

NACCHO

National Association of County & City Health Officials

FREQUENTLY ASKED QUESTIONS

Updated January 13, 2016

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Responses to new questions submitted by potential applicants will be posted to:
<http://essentialelements.naccho.org/archives/2066>.

REQUEST FOR APPLICATIONS

LINC (Lessons in Infection Control) INITIATIVE

**Strengthening Local Public Health Capacity in Infection Control and Enhanced
Coordination for Preparing and Responding to Ebola, Healthcare-Associated
Infections, and Other Emerging Infectious Diseases**

National Association of County and City Health Officials (NACCHO)

Released December 28, 2015

Deadline for applications February 5, 2016

ELIGIBILITY

Q: Our local health department was awarded a different NACCHO grant this year. Are we eligible to apply for another NACCHO grant for 2016?

A: Receiving funds from NACCHO for any other project does not preclude your health department from applying for this opportunity. It is suggested, however, to check with those NACCHO staff members administering the grant you currently receive to ensure the terms and conditions of that specific grant do not preclude your health department from applying for this opportunity.

Q: Are tribal health departments eligible to apply?

A: This RFA is open to LHDs who are active NACCHO members. Tribal health departments that are active NACCHO members are eligible. To learn more about NACCHO membership and member benefits, please refer to the Membership section of [NACCHO's website](#).

Q: Can multiple agencies, such as those in a regional health commission, apply for the grant?

A: A single health department may apply on behalf of a commission. If a commission is a separate entity, they may apply assuming they meet the other eligibility requirements (e.g., active NACCHO member). Reimbursements will only be provided to a single entity.

CONTRACT TERMS

Q: What is the number of recipients who can receive this grant?

A: At least ten.

Q: The RFA states on page 3 the "selections will occur on or around February 22, 2016" and the "project period shall begin upon both parties' full execution of the contract and shall terminate on June 24, 2016." Is there any flexibility to the project term?

A: Unfortunately, at this time, there is no flexibility on the project term because of the source of the funding.

Q: Do all activities need to be completed by June 24, 2016?

A: All reimbursable grant activities need to be completed by June 24, 2016. Ideally, the project activities would be foundational for actions continuing beyond the grant project period. For example, the first sample activity listed in the RFA is "assessing relevant competencies and capabilities in infection control and preparedness and response for infectious disease outbreaks in healthcare settings and develop concrete approaches to address identified gaps." With this example, the assessment could be completed during the project period and concrete steps for proceeding could be developed, but those steps could be implemented after the project period ends.

Q: One of the expectations for the grant from demonstration sites is to "support at least one LHD staff member in attending the 2016 CSTE annual conference." Can grant funds be used to support this requirement?

A: Yes, LINC Initiative funds from NACCHO can be used for this requirement. Make sure to include expenses related to the conference, including the provision of staff time and payment for registration and travel costs, in the proposed budget.

Q: Does a staff member have to have completed the infection control certification testing by the end of the grant period?

A: No. All reimbursable grant activities, however, such as the provision of staff time and payment for exam fees and study materials, need to be completed by June 24, 2016. In other words, all reimbursable expenses must be incurred by June 24, 2016.

Q: Can we use grant money for food and to pay subcontractors?

A: Food provided in conjunction with meetings may be an allowable expense for programmatic activities under certain circumstances, such as during a working meeting to achieve the goals set forth in the RFA. Food expenses must be identified in the proposed budget submitted to NACCHO and must be reasonable, justified, and incurred before June 24, 2016. If food is provided, it must be subtracted from the allowable per diem for individuals in travel status. Please note this information is updated from the guidance provided during the LINC Initiative RFA informational webinar.

For the purposes of this question, we assume that the term sub-contractors (“contractors”) is referring to a third party retained by the LHD to provide goods and services in support of the project goals for which the LHD does not have the expertise or resources to perform themselves. Under this definition, grant funds may be used to pay contractors. Funds used to pay contractors to provide goods and services must be identified in the proposed budget and approved by NACCHO. Reimbursement requests for contractors submitted by LHDs must include documentation verifying the expenses for which they request reimbursement from NACCHO.

Q: If we schedule a meeting after the end of the contract period, but prepay the expenses associated with the meeting, is that allowed?

A: That is acceptable as long as all reimbursable expenses are incurred by June 24, 2016.

Q: Page 3 states NACCHO will pay the second installment upon 100% completion of the scope of work. Can we still meet this requirement if a meeting for our project takes place after the end of the contract period?

A: That is acceptable as long as all reimbursable expenses are incurred by June 24, 2016. We understand some activities may occur past June 24, and with that in mind, the scope of work will be judged based on reasonable progress made in working towards project goals. When submitting a proposed scope of work, it is suggested to be mindful of when expenses will be incurred and consider the achievability and practicality of the project.

Q: Will all funds be provided as a reimbursement or will they be provided upfront?

A: NACCHO will reimburse each awarded LHD demonstration site in two installments, each totaling up to one half of the total award amount. NACCHO will release the first installment for expenses incurred following 50% completion of the scope of work and the second installment upon 100% completion of the scope of work. All funds for reimbursement will be released in response to invoices and supporting documentation provided to NACCHO by the subrecipient.

Q: Can we request indirect costs as part of the budget?

A: Indirect costs (either a negotiated rate or the default of 10%) are allowable. Applicants including indirect costs in their proposed budget must submit a copy of their federal approved indirect rate agreement as an attachment to the application.

Q: Is staff time spent attending training and conferences a billable expense?

A: Staff time attending training and conferences is reimbursable, assuming the applicant can demonstrate the link of these activities to the project goals stated in the RFA. Staff names, percent effort, salary, and any fringe benefits for which the LHD is requesting reimbursement must be proposed in the application. Salary reports should also be submitted along with invoices to facilitate timely reimbursement.

Q: Can we request equipment to enhance communication during a response?

A: Costs eligible for reimbursement are those previously approved by NACCHO. An applicant may include equipment in their proposed budget, but the applicant must demonstrate the link of these expenses to the project goals stated in the RFA.

Q: Are appropriate software purchases and training allowable?

A: Costs eligible for reimbursement are those previously approved by NACCHO. An applicant may include software and/or training expenses in their proposed budget, but the applicant must demonstrate the link of these expenses to the project goals stated in the RFA.

Q: Can we use funding to pay for the CIC® certification exam?

A: Yes. All reimbursable expenses associated with the CIC® certification exam must be incurred by June 24, 2016.

Q: Salaries can be covered?

A: Yes. Staff names, percent effort, salary, and any fringe benefits for which the LHD is requesting reimbursement must be proposed in the application. Salary reports should also be submitted along with invoices to facilitate timely reimbursement.

Q: For the in-person meeting with LINC Initiative demonstration sites, the RFA states travel costs will be covered by NACCHO. Is that part of \$25,000 award or external to that?

A: Travel costs for one LHD representative's attendance at an in-person meeting (date and location TBD) will be sponsored by NACCHO. It does not count towards the \$25,000 applicants are eligible to receive.

Q: Is it known when and where the LINC Initiative in-person meeting will be?

A: This is to be determined, but NACCHO's intent is Spring 2016.

Q: The CSTE conference ends on June 23 and the contract period ends June 24. Do you anticipate this causing any difficulties for reimbursement?

A: Final invoices must be received by NACCHO within 20 days of the performance period end date. Please e-mail infectiousdiseases@naccho.org if you anticipate any issues with this and our accounting department will address this on a case-by-case basis.

PROJECT GOALS

Q: Would you consider educational outreach on Chagas disease an appropriate activity as part of this project?

A: If the applicant can demonstrate the link of this activity to the project goals stated in the RFA, the reviewers will consider it.

Q: Can the funds be used for public health talks to providers and local community healthcare partners?

A: If the applicant can demonstrate the link of this activity to the project goals stated in the RFA, the reviewers will consider it.

Q: Would you consider activities related to measles outbreak infection and control appropriate for this grant opportunity?

A: If the applicant can demonstrate the link of this activity to the project goals stated in the RFA, the reviewers will consider it.

Q: When will NACCHO's HAI guidance document become available for review?

A: A draft version of this document is available to potential applicants. Please e-mail infectiousdiseases@naccho.org for more information. Potential applicants are asked to not further share the draft document or publicly disseminate it.

Q: What does obtaining certification in infection control entail?

A: More information about Certification in Infection Prevention and Control, or CIC[®], credential can be found on the Certification Board of Infection Control and Epidemiology, Inc. website at <http://www.cbic.org/certification>.

Q: Is a staff member required to get certification in infection control?

A: Yes, it is a requirement to support at least one LHD staff member in obtaining certification in infection control.

Q: What if our local health department doesn't have a staff member that meets the eligibility requirements for CIC® certification?

A: We will address this on a case-by-case basis. Please e-mail infectiousdiseases@naccho.org for more information.

Q: Do you have to send someone to the CSTE conference?

A: Yes, it is a requirement to support at least one LHD staff member in attending the CSTE conference. Applicants may include expenses related to the conference, including the provision of staff time and payment for registration and travel costs, in the proposed budget.

Q: What is the estimated cost of the CSTE conference?

A: More information about the Council of State and Territorial Epidemiologists 2016 Annual Conference can be found on CSTE's website at <http://www.csteconference.org/2016/>.

Q: Why did you choose the CSTE conference rather than APIC given the emphasis on infection control?

A: NACCHO is utilizing the forum presented by the CSTE Annual Conference as an opportunity to share experience and identify gaps and opportunities in preparing and responding to Ebola, HAIs, and other emerging infectious diseases among state and local health departments. Applicants may include expenses related to other conferences, such as APIC, in the proposed budget if the applicant can demonstrate the link of this activity to the project goals stated in the RFA.

Q: How many meetings is attendance required at?

A: It is expected LHD staff attend the in-person meeting with LINC Initiative demonstration sites slated for Spring 2016 and the 2016 CSTE Annual Conference in June.