



## Request for Applications



RFA # 001-DCDEE-2018

**TITLE:** Enhancing Infant and Toddler Experiences Initiative  
**FUNDING AGENCY:** NC DHHS/Division of Child Development and Early Education (DCDEE)

**ISSUE DATE:** April 2, 2018

**RECEIPT DEADLINE:** Applications, subject to the following conditions, will be accepted until **5:00 p.m., Friday, May 4, 2018.**

**MAIL your application via Overnight/Express Mail (Tracking optional) or DELIVER your application in person to:**

Theresa Roedersheimer, DCDEE Policy 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://northhealth.az1.qualtrics.com/jfe/form/SV\\_9yQ02eOmadkTyYJ](https://northhealth.az1.qualtrics.com/jfe/form/SV_9yQ02eOmadkTyYJ)

no later than **5:00 p.m. on Friday, April 13, 2018.** Agencies are **not** required to notify of their intent to respond to this RFA.

**DIRECT ALL INQUIRIES** concerning this RFA in writing to:  
Theresa Roedersheimer, Infant-Toddler Policy Consultant  
Email address: [DCDEE.Contracts.Unit.RFA@dhhs.nc.gov](mailto: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., Friday, April 13, 2018.** All questions must be received in writing, via electronic mail to

[DCDEE.Contracts.Unit.RFA@dhhs.nc.gov](mailto: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 Friday April 20, 2018.**

**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 in developmentally appropriate practices for young children Birth to 3 years.

**FUNDING AVAILABILITY:** This RFA will be for a 3-year funding cycle: 2018-2019, 2019-2020 and 2020-2021. Approximately \$5,000,000 will be available to support the first contract cycle. Funding for subsequent years will depend on contract compliance, program performance and availability of funds.

This RFA will fund multiple projects that address enhancing infant and toddler experiences in early child care and education settings. The funding period for the initial year will be September 1, 2018 – August 31, 2019.

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 for each approved project. Multiple awards will be made for this initiative, pending funding availability.

**Child Care Development Fund (CCDF) Funding Source:**

CFDA: 93.596  
Award #: G1801NCCCDF  
Type: Discretionary  
Department: US Administration for Children and Families

## Table of Contents

I.	INTRODUCTION .....	4
II.	BACKGROUND .....	4
III.	SCOPE OF SERVICES .....	5
IV.	APPLICANT QUALIFICATIONS & CAPACITY .....	7
V.	LINE ITEM BUDGET & NARRATIVE .....	8
VI.	APPLICATION CONTENT & FORMAT .....	9
VII.	SELECTION PROCESS .....	10
VIII.	APPLICATION PROCUREMENT PROCESS .....	11
	a. Application Process Summary Dates .....	12
IX.	GENERAL INFORMATION ON SUBMITTING APPLICATION .....	12
	a. Federal Certification .....	15
	b. System for Award Management Database (SAM) .....	15
	c. Additional Documentation Prior to Contract Execution .....	15
	d. Registration with Secretary of State .....	16
	e. Federal Funding Accountability and Transparency Act (FFATA) .....	16
X.	APPLICATION CHECKLIST	
XI.	ATTACHMENTS	

## **I. INTRODUCTION**

Infants and toddlers thrive when they develop relationships and secure attachments with their families and child care providers. These relationships outside of the home are created in safe, predictable, nurturing environments. High quality child care environments empower young children to develop the skills to be emotionally secure, socially competent, and intellectually capable.

A great deal of focus, nationally and across the state, has arisen on the topic of school readiness. Children who attend high quality early childhood education programs are more likely to be ready for kindergarten. Teachers who provide developmentally appropriate early care and education are critical for guiding the healthy development and well-being of young children.

There has been a steady increase of the need for child care for infants and toddlers over the past 20 years. Studies have shown that by the age of 5, most children have spent a significant amount of time in the care of adults other than their parents.<sup>1</sup> This increase has been significantly affected by the number of women entering or re-entering the workforce. Nationwide, it is estimated that 58% of babies under one live in a household where their mothers work.<sup>2</sup> North Carolina is focused on addressing the needs of its youngest, most vulnerable citizens and their families.

## **II. 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 law enhanced the statutory purposes of the CCDF program to better balance the dual purposes of promoting children's healthy development and school success and to support parents who are working or in training or education:<sup>3</sup>

1. to allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within that State;
2. to promote parental choice to empower working parents to make their own decisions regarding the child care services that best suits their family's needs;
3. to encourage States to provide consumer education information to help parents make informed choices about child care services and to promote involvement by parents and family members in the development of their children in child care settings;

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<sup>1</sup> Federal Interagency Forum on Child and Family Statistics, 2011

<sup>2</sup> United States Department of Labor, Bureau of Labor Statistics, 2016.  
<https://www.bls.gov/news.release/famee.nr0.htm>

<sup>3</sup> (Reference: Section 658A(b))

4. to assist States in delivering high-quality, coordinated early childhood care and education services to maximize parents' options and support parents trying to achieve independence from public assistance;
5. to assist States in improving the overall quality of child care services and programs by implementing the health, safety, licensing, training, and oversight standards established in this subchapter and in State law (including State regulations);
6. to improve child care and development of participating children; and
7. to increase the number and percentage of low-income children in high-quality child care settings.

Beginning in FY 2017, States will be required to spend at least 3% of their CCDF awards on activities to improve the quality of infant and toddler care (Pub.L.113-235 and Section 658G(a)(2)). These quality activities include items such as supporting the training and professional development of the child care workforce, improving the implementation of early learning and development guidelines, improving the supply and quality of child care programs and services for infants and toddlers, and activities to improve the quality of child care services with outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten readiness.

DCDEE is seeking proposals for projects that will align with the quality activities described above that would enhance the experiences of infant and toddler care in early child care and education settings. The projects DCDEE is seeking would have the ability to make a statewide impact, be evidence based<sup>4</sup>, and supported by research.

### **III. SCOPE OF SERVICES**

The successful applicant will propose a detailed state-wide plan including a timeline and budget for activities that enhance the quality of infant<sup>5</sup> and toddler<sup>6</sup> experiences in early child care and education settings. DCDEE will consider applications for a pilot project that is researched based and has potential to be rolled out statewide in subsequent years. The plan should include innovative and creative strategies that specifically address one of the following content areas:

1. Mentoring programs for the infant and toddler workforce
2. Teacher compensation
3. Educational scholarships
4. Professional development (to include professional development for Technical Assistance Practitioners)
5. Early Intervention / Inclusive Practices

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<sup>4</sup> Any concept or strategy that is derived from or informed by objective evidence

<sup>5</sup> Infant – Means any child from birth through 12 months of age. [Rule .0102(24)]

<sup>6</sup> Toddler – Means any child ages 13 months to 3 years of age. [Rule .0102(48)]

6. Best Practices (DAP<sup>7</sup>, classroom management, child guidance, intentional teaching, continuity of care)
  7. Early language and literacy
  8. Building and retaining the workforce
- **Data Collection** [All Content Areas] Collect, analyze, and submit to DCDEE data on the population that your project will be working with (infants, toddlers, teachers, TA Practitioners). Data collected would show the measure of change of your population at the end of your project. Examples of this are pre/post assessment scores, participant comments, documentation of changes in knowledge, skills, and abilities, and college transcripts.
  - **Technical Assistance & Mentoring** [Content areas that plan to include TA & Mentoring] The applicant will provide technical assistance and or mentoring incorporating evidenced-based coaching and mentoring strategies on activities that enhance the quality of infant and toddler experiences in early child care and education settings. Technical Assistance and mentoring should increase the participants' knowledge and understanding of your selected content area. The applicant will develop a detailed plan for how they will incorporate coaching and mentoring strategies. A thorough evaluation plan for all TA and mentoring must be submitted to describe how TA and or mentoring was evaluated, in terms of teacher performance measures or actual implementation in the classroom. In the application, information pertaining to the target number of participants to receive TA or mentoring services and target outcomes must be described.
  - **Trainings** [Content areas that plan to conduct training] The applicant will develop and/or provide a variety of high quality trainings to increase knowledge base, enhance skills, and make a measurable impact on the performance of the infant/toddler workforce. Training materials must be approved and/or created in partnership with DCDEE. In the application, information pertaining to the target number of participants to receive training, target number of trainings to be created (if applicable) and target outcomes must be described.
  - **Professional Development** [Content areas that plan to include professional development] The applicant will develop a detailed plan for professional development. Activities will include, but are not limited to job shadowing, mentoring, coaching, modeling, workshops, and Continuing Education Units (CEUs) all through face-to-face, distance, technology-based, or hybrid methods of delivery. In the application, information pertaining to the target number of participants to receive professional development and target outcomes must be described.

Applicants should refer to the definition of Training and TA, as defined by the National Association for the Education of Young Children (NAEYC) and the National Association of

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<sup>7</sup> DAP – Developmentally appropriate practices

- **Innovative Strategies** [Specifically Content areas 2, 3 & 8] The applicant will develop and implement general innovative strategies for enhancing the quality of infant and toddler experiences in early child care and education settings and adult. Additionally, the applicant will integrate contemporary strategies and develop and implement innovative strategies specifically for building and sustaining the infant toddler workforce. In the application, information pertaining to the target number of participants to receive salary supplements or incentives and target outcomes must be described.

#### **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 at least 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.

#### **IV. APPLICANT QUALIFICATIONS AND CAPACITY**

Applicants must have successfully managed statewide activities or initiatives and have demonstrated substantial expertise in initiatives that enhance the quality of infant and toddler experiences in early child care and education settings. Applicants must also exhibit a comprehensive knowledge of developmentally appropriate practices for young children Birth – to 3 years of age.

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 improving or enhancing the quality of infant and toddler experiences 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.

The following organizations are eligible for funding under this Application:

1. Public Entities
2. Private Non-Profit Organizations
3. State Agencies
4. Universities

**V. LINE ITEM BUDGET & NARRATIVE**

Applicants must submit a line item budget for the 2018 – 2019 funding cycle 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 \$0.545 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**

<b>Meals</b>	<b>In State</b>	<b>Out of State</b>
Breakfast	\$8.40	\$8.40
Lunch	\$11.00	\$11.00
Dinner	\$18.90	\$21.60
<i>Total Meals Per Diem Per Day</i>	<i>\$38.30</i>	<i>\$41.00</i>
<b>Lodging</b> (Maximum rate per person, excludes taxes and fees)	\$71.20	\$84.10
<b>Total Travel Allowance Per Day</b>	<b>\$105.20</b>	<b>\$120.00</b>
Mileage	\$0.545 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 no more than 10% for this proposal.**

## **VI. 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 (*\* indicates 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
  - Qualifications, experience, and expertise of key personnel to be assigned to this initiative.
  - Organization's experience in the content area specified in the application
- 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 also required as part of this RFA. Budgets, budget narratives and FTE sheets must be submitted for state fiscal year 2018-2019.
- 9) **Sustainability Plan**: Applicants must create a 1-2-page description addressing how they will plan and implement sustainable actions to ensure continuing the project beyond the awarded period, such as future financial support, staff requirements, and continued community interest. Describe a plan that includes the types of support and resources from both the applicant and their community partners, in-kind resources, and a funds diversification plan which includes identification of specific sources and types of local, state, and federal funds, as well as foundations and corporate sources.

## **VII. 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 applicant's 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 enhancing the quality of infant and toddler experiences in early child care and education settings and the following: expanding access to high quality programs or administering professional development, training, mentoring, coaching and/or consultation to the early care and education workforce. The qualifications of key personnel to provide leadership for a rigorous process as described in Section IV must also be reflected. 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 enhance the experiences of infants and toddlers in early child care and education settings as described in Section III. Timeline for the 2018-2019 funding cycle 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 **10** points): Budget must reflect efficient and effective use of financial resources. The proposal 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. Please keep in mind that this RFA will fund multiple projects that address enhancing infant and toddler experiences in early child care and education settings. The funding period for the initial year will be September 1, 2018 – August 31, 2019.

6) **Sustainability Plan**: (Maximum of **5** points): Description must address how they will plan and implement sustainable actions to ensure continuing the project beyond the awarded period, such as future financial support, staff requirements, and continued community interest. Plan should include the types of support and resources from both the applicant and their community partners, in-kind resources, and a funds diversification plan which includes identification of specific sources and types of local, state, and federal funds, as well as foundations and corporate sources.

**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 and/or electronically **no later than 5:00pm on Friday, June 1, 2018**.

**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 **Friday, April 13, 2018**.
2. **One original and five 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 DCDEE 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 clarification or to support 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**
  - 04/1/2018: Request for Applications released to eligible applicants.
  - 04/13/2018: Notice of Intent due.
  - 04/13/2018: End of Q&A period. All questions due in writing by 5 pm.
  - 04/20/2018: Answers to Questions released to all applicants by 5 pm.
  - 05/04/2018: Applications due by 5 pm.
  - 06/01/2018: Successful applicants will be notified.
  - 09/01/2018: Contract begins.

## **IX. General Information on Submitting Applications**

1. **Award or Rejection**

All complete and timely submitted applications will be evaluated and awards will be made to that agencies or organizations 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, June 1, 2018**.
2. **Cost of Application Preparation**

Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization's 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 what is necessary to present a complete and effective application are not desired.

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 be considered.
6. **Titles**  
Titles and headings in this RFA are for convenience only and shall have no binding force or effect.
7. **Form of Application**  
Each application must be submitted utilizing the forms provided by DCDEE, and upon award, these forms 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 conditions by any agency or 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 of the selection process as part of any news release or commercial advertising without prior written approval of DCDEE.
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 regarding that.

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 recipients 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 applicants 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 N.C.G.S. 143C-6-22 and N.C.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 on 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 are 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](http://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 will require additional 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 authorized to sign contracts.
- b. A completed and signed letter from the agency's Board President/Chairperson identifying individuals 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 non-profit agencies require additional documentation prior to contract execution. After the award announcement, private non-profit agencies will be contacted about providing the following documentation:
  - i. A completed, signed, and notarized statement which includes the agency's Conflict of Interest Policy.
  - ii. A completed, signed, and notarized page certifying that the agency has no overdue tax debts.
- f. 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 generated, 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 non-profit 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](http://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 when awarded \$25,000 or more in federal funds.



**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 9:

- Application Face Sheet
- Proposal Summary
- Introduction to the Applicant Organization / Applicant Qualifications
- Initiative Design, Timeline, Strategies
- Collaborative Partners or Subcontractors
- Evaluation Plan
- List of Subcontractors
- Line Item Budget & FTE Worksheet
- Sustainability Plan
- Indirect Cost Rate Approval Letter (if applicable)
- Letters of Commitment or Statements of Support
- IRS Tax Status Documentation
  - 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.