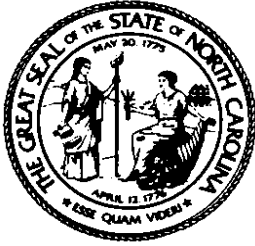


Application Face Sheet

This form provides basic information about the applicant and the proposed project with the North Carolina Department of Health and Human Services- Division of Child Development and Early Education, including the signature of the individual authorized to sign “official documents” for the agency. This form is the application’s cover page. Signature affirms that the facts contained in the applicant’s response to **RFA #001-DCDEE-2017** are accurate. Please follow the instructions below.

1. Legal Name of Agency: _____	
2. Name of individual with Signature Authority: _____	
3. Mailing Address (include zip code+4): _____	
4. Address to which checks will be mailed: _____	
5. Street Address: _____	
6. Contract Administrator: Name: _____ Title: _____	Telephone Number: _____ Fax Number: _____ Email Address: _____
7. Agency Status (check all that apply): _____ <input type="checkbox"/> Public <input type="checkbox"/> Private Non-Profit	
8. Agency Federal Tax ID Number: _____	9. Agency DUNS Number: _____
10. Agency’s URL (website): _____	
11. Agency’s Financial Reporting Year: _____	
12. Current Service Delivery Areas (county(ies) and communities): _____	
13. Proposed Area(s) To Be Served with Funding (county(ies) and communities): _____	
14. Amount of Funding Requested _____	
15. Projected Expenditures: Does applicant’s state and/or federal expenditures exceed \$500,000 for applicant’s current fiscal year (excluding amount requested in #14) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature by authorized agency representative affirms the accuracy of the application, required attachments, and supporting documentation contained herein, that the applicant has satisfied all applicable reporting and audit requirements and is in compliance with G.S. 143C-6-23. and certifies the agency representative understands that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. The governing body of the applicant has duly authorized this document and the representative is authorized to represent the applicant.	
16. Signature of Authorized Representative: _____	17. Date _____



Request for Applications



RFA # 001-DCDEE-2017

TITLE: Increasing Identification and Access to Early Care & Education Services for Young Children Experiencing Homelessness

FUNDING AGENCY: NC DHHS/Division of Child Development and Early Education (DCDEE)

ISSUE DATE: February 15, 2017

RECEIPT DEADLINE: Applications, subject to the following conditions, will be accepted until **5:00 p.m., Wednesday March 15, 2017.**

MAIL your application via Overnight/Express Mail or DELIVER your application in person to:

Candice Bailey, DCD Budget Unit
North Carolina Division of Child Development and Early Education
820 South Boylan Avenue
Raleigh, NC 27699-2201

INTENT TO APPLY- Eligible agencies and/or organizations interested in applying for this RFA are encouraged to notify DCDEE via <https://www.surveymonkey.com/r/WQP7Z6N> no later than **5:00p.m on Tuesday, February 28, 2017.** Agencies are **not** required to notify their intent to respond to this RFA.

DIRECT ALL INQUIRIES concerning this RFA in writing to:

Candice Bailey, Business Officer
Email address: DCDEE.Contracts.Unit.RFA@dhhs.nc.gov

IMPORTANT NOTE: Questions concerning the specifications or any information contained within this Request for Applications will be received until **5:00 p.m., Tuesday, February 28, 2017.** All questions must be received in writing, via electronic mail to DCDEE.Contracts.Unit.RFA@dhhs.nc.gov. Responses to all questions received by the deadline will be posted on the Division of Child Development and Early Education website <http://ncchildcare.nc.gov/> no later than **5:00 p.m. on Monday, March 6, 2017.**

ELIGIBILITY: This RFA is open to state agencies and universities, public and private nonprofit organizations with a current 501(c)(3) standing with extensive knowledge and expertise identifying and serving young children and their families experiencing homelessness.

FUNDING AVAILABILITY:

Up to \$500,000.00 is available to fund the *Increasing Access to Early Child Care Services for Young Children Experiencing Homelessness* initiative from July 1, 2017 – June 30, 2018.

The Division of Child Development and Early Education will determine the actual funding amount based on the proposed execution of the initiative and the utilization of funds as outlined in the applications submitted. A single award will be made for this initiative pending funding availability.

Child Care Development Fund (CCDF) Funding Source:

CFDA: 93.596
Award #: G1701NCCCDF
Type: Discretionary
Department: US Administration for Children and Families

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INTRODUCTION

Many children in the United States start life without a permanent home. In 2013, the National Association for the Education of Homeless Children and Youth reported that over one million children under six experienced homelessness. Homelessness has a disproportionate impact on the youngest children, with children under six accounting for more than half of all children in federally-funded homeless shelters. The goal of the *Increasing Identification and Access to Early Care & Education Services for Young Children Experiencing Homelessness* initiative is to improve the quality of early child care and education programs by increasing access to early child care services for young children ages 0-5 and their families experiencing homelessness throughout North Carolina.

Research shows that homelessness can have a devastating impact on a child's development. Children experiencing homelessness are at an increased risk for developing health issues, developmental delays, academic underachievement and mental health problems. Most homeless children do not receive the medical, mental health, and/or special education services needed to thrive. Families experiencing homelessness often face numerous barriers to accessing programs and services that can support the healthy development of their children, including early care and education programs. Homeless children and families often have intricate needs that requires intentional, meaningful and strong cross-sector collaborations.

In January of 2002, the United States Congress authorized the McKinney-Vento Homeless Assistance Act to help people experiencing homelessness. The federal law includes the Education of Homeless Children and Youth Program that entitles children who lack a fixed, regular and adequate nighttime residence to a free, appropriate education and requires schools to remove barriers to their enrollment, attendance and success in school. McKinney-Vento concepts are now incorporated into the policies and practices of Head Start and the Individuals with Disabilities Education Act, both Part C and early childhood special education services.

BACKGROUND

The North Carolina Division of Child Care Development and Early Education (DCDEE) administers the North Carolina Pre-K program, the Child Care and Development Block Grant (CCDBG) including providing child care subsidy for families, and regulates the standards of care for child care and early education providers throughout the state. In November 2014, the United States Congress reauthorized the Child Care and Development Block Grant Act, which outlined new state requirements for administering the Child Care Development Fund (CCDF) (Pub. L. 113-186).

The CCDF program has two goals: supporting the ability of parents to work and supporting child development. States are now required to use the CCDF to improve the overall quality of child care, including:

- Strengthening health and safety standards
- Establishing more family-friendly policies

- Improving access and continuity of care
- Promoting family choice through consumer education

The CCDBG Act specifically includes new provisions meant to increase access to child care for families experiencing homelessness. DCDEE is required to use CCDF funds to “improve the quality or availability of child care, including training and technical assistance to providers on identifying and serving homeless children and families,” as identified in the 2016-2018 CCDF State Plan Section 6.1.10.

DCDEE is collaborating with the North Carolina Homeless Education Program (NCHPEP), Division of Public Health (DPH), Project CATCH, Yay Babies Stakeholder workgroup, and other local agencies to create the *Increasing Identification and Access to Early Care & Education Services for Young Children Experiencing Homelessness* training series. The training will be accessible online for early care and education professionals, subsidy eligibility workers, and family support counselors across the state of North Carolina and reference the North Carolina [homeless education training for local liaisons](#).

III. SCOPE OF SERVICES

The successful applicant will propose a detailed plan including a timeline and budget for increasing identification and access to early care and education services for young children ages 0-5 and families experiencing homelessness. The plan should include innovative and creative strategies for conducting research, providing training and technical assistance, creating and disseminating consumer education materials, and developing a cross-sector approach to family outreach for young children and families experiencing homelessness statewide.

- **Research & Data Collection-** Collect, analyze, and submit to DCDEE current data on the number of children ages 0-5 experiencing homelessness aggregated by age, program, location, gender, race or cultural identity to prioritize training and outreach in areas with the greatest need. Collaborate with NCHPEP and other partners collecting data statewide on children and families experiencing homelessness.
- **Trainings-** Provide face to face training using the *Increasing Identification and Access to Early Care & Education Services for Young Children Experiencing Homelessness* training developed by DCDEE and design the Train the Trainer series statewide for the early care and education workforce¹, child care subsidy eligibility workers, and family support counselors. Participants should receive specialized training on how to accurately identify families experiencing homelessness, empathetically discuss with families their housing

¹ Early Care and Education workforce includes NC Pre-K, family care home, and child care center providers and administrators.

situation and connect identified families to early child care and other services offered in their local communities. The Train the Trainer series will build the early care and education workforce's capacity for providing training on *Increasing Identification and Access to Early Care & Education Services for Young Children Experiencing Homelessness*.

- **Technical Assistance-** Offer and provide culturally responsive technical assistance incorporating evidenced-based coaching and mentoring strategies to family care homes and child care center providers on serving and accessing services for homeless families. Technical Assistance should increase the participants' knowledge and understanding of child and family homelessness, including how it is defined, the prevalence of homelessness among families, causation of homelessness, and the impact of homelessness on children and their families. Applicants should refer to the National Association for the Education of Young Children (NAEYC) and National Association of Child Care Resource and Referral Agencies' (NACCRRA) definition of Training and Technical Assistance found here:
<http://www.naeyc.org/policy/statetrends/qris/technicalassistance>.
- **Public Awareness Plan-** Create and disseminate consumer education materials outlining the early child care and other services and resources available to families experiencing homelessness for placement in local Health Departments, Social Services agencies, Family Child Care Homes, Child Care centers, motels, and shelters. The consumer education materials must be available in both print and electronic formats and in both English and Spanish. Consumer education materials should be created in partnership with NCHPEP and other agencies currently disseminating consumer education materials for children and families experiencing homelessness.
- **Family Outreach Plan-** Collaborate with the local county social service departments, NCHPEP and Child Care Resource and Referral system to assist subsidy eligibility workers, local liaisons and family support counselors in enrolling families experiencing homelessness in early child care and education programs and applying for child care subsidy in local homeless service program settings. Outreach should include supporting homeless families in accessing and navigating other service systems that help them meet their needs. The family outreach plan should include creative strategies for staff to:
 - a. Establish themselves as a reliable resource in order to build stronger relationships with families.
 - b. Incorporate the use of translators to support families with limited English proficiency.
 - c. Collaborate with local businesses to leverage community resources that support children and families experiencing homelessness.

Additional Requirements

1. **Reports-** Semi-annual and annual reports outlining progress on programmatic outputs and outcomes including a final report no later than 30 days prior to the end of the fiscal year is required to be submitted to DCDEE in both hard copy and in an electronic format.
2. **Feedback-** Provide quarterly feedback to DCDEE throughout the duration of the initiative to make the best use of opportunities for self-assessment and continuous quality improvement in early child care and education programs.
3. **Collaboration/Partnerships-** Cross-sector collaboration and partnerships with the following entities are required to support a continuum of care for homeless families: DSS, NC Yay Babies Stakeholder workgroup, NC Homeless Education program within the Department of Public Instruction, and other entities as identified by DCDEE.

IV. APPLICANT QUALIFICATIONS AND CAPACITY

Applicants must have successfully managed statewide activities or initiatives and have demonstrated substantial expertise in evidence-based practices in providing professional development and technical assistance. Applicants must also exhibit a comprehensive knowledge of the McKinney-Vento Act, Early Care and Education policies and procedures, and effective strategies in identifying and serving young children and families experiencing homelessness. Applicants must demonstrate and provide examples of their capacity to provide services statewide, collaborate with vested stakeholders, and work effectively with various state and local agencies.

Preference will be given to applicants with innovative and creative strategies for increasing access to quality services and supports for young children and their families experiencing homelessness in early child care and education settings.

Applicants must demonstrate their capacity to manage funds and programs at this level in collaboration with multiple partners through satisfactory audit reports; education, experience, and expertise of key personnel; and demonstrated support for the proposal from the applicant's organization.

LINE ITEM BUDGET & NARRATIVE

Applicants must submit a budget, which requires a line item budget for one year of funding and a narrative for all expenses. A narrative justification must be included for every expense listed in the budget. Each justification should show how the amount on the line item budget was calculated, and it should be clear how the expense relates to the initiative’s activities.

Travel Reimbursement Rates

Mileage reimbursement rates must be based on rates determined by the North Carolina Office of State Budget and Management (OSBM). Because mileage rates fluctuate with the price of fuel, the OSBM will release the “Change in IRS Mileage Rate” memorandum to be found on OSBM’s website when there is a change in this rate. The current state mileage reimbursement rate is \$0.53.5 cents per mile.

For other travel related expenses, please refer to the current rates for travel and lodging reimbursement, presented in the chart below. However, please be advised that reimbursement rates periodically change. DCDEE will only reimburse for rates authorized in OSBM’s North Carolina Budget Manual or adopted by means of an OSBM Budget Memo. These documents are located here: <https://www.osbm.nc.gov/library>

Current Rates for Travel and Lodging

Meals	In State	Out of State
Breakfast	\$8.30	\$8.30
Lunch	\$10.90	\$10.90
Dinner	\$18.70	\$21.30
<i>Total Meals Per Diem Per Day</i>	<i>\$37.90</i>	<i>\$40.50</i>
Lodging (<i>Maximum rate per person, excludes taxes and fees</i>)	\$67.30	\$79.50
Total Travel Allowance Per Day	\$105.20	\$120.00
Mileage	\$0.53.5 cents per mile	

Indirect Cost Rate – 10%

Indirect cost is the cost incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. **Indirect cost should be calculated at 10% for this proposal.**

V. APPLICATION CONTENT & FORMAT

The application must be typed, single-side on 8.5 x 11-inch paper with margins of 1 inch. Line spacing should be single-spaced. Use Calibri or Times New Roman font **only** no smaller than an 11-point font. All proposals must include the following (****form attached***).

- 1) **Application Checklist***
- 2) **Application Face Sheet***- Requires original signature of authorized authority.
- 3) **Proposal Summary:** Provide a brief (3-5 paragraphs) description of the applicant's plan to implement the initiative.
- 4) **Introduction to the Applicant Organization/Applicant Qualifications:** Provide a 1-3-page introduction to the applicant's organization, including the organization's mission, history, and goals; experience with and capacity to design training and consumer education materials, provide high quality professional development and technical assistance for the early child care and education workforce; and strategize effective outreach to homeless families. Include qualifications, experience, and expertise of key personnel to be assigned to this initiative.
- 5) **Initiative Design, Time Line & Strategies:** Provide a 5-7-page narrative describing the proposed initiative design, the rationale for the design, and the activities/tasks that will be accomplished with the available resources. Include as part of scope of services major tasks, deliverables, and anticipated dates of completion, including strategies to plan for sustainability. Identify the key personnel responsible for each task, by position.
- 6) **Collaborative Partners or Subcontractors:** Identify any collaborative partners or subcontractors you plan to work with to implement the initiative. Include partner or subcontractor name, address, and nonprofit or for-profit status. Explain the contributions each partner or subcontractor will make toward the initiative, including resources. Attach copies of support letters from collaborative partners or subcontractors, if applicable.
- 7) **Evaluation Plan:** Include a 2-4-page description of how activities will be evaluated for interim and final effectiveness through the initiative to ensure desired outcomes. Elaborate on specific assessment strategies used to determine the initiative's effectiveness, and/or describe how such assessments will be developed. The evaluation plan must include plans for regular meetings with DCDEE, and mid- and year-end reports. In addition, applicants should describe how any necessary adjustments will be made to accommodate challenges throughout the evaluation.
- 8) **Line Item Budget*, Detailed Budget Narrative, and FTE Sheet*:** Complete and submit a proposed line item budget according to the format provided with this RFA, within the total budget allotted. Also, complete a proposed budget narrative that explains in detail all line items in the budget worksheet in accordance with the "DCDEE Line Item Budget & Narrative Instructions." The FTE worksheet is required as part of this RFA. Budgets, budget narratives and FTE sheets must be submitted for state fiscal year 2017-2018.

VI. SELECTION PROCESS

The following is a general description of the process for selecting applications for funding for this initiative. A selection committee chosen by DCDEE will review each application submitted. Upon review of each application the selection committee will assign a numerical rating based on the following:

- 1) **Proposal Summary** (Maximum of **10** points):
Response must reflect the applicants' understanding of and responsiveness to the Scope of Services described in Section III.
- 2) **Applicant Organization(s)/Applicant Qualifications/Partners** (Maximum of **20** points):
Response must reflect the applicant's history of and capacity for expanding access to high quality programs and administering professional development to the early care and education workforce and the qualifications of key personnel to provide leadership for a rigorous process as described in Section IV. Collaborative partners or subcontractors, if used, should be qualified and have the capacity to provide the services specified.
- 3) **Initiative Design, Time Line & Strategies** (Maximum of **35** points):
Response must reflect an innovative design and methodology that will result in increased identification and access to high quality early care and education program and services for young children and families experiencing homelessness as described in Section III. Timeline should be complete, logical, and realistic for the tasks proposed.
- 4) **Evaluation Plan:** (Maximum of **20** points):
Plan must reflect appropriate strategies for regularly assessing the achievement of interim and final outputs and outcomes for the project. Applicant must also show evidence of the ability to anticipate and adjust for challenges that may arise throughout the evaluation process.
- 5) **Line Item Budget*, Detailed Budget Narrative and FTE Sheet*:** (Maximum of **15** points):
Budget must reflect efficient and effective use of financial resources. The proposal must not exceed the \$500,000 total budget allotted, and must follow all stipulations included in the budget worksheet and narrative instructions. The plan must provide a clear and reasonable justification for all proposed expenditures.

Maximum Points: 100

Any attachments must further demonstrate the applicant's capacity to fulfill the requirements of this initiative as described. The selection committee will submit recommendations to the Division of Child Development and Early Education based on the selection process described. The Division will make a final selection and notify all applicants of that selection in writing **no later than 5:00pm on Friday, March 31, 2017.**

VIII. APPLICATION PROCUREMENT PROCESS

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted to DCDEE's website (<http://ncchildcare.nc.gov/>) by **Monday, March 6, 2017**.
2. **Two originals and seven copies** of each application must be received from each agency or organization. The originals must be signed and dated by an official authorized to bind the agency or organization in a legal contract.
3. All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Electronic and faxed applications will not be accepted.
4. Upon receipt, the date and time of delivery for application packets from each responding agency and organization will be documented. Budgets and budget narratives are to be included as part of the application.
5. At their option, the RFA evaluation team may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluation team is not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.
6. Applications will be evaluated according to completeness, content, and applicant's documented experience with similar projects, apparent ability of the agencies or organization's staff and cost. The award of a grant to one agency and organization does not mean that the other applications lacked merit but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
8. **Application Process Summary Dates**
 - 02/15/2017: Request for Applications released to eligible applicants.
 - 02/28/2017: Notice of Intent due.
 - 02/28/2017: End of Q&A period. All questions due in writing by 5pm.
 - 03/06/2017: Answers to Questions released to all applicants by 5pm.
 - 03/15/2017: Applications due by 5pm.
 - 03/31/2017: Successful applicants will be notified.
 - 07/01/2017: Contract begins.

IX. General Information on Submitting Applications

1. Award or Rejection

All qualified applications will be evaluated and an award made to that agency or organization whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. The successful applicant will be notified by **Friday, March 31, 2017**.

2. Cost of Application Preparation

Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

3. Elaborate Applications

Elaborate applications in the form of brochures or other presentations beyond that necessary to present a complete and effective application are not desired and will not be considered.

4. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

5. Reference to Other Data

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not suffice.

6. Titles

Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.

7. Form of Application

Each application must be submitted on the form provided by the funding agency, and will be incorporated into the funding agency's Performance Agreement (contract).

8. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any agency and organization may be grounds for rejection of that agency or organization's application.

9. Advertising

In submitting its application, agencies and organizations agree not to use the results there from or as part of any news release or commercial advertising without prior written approval of the funding agency.

10. **Right to Submitted Material**

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

11. **Competitive Offer**

Pursuant to the provision of N.C.G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

12. **Agency and Organization's Representative**

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions or provide clarification concerning the application.

13. **Subcontracting**

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom.

14. **Proprietary Information**

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

15. **Participation Encouraged**

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

16. **Gifts Ban**

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to or acceptance by any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response to this request, agencies and organizations attest, for the entire organization and its employees or agents, that no such gift has been offered, accepted, or promised by any employees of the organization.

17. **Contract/Funds Disbursement**

DCDEE will issue a contract to the recipient of the grant that will include their application. Expenditures may begin upon receipt of a fully executed contract and not before that point. To receive compensation, following contract submission and agreement, the selected applicant must submit a monthly reimbursement request to the Division for all expenses incurred.

18. **Audit**

Please be advised that successful applicants may be required to have an audit in accordance with G.S. 143C-6-22 and G.S. 143C-6-23 as applicable to the agency's status.

There are 3 reporting levels which are determined by the total direct grant receipts from all State agencies in the entity's fiscal year:

Level 1: Less than \$25,000

Level 2: At least \$25,000 but less than \$500,000

Level 3: \$500,000 or more Level 3 grantees are required to submit a "Yellow Book" audit done by a CPA.

Only Level 3 grantees may include audit expenses in the budget. Audit expenses should be prorated based on the ratio of the grant to the total pass-through funds received by the entity

19. **Additional Documentation to Include with Application**

All applicants are required to include documentation of their tax identification number. Those applicants which are private nonprofit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c)(3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that documentation requirement.)

20. **Federal Certifications**

Agencies or organizations receiving Federal funds would be required to execute Federal Certifications regarding Non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities. A copy of the Federal Certifications is included in this RFA for your reference (see Appendix A). Federal Certifications should NOT be signed or returned with application.

21. **System for Award Management Database (SAM)**

All grantees receiving federal funds must be actively registered in the federal government's System for Award Management (SAM) database, or be willing to complete the registration process in conjunction with the award (see www.sam.gov). To maintain an active SAM record, the record must be updated no less than annually.

22. **Additional Documentation Prior to Contract Execution**

Contracts require more documentation prior to contract execution. After the award announcement, agencies will be contacted about providing the following documentation:

- a. A completed and signed letter from the agency's Board President/Chairperson identifying individuals as authorized to sign contracts.
- b. A completed and signed letter from the agency's Board President/Chairperson identifying individuals as authorized to sign expenditure reports.
- c. Documentation of the agency's DUNS number. Documentation consists of a copy of communication (such as a letter or email correspondence) from Dun & Bradstreet (D&B) which indicates the agency or organization's legal name, address, and DUNS number. In lieu of a document from D&B, a copy of the agency or organization's SAM record is acceptable.
- d. If your agency does not have a DUNS number, please use the D&B online registration (<http://fedgov.dnb.com/webform>) to receive one free of charge. (DUNS is the acronym for the Data Universal Numbering System developed and regulated by D&B.)
- e. Contracts with private nonprofit agencies require additional documentation prior to contract execution. After the award announcement, private nonprofit agencies will be contacted about providing the following documentation:
- f. A completed, signed, and notarized statement which includes the agency's Conflict of Interest Policy.
- g. A completed, signed, and notarized page certifying that the agency has no overdue tax debts.
- h. All grantees receiving funds through the State of North Carolina are required to execute Contractor Certifications Required by North Carolina Law. Contractor Certifications should NOT be signed or returned with application.

Note: At the start of each calendar year, all agencies with current DCDEE contracts are required to update their contract documentation. These agencies will be contacted a few weeks prior to the due date and will be provided the necessary forms and instructions.

23. **Registration with Secretary of State**

Private nonprofit applicants must also be registered with the North Carolina Secretary of State to do business in North Carolina, or be willing to complete the registration process in conjunction with the execution of the contract documents. (See www.secretary.state.nc.us/corporations.)

24. **Federal Funding Accountability and Transparency Act (FFATA)
Data Reporting Requirement**

The Contractor shall complete and submit to the Division, the Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form within 10 State Business Days upon request by the Division when awarded \$25,000 or more in federal funds.

25. **Iran Divestment Act Certification of Eligibility**

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.* requires that each vendor, prior to contracting with the State certify that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran and that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List. The vendor must complete, sign, and return the under the Act for every contract and contract amendment.

X. APPLICATION CHECKLIST

The following items must be included in the application. Please assemble the application in the following order in the format identified in Section VI on page 10:

- Application Checklist – Item 1
- Application Face Sheet - Item 2
- Proposal Summary/Design/Evaluation Plan – Item 3
- List of Subcontractors – Item 4
- Line Item Budget & FTE Worksheet – Item 5
- Indirect Cost Rate Approval Letter (if applicable)
- Letters of Commitment or Statements of Support – Item 6
- IRS Tax Status Documentation – Item 7
 - a. IRS letter documenting your organization’s tax identification number.
Or
 - b. IRS determination letter regarding your organization’s 501(c)(3) tax exempt status for private nonprofits.