

NACCHO

National Association of County & City Health Officials

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

OVERVIEW

The National Association of County and City Health Officials (NACCHO) is the voice of the approximately 2,800 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

[Healthy People 2020](#) identified healthcare-associated infections (HAIs), public health infrastructure, and preparedness as national objectives. The Centers for Disease Control and Prevention (CDC) estimates that over [700,000 HAIs occur each year](#) in the United States, and reducing that number will require improvements in infection control expertise, infrastructure, and practice. To support HAI prevention efforts, the CDC identified the elimination of HAIs as a [Winnable Battle](#) that will both save lives and decrease healthcare costs.

Additionally, the response to the 2014 Ebola outbreak in West Africa and cases in the United States revealed critical needs and opportunities to improve infection control in both healthcare and community settings and enhance coordination for preparedness and response efforts across the nation. Using lessons learned to improve domestic infection control, preparedness, and response infrastructure and capacity are imperative to address these needs and help local communities better prevent infections across healthcare and community settings.

CDC and the U.S. Department of Health & Human Services Office of the Assistant Secretary for Preparedness and Response (ASPR) provide several funding opportunities to address Ebola, HAIs, and other emerging infectious diseases, including the [Epidemiology and Laboratory Capacity for Infectious Diseases \(ELC\)](#), [Hospital Preparedness Program \(HPP\)](#), and [Public Health Emergency Preparedness \(PHEP\)](#) cooperative agreements.

Building upon groundwork established through HAI prevention and national preparedness efforts, and leveraging opportunities to connect with other public health and healthcare improvement initiatives, can lead to shared advancements in protecting the public from emerging infectious diseases in healthcare and community settings. To this end, NACCHO, with support from CDC, is pleased to offer the LINC (Lessons in INfection Control) Initiative funding opportunity. NACCHO's LINC Initiative aims to improve both healthcare and community infection control and enhance coordination for preparing and responding to Ebola, HAIs, and other emerging infectious diseases through strengthened local public health organizational and administrative capacity, expertise, and partnerships with key stakeholders. NACCHO challenges LHDs to bolster existing and/or test new or different approaches to address these areas and

advance local public health’s prevention, preparedness, readiness, and response efforts for infections that spread across healthcare and community settings.

NACCHO will issue awards up to \$25,000 each to at least 10 LHD demonstration sites. Applications must be submitted by February 5, 2016 at 5:00 pm PT and selections will occur on or around February 22, 2016. The project period shall begin upon both parties’ full execution of the contract and shall terminate on June 24, 2016. All necessary information regarding the project and application process is outlined in this Request for Applications (RFA). NACCHO will host an **optional informational webinar** for potential applicants on January 8, 2016 at 11:30 am ET to review the RFA and respond to questions. Please note that **no new information will be shared during the webinar** and applicants need not wait for this optional webinar to begin or submit applications. The webinar will be recorded and posted to NACCHO’s website on or before January 15, 2016 at <http://naccho.org/topics/HPDP/IDPC/index.cfm>. Please e-mail any questions to infectiousdiseases@naccho.org. To access the webinar on January 8, 2016 go to http://naccho.adobeconnect.com/linc_rfa/ and for audio call 1-866-740-1260 and use the access code 5074204.

ELIGIBILITY AND CONTRACT TERMS

This RFA is open to LHDs who are active NACCHO members. To learn more about NACCHO membership and member benefits, please refer to the Membership section of [NACCHO’s website](#).

Acceptance of NACCHO’s [standard contract terms and conditions](#) is a requirement. NACCHO will not make any modifications to the terms or contract language. Florida applicants should e-mail infectiousdiseases@naccho.org immediately for a copy of the Florida standard contract. Potential applicants should review all terms and conditions to determine whether or not it is appropriate to apply.

NACCHO will pay each awarded LHD demonstration site in two installments, each totaling one half of the total award amount. NACCHO will pay the first installment following 50% completion of the scope of work and the second installment upon 100% completion of the scope of work. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

IMPORTANT DATES

December 28, 2015	Release of LINC Initiative RFA
January 8, 2016, 11:30 am ET	Optional informational webinar for potential applicants
February 5, 2016, 5:00 pm ET	Submission deadline
February 22, 2016	Notice of awards distributed

PROJECT GOALS

NACCHO's LINC Initiative seeks to improve both healthcare and community infection control and enhance coordination for preparing and responding to Ebola, HAIs, and other emerging infectious diseases through strengthened local public health organizational and administrative capacity, expertise, and partnerships with key stakeholders. NACCHO, as part of this funding opportunity, invites LHDs to bolster existing and/or test new or different approaches to address these areas and advance local public health's prevention, preparedness, readiness and response efforts for infections that spread across healthcare and community settings.

NACCHO will issue LINC Initiative awards for LHD demonstration sites proposing programs, initiatives, or activities that expand and/or test strategies to address one or more of the following focus areas in regards to local infection control, preparedness, and response to outbreaks of Ebola, HAIs, and other emerging infectious diseases:

- Assess the LHD's 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;
- Strengthen internal coordination across relevant agency departments (e.g., communicable disease, preparedness, environmental health) involved in preparing for and responding to infectious disease outbreaks, particularly those occurring in healthcare settings;
- Improve collaboration across state and local public health, healthcare, and other sectors working to improve preparedness and response for Ebola, HAIs, and other emerging infectious diseases, particularly those organizations and activities funded through ELC, HPP, and PHEP cooperative agreements;
- Collaborate with state and directly funded local health departments on ELC Infection Control Assessment and Response (ICAR) Program activities and support follow-up activities to address gaps in readiness;
- Conduct tabletop exercises focusing on outbreak responses to Ebola, HAIs, and other emerging infectious diseases with potential to spread across healthcare and community settings;
- Plan and implement training and professional development opportunities for LHD staff to discuss, develop, and refine preparedness and response plans and capabilities; and
- Develop approaches to calculate the cost of LHDs' involvement in infectious disease investigation and response activities.

There are numerous other activities that serve to increase the capacity of LHDs to improve local infection prevention, control, preparedness, and response to outbreaks of Ebola, HAIs, and other emerging infectious diseases. While the above list indicates specific areas of interest for NACCHO and its partners, NACCHO welcomes and will consider applications proposing other programs, initiatives, or activities that strengthen local public health capacity, expertise, and

partnerships for preparing and responding to outbreaks of Ebola, HAIs, and other emerging infectious diseases.

In addition to these focus areas, all demonstration sites will be expected to:

- Support LHD staff in obtaining certification in infection control, including the provision of staff time and payment for exam fees and study materials;
- Support at least one LHD staff member in attending the 2016 Council of State and Territorial Epidemiologists (CSTE) Annual Conference, including the provision of staff time and payment for registration and travel costs, to participate in learning sessions and share perspectives on initiatives to improve infection prevention and control;
- Support LHD staff in attending one in-person meeting with LINC Initiative demonstration sites and other stakeholders to share lessons learned, present activities, network with other sites, and receive technical assistance (travel costs for one LHD representative's attendance at this meeting will be sponsored by NACCHO);
- Pilot and enhance NACCHO's forthcoming HAI guidance document to establish new or expand existing HAI prevention activities;
- Provide support to state and directly funded local health departments receiving ELC funding to develop an inventory of healthcare facilities, including non-acute care settings, in the local jurisdiction. The inventory will include a point of contact; what, if any, HAI data are available to the health department; and information about regulatory or licensing oversight authorities for each healthcare facility;
- Provide feedback to NACCHO, the Association of State and Territorial Health Officials, CSTE, and CDC in their establishment of a national council to improve HAI outbreak response;
- Partner with NACCHO to develop new and improve existing resources for LHDs on responding to infectious disease threats, collaborating with state health departments, and communicating about infection control, preparedness, and response. Activities may include sharing with NACCHO resources identified or developed during the project and providing input on NACCHO-developed resources;
- Support, in lieu of submitting a final project report, NACCHO's development of digital media resources (e.g., podcast, webcast, or video) featuring demonstration site activities and lessons learned; and
- Complete pre- and post-project assessments that NACCHO will provide for project evaluation purposes.

NACCHO staff will serve as a resource to demonstration sites in working towards their project goals. More specifically, NACCHO staff will:

- Convene monthly calls to monitor progress, facilitate peer-exchange, and provide technical assistance. Technical assistance may include facilitating connections between demonstration sites and partners (e.g., state health departments, healthcare facilities, federal agencies, other national organizations), identifying subject matter experts,

making available training opportunities to LHD staff, and providing activity planning and implementation support;

- Produce and disseminate notes from monthly calls;
- Convene one in-person meeting with LINC Initiative demonstration sites and other stakeholders to share lessons learned, present activities, network with other sites, and provide technical assistance; and
- Collect materials and experiences from demonstration sites and develop a toolkit for LHDs to support responses to infectious disease threats, collaborate with state health departments, and communicate about infection control, preparedness, and response.

PROPOSAL CONTENT

Proposals for the LINC Initiative should be submitted in the following format:

- Easy-to-read, 12 point font
- 1" margins
- 10 pages or less, single-spaced
- Number all pages in the bottom right corner

The proposal narrative should address the following in one PDF document:

- A. Cover Page (this does not count towards the page limit)** with contact information for the person who should be notified about the application, as well as the name, address, city, and state of the LHD.
- B. Project Description** that examines the local need; proposed program, initiative, or activity; the process used to develop it; and how it will advance one or more of the focus areas in a new or different way. Additionally, applicants should identify existing related funding streams (e.g., ELC, HPP, PHEP) and activities and explain how LINC Initiative funding would complement these activities or address gaps or needs.
- C. Organizational Overview** that describes your organization's mission, priorities, communities served, qualifications for this work, HAI- and Ebola-related activities, and how the project supports accreditation efforts, if applicable.
- D. Partners Overview** that includes existing relationships with relevant state and local organizations or the need for and capacity to develop such relationships.
- E. Work Plan** for the project, including specific activities and deliverables and a timeline.
- F. Evaluation** for the project, including what characterizes success and how it will be measured. Applicants are encouraged to develop evaluation plans that complement the pre- and post-assessments NACCHO will provide.

- G. **Budget (this does not count towards the page limit)** with detailed line items for the project and a narrative for each line item. Refer to the appendix for a [sample budget](#) and the [Contractor Financial Report](#) used for submitting invoices.
- H. **Attachments (these do not count towards the page limit)**
- Complete and submit the [Vendor Information Form](#)
 - Resumes/CVs of staff in positions identified in the project proposal
 - Optional: Letters of support, partnership agreements

SELECTION PROCESS

Applications for the LINC Initiative will be evaluated by NACCHO, CDC, and other partner organizations. Eligible applications will be evaluated based on the following criteria:

- Completeness of application;
- Innovation and creativity of project in addressing one or more of the focus areas;
- Clear demonstration of need and potential impact of work;
- Deep understanding of local communities, particularly those potentially most impacted by infectious disease threats;
- Awareness of or plan for learning about current state and local efforts to improve infection prevention, preparedness, and response efforts for Ebola, HAIs, and other emerging infectious diseases;
- Relationships with or capacity to develop relationships with relevant state and local partners;
- Evidence of commitment to the work and ability to leverage funding and partnerships to transform local public health response to outbreaks of Ebola, HAIs, and other emerging infectious diseases; and
- Achievability and practicality of project with proposed budget.

In addition, reviewers will consider geographic distribution, type of setting, and size of population served to ensure diversity in demonstration sites selected.

SUBMISSION INSTRUCTIONS

Final responses to this RFA should be e-mailed to infectiousdiseases@naccho.org no later than **February 5, 2015 at 5:00 pm PT**. Please use the subject line "NACCHO LINC Initiative RFA." NACCHO will confirm receipt of the application within 24 hours of submission. Responses submitted after this deadline will not be considered.

APPENDICES

SUBAWARD AGREEMENT

This Contractual Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1100 17th Street, N.W., 7th Floor, Washington, DC 20036, and *[insert name of Subrecipient]* (hereinafter referred to as “Subrecipient”), with its principal place of business at *[insert mailing address of Subrecipient]*.

WHEREAS, NACCHO wishes to hire Subrecipient to perform the services specified herein for NACCHO to enhance the programmatic activities of a grant;

WHEREAS, Subrecipient wishes to perform such services for NACCHO.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Subrecipient agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of GRANT # (CFDA #) as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Subrecipient shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(date)* and shall continue in effect until *(date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for services to be performed, NACCHO agrees to reimburse the Subrecipient for eligible costs incurred up to \$ #####.00 *(enter amount and time schedule)*. Eligible costs are those previously approved by NACCHO. All payments will be made within 30 days of receipt of invoice(s) from Subrecipient and following approval by NACCHO for approved services, as outlined on Attachment I. The invoice(s) shall itemize all expenses with supporting documentation for each itemized expense. Invoices MUST be submitted in increments of *(time increment)*. The NACCHO contract number must be included on all invoices. The final invoice must be received by NACCHO no later than 30 days after the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Subrecipient shall act as an independent Contractor, and

Subrecipient shall not be entitled to any benefits to which NACCHO employees may be entitled.

2. PAYMENT OF TAXES AND OTHER LEVIES: Subrecipient shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Subrecipient in the performance of this agreement shall be the responsibility of the Subrecipient, and not the responsibility of NACCHO if the liability, loss, or damage is caused by, or arises out of the actions or failure to act on the part of the Subrecipient, or anyone directly or indirectly employed by the Subrecipient. All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Subrecipient, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.
In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Subrecipient and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Subrecipient and NACCHO in relation to each party's responsibilities under these joint activities.
4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Subrecipient may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Subrecipient shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Subrecipient's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Subrecipient of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Subrecipient hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or

developed by Subrecipient pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the “Materials”) (subject to any licensed third-party rights retained therein). Subrecipient shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Subrecipient understands and agrees that Subrecipient shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Subrecipient represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the U.S. Department of Health and Human Services.

9. 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 subrecipient, 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 subrecipient 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.

11. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Subrecipient for services rendered through the date of termination.

12. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.

13. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.

14. 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 laws provisions).
15. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
16. REMEDIES FOR MISTAKES: If work that is prepared by the Subrecipient contains errors or misinformation, the Subrecipient will correct error(s) within five business days. The Subrecipient will not charge NACCHO for the time it takes to rectify the situation.
17. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Subrecipient's use of funds under this Agreement is subject to the directives of and full compliance with 45 C.F.R. Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). It is the Subrecipient's responsibility to understand and comply with all requirements set forth therein.
18. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to OMB Circular A-110, Subrecipient will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
19. DEBARRED OR SUSPENDED SUBRECIPIENTS: Pursuant to OMB Circular A-110, Subrecipient will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
20. AUDITING: Subrecipient agrees to permit independent auditors to have access to its records and financial statements for the purpose of monitoring compliance with this Agreement. If Subrecipient is not required to undergo an audit pursuant to OMB Circular A-133 because Subrecipient receives less than \$500,000 in federal direct or indirect cooperative agreement or grant funds, Subrecipient will certify to NACCHO that it is not so required. If Subrecipient is required to undergo an audit pursuant to OMB Circular A-133, Subrecipient will undergo the required audit and agrees to send a copy of its most recent OMB A-133 audit report and any management letters to NACCHO.
21. REPORTING REQUIREMENTS: Subrecipient must comply with subrecipient reporting requirements specified in the Federal Funding Accountability and Transparency Act (P.L. 109-282). Subrecipient shall submit the information required on the FFATA Data Collection Form (attached) within 15 days of execution of this agreement and prior to any payment

being made against this agreement.

- 22. **WHISTLEBLOWER PROTECTION:** Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
- 23. **NOTICE:** All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:
National Association of County and City Health Officials
Attn: Contracts Specialist
1100 17th Street, N.W., 7th Floor
Washington, D.C. 20036
Tel. (202) 507-4272
Fax (202) 783-1583
Email: contracts@naccho.org

*FOR SUBRECIPIENT:
(Name and address of Subrecipient’s Contract Officer or Designee, including telephone and fax.)*

- 24. **AUTHORITY TO BIND:** Each party hereby represents and warrants that the person signing below has the authority to bind such party to this Agreement.

NACCHO:
By: _____
Name: Dawn Richardson
Title: Director of Grants and Contracts
Date: _____

SUBRECIPIENT:
By: _____
Name: _____
Title: _____
Date: _____
Federal Tax ID No: _____

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

CONTRACTOR AGREEMENT – ATTACHMENT I

SCOPE OF WORK

During the term of this Agreement, Contractor agrees to adhere to the activities outlined in the LINC Initiative RFA.

Sample Budget

Line Item	Expenditure	Justification	Cost								
Personnel	Personnel Support	Reimburse HAI Surveillance Coordinator and Program Assistant for time expended on project activities	\$5,800								
		<table border="1" style="width: 100%;"> <thead> <tr> <th>Position</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Surveillance Coordinator</td> <td style="text-align: right;">\$4000</td> </tr> <tr> <td>Program Assistant</td> <td style="text-align: right;">\$1,800</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$5800</td> </tr> </tbody> </table>		Position	Cost	Surveillance Coordinator	\$4000	Program Assistant	\$1,800	Total	\$5800
		Position		Cost							
		Surveillance Coordinator		\$4000							
Program Assistant	\$1,800										
Total	\$5800										
Travel	CSTE Annual Conference	Travel and registration for two staff to attend the Council of State and Territorial Epidemiologists (CSTE) annual conference in Anchorage, Alaska	\$2,500								
	Infection Control Training Course	Travel and registration to Northeastern Course for Basic Course for Principles of Infection Prevention Control Measures in Princeton, NJ	\$900								
Supplies	Reference Books	Clinical and Laboratory Standards Institute Guidelines and Infection Control Reference Materials	\$300								
Total			\$9,500								

Vendor Information Form

Organization

Official Name of Organization: _____

NACCHO Member # _____

DUNs Number _____

EIN Number: _____

Size of Population Served _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact

Name: _____

Title: _____

Organization: _____

Address (if different from above): _____

Telephone: _____ Fax: _____

Email Address: _____

Person to Receive Contract from NACCHO for Signature

Name: _____

Email Address: _____

Authorized Signer for Contract

Name: _____

Title: _____

Organization: _____

Address (if different from above): _____

Telephone: _____ Fax: _____

Accounts Payable Information

Name (Attn): _____

Address (if different from above): _____

Telephone: _____ Fax: _____

The following information refers to necessary documentation for subaward reimbursement submission, and may be useful when preparing the budget portion of this application.

Invoices and Payments

Payment requests submitted by subrecipients must include documentation verifying the expenses for which they request reimbursement from NACCHO. **(Please see the Subaward reimbursement payment procedure below for more details).** The subaward requirements regarding payment(s) are detailed in Article I, Section 3 of the original subaward document. Please note that all payments are made in arrears, within 30 days of receipt of invoice(s) from contractor and following approval by NACCHO for approved services. Failure to submit invoices on time results in delay in paying. To expedite the process and to insure prompt payment, we ask, when invoicing NACCHO, to comply with the following guidelines:

- Mail or deliver invoices directly to Contract Specialist
- Invoices are to be numbered using a different number for each invoice
- Each invoice must clearly state the contract number, invoice date, the contractor's name, the contractor's point of contact, address and the remittance address (if different).

Subaward Reimbursement Procedures for Subrecipients

***Description:** Procedures for verifying receipt of sufficient documentation to pay reimbursable costs of subrecipients.*

When submitting your payment request, be sure to reference the contract number, the period of performance, and the time period for payment.

Payment requests submitted by subrecipients must include documentation verifying the expenses for which they request reimbursement from NACCHO. The documentation typically takes the form of receipts of the vendors for which they received goods and services, and payroll reports that detail the subrecipient's salary and benefit expenses.

The subrecipient should submit a line item report (Contractor Financial Report) that includes the total request for payment and the line item subtotals that sum to the total payment requested. The subrecipient should also include a line item detail report that includes every individual expense and displays how they sum to the line item subtotals. If an amount differs from what is displayed on its receipt, an explanation should be included on the receipt or the line item detail report.

Both the line item report and line item detail report should be included with the hard copy package of receipts to NACCHO via mail.

Support documents include:

- Payroll schedule or employee rosters listing each employee, their job title, employment status (full-time, part-time, temporary, etc.), number of hours per week employee works, percentage of time devoted to the project, hourly wage, or annual salary, and salary charged to the project.
- Travel Expense Claims (Include receipts for lodging; rental cars, airfare, approved mileage claims)
- Contractor/Subcontractor invoices. (The subcontractor's invoices must be approved and signed. Copies of signed contracts are required, see below)
- Receipts for purchases
- Telephone bills
- Receipts for any other direct charges as may be listed on the invoice.

Additional information required for the contractual agreement:

- Identification of each contractual service as either a purchase of goods and services or a subaward (cost reimbursement agreement).
- For each contractual agreement, either a subaward or purchase of goods and services; supply a completed and signed copy of a contract, the certification of non-debarment

- or suspension form for the individual or entity, and a copy of the method used to competitively select the individual or entity.
- For each contractual agreement that is a subaward, supply a copy of their most recent A-133 audit or a completed and signed certification regarding non-applicability of OMB Circular A-133 audit form; a copy of their budget; a copy of their recent Federal Rate Agreement (this will state their current rates for fringe benefits and indirect); a completed and signed certification regarding lobbying with Federally appropriated funds form, and a completed and signed certification of non-debarment or suspension form; and a copy of the method used to competitively select the subrecipient.

Additional information required regarding the federally approved fringe benefits rate and indirect rate:

If an amount requested for reimbursement is a percentage of another amount (i.e. fringe benefits or indirect/overhead), the percentage should be noted and a copy of the federally approved percentage/rate must be attached.

- A copy of your current federally approved fringe benefits rate is desired. If there is no federally approved fringe benefit rate or if the rate is less than the rate budgeted; payment for fringe benefits will be made on a cost reimbursement basis. Specifically, you will have to supply proof that the fringe benefits costs were incurred and the amount of costs incurred for each individual budgeted.
- A copy of your current federally approved indirect rate is desired. If there is no federally approved indirect rate or if the rate is less than the rate budgeted, payment for indirect costs will be made on a cost reimbursement basis. More specifically, you will be required to provide proof that the indirect costs were incurred and the amount of costs incurred.

Submitting the Final Invoice

When submitting the final request for payment, be sure to indicate “Final” on the request. Final invoices must be received by NACCHO within 30 days of the performance period end date.

NACCHO will verify the presence of all needed documentation, both hard copies and electronic spreadsheets, before a subaward check request is processed.



Contractor Financial Report

National Association of County and City Health Officials (NACCHO)
 1100 17th Street NW, 2nd Floor, Washington, DC 20036
 Tel: (202) 783-4272 Fax: (202) 783-1583
 Attn: Moira Tsanga mtsanga@naccho.org

Name: _____ **NACCHO Program Manager:** _____

NACCHO Contract #: 2014-_____ **Project Period:** _____

Invoice Number: _____ **Invoice Date:** _____

Line Items	QUARTERLY PERIOD ENDING						Total Grant Expenditures	Variance*
	I. Approved Budget		II. Expenditures		III. Expenditures			
	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)	Expenditures (Invoice Due Date)		
Personnel							0	
Fringe Benefits (X%)							0	
Travel							0	
Equipment							0	
Supplies							0	
Contractual Costs							0	
Other:							0	
Other:							0	
Indirect (X%)							0	
Grand Total	0	0	0	0	0	0	0	

*Note: Written explanation should be provided for actual and/or proposed expenditures which deviate in excess of 15% from approved budget items.
 * Note: Invoices to be submitted 30 days after the Quarter end date
 I hereby certify that the above information is accurate.

Chief Financial Officer Name (please print) _____ Date _____

Chief Financial Officer (signature) _____ Date _____

Primary Project Contact/Liaison (please print) _____ Date _____

Primary Contact (signature) _____ Date _____

RETURN THIS FORM WITH ORIGINAL SIGNATURES TO NACCHO, ATTN: CONTRACTS SPECIALIST. (PHO: (202) 783-4272 OR FAX: (202) 783-1583)