

From: [NACCHO](#)
To: [David Grizzle](#)
Subject: EXTERNAL EMAIL : 2021 MRC Operational Readiness Award Notification and Next Steps
Date: Thursday, January 14, 2021 1:15:31 PM

Congratulations! The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2021 Medical Reserve Corps (MRC) Operational Readiness Award is approved.

Please read all the instructions below to understand the next steps. **Please note that starting this year NACCHO is requiring the submission of deliverables from units to receive funding.** Funding will be distributed in two separate payments of 50% each upon receipt of deliverables outlined below in the award payment process.

1. Contract processing steps:

- a. NACCHO will send an electronic copy of your unit contract in approximately 2-4 weeks to the person listed in the application with signing authority and a cc to the MRC unit leader.
- b. Review the contract and notify NACCHO of any errors for the listed agency, address, or signature authority.
- c. Review Paragraph 3 of the contract which lists the organization's obligations for receipt of award funds, including deliverables and registered status in SAM.gov.
- d. Return the following documents electronically to mrc@naccho.org by March 22, 2021:
 - i. Signed contract and signed certification of non-debarment or suspension. Please send both in one scanned document.
 - ii. Unit action plan and invoice for first payment of the award (see below for instructions). Please send as a separate document from the contract and non-debarment form.

2. Award payment process:

- a. Awards will be paid in two separate payments equal to 50% of the award upon receipt of invoice and required deliverables listed below:
 - i. **Deliverable I MRC Operational Readiness Action Plan**
 1. Due by March 22, 2021
 2. Use the action plan template provided by NACCHO.
 3. Use the information you provided in your application to complete the action plan.
 4. Send Invoice and select "Deliverable I" along with unit action plan to mrc@naccho.org by due date.
 - ii. **Deliverable II MRC Operational Readiness Interim Progress Evaluation**
 1. Due by July 31, 2021
 2. NACCHO will send out an interim progress evaluation through the application awards website in early June 2021 to the individual who submitted the application.
 3. Notify NACCHO if the contact person or email needs to be updated to ensure receipt of the interim survey application.
 4. Send Invoice and select "Deliverable II" upon completion of the interim progress survey to mrc@naccho.org by the due date.

3. Budget and use of funds reminders:

- a. Use the MRC Operational Readiness Award funds as outlined in your budget to support MRC response capabilities. Funds should not be used to support non-MRC agency activities or purchases.
- b. 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.
- c. Any branding of durable equipment purchases must include the MRC brand to acknowledge the intent of the funding. Equipment purchases are not transferable to partner agencies or organizations.
- d. Gift cards used as incentives, stipends, or as a form of reimbursement are not allowed.
- e. Promotional recruitment “giveaways” are not allowed.
- f. Notify NACCHO 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 awards through the information you provide in your interim and final evaluation reports. We encourage you to capture your volunteer and unit activities throughout the project period for inclusion in these 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,

Laura Biesiadecki, MSPH

Senior Director, Preparedness

