

April 1, 2022

Dear District 10 MRC-Norman/Cleveland County Unit #0333:

Congratulations! The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a Tier 3 Medical Reserve Corps (MRC) COVID-19 Respond, Innovate, Sustain, and Equip (RISE) Award in the amount of \$75,000 is **conditionally** approved.

To fully approve your award, please complete and return the [Vendor Information Form](#) via email to mrc@naccho.org by April 15, 2022.

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 third page of this letter 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.





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TECHNICAL ASSISTANCE WORKSHOPS

NACCHO staff will be holding three one-hour virtual technical assistance (TA) 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 Principles, 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)





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PROJECT WORKPLAN AND TIMELINE: Not Approved

Feedback: Please add RISE categories. These can be aligned with the budget line items. Please also provide additional detail in the goals section.

BUDGET: Not Approved

*Feedback: Please include the quantity of radios and per item costs.**

*This feedback has been generated after an initial review of your budget. NACCHO may ask for additional changes as your materials are further processed in accordance with federal regulations.

