



HARRIS COUNTY, TEXAS

Office of Management and Budget 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application Award

Department Name / Number	DUNs	Grant Title
Public Health Services - 275	JFMKAENLGN81	NACCHO / Medical Reserve Corps COVID-19 RISE Program
Funding Source: U.S. Department of Health & Human Services: CFDA# 93.008	Grant Agency: NACCHO	
Program Year: 1 st	Program Ending:	
Grant Begin Date: 09/13/2022	Grant End Date: 12/31/2022	
Grant Org. Key:	If applicable, Prior Year Org. Key: N/A	

Grant Description:

Funded by the U.S. Department of Health and Human Services via the National Association of County and City Health Officials (NACCHO), the MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) program aims to provide resources to the MRC network to support COVID-19 response efforts. This program prioritizes building capacity for the MRC to respond, innovate to evolving requirements, sustain staffing requirements, and equip MRC units and state coordinators with resources needed to support their mission.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$0.00	\$0.00	\$0.00
Non-Labor	\$25,000.00	\$25,000.00	\$0.00
Sub Tot. Incremental Cost	\$25,000.00	\$25,000.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$25,000.00	\$25,000.00	\$0.00

* under development

Full Time Equivalent Positions Date Guidelines are Available

% of Positions Paid by Grant Grant Submittal Deadline Date

Grant Discussion:

The application for this award was not presented to Court by the Department. The grant will be utilized to support Medical Reserve Corps -related activities that support COVID response efforts, and will provide continued support for Public Health Services' ability to recruit and retain response volunteers that serve vulnerable populations. There is no match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by: Cadow, Eric

Date: 9/30/2022

Reviewed by:

Date: 8/30/22

ORDER OF COMMISSIONERS COURT
Authorizing Request to Approve a Notice of Award

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on _____, 2022, with all members present except _____.

A quorum was present. Among other business, the following was transacted:

**ORDER AUTHORIZING REQUEST TO APPROVE A NOTICE OF AWARD FROM
THE NATIONAL ASSOCIATION OF COUNTY & CITY HEALTH OFFICIALS**

Commissioner _____ introduced an order and moved that Commissioners Court adopt the order. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Cagle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and lawfully adopted. The order adopted follows:

IT IS ORDERED that County Judge is hereby authorized to execute for and on behalf of Harris County a Request to approve a Notice of Award from the National Association of County & City Health Officials for the purpose of providing funds to support a Tier 1 Medical Reserve Corps RISE award. The Notice of Award is incorporated herein as though fully set forth word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purposes of this order.

INTERNAL SIGNATURE PAGE

FOR NOTICE OF AWARD FROM THE NATIONAL ASSOCIATION OF COUNTY & CITY
HEALTH OFFICIALS

Approved:

By: _____
Lina Hidalgo
County Judge
Date Signed: _____

Approved as to Form:

Christian D. Menefee
County Attorney

By: Sam Kirchhoff
Sam Kirchhoff
Assistant County Attorney
CA File: 22GEN2959

Approved:

By: Barbie L. Robinson
Barbie L. Robinson, MPP, JD, CHC
Executive Director
Harris County Public Health
Date Signed: 8/15/2022

March 18, 2022

Dear Harris County MRC Unit #0152:

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

Please read this letter in entirety to understand the next steps in the award process. Your action is needed as **NACCHO is requiring the submission of deliverables to begin distributing funding.**

CONTRACT PROCESSING

- NACCHO will send an electronic copy of your unit's contract in approximately 3-6 weeks to the person listed in the application with signing authority, cc'ing the unit leader. Requests for corrections or changes to designated approving authorities, housing agencies, or addresses on the contract must be submitted to mrc-contracts@naccho.org by May 27, 2022.
- Awardees are to return the signed contract to mrc-contracts@naccho.org by **June 10, 2022**.
- In order to fully execute the contract, your sponsoring agency's SAM.gov account must remain active throughout contract processing. If the registration expires within the next three months, please update/renew the entity to maintain active status.

AWARD PAYMENT PROCESS

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

1. Deliverable 1:
 - NACCHO-approved Program Workplan & Timeline and Budget* via [Qualtrics \(tinyurl.com/RISEDeliverable1\)](#) by June 10, 2022. ****Please see the following page to learn the approval status of the submissions in your application.***
 - [Invoice #1](#) for 35% of the total award via [Qualtrics](#) by June 10, 2022.
 - Signed contract returned via email to mrc-contracts@naccho.org by June 10, 2022.
2. Deliverable 2:
 - [In-Progress Report](#) via [Qualtrics \(tinyurl.com/RISEDeliverable2\)](#) by August 31, 2022.
 - [Invoice #2](#) for 35% of the total award via [Qualtrics](#) by August 31, 2022.
3. Deliverable 3:
 - [Final Program Report](#) via [Qualtrics \(tinyurl.com/RISEDeliverable3\)](#) by December 15, 2022.
 - [Invoice #3](#) for 30% of the total award via [Qualtrics](#) by December 15, 2022.

TECHNICAL ASSISTANCE WORKSHOPS

NACCHO staff will be holding three virtual technical assistance workshops on the following dates to assist awardees in completing their first deliverable. All sessions can be joined via Zoom:

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

1. Monday, April 18, 2022 at 1:00 PM ET
2. Thursday, May 12, 2022 at 2:00 PM ET
3. Tuesday, May 31, 2022 at 3:00 PM ET



REMINDERS REGARDING YOUR BUDGET AND USE OF FUNDS

- Awardees are expected to use funds as outlined in the NACCHO-approved budget to support MRC COVID-19 response capabilities. Funds should not be used to support non-MRC agency activities or purchases.
- Awardees must follow all applicable guidelines, laws, and executive orders. Please see Federal Guidance [45 CFR Part 75](#) and [2 CFR Chapter I, Chapter II, Part 200](#) (Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards) for guidance on using federal funding.
- Any branding of materials and supplies purchases must include the MRC brand to acknowledge the intent of the funding. Purchases are not transferable to partner agencies or organizations.
- Equipment purchases of \$5,000 or more per item are not allowable expenses.
- Using funds to purchase gift cards as incentives, stipends, or as a form of reimbursement is not allowed.
- Using funds for donations, entertainment, or promotional 'giveaways' is not allowed.
- For more information, please refer to the [MRC RISE Awards FAQ](#) or the funding [RFA](#).
- Awardees are to notify NACCHO MRC staff at mrc@naccho.org for requests for budget modifications that exceed 10% of the overall budget.

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

Thank you for your dedication and commitment to the Medical Reserve Corps mission.

Sincerely,



Kathy Deffer

Director, Preparedness

National Association of County and City Health Officials (NACCHO)

PROJECT WORKPLAN AND TIMELINE: Approved

Feedback: N/A

BUDGET: Not Approved

Feedback: Please itemize and provide quantities for supplies and deployment gear.

Please ensure that any changes in the budget are reflected in the workplan, if necessary.



NACCHO

National Association of County & City Health Officials

REQUEST FOR APPLICATIONS

Medical Reserve Corps COVID-19

Respond, Innovate, Sustain, and Equip Awards

National Association of County and City Health Officials (NACCHO)

Release Date: February 8, 2022

Application Due Date: March 4, 2022, by 11:59pm PT

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SUMMARY INFORMATION

Award Title: Medical Reserve Corps COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards

Proposal Due Date and Time: March 4, 2022, at 11:59 PM PT (Pacific Time)

Selection Announcement Date: April 1, 2022

Source of Funding: Assistant Secretary of Preparedness and Response

Award Number: 6HITEP200045-02-02, Medical Reserve Corps Small Grant Program

CFDA: 93.008

Funding Amounts: Tier 1 (\$25,000), Tier 2 (\$50,000), or Tier 3 (\$75,000).

Eligible Organizations: MRC units or MRC state coordinators

Estimated Period of Performance: Upon execution of the contract through December 31, 2022.

Contact for Questions Regarding this Application: mrc@naccho.org

OVERVIEW

With support from the Assistant Secretary of Preparedness and Response (ASPR), the National Association of County and City Health Officials (NACCHO) is pleased to offer a funding opportunity for Medical Reserve Corps (MRC) units and state coordinators. The MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) funding opportunity is intended to provide resources to the MRC network to support COVID-19 response efforts. This funding will prioritize building capacity for the MRC to respond, innovate to evolving requirements, sustain staffing requirements, and equip MRC units and state coordinators with resources needed to support their mission.

Approximately 350 awards are available. Selections will be made by April 1, 2022. The award period will run from the date of contract execution to December 31, 2022, with a possible extension through September 29, 2023. Applications must be submitted no later than March 4, 2022.

All necessary information regarding the program and application process may be found in this Request for Application (RFA). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing mrc@naccho.org.

RFA Informational Webinar

NACCHO will host an optional informational webinar on **Thursday, February 10, 2022** at 2:00 PM Eastern Time to review the RFA and respond to questions. Participants must register in advance [here](#).

Questions may be submitted in advance to mrc@naccho.org. Please note that no new information will be shared during the call. Applicants may begin the application process prior to the webinar. The webinar will be recorded and posted to the [NACCHO website](#).

ELIGIBILITY & CONTRACT TERMS

Eligibility

This funding opportunity is intended for **MRC units and state coordinators** with a clearly identified need and capacity to meet the intent of this funding. Minimum eligibility requirements include:

- Applicants must have a MyNACCHO account to apply: <https://nacchoapplication.secure-platform.com/a/organizations/main/home>
- MRC units must update their profiles on the MRC Program Office website ([MRC Unit Profile & Activity Reporting System](#)) between **December 1, 2021 and March 4, 2022**. **MRC units must also** include an activity or event that occurred during that time. State coordinators should verify their contact information is correct on the MRC website and submit any corrections to the MRC Program Office.
- Prospective MRC units* applying must follow the MRC Program Office's unit registration process, have submitted their prospective unit's application for registration, and have been confirmed by their Regional

Liaison no later than **March 4, 2022** to be eligible. **A prospective MRC unit that has applied for an MRC COVID-19 RISE award will not be awarded funding until it is approved and registered.*

Contract Terms

NACCHO expects applicants to review and agree to the NACCHO standard contract terms and conditions ([Appendix G](#)) as a requirement to receive award payment. 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.

It is the responsibility of the selected awardee/sponsoring agency to return a signed copy of the contract within approximately 30 days of receipt. Recipients are encouraged to be proactive in coordinating their agency's grant approval process to avoid delays. Applicants should review all terms and conditions to determine whether they are appropriate for submitting a proposal.

Selected awardees/sponsoring agencies will enter into a contract with NACCHO to complete the required activities outlined below. NACCHO will pay each awardee in payments in exchange for completion of the assigned scope of work and accepted deliverables. Deliverables will be priced as a portion of the total award amount. The scope of work will outline an invoicing schedule to include at least three invoices. Please note NACCHO reserves the right to make changes to the program timeline and payment schedule if necessary.

Because the awards are federal funds, sponsoring agencies/awardees will need to register with the [System for Award Management \(SAM\)](#). There is no fee for registering. If you previously registered, you should update your information to ensure you have a current active registration. Applicants must have an active registration status in SAM.gov with their sponsoring agency's EIN and DUN prior to execution of the contract. Applicants will be asked to submit proof of SAM.gov active registration or that their registration is in process as a part of their application.

Award Terms & Conditions, Federal Regulations and Policies: ASPR grant recipients must comply with all applicable terms and conditions of award, federal laws, regulations, and policies:
<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

SCHEDULE OF EVENTS

Please note the following deadlines and events for this application and award requirements.

Event	Date/Time
RFA released	February 8, 2022
Application period open	February 8, 2022
RFA Informational Webinar	February 10, 2022
Application period closed	March 4, 2022
Notices of Award emailed	April 1, 2022
Anticipated contract start date	May 1, 2022
Technical assistance office hours	Application Process: Weekly 2/14 to 3/04, 2022 Program Workplan: Weekly 4/18 to 5/20, 2022
Deliverable 1 due	June 10, 2022
Deliverable 2 due	August 31, 2022

Event	Date/Time
Deliverable 3 due	December 15, 2022
Anticipated contract end date	December 31, 2022*

* Possible contract extension through 9/29/2023 based on approval of no cost extension for NACCHO's funding.

AWARD GOALS & REQUIREMENTS

NACCHO's MRC COVID-19 RISE awards seek to provide MRC units and state coordinators funding to support the immediate needs of the MRC network, increase capacity to address the ongoing COVID-19 response efforts, and ensure units are resourced for future mission requirements. MRC units with the support of MRC state coordinators have contributed an unprecedented record of over 3 million volunteer hours since the start of the pandemic. This award is intended to provide resources to support volunteer training to meet mission requirements, technology to support volunteer management and administrative requirements, and replenish or purchase needed response materials and supplies.

Award applicants should select at least one category below as a priority for their award application goals and resource requirement justification for the budget narrative:

- **Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic.**
 - Examples include volunteer training or exercises, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expenses such as supplies.
- **Innovate: Adopt technology and processes to support evolving volunteer management requirements.**
 - Examples include purchase or expand technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc.
- **Sustain: Maintain staffing or infrastructure needed to meet the operational and readiness requirements.**
 - Examples include staffing needs to support ongoing readiness and operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents.
- **Equip: Attain supplies or materials to support volunteer deployments and meet mission requirements.**
 - Examples include supplies to support MRC deployment requirements, such as deployable tents, supplies to support mass testing/vaccination/distribution operations, volunteer Personal Protective Equipment (PPE) or deployment gear, supplies for volunteer training, etc.

MRC units or state coordinators may apply to the funding tier level that best aligns with their needs or demonstrated capacity to respond to the COVID-19 response. Selection of the appropriate tier level will include consideration for the size of the geographic area served, population size served, and the number of volunteers. MRC units or state coordinators considering a Tier 3 Award must have demonstrated response capacity and technical experience to support the additional requirement associated with that award.

Description of Funding Tiers

Tier 1 Award – \$25,000

Intended for MRC units or state coordinators that demonstrate the capacity to effectively develop and implement a program plan at the \$25,000 level that addresses their needs to support COVID-19 response efforts at the local,

regional, or state level. The Tier 1 plan should include a workplan with stated goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Tier 2 Award – \$50,000

Intended for MRC units or state coordinators that demonstrate the additional resource need and capacity to effectively develop and implement a program plan at the \$50,000 level that addresses their response activities to support COVID-19 efforts at the local, regional, or state level. The Tier 2 plan should include a workplan with stated goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Tier 3 Award – \$75,000

Intended for MRC units or state coordinators that demonstrate a strong background in MRC operations, response/resource needs at the \$75,000 level, staff capacity to effectively and implement a program plan at this level and participate in up to six-monthly collaborative meetings with NACCHO staff. The monthly collaborative meetings will provide a forum for peer-to-peer learning, examine deployment and response issues facing the MRC, identify resources or best practices, and share solutions with other sub-recipients. Awardees will also be expected to contribute to a report that outlines the findings of this cohort. The Tier 3 plan should include a workplan with stated goals, objectives, program timeline, detailed budget of planned expenses, and staff identified to manage the program.

Scope of Work

The scope of work required to be performed by all awardees is outlined below. Applicants must ensure they can fulfil the following deliverables prior to applying:

- **Deliverable 1: All awardees**
 - Approved final program workplan and timeline – All applicants are required to submit a draft program workplan with their application. NACCHO will review workplans and either approve as submitted or provide guidelines for corrective actions at the time of notice of award.
 - Approved final budget – All applicants are required to submit a draft budget with their application. NACCHO will review budgets and either approve as submitted or provide guidelines for corrective actions at the time of notice of award.
 - Awardees are to submit their final program workplan and budget to NACCHO by June 10, 2022.
 - Templates and examples of the program workplan, timeline, and budget are available in [Appendices A](#) and [B](#).
- **Deliverable 2: All awardees**
 - In-progress report – All awardees are required to submit an in-progress report outlining progress towards their program workplan and describing successes and/or challenges towards meeting their goals.
 - The in-progress report template is available in [Appendix C](#) and [here](#), and is due by August 31, 2022.
- **Additional Deliverable 2 for Tier 3 awardees**
 - Awardees are to participate in monthly collaborative sessions facilitated by NACCHO staff. Sessions will be conducted in June, July, and August 2022.
 - Awardees are expected to contribute to the identification of key issues impacting the MRC network and development of strategies to address resource requirements.
- **Deliverable 3: All awardees**
 - Final program report – All awardees are required to submit a final program report describing the outcomes of the program and impact of the funding to support COVID-19 response capacity.
 - The final program report template is available in [Appendix D](#) and [here](#), and is due by December 15, 2022.
- **Additional Deliverable 3 for Tier 3 awardees**

- Awardees are to participate in monthly collaborative sessions facilitated by NACCHO staff with a possible in-person workshop in September 2022. Monthly sessions will be conducted in September, October, and November 2022.
- Awardees are expected to contribute to the identification of key issues impacting the MRC network and development of strategies to address resource requirements.

Payment Schedule & Method

The following table outlines the tasks and payment schedule for the MRC COVID-19 RISE Awards.

Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Deliverable 1	<p>All Awardees - Submission of NACCHO approved:</p> <ul style="list-style-type: none"> • Final Program Workplan (appx. A) • Final Budget (appx. B) • Invoice #1 (appx. E) 	May 1 – June 10, 2022	<p>Subtasks due: June 10, 2022</p> <p>Amount: 35% of award</p>
Deliverable 2	<p>All Awardees - Submission of:</p> <ul style="list-style-type: none"> • In-Progress Report (appx. C) • Invoice #2 (appx. E) <p><i>Additional for Tier 3 Awardees</i></p> <ul style="list-style-type: none"> • Participation in up to three monthly collaborative calls 	June 11 – August 31, 2022	<p>Subtasks due: August 31, 2022</p> <p>Amount: 35% of award</p>
Deliverable 3	<p>All Awardees - Submission of:</p> <ul style="list-style-type: none"> • Final Program Report (appx. D) • Invoice #3 (appx. E) <p><i>Additional for Tier 3 Awardees</i></p> <ul style="list-style-type: none"> • Participation in up to three monthly collaborative calls • Submission of recommendations for collaborative final report 	September 1 – December 15, 2022	<p>Subtasks due: December 15, 2022</p> <p>Amount: 30% of award</p>

NACCHO will disburse payment to awardees in three installments of 35%, 35%, and 30% of the total award based 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 award timeline and payment schedule if necessary.

NACCHO Support

NACCHO staff will provide technical assistance through weekly office hours for application processing from February 14 through March 4, 2022, and final budget and workplan development from April 18 through May 20, 2022 to provide support for specific application questions, review sample budgets and program workplans to meet the requirements of Deliverable 1. Office hours will be conducted via virtual meetings to provide an interactive learning environment. All resources and templates associated with this award will be available on NACCHO's MRC awards webpage.

NACCHO staff will conduct an informational webinar prior to the in-progress and final report to review reporting requirements, answer technical questions related to the award, and provide an opportunity for peer sharing of successes or challenges.

NACCHO will establish a [Virtual Community](#) for all MRC COVID-19 RISE awardees. The Virtual Community will be a closed community to allow bi-directional communications between NACCHO and awardees, as well as provide a space for peer-to-peer networking.

Technical assistance is available throughout this award via email, phone, and/or virtual meetings. For assistance, please contact mrc@naccho.org.

PROPOSAL SUBMISSION

A PDF outlining all proposal components can be [downloaded here](#). All MRC COVID-19 RISE proposals must be submitted through [NACCHO's award application website](#) and must include the following information:

Administrative Information

1. Name and contact information of MRC unit leader or state coordinator that will be responsible for coordination of the implementation of the award requirements.
2. Information on the racial/ethnic groups, median household income, percentage of persons in poverty, and persons with a disability in the unit's jurisdiction.
3. Point of contact for contract processing and address for check mailing.
4. Completed [Certification of Non-Debarment](#)
5. Completed [W-9](#)
6. Completed [Federal Funding Accountability and Transparency Act \(FFATA\) 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, this form can be submitted up to three weeks after the application deadline.)*
7. Completed [Vendor Information form](#). Includes name of legal sponsoring agency, Employer Identification Number (EIN), Dun and Bradstreet (DUNS) number, name and title of person with signatory authority, legal address, email, and phone number.

Eligibility Verification

1. Proof of SAM.gov active registration.
 - a. Applicants are required to submit proof of their sponsoring agency's active registration in [SAM.gov](#) within their application, as required to receive funds by Federal regulations.
 - b. Applicants that are not currently registered in SAM.gov should allow **three weeks before** the application is due on March 4, 2022, to complete their registration process. Applicants may consult [this guide](#) and/or the [SAM.gov help site](#) for assistance setting up a new SAM account.
 - c. Applicants who have previously set up an account may benefit from reviewing [this FAQ](#) for assistance checking the status of their entity and updating their account. Applicants must update their SAM information at least every 12 months to maintain an active account.
2. MRC units must update their profiles on the MRC Program Office website ([MRC Unit Profile & Activity Reporting System](#)) between **December 1, 2021 and March 4, 2022**. MRC units must also include an activity or event that occurred during that time. State coordinators should verify their contact information is correct on the MRC website and submit any corrections to the MRC Program Office.

Proposal Content

The proposal includes the four components listed below, with each component worth 25 points. Applicants should ensure they thoroughly address each component and clearly outline their resource needs and their capacity to execute the proposal and adhere to the budget guidelines. Applications will be scored competitively with a maximum score of 100 points per application. At least two NACCHO staff will review each application. Selection of awards will be done competitively based on the average score of reviewers with awards distributed based on total funding available.

1. **Organization Background** – Describe your organization's mission, structure, and overview of MRC program at the local or state level. Include information on the community served, jurisdiction(s) supported, response partners, number of volunteers, and service to support the COVID-19 response. Include previous COVID-19 response activities as well as program response activities. Responses should not exceed 1,000 words.
2. **Qualifications and Experience** – Describe your organizational and staff qualifications to manage the budgetary and spending workplan activities to support this award. Identify key staff responsible for completing proposed work and provide sufficient detail to demonstrate knowledge, skills, and capacity to meet the requirements of this award. Tier 3 applicants should also provide a background of staff

experience supporting MRC operations and how they can contribute collaboratively to the additional award requirements. Responses should not exceed 1,000 words.

3. **Program Workplan and Timeline** – Using the [provided template](#), describe a realistic program workplan including goals, measurable outcomes, objectives, timeline, and key tasks. Describe how the funds will support the capacity of the unit or state coordinator to provide local or state COVID-19 response activities. The program work/spending plan should align within at least one of the [RISE categories](#). The program timeline for expenses and activities should not exceed 9 months.
 - a. See [Appendix A](#) for the template and an example program workplan and timeline.
4. **Budget Proposal** – Using the [provided template](#), create a line-item budget, not to exceed \$25,000, \$50,000, or \$75,000, depending on the award tier requested. Budgets should clearly outline the dollar amounts for each line-item expense and a narrative cost justification that aligns with the appropriate [RISE category](#). Unallowable costs are detailed in the budget template on the first tab.
 - a. See [Appendix B](#) for the template and an example budget. Applicants must use the template provided by NACCHO.
 - b. See [Appendix F](#) for additional budget guidance. Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, materials, and services, such as contractual. **Please note that equipment, as defined by federal regulations ([2 CFR § 200.33](#)), is not allowable under this funding.**

Evaluation & Selection Criteria

An evaluation team of at least two NACCHO staff members will review all applications. Applicants that meet the following requirements will be considered for an award:

1. MRC unit in good standing that meets the eligibility requirements listed on [page 3](#) of this RFA or state coordinator listed on the [MRC website](#).
2. Proposal clearly outlines the mission of the local or state MRC program, overview of number of volunteers, and previous MRC activities to support COVID-19 response efforts.
3. Proposal details organizations capacity and individuals responsible in executing and managing the spending workplan and meeting the program deliverables and timelines.
4. Proposal outlines how the award will support ongoing and programed COVID-19 response efforts.
5. Budget line-item justifications support MRC COVID-19 response efforts and are reflective of previous or stated planned activities.
6. The proposed award level requested is commensurate with the stated resource needs, administrative capacity to support the award level, and demonstrated or planned program response activities.

APPENDICES

Appendix A: Program Workplan and Timeline Template & Example (Deliverable 1)

The blank template can be [downloaded here](#). Applicants are to upload a draft of this document with their applications. If awarded, the final approved due versions are by June 10, 2022.

MRC COVID-19 RISE Awards <i>Respond, Innovate, Sustain, and Equip</i>	
MRC Unit Name & Number:*	
Point of Contact Name:	
Point of Contact Email:	

*State coordinators, please enter your state here.

Program Workplan and Timeline	
<p>Goal(s): Address at least one category and describe the goal of the program and the measurable outcomes expected.</p> <ul style="list-style-type: none"> • Respond: Build the capacity of a trained and ready corps of volunteers to respond to the COVID-19 pandemic. <ul style="list-style-type: none"> ○ Examples include volunteer training events, recruitment efforts to expand volunteer capacity, volunteer onboarding expenses such as background checks/liability coverage, deployment related expense such as supplies. • Innovate: Adopt technology and processes to support evolving volunteer management requirements. <ul style="list-style-type: none"> ○ Examples include purchase or expand technology platforms to manage and track volunteer databases, deployment activities, communications with volunteers/partners during emergency/non-emergency operations, technology requirements during deployments, etc. • Sustain: Maintain staffing and infrastructure needed to meet the operational requirements of the unit. <ul style="list-style-type: none"> ○ Examples include staffing needs to support to support ongoing operational requirements, recruitment of volunteers, management of volunteers, developing training curriculum for volunteer deployments, developing plans and processes for volunteer management, etc. Staffing needs may include supplementing full or part-time equivalents. • Equip: Attain supplies or materials to support volunteer deployments and meet mission requirements. <ul style="list-style-type: none"> ○ Examples include supplies to support MRC deployment requirements, such as deployable tents, materials/supplies to support POD operations, volunteer PPE or deployment gear, supplies for volunteer training events, etc. 	
Goal(s):	Measurable Outcomes:
<p>Respond – by December of 2022 recruit and onboard 400 new volunteers to support ongoing COVID-19 response activities.</p>	<ul style="list-style-type: none"> • Number of new MRC volunteers that complete application process. • Number of background screenings processed. • Number of orientation trainings conducted. • Number of volunteers that are deployment ready.
<p>Sustain – by May 2022 hire a part-time MRC coordinator to manage volunteer onboarding, training, and deployment activities to support COVID-19 response.</p>	<ul style="list-style-type: none"> • MRC coordinator works 20 hours per week to provide surge support for volunteer onboarding.

Equip – by July 2022 purchase materials and supplies to support MRC surge response activities.		<ul style="list-style-type: none"> • First aid training aids are available to conduct in-person training events. • MRC canopy and sides are available for outdoor deployments.
Objectives to support goals:	Timeline:	Key Tasks:
Respond: Conduct recruitment campaign targeting medical and non-medical volunteers.	April to September 2022	<ul style="list-style-type: none"> • Identify best markets to advertise. • Craft recruitment advertisements. • Purchase advertising to promote MRC volunteer opportunities via social media, PSAs, and local media.
Conduct MRC volunteer onboarding activities.	April to September 2022.	<ul style="list-style-type: none"> • Conduct administrative onboarding and background screening. • Conduct virtual/in-person orientation. • Conduct CPR and medical skills training events. • Conduct POD support training for non-medical.
Sustain: Develop staff surge plan to support COVID response activities.	April through May 2022	<ul style="list-style-type: none"> • Develop job description for new hire. • Conduct job posting and interview process. • Conduct an onboarding plan for new hire. • Conduct on the job training of new hire.
Equip: Safeguard volunteers for deployments.	April to July 2022	<ul style="list-style-type: none"> • Identify vendors and price comparison of PPE, deployment gear, and outdoor canopy. • Purchase personal protective gear for volunteers deploying to support COVID-19 operations. • Issue deployment gear to volunteers. • Purchase canopy to support outdoor response activities.
Provide training aid needed for emergency first aid training.		<ul style="list-style-type: none"> • Purchase CPR manikins and AED training aids to provide first aid training certification for volunteers.

Appendix B: Budget Template & Example (Deliverable 1)

The blank template can be [downloaded here](#). Applicants are to upload a draft of this template with their applications. If awarded, the final approved due versions are by June 10, 2022.

MRC COVID-19 Respond, Innovate, Sustain, Equip (RISE) Awards			
MRC Unit Name or State (for State Awards)			
Sponsoring Agency:			
MRC Unit Contact or State Coordinator:			
POC Email:		MRC Unit Number:	
Line Items	Requested Amount	MRC RISE Category Respond Innovate Sustain Equip	Cost Justification Include description, quantity, unit cost/rate and other information as applicable
Direct Labor (Name & Position description)			
Part-time unit coordinator (to be hired)	\$ 30,000.00	Sustain	Two part-time staff to support unit operational requirements for onboarding new volunteers at \$30/hour and up to 1000 hours total.
		RISE Category	
		RISE Category	
Personnel Subtotal	\$ 30,000.00		
Fringe Benefits (X%)			
Subtotal Direct Labor & Fringe	\$ 30,000.00		
Contracts or Professional Services			
State Police Background Screening Fee	\$ 7,500.00	Respond	Background screening fee for 500 volunteers at \$15 per person.
		RISE Category	
Subtotal of Contracts/Professional Svcs	\$ 7,500.00		
Materials/ Supplies			
CPR Manikins	\$ 1,780.00	Equip	(2) Adult 4 pak CPR Manikin Diversity Kit with AED trainers at \$890 each.
Canopy with walls	\$ 900.00	Equip	(1) MRC branded canopy, three walls and door to support outdoor cold weather activities (POD triage)
Volunteer Deployment Vests	\$ 1,624.00	Equip	MRC Safety Vests 100 at \$16.24 each
ID/Badge Lanyards	\$ 1,000.00	Equip	400 MRC Lanyards \$2.50 each
Volunteer PPE deployment supplies	\$ 5,196.00	Equip	400 PPE kits with N95 mask, gloves, thermometer, sanitizer.
Subtotal of Materials/Supplies	\$ 10,500.00		
Travel			
		RISE Category	
		RISE Category	
Subtotal of Travel	\$ -		
Other expenses			
Facebook advertising	\$ 1,000.00	Respond	Facebook advertising \$100 per month for 10 months to recruit volunteers
Local media advertising	\$ 1,000.00	Respond	Local newspaper ads \$100 per month for 10 months to recruit volunteers
		RISE Category	
		RISE Category	
		RISE Category	
Subtotal of Other Expenses	\$ 2,000.00		
Subtotal of Other Direct Expenses	\$ 20,000.00		
Subtotals of Direct costs	\$ 50,000.00		
Indirect (%)			
Grand Total	\$ 50,000.00		\$ 50,000.00

Appendix C: In-Progress Report Template (Deliverable 2)

This blank template can be [downloaded here](#) and is due by August 31, 2022.

MRC COVID-19 RISE Award <i>Respond, Innovate, Sustain, and Equip</i>	
MRC Unit Name & Number:*	
Point of Contact Name:	
Point of Contact Email:	
Date Report Submitted:	

*State coordinators, please enter your state here.

In-Progress Report Refer to approved workplan to complete this report.		
Goal(s) included in workplan:		List measurable outcomes achieved during this period:
		•
		•
		•
Objectives to support goals:	Status: (Complete, in-progress, or not started)	List achievements of key tasks completed. Provide comments for status of pending or not started tasks:
		•
		•
		•
		•

Are you on track to complete award activities and spending by December 31, 2022? Yes No

Appendix D: Final Program Report Template (Deliverable 3)

This blank template can be [downloaded here](#) and is due by December 15, 2022.

MRC COVID-19 RISE Award <i>Respond, Innovate, Sustain, and Equip</i>	
MRC Unit Name & Number:*	
Point of Contact Name:	
Point of Contact Email:	
Date Report Submitted:	

*State coordinators, please enter your state here.

Final Program Report Refer to approved workplan to complete this report.		
Goal(s) included in workplan:	List measurable outcomes achieved during this period:	
	•	
	•	
	•	
Objectives to support to support goals:	Status: (Complete, in-progress, or not started)	List achievements of key tasks completed. Provide comments for status of pending or not started tasks:
		•
		•
		•

Program Impact
Provide an overview of the impact of this funding to support the MRC response capabilities of the unit:
Provide any examples of success stories:
Provide any examples of challenges or resource needs still outstanding:

Appendix E: NACCHO Invoice

The fillable template can be [downloaded here](#) and is due with every deliverable.

MRC COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Awards

NACCHO Invoice Number 1 2 3

Administrative Information	
MRC Unit Name & Number*	
Award Point of Contact (POC) Name	
Award POC Email	
Total Award Amount	
Date Invoice Submitted	

*State coordinators, please enter your state here.

Invoice Amount
\$ _____

Send check to:

Reminder: Deliverable & Payment Schedule			
Invoice Number	Number 1	Number 2	Number 3
Due Date	June 10, 2022	August 31, 2022	December 15, 2022
Invoice Amount	35% of total award	35% of total award	30% of total award
Additional subtasks required for payment	<ul style="list-style-type: none"> • Final Program Workplan • Final Budget • Fully executed contract 	<ul style="list-style-type: none"> • In-Progress Report 	<ul style="list-style-type: none"> • Final Program Report

Appendix F: NACCHO Budget Guidance for Contractors

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

General Guidance

- ✓ **BUDGET:** Applicants should submit a detailed line-item budget of all costs using the [NACCHO Excel budget template](#). Please review all instructions on tab 1 (Budget Guidelines) before completing the detailed budget on tab 2.
- ✓ **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 ensure these documents are signed by a senior-level executive of your organization (e.g., CEO, CFO, etc.).
- ✓ **MATH CHECK:** Please review all expense calculations, line-item subtotals, and your final budget total to ensure accuracy. Your total budget cannot exceed the amount of the award level requested in the application. Any budgets that are more than this cap will be immediately returned to applicants.
- ✓ **UNALLOWABLE EXPENSES:** Please make sure to refer to the [budget template](#) 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 program or full-time equivalent calculation (FTE)
 - Total number of months devoted to program

Fringe Benefits

- You must provide both a breakdown of individual fringe benefits allocated to each staff member in the budget as well as formal documentation/proof of your fringe rate or benefits.
 - 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: In the budget description, 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 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)
 - Total budget

Supplies and Materials

- Please provide a detailed breakdown of each supply/material 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 data collection forms, training materials, reports, and program documents	\$0.10/page	1,000 pages	\$100
Office supplies	Pens, notebooks, paper	\$20/month per staff	3 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 staff	\$117 \$165
TOTAL				\$1,102

Travel

You should provide a breakdown of specific costs associated with budgeted trips and how you derived those costs. Be sure to include:

- Mileage: Cost per mile (i.e., \$0.56/mile is the approved 2021 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 program.

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 program.
- 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.

Indirect Costs

If you have budgeted for indirect costs using a rate that is higher than 10%, you must provide documentation/proof of your organization's approved indirect cost rate or calculation. 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, shows a breakdown of indirect costs and their allocation to the program

If the indirect rate is 10% (i.e., the de minimis rate) or lower: No proof is needed.

Appendix G: NACCHO Sample Contractual Agreement Template**CONTRACT # MRC RISE 22 - Unit #/State**

This Agreement is entered into, effective as of the date of the later signature indicated below (the “Effective Date”), by and between the **National Association of County and City Health Officials** (“NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005 and **Legal Name** (“Organization”), with its principal place of business at Address of organization.

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services’ Office of the Assistant Secretary of Preparedness and Response (Grant No. 5 HITEP 200045-02-03, CFDA # 93.008) (the “Grant”) to build the capacity of the Medical Reserve Corps (“MRC”);

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC State Coordinators and MRC units (or unit sponsoring agency) and to encourage these organizations to provide certain information to The Office of the Assistant Secretary of Preparedness and Response, Medical Reserve Corps Program (“MRC Program”);

WHEREAS, Organization is either an MRC state level coordinator, a unit sponsoring agency or an MRC unit that is registered in good standing with the MRC Program;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the MRC Program;

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. **TERM OF AGREEMENT**: The term of the Agreement shall begin from the Effective Date and shall continue until December 31, 2022 (the “Term”).
2. **PAYMENT FOR SERVICES**: In consideration for the completion of services performed by Organization as set forth in Section 3, NACCHO shall pay Organization a Firm Fixed Price payment of TBD Dollars (\$TBD). 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 14 of this Agreement. Any changes of payment method would require a modification signed by both parties.
3. **ORGANIZATION’S OBLIGATIONS**: In consideration for the payment described, Organization agrees, during the Term of this Agreement, by performing the following criteria below:
 - a. Has 501c (3) status, is a governmental agency, or is an organization capable of and willing to receive federal funds.
 - b. Organization receiving the funds must be registered and approved in SAM.gov.
 - c. Utilizes MRC Respond, Innovate, Sustain, and Equip Award funds for approved purposes, and as indicated in their award application.
 - d. Submission of Deliverable 1, final approved budget, and program workplan using the templates provided by NACCHO, and signed contract by June 10, 2022. (Required to receive 35% of payment) See Appendix A Workplan and Appendix B Budget.
 - e. Submission of Deliverable 2, in-progress report by August 31, 2022. (Required to receive 35% of payment). See Appendix C.

- f. Submission of Deliverable 3, final program report by December 15, 2022. (Required to receive final 30% of payment). See Appendix D.
4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.
6. INTERFERING CONDITIONS: Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.
7. 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 Organization, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Organization 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.
8. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces all previous understandings, commitments, or agreements, oral or written.
9. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.
10. 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 rules).
11. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 CFR Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). It is the Organization's responsibility to understand and comply with all requirements set forth therein.
12. DEBARRED OR SUSPENDED ORGANIZATIONS: Pursuant to 45 CFR Part 74, Organization certifies to the best of its knowledge that it is not presently 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 in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."

- 13. **AUDITING:** Organization agrees to permit independent auditors to have access to its books, records and financial statements for the purpose of monitoring compliance with this contract.
- 14. **NOTICE:** All notices under this Agreement shall be in writing and shall be sent via email and first-class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

FOR NACCHO:
 National Association of County and City Health Officials
 Attn: NACCHO MRC Team
 1201 (I) Eye Street NW 4th Fl.
 Washington, DC 20005
 Tel. (202) 783-5550
 Fax (202) 783-1583
 Email: mrc@naccho.org

FOR ORGANIZATION:
 Legal name:
 Name of Authorized Signer:
 Title of Authorized Signer:
 Tax address:
 Tax address2:
 Tax city, tax state tax zip:
 Telephone:
 Email:

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:

ORGANIZATION:

Authorized Signature:

Authorized Signature:

By: _____

By: _____

Name: Jerome Chester

Name: Name of Authorized Signer

Title: Chief Financial Officer

Title: Title of Authorized Signer

Organization: National Association of County and City Health Officials

Organization: Legal Name

EIN: 52-1426663

EIN:

DUN:

Date: _____

Date: _____