	June 15, 1:00 PM ET Registration Link
Submission Deadline	July 1, 2022, 11:59 PM ET Extended to July 11, 2022, 11:59 PM ET
Award Notification Date*	Week of July 18, 2022
Anticipated Contract Start Date*	August 1, 2022
Anticipated Contract End Date*	May 31, 2023

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

PROJECT GOALS & TECHNICAL REQUIREMENTS

Problem Statement

In the last four consecutive years, the number of people experiencing homelessness in the United States has increased, with an estimated 580,466 people experiencing homelessness in 2020 (Department of Housing and Urban Development, 2021). People experiencing homelessness often have limited access to sanitation facilities and face barriers to engaging in hygiene behaviors. This places individuals and families experiencing homelessness at a higher risk for WASH-related health emergencies, such as

outbreaks of shigellosis and hepatitis A. Additionally, certain WASH-related emergencies, such as natural disasters, may lead to the destruction and/or closure of facilities, creating additional barriers to accessing sanitation and hygiene services.

Local health departments and other governmental agencies are at the forefront of preparing for and responding to WASH-related emergencies. Prior to, during, and immediately following emergencies, LHDs implement protective measures, communicate with the public, and coordinate the provision of necessary and timely resources to ensure and protect health. Unfortunately, emergency responses are not always inclusive of the needs of people experiencing homelessness, increasing vulnerability to poor health outcomes within this population.

Project Goals

This project seeks to address this gap by providing funding and technical assistance to selected jurisdictions to support them in updating and exercising their emergency preparedness plans to meet the needs of people experiencing homelessness. In addition, this project seeks to capture and share lessons learned, best practices, tools, and templates for use across all jurisdictions.

Scope of Work

The following section outlines the activities and deliverables required for each Awardee.

1. **Kick-off Call:** Attend a kick-off call with NACCHO. Awardees will also be asked to develop a short presentation to introduce their jurisdiction and planned activities. The call will introduce program participants, including contacts from the National Association of County and City Health Officials (NACCHO) and the Centers for Disease Control and Prevention (CDC), describe goals and expectations, and share proposed activities and processes. Awardees will share their jurisdiction background, needs, and proposed activities.
2. **Monthly Calls:** Participate in monthly calls with NACCHO. These calls are designed for program participants to share progress on the workplan, describe any challenges they may be facing, exchange lessons learned, and work with program staff to re-focus efforts as appropriate. They may also feature presentations by subject-matter experts, as appropriate.
3. **Preparedness Plan:** Adapt jurisdiction's preparedness plan to address the needs of people experiencing homelessness during WASH-related emergencies. An annex to an existing plan may be appropriate, but how the plan is adapted will be left to the discretion of the Awardee.
4. **Exercise:** After adapting their plans, Awardees will develop and conduct an exercise to test their plans. The exercise may be a tabletop, functional or full-scale exercise, depending on the Awardee's readiness. Awardees are strongly encouraged to follow the [Homeland Security Exercise Evaluation Program \(HSEEP\)](#) principles and guidance while developing and evaluating their exercise. Awardees will submit their exercise plan materials (which may include elements such as a master scenario event list, or a SWOT Analysis), and an After-Action Report/Improvement Plan.
5. **Interim Progress Report:** Complete a brief progress report.

6. **Research and Evaluation Activities**
 - a. **Process Evaluation:** Complete a process evaluation (e.g., interviews, questionnaires) to describe the process of updating and exercising preparedness plans for WASH-related emergencies among people experiencing homelessness.
 - b. **Outcome Evaluation:** Complete a pre- and post-outcome evaluation to assess the impact of updating and exercising preparedness plans for WASH-related emergencies among people experiencing homelessness.

7. **End-of-Year Workshop at the 2023 Preparedness Summit:** Participate in an end-of-year workshop to share lessons learned throughout the program, including updated preparedness plans and exercise, at the 2023 Preparedness Summit (April 24-27, 2023, in Atlanta, GA). Awardees will develop a presentation and support other workshop activities as needed. Please note, submitted budgets must include travel (including airfare, lodging, and per diem, as needed), as well as conference registration (listed under the 'Others' category) for at least one representative from each Awardee jurisdiction to attend the 2023 Preparedness Summit.

8. **Final Report:** Complete a final report summarizing all activities conducted. Any materials, including tools, standard operating procedures, preparedness plans, exercise plans, etc. produced as a part of this project should be submitted at this time as well.

9. **Presentations:** Present with NACCHO at relevant conferences or webinars, as requested.

A summary of tasks and invoicing schedule can be found in the table below.

Invoice	Project Activities	Deliverables	Amount of Total Award
Invoice # 1 August 1, 2022, to December 31, 2022	<ol style="list-style-type: none"> Participate in Kick-Off Call and develop a short introductory presentation. Participate in at least three (3) monthly calls. Draft emergency preparedness plan or plan section. Complete an Interim Progress Report. Participate in evaluation activities (August 1- December 31, 2022). 	<ol style="list-style-type: none"> Attendance recorded by NACCHO and PowerPoint presentation from the Kick-off call. Attendance recorded by NACCHO from at least (3) monthly calls. Draft of emergency preparedness plan or section of the plan. Completed Interim Progress Report. Record of completion of required evaluation activities. 	<ol style="list-style-type: none"> \$1,250 \$3,750 \$2,250 \$2,250 \$1,000
Invoice #1 Amount			\$10,500
Invoice # 2 January 1, 2023, to May 31, 2023	<ol style="list-style-type: none"> Participate in at least three (3) monthly calls. Participate in end-of-year workshop. Participate in the project wrap-up call. Finalize emergency preparedness plan or plan section Develop and conduct exercise to test updated plan. Conduct a Hot Wash and develop an After-Action Report/Improvement Plan. Final report, including the creation of a summary presentation. Participate in evaluation activities (January 1- May 31, 2023). 	<ol style="list-style-type: none"> Attendance recorded by NACCHO from at least three (3) monthly calls. Attendance recorded by NACCHO to the end-of-year workshop and PowerPoint presentation sharing lessons learned. Attendance recorded by NACCHO from project wrap-up call. Final Emergency preparedness plan or plan section. Exercise Plan materials and proof of exercise completion. After-Action Report/Improvement Plan. Final Report and project summary PowerPoint presentation. Record of completion of required evaluation activities 	<ol style="list-style-type: none"> \$3,750 \$4,500 \$1,250 \$5,500 \$5,500 \$5,500 \$2,500 \$3,000
Invoice # 2 Amount			\$31,500

Method of Payment

NACCHO will pay Awardees in 2 installments, the first for \$10,500 and the second for \$31,500 upon receipt of deliverables per the payment schedule identified in the Scope of Work above. 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 Awardees to ensure adequate completion of the SOW and achievement of project goals by fulfilling the following responsibilities:

- Provide background information related to the project, including access to NACCHO reports, data, and other resources
- Provide access and use of NACCHO online platforms to conduct webinars and calls
- Develop a community of practice where sites will be able to exchange lessons learned, needs, and challenges via virtual monthly meetings, an in-person workshop, peer-to-peer networking, and individual technical assistance calls, as needed
- Coordinate presentations by relevant subject-matter experts on WASH-related emergencies, populations experiencing homelessness, and preparedness planning
- Coordinate and lead the end-of-year workshop at the 2023 Preparedness Summit
- Share resources and relevant learning opportunities

PROPOSAL RESPONSE FORMAT & SELECTION CRITERIA

Proposal Response Format and Application Instructions

Applicants should use the Application Template, Budget Template, Budget Narrative Template, and Attachment forms (as appropriate) to complete their application. Applicants should use single-spaced, Calibri, 12-point font, with 1" margins.

Applicants should:

- Review the requirements and expectations outlined in this RFA.
- Read [NACCHO's standard contract language](#) and provide a copy to the individual with signing authority for the jurisdiction (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration.
- The submitted application must include the following items to be deemed complete:
 - Completed [Application Template](#)
 - Completed [Budget Template](#)
 - Completed [Budget Narrative Template](#)
 - Completed Attachments (see section 6. *Completed Attachments* below)
- Application and all supporting materials must be submitted via email to WASH@naccho.org no later than **11:59PM ET on Monday, July 11, 2022**. Incomplete or late applications will not be reviewed. Please use the subject line, "WASH-related Emergencies Application: [Name of Organization]." NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness.

Application Elements and Selection Criteria

Application elements will be evaluated as described below. While making final selections, NACCHO may take into consideration top Applicants' geographic location and the size of their population of people experiencing homelessness to ensure diversity among Awardees.

1. **Contact Information** (see Application Template)
2. **Project Narrative** (see Application Template)

Statement of Need - 25% (1 -2 pages)

Describe the public health needs and impact of WASH-related emergencies among people experiencing homelessness in your jurisdiction. Use data as available to illustrate your needs. Ensure that you address the following prompts, as well as additional background and community context as needed.

- Provide an overview of the status of people experiencing homelessness within your jurisdiction. Include size of population and other relevant information and data, as available. What are their needs? What public health challenges do they face?
- Does your organization have a preparedness plan that addresses WASH-related emergencies? Does your preparedness plan address people experiencing homelessness during emergencies?
- What needs does your organization and/or jurisdiction have around WASH-related emergencies? How are people experiencing homelessness affected by WASH-related emergencies in your jurisdiction?
- How will this funding opportunity support your organization in strengthening your preparedness plans and addressing the needs of people experiencing homelessness?

Implementation Capacity - 25% (1-2 pages)

Describe your organizational and staff qualifications and experience writing preparedness plans, developing exercises, and, if applicable, addressing WASH-related emergencies. Address the following prompts:

- Describe your experience writing, updating, and testing preparedness plans.
- Describe any WASH-related emergencies that your jurisdiction had to respond to during the past 5 years. How did your jurisdiction respond?
- Describe outreach or programming your organization has coordinated to address the needs of people experiencing homelessness in your jurisdiction.
- Describe existing internal or external partnerships, resources, or available expertise that will support your organization in addressing the needs described in the Statement of Need.
- Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and abilities to perform the functions outlined in the RFA.

Project Plan - 40% (2-4 pages, excluding tables)

Review the Scope of Work and describe how will you accomplish the tasks and deliverables listed. Include:

- A detailed work plan, including activities to achieve project requirements, deliverables, and a timeline for completion. Incorporate the required milestones and deadlines into your work plan. Also, address the following questions:
 - What partners and/or subject-matter experts will you work with (internal and external to your organization) to update your plan and develop the exercise?
 - How will WASH & people experiencing homelessness be integrated into your preparedness plan? If you do not know what method would be best for your organization yet, what considerations will factor into your decision?
 - What types of technical support would benefit your organization in executing the Scope of Work as described?

- How will your organization ensure that the needs of people experiencing homelessness are centered in your planning and implementation?

3. Standard Contract Language Verification (see Application Template)

Verify that you have read NACCHO's standard contract language and provided a copy to the individual with signing authority at my organization for advanced consideration.

4. Budget and Budget Narrative- 10% (see Budget Template, Budget Narrative Template, and *Budget Guidance: Appendix A*)

Provide a fixed price line-item budget of \$42,000, that clearly outlines the dollar amount for the completion of the project, and a narrative cost justification for each line item. Please note that any budgets that are more than this cap will not be reviewed.

Applicants are required to submit their budget using the Budget Template provided as part of this RFA. The purpose of the line-item budget is to demonstrate that the Applicant has considered the appropriate needed funding to accomplish the proposed work. The budget should span approximately 10 months with the understanding that the project is expected to end on May 31, 2023. Please note, submitted budgets must include travel (including airfare, lodging, and per diem, as needed), as well as conference registration (listed under the 'Others' category) for at least one representative from each Awardee jurisdiction to attend the 2023 Preparedness Summit.

A budget narrative should also be provided using the Budget Narrative Template explaining each line-item and how the amounts were derived. Please refer to *Appendix A* for more detailed budgeted guidance.

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](#). Please see *Funding Restrictions: Appendix B* for unallowable costs.

5. Contracting and Auditing (see Application Template)

Respond to the following two questions at the end of the Application Template:

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

6. Completed Attachments

Please include the following attachments with your application:

- Required: Complete and submit the [Vendor Information Form](#). This information will only be used if the submitting agency is selected and engages in a contract with NACCHO.
- Required: Complete and submit the [Certification of Non-Debarment](#)
- Required: Submit a [W-9](#)
- Required: Proof of active registration with SAM.gov in accordance with active DUNS number.
- Required for applications \$25,000 and above: Complete and submit the [FFATA data collection form](#). (This form will be required for all contracts over \$25,000, but if you are

not able to complete the form in time for the application deadline, you may submit it one week after you have been selected)

- Back up documentation for fringe and indirect rate.

APPENDICES

Appendix A: Budget Guidance

Appendix B Funding Restrictions

APPENDIX A

NACCHO Budget Guidance for Contractors

Instructions to applicants: Please review the general guidance provided in this document and ensure that all points are addressed in your budget/narrative.

General Guidance

- ✓ **BUDGET:** Applicants should submit a detailed line-item budget of all costs using the [Budget Template](#). **Please review all instructions on tab 1 (Budget Guidelines) before completing the detailed budget on tab 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](#).
- ✓ **FRINGE AND INDIRECT COST DOCUMENTATION:** If your budget includes fringe benefits and/or indirect costs (in excess of the 10% 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. **Your total budget should add to a total of \$42,000.** Any budgets that are more than this cap will not be reviewed.
- ✓ **UNALLOWABLE EXPENSES:** Please make sure to refer to *Appendix* for a list of unallowable expenses.

Budget Line Guidance

DIRECT LABOR EXPENSES

Personnel

- Please make sure full information is provided on each staff member budgeted. This includes:
 - Staff member name, position, and brief description of duties
 - Annual salary (NACCHO follows the current salary cap, found [here](#))
 - Percentage of time spent on the project or full-time equivalent calculation (FTE)
 - Total number of months devoted to project

Fringe Benefits

- **If the budget includes fringe benefits (in excess of the 10% de minimis rate), you must obtain supporting documentation and proof of the fringe rates used.**
 - **Proof of fringe calculation or rate:** Acceptable documentation of fringe benefits includes:
 - An approval letter issued by a relevant federal or state agency (e.g., HHS) authorizing your organization to calculate fringe benefits based on a certain percentage of direct salary and wages

- An excerpt from a financial audit report that outlines the official fringe rate
 - A letter (on your organization letterhead) signed by a financial official that lists the approved fringe rate used by the organization
 - A copy of your accounting procedures or policy that outlines how you calculate fringe rate
- Itemized list of benefits: If you don't use a set fringe rate (i.e. calculation using a percentage of salaries and wages), please include an itemized list of fringe benefits for each category of employee or individual staff member in the budget. For example:

Program Coordinator, salary: \$50,000, 1 FTE

Fringe Benefit	% of Salary	Amount Requested
Retirement	5%	\$2,500
FICA	7.65%	\$3,825
Insurance	N/A	\$2,000
TOTAL		\$8,325

OTHER DIRECT EXPENSES

Contractual

- For any consultants or contractors in your budget, make sure to provide a detailed breakdown of their costs and justification for how their services relate to your program objectives. This should include:
 - Their rate (hourly, daily, monthly, fixed)
 - The quantity of service provided (hours, days, months, fixed)
 - Consultant and Subaward must also follow the current salary cap, found [here](#)
 - Total budget

Supplies and Equipment

- Supplies: Supplies means all tangible personal property with a per-unit cost of less than \$5,000. In situations where cumulative supply costs are equal to or greater than \$5,000, a revised budget is submitted to the funder with a detailed supply cost justification.
- Please provide a detailed breakdown of each supply item budgeted and justify how you derived the costs for each item. Your justification should also include how each item relates to your program objectives. For example:

Supply Item	Description & Purpose	Unit Cost	# Needed	Amount Requested
Printing	Print exercise templates, forms, training materials, reports, and project documents	\$0.10/page	1,000 pages	\$100

Office supplies	Pens, notebooks, paper	\$20/month per staff	3 project staff X 12 months	\$720
Software	Microsoft Office and Adobe Acrobat Pro packages to support program activities, data collection, and communications	Microsoft - \$39 Adobe - \$55	1 package X 3 project staff	\$117 \$165
TOTAL				\$1,102

- **Equipment:** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. Funds may not be used for equipment purchases.

If your budget includes any equipment purchases, you will be required to identify the specific equipment (e.g., “Apple iPad” or “Microsoft Surface” instead of “tablet”) in your budget and budget narrative and certify in the Contract Cover Sheet that the planned purchases will be made from manufacturers and service providers that do not fall under the ban on Chinese service providers (per section 899(b) of the National Defense Authorization Act). See additional information below regarding the ban and how to ensure compliance with this regulation.

- There is currently a [ban](#) on the use of federal funding—which is the source of NACCHO’s funding for this project—for the purchase of certain telecommunications and video surveillance services or equipment from Chinese companies. This includes equipment such as computers, laptops, tablets, cellphones (including cellphone plans), and other products but does not include hotspots or Zoom subscriptions.
- While this funding restriction does not apply to equipment that is being leased or rented—rather than purchased—during the project implementation period, you must still ensure compliance with section 899(b) of the National Defense Authorization Act.

To ensure your planned equipment purchases are allowable, please refer to Appendix A and contact the WASH team at wash@naccho.org to obtain a list of pre-approved manufacturers and instructions to certify that the manufacturer has an active registration with sam.gov.

- **Prior Approval: While equipment purchases are not explicitly excluded from our funding agreement with CDC, NACCHO must seek prior approval from CDC for equipment costs included in contractor budgets, which may take up to 4 weeks**

Travel

- You should provide a breakdown of specific costs associated with trips budgeted and how you derived those costs. Be sure to include:
 - Name and Dates of Conference, meeting, training or site visit
 - Breakdown of expenses associated with the trip

- Mileage: Cost per mile (i.e., \$0.585/mile is the approved 2022 federal mileage reimbursement rate) + total number of miles for each trip. Please note that vehicle fuel and insurance should not be budgeted separately, as these are covered under the federal mileage reimbursement rates for transportation costs.
 - Lodging and meals for travelers, based on location(s) of travel (you may use but should need exceed federal per diem rates)
 - Number of travelers or trips planned
 - Purpose of all planned travel as it relates to the project
- **Note: All budgets must include travel for at least one representative to attend the end-of-year workshop at the 2023 Preparedness Summit (April 24-27, 2023, in Atlanta, GA).**

Other Expenses

- Please provide a breakdown of specific direct costs budgeted and how each relates to program objectives. You must also specify the percentage of costs attributed to this project.
- Items such as rent, utilities, telecoms, etc. are typically covered under your organization’s indirect costs and should therefore not be budgeted under “Other Expenses” if you are also budgeting for indirect costs.
- **Note: All budgets must include conference registration (listed under the ‘Other Expense’ category) for at least one representative to attend the end-of-year workshop at the 2023 Preparedness Summit (April 24-27, 2023, in Atlanta, GA).**
 - For your reference, please see below the registration costs for the 2022 Preparedness Summit (these prices are subject to change for 2023):
 - Early-Bird Rate: \$635
 - Standard Rate: \$735
 - On-Site Rate: \$835

Indirect Costs

- **If the budget includes indirect costs (in excess of the 10% de minimis rate), you must obtain supporting documentation and proof of the indirect cost rates used.**
 - Acceptable documentation includes:
 - An approval letter issued by a relevant federal or state agency (e.g., HHS) and signed by the agency and your organization that authorizes your organization’s indirect cost rate
 - An excerpt from a financial audit report that outlines your organization’s indirect cost rate calculation
 - A letter (on your organization’s letterhead) signed by a financial official that lists the indirect cost rate used by the organization
 - A copy of your accounting procedures or policy that outlines how you calculate your indirect costs
 - A cost allocation plan, signed by a financial official, that shows a breakdown of indirect costs and their allocation to the project

- If the indirect costs are intentionally not calculated using the full direct cost base (e.g. they are calculated on just personnel salaries and wages), please add a note to the budget confirming this is in accordance with your organization's/agency's policy for calculating indirect costs.
- If the indirect rate is 10% (i.e., the de minimis rate) or lower: No proof is needed.

APPENDIX B

Funding Restrictions

The following restrictions are an excerpt from Strengthening Public Health Systems and Services through National partnerships to Improve and Protect the Nations Health: CDC-RA-OT18-18020202SUPP20.

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

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 (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).

- 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](#).

Regarding Purchase of General (i.e. non-specialized) and Specialized Equipment

Requests to use awarded funding to purchase general equipment (excluding vehicles) on behalf of Jurisdictional Health Departments or other beneficiary organizations outlined and approved in the associated Work Plan may be considered. Such spending must be identified and itemized in the budget narrative, explained and justified in the Work Plan and is subject to review and approval by the Grants Management Official. Costs for purchase of general equipment (excluding vehicles) without approval by the Grants Management Official may be disallowed. Costs for the purchase of general vehicles are not allowed.

Requests to use awarded funding to purchase specialized equipment (including specialized vehicles) on behalf of Jurisdictional Health Departments or other beneficiary organizations

outlined and approved in the associated Work Plan may be considered. Such spending must be identified and itemized in the budget narrative, explained and justified in the Work Plan and is subject to review and approval by the Grants Management Official. Costs for purchase of specialized equipment (including specialized vehicles) without approval by the Grants Management Official may be disallowed.

The recipient can obtain guidance for completing a detailed justified budget on the CDC website, at the following Internet address:

<http://www.cdc.gov/grants/interestedinapplying/applicationprocess.html>”