

# Wastewater Surveillance Mentorship Program

## Request for Application (RFA)

### Informational Webinar

Questions? Please share via the Q&A box.

# Introductions

**Deise Galan, DrPH, MPH**

Lead Program Analyst  
National Association of County and City Health  
Officials (NACCHO)



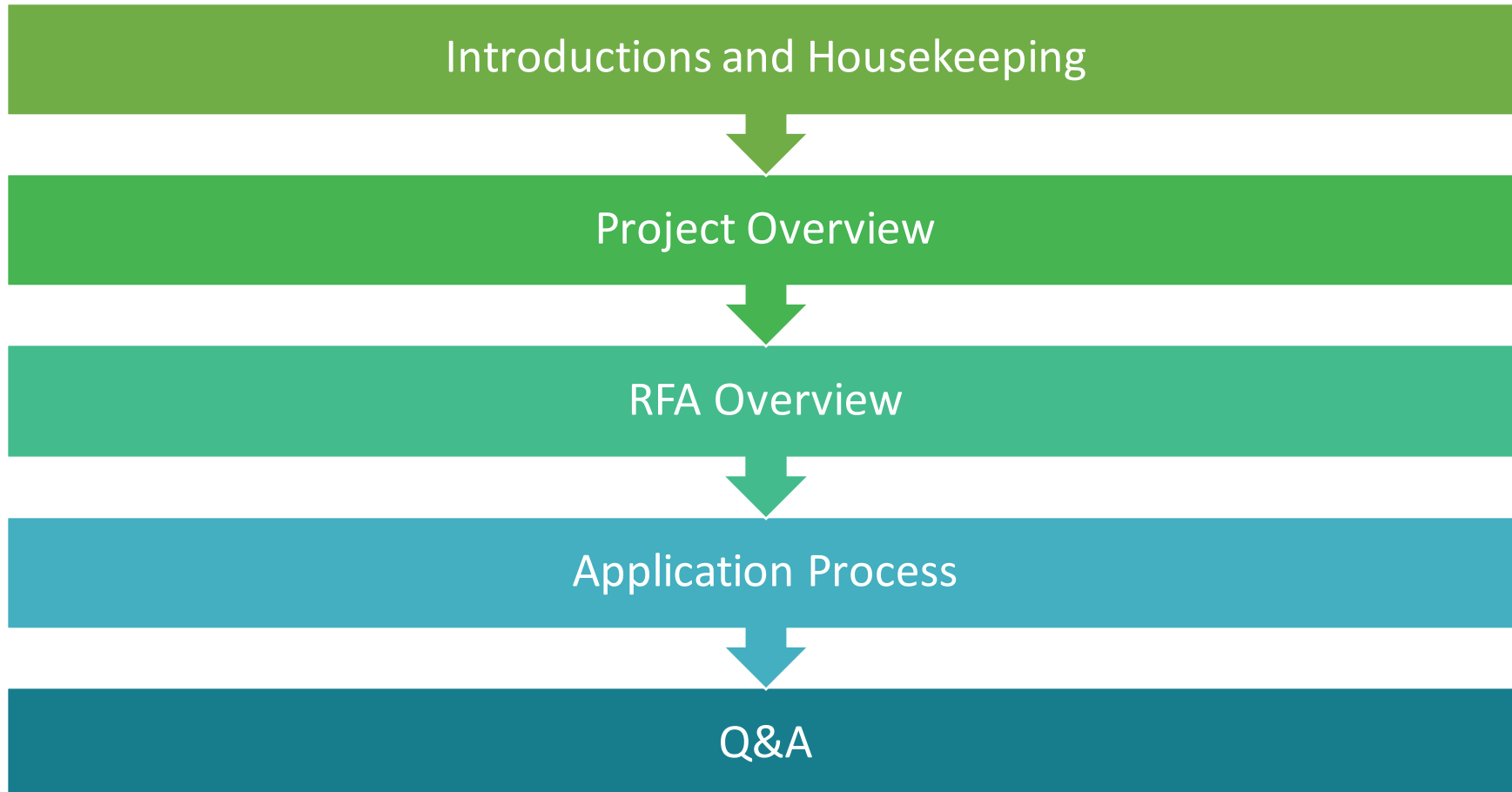
**Rebecca Rainey**

Program Analyst  
National Association of County and City Health  
Officials (NACCHO)



Contact us by e-mailing [WASH@naccho.org](mailto:WASH@naccho.org)

# Agenda









# Webinar Materials

Find the webinar slides and webinar recording on NACCHO's WASH  
Webpage ([www.naccho.org/wash](http://www.naccho.org/wash))

# About NACCHO

NACCHO is comprised of nearly **3,000** local health departments across the United States.

Our mission is to serve as a **leader, partner, catalyst,** and **voice** with local health departments.

-  Advocacy
-  Partnerships
-  Funding
-  Training and education
-  Networking
-  Resources, tools, and technical assistance





# Project Overview

## Wastewater surveillance:

- Inclusive
- Non-invasive
- Inexpensive
- Complement existing surveillance systems
- Help direct resources and inform decision-making

# Goal

**The goal of this mentorship program is to ensure that LHDs have the support necessary to start or expand wastewater surveillance programs to fit their community's needs. It also ensures that LHDs with expertise in wastewater surveillance have the opportunity to share their knowledge through mentorship.**

Establish a  
growing WWS  
network

Provide technical  
assistance

Identify strategies  
& resources  
needed

Share experiences  
and lessons  
learned

Strengthening  
relationships



# Focus on High-Priority Pathogens

Support local health departments in implementing and expanding their wastewater surveillance efforts for **high-priority pathogens**, such as SARS-CoV-2, Influenza A and B, and Respiratory Syncytial Virus (RSV).



# RFA Overview

# Important Dates

Event	Date/Time
Release of Wastewater Surveillance Mentorship Program Application	January 8, 2024
Optional Informational webinar for Potential Applicants	January 18, 2024
<b>Submission Deadline</b>	<b>February 5, 2024 11:59 PM ET</b>
Award Notification Date*	February 2024
Anticipated Contract Start Date*	March 1, 2024
Anticipated Contract End Date*	August 31, 2024

# Eligibility and Contract Terms

## Eligibility

- This RFA is open to local health departments or other local government agencies
- **Mentors** should demonstrate subject-matter expertise and experience leading a wastewater surveillance program
- **Mentees** should demonstrate interest and need in developing and/or expanding wastewater surveillance in their jurisdiction, and how this mentorship program will guide them through this process

## Contract Terms

- NACCHO will issue a total of 6 awards:
  - 2 mentors award up to \$12,000 each
  - 4 mentees awards up to \$10,000 each
- Agreement with NACCHO standard contract terms and conditions is a requirement.

# Scope of Work

Kick-off call

Monthly technical assistance calls

Site visit

Pre-assessment (both mentors and mentees)

Post-assessment (mentees only)

Final deliverables

End-of-year webinar



# Activities

Deadline for Completion	Activity
February 2024*	<ul style="list-style-type: none"><li>• All applicants notified of selection status.</li></ul>
March 2024 – August 2024	<ul style="list-style-type: none"><li>• Monthly calls with NACCHO (Kick-off call to be scheduled for March 2024).</li><li>• Complete program activities including monthly technical assistance calls with assigned mentor.</li><li>• Participate in an in-person or virtual site visit call with assigned mentor (to be scheduled).</li></ul>
July 15, 2024	<ul style="list-style-type: none"><li>• Submit invoice #1 (March 1 - June 30, 2024) with reimbursement materials.</li></ul>
August 31, 2024	<ul style="list-style-type: none"><li>• Participate in an end-of-year webinar.</li><li>• Complete post-assessment (mentees only) and final deliverables.</li></ul>
September 16, 2024	<ul style="list-style-type: none"><li>• Submit invoice #2 (July 1- August 31, 2024) with reimbursement materials.</li></ul>

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



# Application Process

# Application Submission Elements

1

## Application

Contains bulk of information including pre-assessment, statement of work, workplan, and a few contracting questions.

**Use Application Template**

2

## Budget

Line item budget

**Use the Budget Template**

3

## Budget Narrative

Explanation of how each line item was calculated in the budget

**Use Budget Narrative Template**

4

## Attachments

These support contracting  
**Use forms or attach proof**

Application and all supporting materials must be submitted via email to [WASH@naccho.org](mailto:WASH@naccho.org) no later than **11:59PM ET on Monday, February 5, 2024**. Please use the subject line, "Wastewater Surveillance Mentorship Application: [Name of Organization]."

# Application

- Contact Information
- Background
- Pre-assessment
- Statement of work
- Workplan
- Standard Contract Language Verification
- Contract and Auditing

Applications are due by 11:59 PM ET on Monday, February 5, 2024



## Wastewater Surveillance Mentorship Program (2024) Application

The National Association of County and City Health Officials (NACCHO) and the Centers for Disease Control and Prevention (CDC) have established Wastewater Surveillance Mentorship Program to match local health departments with demonstrated expertise in wastewater surveillance with local health departments currently looking for guidance, tools and resources, and recommendations to build program capability.

NACCHO will issue a total of six (6) awards for the 2024 cohort of the Wastewater Surveillance Mentorship program: two (2) mentor awards up to \$12,000 and four (4) mentee awards up to \$10,000 each. Interested applicants must complete and submit this application with all the required materials outlined in the Request for Application.

Completed applications and all required materials must be sent to [WASH@naccho.org](mailto:WASH@naccho.org) no later than 11:59 PM ET on Monday, February 5, 2024.

To complete this application: Please fill out sections 1-6. Some sections contain more than one item. For written answers, please type in your answer next to or below the question. Questions requiring written answers may specify a word limit. If no word limit is specified, please keep answers as succinct as possible.

For multiple choice questions please highlight your selection, for example:

- Select one option:
- Yes
  - No

### 1. Applicant [six (6) items]

- Applying as a mentee or mentor, **select one:**
  - Applying as a mentee - a local jurisdiction with demonstrated interest and need in developing and/or expanding wastewater surveillance.
  - Applying as a mentor - a local jurisdiction with subject-matter expertise and experience leading a wastewater surveillance program.
- Local Health Department/Agency/Organization Name:
- City or County:
- State:
- Jurisdiction Size, **select one:**
  - Small (0-50,000)
  - Medium (50,000-499,999)
  - Large (500,000+)
- Please provide a primary contact for your agency/organization:
  - Name:
  - Title:
  - Email Address:
  - Phone number:

### 2. Background [seven (7) items, all written answers]

- Describe your organization's prior or current wastewater surveillance efforts. Please include experience with any wastewater surveillance indicator (e.g., SARS-CoV-2, polio, opioids).
- Why are you interested in applying to this program as mentor or mentee?



# Budget

Provide a line-item budget of:

- **Mentors:** \$12,000
- **Mentees:** \$10,000

\*Budgets that are more than these caps will not be reviewed

For guidance:

- **Appendix A:** Budget Guidance
- **Appendix D:** Funding Restrictions
- **Travel Guidance:** Pg. 9 of RFA

LINE-ITEM BUDGET		
NAME OF ORGANIZATION		
TITLE OF PROJECT		
Line Items	Requested Amount for March 1, 2024 to August 31, 2024	Cost Justification
<b>Direct Labor (Name &amp; Position description)</b>		
<b>Personnel Subtotal</b>	\$ -	
<b>Fringe Benefits (X%)</b>	\$ -	
<b>Subtotal Direct Labor &amp; Fringe</b>	\$ -	
<b>Contracts (Subaward and/or Contractor)</b>		
<b>of Contracts (Subaward and/or Contractor)</b>	\$ -	
<b>Materials/ Supplies</b>		
<b>Subtotal of Materials/ Supplies</b>	\$ -	
<b>Travel</b>		
<b>Subtotal of Travel</b>	\$ -	
<b>Other expenses</b>		
<b>Subtotal of Other Expenses</b>	\$ -	
<b>Subtotal of Other Direct Expenses</b>	\$ -	
<b>Subtotals of Direct costs</b>	\$ -	
<b>Indirect ( ___%)</b>		
<b>Grand Total</b>	\$ -	



# Budget Narrative

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 budget guidance.

## Budget Narrative

The budget narrative should explain each line-item in the budget proposal, including the cost breakdown and justification as to how it will support project goals and objectives. Refer to the Budget Guidance: Appendix B for details.

### [ORGANIZATION]

Wastewater Surveillance Mentorship Program  
(March 1, 2024 – August 31, 2024)

A. Personnel Total \$XXX

B. Fringe Benefits Total \$XXX

C. Contractual Total \$XXX

D. Supplies and Equipment Total \$XXX

E. Travel Total \$XXX

F. Other Total \$XXX

G. Indirect Costs Total \$XXX

Grand Total Requested

\$XXXX

# Attachments

Please include the following attachments with your application:

- Contract Cover Sheet
- Vendor Information Form
- W-9
- Certification of Non-Debarment
- Certification Regarding Lobbying Form
- Certification Regarding Non-Applicability of Single Audit or a copy of a single audit where applicable
- Subrecipient Risk Assessment Form
- Proof of active registration with SAM.gov in accordance with active DUNS number.
- Back up documentation for fringe and indirect rate.

# Evaluation

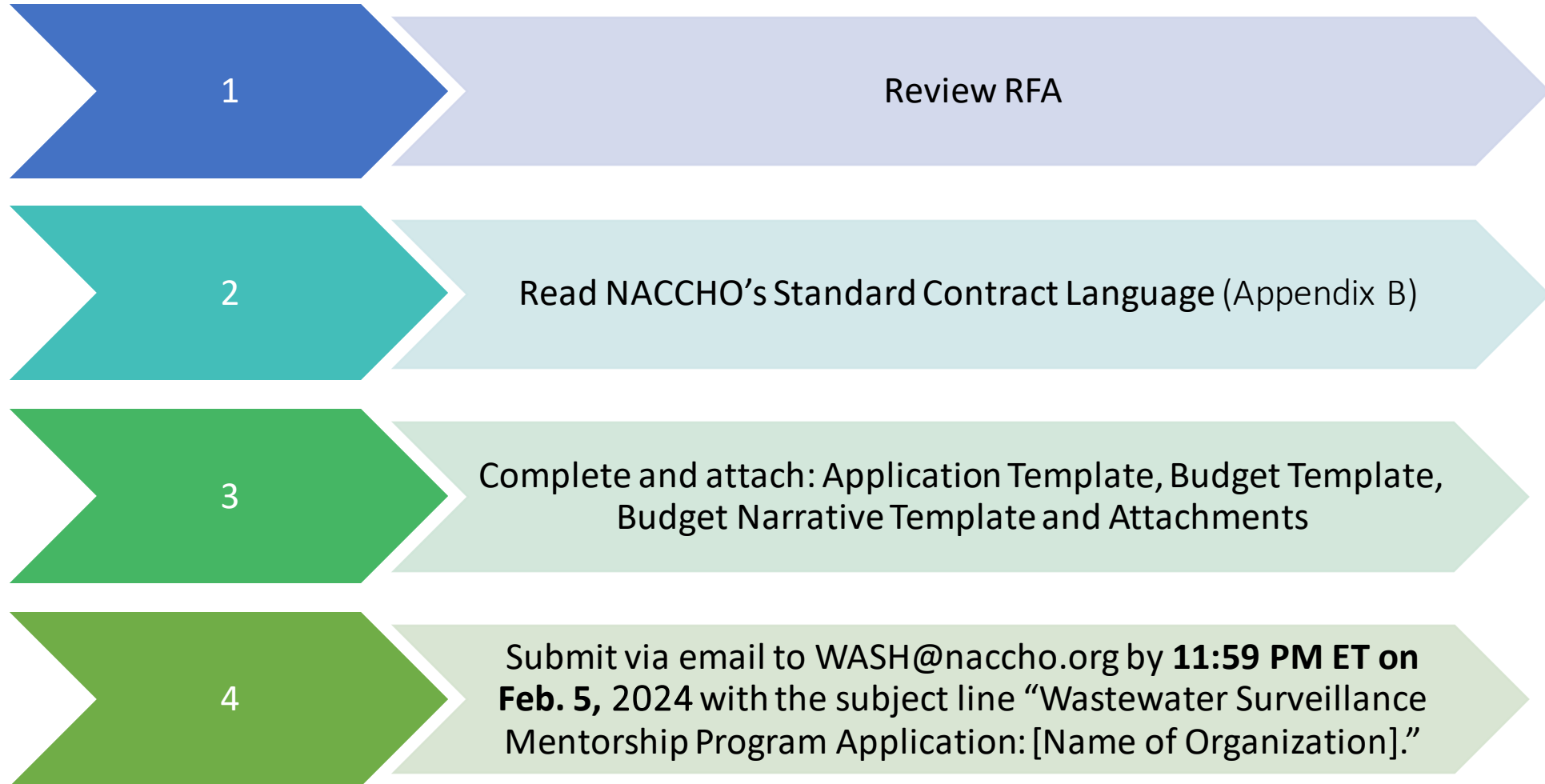
## **Application – 80 points**

Provide background on your organization's current experience with wastewater surveillance and interest in the mentorship program. Complete a pre-assessment on the status of your jurisdiction's wastewater surveillance program. Provide a statement of work and workplan for the activities that your program will complete during the project period.

## **Budget and Budget Narrative – 20 points**

Provide a line-item budget of \$12,000 (mentor) or \$10,000 (mentees), 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.

# To Apply



# Important Dates

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# NACCHO's Mentorship Program

Learn about past participants in NACCHO's Wastewater Surveillance Program:

- 2023 cohort:  
<https://www.naccho.org/blog/articles/lessons-learned-wws-mentorship-program-cohort-2>
- 2022 cohort:  
[https://www.naccho.org/uploads/downloadable-resources/Mentorship-Pilot-Program\\_edited.pdf](https://www.naccho.org/uploads/downloadable-resources/Mentorship-Pilot-Program_edited.pdf)

Visit <https://www.naccho.org/wash> to explore other wastewater surveillance resources!



[REPORT]  
January 2024



## Lessons Learned from NACCHO's Wastewater Surveillance Mentorship Program

Local Health Departments Share Best Practices

### Background

Wastewater surveillance is a rapidly developing tool used to monitor community-level infections and disease trends. Though it existed prior to the COVID-19 pandemic, it was the pandemic that led to the widespread implementation of community-level wastewater surveillance across the United States. Wastewater surveillance systems are used to detect the presence of pathogen biomarkers, typically shed by humans in the form of microbial deoxyribonucleic acid (DNA) or ribonucleic acid (RNA), in untreated wastewater. SARS-CoV-2, the virus that causes COVID-19, can be detected through wastewater surveillance up to 3 to 4 days before detection is possible with individual testing. As a result, wastewater surveillance can serve as a non-invasive and cost-efficient early warning system that may inform public health leaders in decision-making to limit the spread of COVID-19. Looking beyond the pandemic, wastewater surveillance can serve as a valuable tool for tracking other pathogen targets, such as influenza A and B, Respiratory Syncytial Virus (RSV), Mpox, and more.



The National Association of County and City Health Officials (NACCHO), with support from the Centers for Disease Control and Prevention (CDC), launched the [Wastewater Surveillance Mentorship Program](#) in 2022 to match local health departments (LHDs) with demonstrated experience in utilizing wastewater surveillance with LHDs seeking guidance, tools, and resources while in the early stages of developing a wastewater surveillance program. The goal of this mentorship program is to ensure that LHDs have the support necessary to start or expand wastewater surveillance programs to fit their community's needs. It also ensures that LHDs with expertise in wastewater surveillance have the opportunity to share their knowledge through mentorship. NACCHO funds and supports mentors and mentees to complete project goals and participate in monthly technical assistance calls, share tools, resources, and lessons learned with peers, and connect with subject-matter experts on wastewater surveillance. Mentees have opportunities to connect with other mentees through peer-to-peer sharing and receive support from their mentor through a combination of group and one-on-one meetings.



# Q&A

Contact us by e-mailing [WASH@naccho.org](mailto:WASH@naccho.org)

**NACCHO**  
National Association of County & City Health Officials