



HIDALGO COUNTY AUDITOR'S OFFICE

2808 SOUTH BUSINESS HIGHWAY 281
EDINBURG, TEXAS 78539-6243

PHONE: (956) 318-2511 FAX: (956) 318-2577
www.hidalgocounty.us/294/Auditors-Office

March 4, 2025

The Honorable Richard F. Cortez, Hidalgo County Judge
The Honorable David Fuentes, Commissioner, Precinct No. 1
The Honorable Eduardo Cantu, Commissioner, Precinct No. 2
The Honorable Everardo Villarreal, Commissioner, Precinct No. 3
The Honorable Ellie Torres, Commissioner, Precinct No. 4

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.07076 SPECIAL BUDGET FOR GRANT OR AID MONEY:

The county auditor shall certify to the commissioners' court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Letty Chavez, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the National Association of County and City Health Officials (NACCHO). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT
\$ 20,000.00

PURPOSE
Contract# 2025-012801
National Association of County and City Health Officials (NACCHO)

CERTIFIED BY:



Letty Chavez
Hidalgo County Auditor

3/3/2025

Date

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92ND D.C. FERNANDO MANCIAS JUDGE, 93RD D.C. J. R. "BOBBY" FLORES JUDGE, 139TH D.C. ROSE GUERRA REYNA JUDGE, 206TH D.C. MARLA CUELLAR JUDGE, 275TH D.C. JUAN R. ALVAREZ JUDGE, 332ND D.C. NOE GONZALEZ JUDGE, 370TH D.C. LETICIA LOPEZ JUDGE, 389TH D.C. L. KENO VASQUEZ JUDGE, 398TH D.C. ORLANDO ESQUIVEL JUDGE, 430TH D.C. RENEE R. BETANCOURT JUDGE, 449TH D.C. JOSE "JOE" RAMIREZ JUDGE, 464TH D.C. NEREIDA LOPEZ-SINGLETERRY JUDGE, 476TH D.C.

AI-98505 ✓

Health & Human Services Dept. 28. A.

CC REGULAR AGENDA SPECIAL MTG

Meeting Date: 03/04/2025 ✓

Submitted For: Dairen Sarmiento, HEALTH & HUMAN SERVICES DEPT.

Submitted By: Carlos Oliva

Department: HEALTH & HUMAN SERVICES DEPT.

CAPTION

1. Requesting approval to accept the NACCHO Wastewater grant contract #2025-012801 with a contract term of February 03, 2025 through July 31, 2025 and for County Judge to sign the grant agreement and related documents. ✓
2. Requesting approval of the Certification of Revenue as certified by the County Auditor in the amount of \$20,000.00 and to appropriate the same. ✓

BACKGROUND

12/10/2024 - AI-97619 - Approval to ratify the application for the NACCHO Wastewater program

Fiscal Impact

CALENDAR YEAR: 2025

ACCT. #: 5-1293-441-00-340-090-5-XXX ✓ ✓

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Appropriation of funds for FY25 NACCHO Wastewater Grant Contract# 2025-012801 (02/03/2025 - 07/31/2025) in the amount of \$20,000.00, pending COR by Co. Auditor. No local cash match required. ✓

Attachments

Grant Contract

Budget Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/26/2025 09:21 AM
Final Approval		
Form Started By: Carlos Oliva		Started On: 02/24/2025 01:22 PM

REVIEWED
 By Maria Munoz at 5:52 pm, Feb 28, 2025



Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

Certification of Revenue - Program 90

2 messages

Carlos Oliva <carlos.oliva@hchd.org>

Thu, Feb 27, 2025 at 9:32 AM

To: Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

Cc: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Javier Flores <javier.flores@auditor.co.hidalgo.tx.us>

Good morning Monica,

Will you please help me with a certification of revenue for our NACCHO Wastewater program. ✓

AI-98505 was created and will be presented to court on 3/04/2025.

If you have any questions please let me know.

Thank you,

--

Carlos Oliva

Accountant III

Hidalgo County Health Department

1304 S. 25th Avenue

Edinburg, Texas 78542

Phone: (956) 292-7000 Ext. 7241

carlos.oliva@hchd.org

REVIEWED
By Maria Munoz at 5:52 pm, Feb 28, 2025

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2 attachments

NACCHO Contract No. 2025-012801 - 02.19.2025.pdf
731K

Appropriation - AI - 98505.xlsx
128K

Carlos Oliva <carlos.oliva@hchd.org>

Thu, Feb 27, 2025 at 9:56 AM

To: Monica Valdez <monica.avaldez@auditor.co.hidalgo.tx.us>

Cc: Minerva Diaz <minerva.diaz@auditor.co.hidalgo.tx.us>, Javier Flores <javier.flores@auditor.co.hidalgo.tx.us>

Monica,

The Certification of Revenue will be for the amount of \$20,000.00

If there are any more questions please let me know.

[Quoted text hidden]

[Quoted text hidden]

REVIEWED
By Maria Munoz at 5:52 pm, Feb 28, 2025

CONTRACTOR AGREEMENT

This Contractor 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 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and **County of Hidalgo** (hereinafter referred to as “Contractor”), with its principal place of business at 505 S McColl rd., Ste. F, Edinburg. TX 78539-6243.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to 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: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT #6 NU38PW000037-01-01, CFDA #93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor 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 February 03, 2025, and shall continue in effect until July 31, 2025, 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 professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$20,000.00. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Two invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$15,500.00	1. Submit a brief introductory paragraph describing your jurisdiction’s characteristics, prior wastewater surveillance efforts, and planned activities during mentorship program. Instructions to be provided by NACCHO. Due February 11, 2025. (\$500)	July 15, 2025

		<ol style="list-style-type: none"> 2. Participate in a mentorship program kick-off call scheduled tentatively February 13, 2025, at 1 PM EST. NACCHO to record attendance. (\$1,000) 3. Complete a pre-assessment to establish a baseline for the status of wastewater surveillance in your jurisdiction. Due February 28, 2025. (\$500) 4. Participate in five (5) regular check-in calls with NACCHO, mentors and other mentee sites. NACCHO to record attendance and meeting date. (\$800 per regular check-in call. 5 x \$800 = \$4,000) 5. Present during one (1) regular check-in call to share progress towards improving wastewater surveillance capacity, challenges faced, or lessons learned. This presentation will be 5-10 minutes long. Submit presentation slides and any relevant materials. NACCHO to record attendance and presentation date. (\$500) 6. Participate in at least one (1) site visit with your assigned mentor. Submit site visit agenda, attendee list, resources, pictures, and other relevant materials. (\$5,000) 7. Participate in four (4) check-in meetings with assigned mentors. Submit agenda, notes, attendee list, and other relevant documentation. (\$1,000 per mentor x mentee call. 4 x \$1,000 = \$4,000) 	
Invoice II	\$4,500.00	<ol style="list-style-type: none"> 1. Submit a final report (format to be determined by NACCHO) summarizing all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. Due July 31, 2025. (\$1,000) 2. Complete a post-assessment to determine successes, challenges, and lessons learned at the conclusion of program. Due by July 31, 2025. (\$500) 3. Participate in an exit interview with NACCHO's RED Team. NACCHO to 	July 31, 2025

		schedule the interview, record interview date, attendees, and collect relevant materials. Exit interviews anticipated to be during the month of July 2025. (\$3,000)	
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NACCHO Contract number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first-class mail, at the address for the giving of notices as set forth in Section 26 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor 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 Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

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 Contractor, 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 Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor 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, Contractor 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: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor 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). Contractor 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. Contractor understands and agrees that Contractor 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. Contractor 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 Federal funding agency. Acceptance of grant funds obligates recipients to comply with the standard patent rights clause in 37 CFR Part 401.14.
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 Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor 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.

10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. 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.
12. 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.
13. 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 law's provisions).
14. 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.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D, Contractor 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."

18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled “Debarment and Suspension” and 2 CFR 180, Contractor hereby certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.
21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
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. CORONAVIRUS DISEASE 2019 (COVID-19) Funds: The contractor acknowledged that the project is funded under the Coronavirus Preparedness and Response Supplemental Appropriation Act, 2020 (P.L 116-123); the Coronavirus Aid, Relief and Economic Security Act, 2020 (the “CARES Act) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) and/or the Consolidated Appropriation Act, 2021 (P.L. 116-260), Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260) and hereby agrees, as to applicable to the award, to 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measure and 3) assist the United States Government in implementation and enforcement of federal orders related to quarantine and isolation. The Contractor will

comply, to the extent applicable, with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.

Furthermore, consistent with 45 C.F.R. 75.322, the Contractor agrees to provide to CDC copies and/or access to COVID-19 data collected including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

24. Domestic Preferences for Procurement - Maximizing Use of American-Made Goods, Products, and Materials (E.O. 13881): Executive Order 13881 promotes the Buy American Act, 41 U.S.C. §§ 8301-8305, proposing the policy of the United States to buy American and to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. The proposed rule revives heightened restrictions for commercially available-off-the-shelf (“COTS”) products. The Buy American Act (“BAA”) restricts the country of origin of goods bought by the U.S. government, requiring the purchase of “manufactured articles, materials, and supplies that have been manufactured in the United States substantially all from articles, materials, or supplies, mined, produced, or manufactured, in the United States.” 41 U.S.C. § 8302(a).

Under the current FAR rules (particularly Subparts 25.1, 25.2, and 25.5), a domestic end product is one where: (1) the end-product is manufactured in the United States, and (2) more than 50 percent of the cost of all component parts are manufactured in the United States. FAR 25.101. The agencies anticipated to be impacted by this executive order include the Departments of Defense and Commerce, the National Aeronautics and Space Administration, the General Services Administration (GSA), and the Executive Office of the President. Consistent with this Order, Contractors shall insert the substance of this clause, including this paragraph (c), in all subcontracts.

Pursuant to §200.322, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products which means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber).

25. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.

26. 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 email, 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: Lema Mansoury
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 471-1205
Fax (202) 783-1583
Email: lmansoury@naccho.org

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Senior Director, Grants and Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

County of Hidalgo
Attn.: Richard Cortez
Hidalgo County Judge
505 S McColl rd., Ste. F,
Edinburg. TX 78539-6243
Tel. (956) 318-2600
Fax (956) 318-2699
Email: countyjudge@co.hidalgo.tx.us

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IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By : _____

By : _____

Name : Jerome Chester

Name : _____

Title : Chief Financial Officer

Title : _____

Date : _____

Date : _____

Federal Tax ID No.: 746000717
UEID.: LHACK1UL6NR3
DUNS: 103110834

**NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
CONTRACTOR AGREEMENT – ATTACHMENT I
SCOPE OF WORK**

Wastewater Surveillance Mentorship Program

Mentee Scope of Work

February 3, 2025 – July 31, 2025

- Submit a brief **introductory paragraph** describing your jurisdiction’s characteristics, prior wastewater surveillance efforts, and planned activities during the mentorship program. NACCHO will provide instructions. Due by February 11, 2025.
- Participate in a mentorship program **kick-off call** scheduled tentatively for February 13, 2025, at 1 PM EST. The call will introduce program contacts from the National Association of County and City Health Officials (NACCHO), Centers for Disease Control and Prevention (CDC), mentor and mentee sites, and discuss program expectations and requirements.
- Complete a **pre-assessment** to establish a baseline for the status of wastewater surveillance in your jurisdiction. Due by February 28, 2025.
- Participate in **five (5) regular check-in calls** with NACCHO, mentors, and other mentee sites. These 60-minute calls are designed for mentorship program participants to share progress towards the workplan, describe any challenges they may be facing, share tools and resources, and work with program staff to re-focus efforts as appropriate. NACCHO to schedule calls in advance and finalize dates during the kick-off call. NACCHO to record attendance and meeting date.*
- **Present during one (1) regular check-in call** to share progress towards improving wastewater surveillance capacity, challenges faced, and/or lessons learned. This presentation will be 5-10 minutes long. NACCHO to provide slide template with prompts. Submit presentation slides and any relevant materials. NACCHO to record attendance and presentation date.
- Participate in at least **four (4) check-in meetings with assigned mentors**. These check-in meetings will be used to work with your mentor through your wastewater surveillance activities and challenges, share updates, answer questions, and more. The mentor and mentee should schedule these meetings on their own. Submit agenda, notes, attendee list, and other relevant documentation.
- Participate in at least **one (1) site visit** with your assigned mentor. Submit site visit agenda, attendee list, resources, pictures, and other relevant materials.
 - Mentor: Schedule and host at least one site visit with mentees. NACCHO strongly recommends that site visits be scheduled in-person and early in the project period if possible. Site visits can be held with all assigned mentees or scheduled separately based on mentor/mentee availability. Mentors and mentees are

expected to work together to identify areas of interest in advance of the site visit and focus on the tools, resources, and processes entailed in improving wastewater surveillance capabilities. NACCHO to share sample site visit agenda.

- Mentees: Attend and participate in at least one site visit with mentor.
- Submit a **final report** (format to be determined by NACCHO) summarizing all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. NACCHO to provide information on format and prompts. Due July 31, 2025.
- Complete a **post-assessment** to determine successes, challenges, and lessons learned at the conclusion of the program. Due by July 31, 2025.
- Participate in an **exit interview** with NACCHO's Research, Evaluation, and Data Communication (RED) Team. This 60-minute exit interview will be conducted following the completion of the post-assessment. It will be used to discuss successes, challenges, and lessons learned at the conclusion of the program. It will also be used to share feedback on the mentorship program. NACCHO to schedule the interview, record interview date and attendees, and collect relevant materials. Exit interviews anticipated to be during the month of July 2025.
- Submit **invoices** by the following NACCHO deadlines:

Mentee Deliverables		
Invoice	Project Deliverables	Amount
Invoice #1 due July 15, 2025 Invoice period: February 3, 2025 – June 30, 2025	1. Submit a brief introductory paragraph describing your jurisdiction’s characteristics, prior wastewater surveillance efforts, and planned activities during mentorship program. Instructions to be provided by NACCHO. Due February 11, 2025. (\$500)	\$500
	2. Participate in a mentorship program kick-off call scheduled tentatively February 13, 2025, at 1 PM EST. NACCHO to record attendance. (\$1,000)	\$1,000
	3. Complete a pre-assessment to establish a baseline for the status of wastewater surveillance in your jurisdiction. Due February 28, 2025. (\$500)	\$500
	4. Participate in five (5) regular check-in calls with NACCHO, mentors and other mentee sites. NACCHO to record attendance and meeting date. (\$800 per regular check-in call. 5 x \$800 = \$4,000)	\$4,000
	5. Present during one (1) regular check-in call to share progress towards improving wastewater surveillance capacity, challenges faced, or lessons learned. This presentation will be 5-10 minutes long. Submit presentation slides and any relevant materials. NACCHO to record attendance and presentation date. (\$500)	\$500
	6. Participate in at least one (1) site visit with your assigned mentor. Submit site visit agenda, attendee list, resources, pictures, and other relevant materials. (\$5,000)	\$5,000
	7. Participate in four (4) check-in meetings with assigned mentors . Submit agenda, notes, attendee list, and other relevant documentation. (\$1,000 per mentor x mentee call. 4 x \$1,000 = \$4,000)	\$4,000
Invoice 1 Total		\$15,500

<p>Invoice #2 due July 1, 2025</p>	<p>1. Submit a final report (format to be determined by NACCHO) summarizing all activities conducted during the project, lessons learned, and any materials, including tools, standard operating procedures, sampling plans, etc. produced as a part of this project. Due July 31, 2025. (\$1,000)</p>	<p>\$1,000</p>
<p>Invoice period: July 1, 2025 – July 31, 2025</p>	<p>2. Complete a post-assessment to determine successes, challenges, and lessons learned at the conclusion of program. Due by July 31, 2025. (\$500)</p>	<p>\$500</p>
	<p>3. Participate in an exit interview with NACCHO’s RED Team. NACCHO to schedule the interview, record interview date, attendees, and collect relevant materials. Exit interviews anticipated to be during the month of July 2025. (\$3,000)</p>	<p>\$3,000</p>
<p>Invoice 2 Total</p>		<p>\$4,500</p>
<p>Award Total</p>		<p>\$20,000</p>

** A progress report may be substituted in lieu of a regular check-in call (e.g. cancelation, unavailability). Subject to NACCHO approval. Template to be provided by NACCHO.*