

2012-2013 MRC Capacity Building Awards- NON-COMPETITIVE

****This CBA Application is for the Non-Competitive Award****

To start the application, please read the instructions below and scroll to the bottom and press "Continue."

Please be reminded:

- You may be required to provide proof via electronic copy for all your responses.
- An application does not guarantee funding.
- Please ensure that you answer all question(s) in the application.

Request for Applications

2012-2013 Capacity Building Awards (CBA)

For FY2012-13, the Office of the Surgeon General (OSG), Division of the Civilian Volunteer Medical Reserve Corps (DCVMRC), in collaboration with the National Association of County and City Health Officials (NACCHO), will conduct a two-tiered Capacity-Building Award (CBA) process for MRC units, to include a Non-Competitive Award and a Competitive Award. MRC units may apply for one or both awards. There are two applications, one application for each award type. *This application is for the Non-Competitive CBA.*

Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.

Application and preliminary budget must be submitted electronically.

Non-Competitive Award

A Non-Competitive Award is available to all MRC units that meet basic eligibility and application requirements. This award is designed to provide funding for all eligible MRC units to enhance their unit capacity. Individual award amounts per unit will be based on the total number of eligible applicants. Preliminary budgets should be submitted for an amount between \$2,500 and \$5,000.

Non-Competitive Awards may be used for the following:

- Administrative costs and fees (including Unit Coordinator or Director salaries and benefits)
- Professional service fees (trainers/instructors, investigative services, consultants)
- Facilities, rentals and Audio/Visual (A/V) fees
- Uniforms, equipment and resources/sundry (e.g., "go-kits," computer equipment, durable supplies, etc.)
- Training and exercises
- Travel/Transportation services
- Awards, recruitment and marketing (e.g., air time for public service announcements (PSAs), promotional videos, newspaper advertisements, etc.)

Proposals for Non-Competitive Awards must include a preliminary budget using the provided NACCHO budget Excel form.

CBA funding ***may not*** be used to purchase promotional items or food and beverages.

Eligibility Requirements

Minimum eligibility requirements for the Non-Competitive include:

1. MRC units applying for a FY2012-13 CBA must be registered with the DCVMRC by August 27, 2012. Likewise, prospective MRC units in the process of registering must have applied for MRC registration by August 27, 2012 in order to be eligible for a CBA.

A prospective MRC unit is considered to be in the registration process after it has completed and submitted the online MRC registration form found on the MRC website (<http://medicalreservecorps.gov/leaderFldr/HowToStartAnMRC>).

- A prospective MRC unit which has applied for a CBA ***will not be awarded*** CBA funding until it is an approved and registered MRC unit.
2. Applicants must have fully updated their unit profiles on the MRC website (www.medicalreservecorps.gov) between July 1 and September 28, 2012.
 - A fully updated unit profile is one in which ***all*** questions have been answered or updated (particularly unit leader contact information, numbers of volunteers, and activity reports, if applicable). DCVMRC strongly encourages units to update their unit profiles with any previously unreported activities for the Federal fiscal year, as well as new activities.
 - All information on the unit profile must be current as of September 28, 2012.
 3. MRC units in existence for more than six months must have scheduled and/or participated in a Technical Assistance (TA) Assessment, if requested by the MRC Regional Coordinator.
 4. Applicants must be eligible to receive federal funds through their housing/sponsoring agency or be a 501(c)(3) non-profit organization.

Evaluation and Scoring

Applications for the Non-Competitive Award will not be scored per se; however, applicants must meet the basic eligibility requirements in order to be considered for an award.

Important Reminders

1. MRC units may apply for the Non-Competitive Award, the Competitive Award, or both.
2. Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.
3. Detailed guidance on the CBA application process is available on NACCHO's website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>.
4. Awardees will, upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.
5. CBA funding received through the Non-Competitive Award should be spent according to the budget submitted with the awardees' application. Any changes to the budget must be reviewed by NACCHO to ensure it meets the scope, nature and intent of the program. All inquiries and changes should be sent to mrc@naccho.org.
6. Although there is no deadline for spending the CBA funds, you should make every effort to spend the funds annually on the work specified in your application or modification proposal(s). You should not expect to carry funds over from year to year.

Application Technical Assistance Conference Calls:

There will be three Technical Assistance conference calls for MRC unit leaders to answer questions about the application.

Technical Assistance Conference Calls times are:

Tuesday, September 4, 2012 12:30 PM- 1:30 PM EDT

Thursday, September 13, 2012 12:30 PM- 1:30 PM EDT

Thursday, September 20, 2012 1:00 PM- 2:00 PM EDT

Call-in Number: (866) 740-1260 | Participant code: 5594317

If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org. When emailing, please include your name, full MRC unit name and unit number, state and your question. Please be as specific as possible, as this will help NACCHO staff better answer your questions.

1. Terms and Conditions

By applying for a 2012-13 CBA, applicant agrees to the following terms and conditions:

- Continue to fully update their MRC unit profile on the MRC website quarterly in alignment with the Federal fiscal calendar (Q1: October 1- December 31, Q2: January 1- March 31, Q3: April 1- June 30, Q4: July 1- September 30).
- Participate in a Technical Assistance (TA) Assessment, when requested to do so by a MRC Regional Coordinator.
- Use funds only for MRC-related activities that assist in the development of the unit's capacity and sustainability and/or promote community resilience.
- Upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certificate of Non-Debarment or Suspension.
- Ensure CBA funding *is not used* to purchase promotional items or food and beverages.
- Participate in any forthcoming MRC network evaluation projects (i.e., National Profile of the MRC, CBA utilization/impact review).

Please select your response from the dropdown menu below.

Agree

2. Administrative Information

1. Applicant's Name

a. First Name

Kristine

b. Last Name

Oase

2. Applicant's E-mail Address

kristine.oase@edcgov.us

3. MRC Unit Name

El Dorado County Medical Reserve Corps (MRC)

4. MRC Unit Number

(this number is listed in parentheses after the MRC unit name at the top of the MRC unit profile)

2518

5. Legal Name of Housing/Sponsoring Organization

(Note: Legal name must match exact spelling on tax forms)

County of El Dorado

6. Housing/Sponsoring Organization Employer Identification Number (EIN)

(the nine digit number on the housing/sponsoring agency's tax forms)

94-6000511

7. Housing/Sponsoring Organization Full Address

a. Street Name and Number

360 Fair Lane

b. City

Placerville

c. State

CA

d. Zip code

95667

8. Authorized Signatory for Organization

(Note: The Authorized Signatory is identified as the individual authorized to sign contracts on behalf of the housing/sponsoring organization or 501(c)(3) non-profit)

Daniel Nielson

a. Authorized Signatory Title

Director, Health and Human Services Agency

b. Authorized Signatory Phone

530-642-7300

c. Authorized Signatory Fax

530-295-2792

d. Authorized Signatory E-mail

Daniel.Nielson@edcgov.us

e. Authorized Signatory Address (if different from housing/sponsoring organization address)

3057 Briw Road, Placerville, CA 95667

3. Project Information

The preliminary budget template, along with guidance documents and a line item budget sample can be found on the NACCHO CBA website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>

1. Indicate how you plan to use the Non-Competitive Capacity Building Award to develop your MRC unit and/or enhance its capacity (check all that apply):

Professional Service Fees

Training and Exercises

Uniforms, Equipment Resources/Sundry (e.g., "go-kits", computer equipment, durable supplies, etc.)

Travel/Transportation Services

Awards, Recruitment and Marketing (e.g., air time for PSAs, newspaper advertisements, etc.)

2. Upload your preliminary line item budget for an amount between \$2,500 and \$5,000, using the provided NACCHO budget form.

Save the file in Excel (.xls or .xlsx) and name the file using your unit information using the following format:

2012 CBA Preliminary Budget_MRC Unit Name_Unit Number

example: 2012 CBA Preliminary Budget_Sample MRC_1234

[Letter of Application_El Dorado County_2518](#)
[2012 CBA Preliminary Budget_El Dorado_2518](#)

4. Application Verification

By submitting this application, I certify that:

1. I have read and understand all parts of this application and I have truthfully answered all of the questions.

Please select your response from the dropdown menu below.

Yes

2. I understand that this application cannot be reopened for any reason.

Please select your response from the dropdown menu below.

Yes

3. If awarded, CBA funds *will not be used* to purchase promotional items or food and beverages.

Please select your response from the dropdown menu below.

Yes

4. Upon receipt of Notice of Award, I will submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.

Please select your response from the dropdown menu below.

Yes

In order for submission to be final, you must press the "Submit Application**" button on the next page.**