REQUEST FOR APPLICATIONS

Food and Nutrition Services – Employment and Training Program

NC DEPARTMENT OF HUMAN AND HEALTH SERVICES

North Carolina
Department of Health and Human Services
Division of Social Services
REQUEST FOR APPLICATION

Food and Nutrition Services Employment and Training

<table>
<tr><td>RFA Posted</td><td colspan="3">August 21, 2020</td></tr>
<tr><td>Applications Due</td><td colspan="3">March 31, 2021</td></tr>
<tr><td>Anticipated Performance Period</td><td colspan="3">October 1, 2020 – September 30, 2021</td></tr>
<tr><td>Service</td><td colspan="3">Food and Nutrition Services – Employment and Training Program</td></tr>
<tr><td>Issuing Agency</td><td colspan="3">North Carolina Department of Health and Human Services
Division of Social Services</td></tr>
<tr><td>E-mail Applications and Questions to</td><td>FNS Employment & Training Team</td><td>Email</td><td>FNSEandT@dhhs.nc.gov</td></tr>
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THIS REQUEST FOR APPLICATIONS (RFA) advertises the Division's need for the services described herein and solicits applications offering to provide those services pursuant to the specifications, terms and conditions specified herein. All applications received shall be treated as offers to contract. If the Division decides to accept an application, an authorized representative of the Department will sign in the space provided below. Acceptance shall create a contract that is effective as specified below.

THE UNDERSIGNED HEREBY SUBMITS THE FOLLOWING APPLICATION AND CERTIFIES THAT: (1) he or she is authorized to bind the named Contractor to the terms of this RFA and Application; (2) the Contractor hereby offers and agrees to provide services in the manner and at the costs described in this RFA and Application; (3) this Application shall be valid for 60 days after the end of the application period in which it is submitted.

Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed

To Be Completed by Contractor:

Contractor Name:	Catchment Area #:
Contractor's Street Address:	E-Mail Address:
City, State & Street Address Zip:	Telephone Number:
Areas/Counties to be Served:	Agency Website:
EIN Number:	Fax Number:
Name & Title of Authorized Representative:	DUNS Number:
Signature of Authorized Representative:	Date:

NOTICE OF AWARD/FOR NC DHHS USE ONLY: Application accepted and Contract # __________ awarded on ____________. The Contract shall begin on ______________ and shall terminate on ___________.

By:____

Signature of Authorized Representative   Printed Name of Authorized Representative

Title of Authorized Representative

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SECTION A. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Definitions, Acronyms, and Abbreviations

- **Able-Bodied Adult Without Dependents (ABAWD)** – An ABAWD is an Able-Bodied Adult between ages 18 and 49 who receive SNAP benefits without child/ren in the FNS household and does not meet any other exemptions. DSS staff determines if a person is deemed an ABAWD.
- **Adult Basic Education (ABE)**
- **Budget Projection Statement (BPS)**
- **Community Based Organization (CBO)**
- **Community College (CC)**
- **Code of Federal Regulations (CFR)**
- **Department of Health and Human Services (DHHS)** The North Carolina Department of Health and Human Services; the Division of Social Services is housed within DHHS
- **NC Division of Social Services (the Division)**
- **Local County - Department of Social Services (DSS)**
- **Employment & Training (E&T)**
- **English as a Second Language (ESL)**
- **Federal Fiscal Year (FFY)**
- **Food and Nutrition Services benefits (FNS)**- North Carolina DHHS DSS SNAP benefits.
- **Full Time Equivalent (FTE)**
- **General Education Diploma (GED)**
- **Office of Management and Budget (OMB)**
- **Supplemental Nutrition Assistance Program (SNAP)** - food nutrition benefits; previously known as the food stamp program
- **Temporary Assistance for Needy Families (TANF, also known as Work First)**
- **Food and Nutrition Act of 2008 (The Act)**
- **United States Department of Agriculture, Food Nutrition Services (USDA FNS)**- federal agency that administers the SNAP program
- **Workforce Investment and Opportunity Act (WIOA)** - includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community. Activities include basic skills training (GED, literacy), occupational skills training, on–the–job training, work experience, job search assistance, and basic readjustment services.
- **Contractor** – the person or company that undertakes a contract to provide materials or labor to perform a service or do a job

SECTION B. INTRODUCTION

1. Introduction

In 1987, Congress established the Food Stamp Employment and Training (E&T) Program to assist able-bodied, food stamp recipients in obtaining employment. The food stamp program is now nationally known as the Supplemental Nutrition Assistance Program (SNAP). North Carolina's SNAP is known as Food and Nutrition Services (FNS).

2. Purpose

The purpose of the Food and Nutrition Services (FNS) Employment and Training (E&T) program in North Carolina is to provide job-driven, skills-based training to eligible FNS recipients that leads to meaningful employment.

3. Background

The FNS E&T program is part of the national SNAP program, administered by the USDA FNS. In North Carolina, the state Department of Health and Human Services (DHHS), Division of Social ("Division") oversees the FNS E&T Program. The Division's Economic and Family Services section is responsible for supervising the policies, while local county Departments of Social Services (DSS) conduct activities directly related to recipients. E&T partners are agencies that contract directly with the Division to operate any portion of the E&T program.

Program participation is not mandatory and is administered via community-based and community college partnerships that develop on a voluntary basis. The fiscal portion of the partnerships are required to comply with the Code of Federal Regulations (CFR) Title 2 Part 200.

SECTION C. PROGRAM REQUIREMENTS

1. Scope of Work

Annually, the FNS E&T Program is awarded an allotment of federal funds to administer the program. FNS E&T funds are used to assist FNS recipients age 16 and beyond, with a desire to work, in finding employment and/or education and training opportunities that lead to sustainable employment. All non-exempt FNS recipients must register to work. The E&T Program must include at least one of the following components: 1) a job search training program; 2) work experience or training; 3) State, local or Workforce Investment and Opportunity Act (WIOA) work programs; 4) education programs such as Basic Adult Education, GED preparation, and English as a Second Language classes; 5) vocational and technical training; and 6) self-employment.

ASSESSMENT. FNS recipients must be assessed prior to placement in an E&T component. Assessment should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment. This assessment can be done by an E&T counselor, case manager, or an E&T service provider.

CHECK FOR FNS ELIGIBILITY. E&T participants must be an FNS recipient to receive E&T services. Community Based Organizations (CBO) will work with their local DSS agency to ensure participants received FNS benefits in the month of E&T participation.

CHECK FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PARTICIPATION. Before placement in a component, CBOs will work with their local DSS to ensure that the E&T participant is not a TANF Employment (Work First Employment) recipient. E&T funds cannot be used to serve TANF Employment recipients.

PLACEMENT. After screening and assessment, an E&T participant is placed in a component. Activity placements must be appropriate for the individual's skill level, experience, and career goals.

PARTICIPATION TRACKING. E&T participation must be tracked and reported on the FNS-583 form. The level of participation depends on the component, and satisfactory compliance is defined by the Division.

FAILURE TO COMPLY PROCEDURES. Recipients do not receive sanctions or penalties for failure to comply with an E&T program.

RECIPIENT REIMBURSEMENTS. E&T recipients must be reimbursed for reasonable and necessary expenses directly related to participation in the E&T component.

OUTCOME MEASURES. The Division has flexibility to identify what outcome measures to collect. Currently, North Carolina does not have outcome measures for E&T contractors or recipients.

2. Applicant Eligibility Requirements

An Applicant must meet the following requirements:

- Be a non-profit or private organization
- Provide a non-federal 1:1 match which includes funding for recipient expenses
- Offer one or more of the components listed below:

  - ***Non-Education, Non-Work Components***

    Job Search Training – strives to enhance job readiness skills by providing instruction in job seeking techniques. It may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning to use online job search tools.

    Job Retention Services - provide support services for up to 90 days to recipients who have secured employment. Only recipients who have received other employment/training services under the E&T program are eligible for job retention services. Job retention reimbursements must be reasonable and necessary and can include clothing required for the job, equipment or tools required for a job, relocation expenses, transportation and childcare.

- ***Education Components***

  Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)

  Career and/or Technical Education Programs or Other Vocational Training

  ***** Approved educational components must establish a direct link to job readiness. E&T funds can be used to pay for tuition and mandatory school fees charged to the general public. E&T funds cannot be used to pay for State or local education entitlements. Vocational Training courses can be included as part of the E&T education component. These training programs improve the employability of recipients by providing training in a skill or trade, thereby allowing the recipient to move directly and promptly into employment. Acceptable vocational training programs should have a direct link to the local job market. Vocational training, books, uniforms and other expenses that are reasonable and necessary can be paid directly for participation in the vocational training component.

- ***Work Components***

  Self-Employment Programs - help teach recipients how to design and operate a small business or another self–employment venture.

  Pre-Apprenticeships, Apprenticeships, and/or Internship Programs

  Work Experience - involves actual work experience and/or on-the-job-training. Placements can be with private, for-profit companies, in contrast to the workfare component.

  Workforce Investment and Opportunity Act (WIOA) includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community under the WIOA. Activities include basic skills training (GED, literacy), occupational skills training, on–the–job training, work experience, job search assistance, and basic readjustment services.

3. <u>Applicant Qualifications and Capacity</u>

Applicants must consider the following qualifications and capacity requirements before applying for funding. Applicants must determine if its organization meets the required services and financial qualifications.

ESTABLISHING A PARTNERSHIP

The administrative requirements of an E&T program can be strenuous on smaller agencies and organizations. Potential applicants should be assessed for the capacity to **ASSESS, PLACE AND TRACK recipients** and to **TRACK COSTS** and **INVOICE** a Federal program. Capacity can be examined through <u>service capacity</u> and <u>financial capacity</u>.

SERVICE CAPACITY

E&T ACTIVITIES. Does the applicant offer appropriate and allowable E&T activities, or will it have to create new activities for FNS E&T clients?

VERIFICATION. Can the applicant verify that a recipient is receiving FNS benefits and not receiving cash assistance from a Title IV-A (TANF) program? Ultimately, it is the State's responsibility to ensure that FNS E&T recipients are not receiving TANF.

ASSESSMENT. Can the applicant assess and place E&T recipients in appropriate E&T activities?

SUPPORT SERVICES. What supportive services can the applicant provide? Support services can include case management, early intervention, career counseling, recipient reimbursements, referrals to additional programs and services.

MONITORING PARTICIPATION. Can the applicant monitor and report on the participation of FNS E&T clients? This is important for State agency reporting to FNS and for the State agency to evaluate performance measures.

PERFORMANCE MEASURES

Applicants must be equipped to meet the following performance measures:

1. Percentage of FNS recipients enrolled into E&T within 12 months must equal 50% of total population served
2. Annual employment goal must equal 25% percent of total number of E&T participants enrolled
3. 25% of total enrolled E&T participants must/shall successfully complete a component which leads to employment within 6 months from completion.

FINANCIAL CAPACITY

FINANCIAL RESOURCES. Does the applicant have the cash-flow to support an E&T program? Will it be able to handle delays between outlays and reimbursement?

FEDERAL GRANT REQUIREMENTS. Does the applicant have experience with a Federal grant? Will it be able to track Federal funds and guarantee that the source of matching funds is non-Federal and allowable?

COST ALLOCATION. Does the applicant already allocate costs to other Federal, State or local grants? Does the cost allocation plan charge all grants consistently?

STAFF TIME. Does the applicant have the capacity to track and invoice for staff time spent on the E&T program? The applicant must keep time records in order to bill for its staff.

RECORD RETENTION. Can the applicant store records for State audits and reviews? New programs, designed solely for E&T recipients, are the easiest to administer and invoice. It is possible for an applicant to expand existing programs to accommodate FNS E&T recipients but, this requires greater administrative oversight and cost-tracking capacity.

An applicant must charge the Federal government consistently with how other recipients, local, State or Federal grants are charged in accordance with Federal grant circulars. If a service is offered at no cost to non-E&T recipients and it is not allocated to any other grant, an applicant cannot charge the E&T program for this service. For example, a YMCA center has a computer lab open to the public at no charge. The YMCA does not cost allocate the operating expenses of this lab to any grant. If an FNS E&T recipient uses this computer lab, the YMCA cannot charge the E&T program because no one else is charged for lab use. The services provided by an E&T applicant are reimbursable if the cost of these services is allowable and consistently charged to the general public or to other grants.

4. FNS E&T Cost Policies

The Division awards E&T contracts using 50% reimbursement funding for administrative costs for the planning, implementing and operating of an E&T program. FNS regulations require that State agencies reimburse E&T recipients, for all expenses that are reasonable, necessary and directly related to participation in an E&T component. The Federal government will reimburse 50% for allowable expenses.

All E&T allowable costs must be reasonable and necessary. Applicants must provide, in their application, detailed information about which expenses it proposes to reimburse beyond the traditional ones. (See Appendix 1 for comprehensive list)

Here are some examples of recipient reimbursements:

- Dependent care costs
- Transportation expenses
- Books or training manuals
- Uniforms
- Personal safety items required for participation

Applicants may establish a cap on recipient reimbursements.

COST POLICIES FOR PARTNERSHIPS

Partnering agencies will put up the cost of operating an E&T program using non-federal funds and the State will pass-through the 50% Federal reimbursement funds to the applicant.

E&T expenses must be directly related to an approved E&T program component. Costs must be reasonable and necessary. A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur this cost. Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting program operation, and do not duplicate existing efforts.

E&T funds may not be used for FNS eligibility determination, sanction activities, recipient wages, or meals eaten away from home.

ALLOWABLE AND UNALLOWABLE ADMINISTRATIVE EXPENSES

ALLOWABLE ADMINISTRATIVE COSTS are operational costs for FNS E&T, which include all administrative expenses that are reasonable and necessary to operate an approved E&T program.

Allowable administrative expenses include:

- Salaries and benefits of personnel involved in FNS E&T and administrative support (see below)
- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the program's objectives
- Development and production of FNS E&T materials when no other appropriate materials exist
- Lease or rental costs
- Maintenance expenses
- Other indirect costs
- Charges for travel for the purpose of fulfilling the approved plan based on official State, local or university travel regulations. (Allowable but with restrictions as to amounts involved, level of transportation costs e.g., no first-class tickets).

UNALLOWABLE ADMINISTRATIVE COSTS per 2 CFR 225 (OMB Circular A-87) and 2 CFR 220 (OMB Circular A-21) for State and local governments are listed below. Similar lists are found in 2 CFR 215 (OMB Circular A-110) and 2 CFR 230 (OMB Circular A-122), the OMB regulations applicable universities and non-profit organizations).

- Bad debts, uncollected accounts or claims, and related costs
- Contingencies or contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments, which are allowable)

- Contributions and donations, usually these are political in nature
- Entertainment costs that are primarily for amusement or social activities (This is one with a lot of exceptions. For example, meals are cited in the OMB regulations but within the context of training meals might be allowable. There are several costs here that require a "reasonable judgment" based on why or when the activity takes place.)
- Fines and penalties for failure to comply with Federal, State, or Local laws
- Governor's Office expenses or costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor's office devotes 100 percent of his/her time to the FNS, the cost may be allowable. Each situation, however, shall be judged on its own merit.)
- Indemnification or payments to third parties and other losses not covered by insurance
- Legislative Expenses
- Losses not covered by insurance
- Under recovery of costs under Federal Funding Agreements-shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis shall be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages
- Advertising and public relations, unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant
- Alumni activities
- Commencement and convocations
- Legal fees which result from a failure to follow Federal, State or local laws
- Executive lobbying
- Goods and services for private use
- Housing and personal living expenses
- Interest, fund raising, and investment management
- Any and all political party expenses
- Pre-agreement costs, that is, all costs incurred prior to the grant award
- Scholarships and student aid
- Student activity costs

SALARIES & FRINGE BENEFITS

State agencies may reimburse E&T partner agencies for staff time and fringe benefits if they are doing E&T specific work (like case management) and if these services are above and beyond what is offered to all other clients at no cost. If an applicant dedicates 100% of a staff position to the E&T

program, FNS will pay his or her full salary and fringe benefits. If this staff person is less than 100%, he or she must keep timesheets to document the amount of time spent on E&T clients and E&T services. FNS will only pay applicant salaries and fringe benefits if there is a contract with the State agency. If an E&T partner is providing services outside of a contract or an MOU, FNS will pay the direct cost, or “shelf price” of services provided to E&T recipients.

INDIRECT COST RATES

2 CFR 225 (OMB Circular A-87)

FNS will accept indirect costs established through an indirect cost plan approved by the appropriate State agency. We retain the right to review any and all such plans. In the event a State agency has approved a plan, which is determined to be unacceptable, indirect costs charged through that plan may be disallowed. If a cost can be directly attributed to one grant, then that cost may not be included in either an indirect cost plan computation or any cost allocation plan.

SECTION D. SOLICITATION PROCESS

The following is a general description of the process by which Applicants will be selected to complete the goal or objective.

a. RFAs are being sent to prospective agencies and organizations.

b. Approximately _25_ awards will be granted.

c. Written questions concerning the RFA specifications will be received until the date specified on page 1 of this RFA. A summary of all questions and answers will be posted on the RFA web site.

d. Applications will be received from each agency or organization. The original must be signed and dated by an official authorized to bind the agency or organization.

e. All applications must be received by the funding agency no later than the date and time specified on page 1 of the RFA. Faxed applications will not be accepted.

f. At that date and time, the applications from each responding agency and organization will be logged in.

g. At their option, the evaluators may request additional information from any or all Contractors 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 evaluators are not required to request clarification: therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.

h. Applications will be evaluated according to completeness, content, experience with similar projects, ability of the agency's or organization's staff, cost, etc. 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.

i. 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.

SECTION E. GENERAL INFORMATION ON SUBMITTING APPLICATIONS

a. Award or Rejection
All qualified applications will be evaluated, and awards made to those agencies or organizations whose 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.

b. Cost of Application Preparation
Any cost incurred by an agency or organization in applying is the agency's or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.

c. 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.

d. 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.

e. 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.

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

g. Form of Application
Each application must be submitted on the form provided by the funding agency, which will become the funding agency's Performance Agreement (contract).

h. 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. Funded agencies and organizations specifically agree to the conditions set forth in the Performance Agreement (contract).

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

j. 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.

k. Competitive Offer
Pursuant to the provision of 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.

l. 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.

m. 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. All information required about the prime grantee is also required for each proposed subcontractor.

n. 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.

o. 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.

SECTION F. APPLICATION CONTENT AND INSTRUCTIONS

This section includes what the Applicant is required to provide the Division with its application response. The Applicant must clearly demonstrate (describe) in its proposal response how its organization will meet or address the programmatic requirements described in the RFA. Applicants shall populate all attachments of this RFA that require information and include an authorized signature where requested. The Applicant's responses shall include the following items/attachments in this specific order and be clearly marked as such. Number each page consecutively. (Please provide the order of arrangement and content and page count if applicable).

Whenever possible, use appendices to provide details, supplementary data, references, and information requiring in-depth analysis. These types of data, although supportive of the proposal, if included in the body of the design, could detract from its readability. Appendices provide the proposal reader with immediate access to details if clarification of an idea, sequence or conclusion is required. Timetables, work plans, schedules, activities, and methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of appendices.

a. **Cover Page with all fields completed, signed by an authorized official of the Applicant's organization (0 points)**

   Unsigned/Incomplete applications will be return without being reviewed.

b. **Face Page (0 points)**

   1) The Applicant's name and principal place of business

   2) The Applicant's legal status; i.e. whether an individual, a corporation, a general partnership, a limited partnership, a joint venture or some other legal entity including the state in which the Applicant is incorporated or organized.

c. **Proposal Summary (1-page limit) (5 points):**

   The summary should be prepared after the application has been developed in order to encompass all key points necessary to communicate the objectives of the project. It is the document that becomes the cornerstone of the proposal, and the initial impression it gives will be critical to success of the venture. In many cases, the summary will be the first part of the proposal package seen by the agency and very possible could be the only part of the package that is carefully reviewed before the decision is made to consider the project any further.

d. **Organization Background and Qualifications: Describes the organization and its qualifications for funding (10 points)**

   1) Mission and goal of the Organization

   2) A brief overview of the Applicant's history

   3) Brief overview of the Applicant's experience with providing the service (organizations past achievements and accomplishments and evidence of its impact)

   4) Brief overview of all services provided by the Applicant within the last five years, including:

      i) The beginning and ending dates of the contracts;

      ii) The services provided under those contracts;

      iii) The total number of employees assigned to service each contract;

iv) Whether any of those contracts were extended or renewed at the end of their initial terms;

v) Whether any of those contracts were terminated early for cause by either party to the contract;

vi) The "lessons learned" from each of those contracts; and

vii) The name, address, and telephone number of at least one manager in each organization who is personally familiar with the Applicant's performance under the contract

5) Qualifications/background on Applicant's Board of Directors and Key Staff

6) The details of:

i) Any criminal convictions of any of the Applicant or any of their officers, directors, employees, agents or subcontractors of which the it has knowledge or a statement that there are none;

ii) Any criminal investigations pending against of any of the Applicant or any of their officers, directors, employees, agents or subcontractors of which the it has knowledge or a statement that there are none;

iii) Any regulatory sanctions levied against any of the Applicant's or any of their officers, directors, employees, agents or subcontractors by any state or federal regulatory agencies within the past three years of which the it has knowledge or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

iv) Any regulatory investigations pending against of any of the Applicant or any of their officers, directors, employees, agents or subcontractors by any state or federal regulatory agencies of which it has knowledge or a statement that there are none. Note: The Department may reject a proposal solely based on this information.

v) Any of the Applicant's directors, partners, proprietors, officers or employees or any of the proposed project staff are related to any DHHS employees. If such relationships exist, identify the related individuals, describe their relationships, and identify their respective employers and positions.

vi) Assurance that the Applicant and the proposed staff are not excluded from participation by Medicaid or the Office of the Inspector General of the United States Department of Health and Human Services.

7) Other major donors and summary of dollar amounts of contribution(s)

e. **Assessment of Need/s (Problem Statement) (10 points)**

1) Problem (explain why the service is necessary)

2) Describe what your organization is doing to address this problem

3) Primary State/Counties Served

4) Ethnicity, age, and gender of population served

5) Target population or who are you plan on serving

6) Number of recipients

7) Eligibility requirements to receive service

8) Statistical facts and figures (national, state, local)

9) Program Website

f. **A written description of the Applicant's approach to the project, including identification of key partners. (10 points)**

Provides a comprehensive framework understanding and description of the RFA. (The Applicant's Approach to the project so that the desired results can be achieved).

List Goals and Objectives of the project (describes how they will be met and the outcome of the project in measurable terms.

1) Goals: Note: The outcome is derived from the goal. It has the same intent, but it is more specific, quantifiable and verifiable than the goals. Please be aware of how realistic your outcomes are and that the outcomes should be aware of time-restraints. Outcomes should be SMART – Specific, Measurable, Achievable, Realistic, and Time-Bound. Applicants must describe the program's intent to maintain, change, reduce, or eliminate the problem noted in Section II and outline the project's goals.

2) Objectives: Objectives are the measurable outcomes of the project. They define your methods. Your objectives must be tangible, specific, concrete, measurable and achievable in a specified time period.

Applicants often confuse objectives with goals, which are conceptual and more abstract. For the purpose of illustration, here is the goal of a project with a subsidiary objective:

Goal: Our after-school program will help children read better.

Objective: Our after-school remedial education program will assist 50 children in improving their reading scores by one grade level as demonstrated by standardized reading tests administered after participating in the program for six months. The goal in this case is abstract: improving reading, while the objective is much more specific. It is achievable in the short term (six months) and measurable (improving 50 children's reading scores by one grade level). Well-articulated objectives are increasingly critical to an application' success.

g. **A description of how the Applicant will meet each of the requirements and deliverables described in the scope of work (The Plan of Action) (20 points)**

The project design refers to how the project is expected to work and solve the stated problem. The section should be carefully reviewed to make sure that what is being proposed is realistic in terms of the Applicant's resources and timeframe. Suggested content narrative includes:

1) Task Description of Project Activities, Inputs, Activities and Throughputs, Strategies and Methodologies and Schedules.

2) Performance Measures (Outputs and Quality Measures). Provide key measure that supports and measures the success of the project. When providing these measures please include the measure description, baseline, target, data source, collection plan and collection frequency.

3) Project Outcome (Describes the impact or benefit of the service on the recipient or describes what was changed or accomplished as a result of the service. The outcome measures should be characterized as measurable, obtainable, understandable, clear, accurately reflecting the expected result, and set at a level to be attained within a specific time frame. Once the measures have been selected, it is necessary to design a way to get the information (see project evaluation) below. Expressed as a percentage and shows the qualitative consequences associated with the service)

h. **Project Implementation Plan (10 points)**

Work plans, timelines, schedules and transition plans for the project

i. **A description of how the Applicant will staff the project (5 points)**

Include the name, resume, and qualifications of each of the proposed team members

j. **Sustainability (5 points)**

Steps taken to ensure future successes or continuing the project beyond the awarded period, e.g. future financial support, staff requirements, continued community interest

k. **Resolution of Challenges (5 points)**

An analysis of the project's risk and limitations, including how these factors will be addressed or minimized. (regulatory, environmental or other constraints.

l. **Line Item Budget and Budget Narrative (20 points)**

Every item that appears in the budget should be explained clearly, so the evaluator/ reviewer will understand it. The budget narrative should explain how the numbers in the budget were calculated and how each expense is related to the proposed project The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables. It is also used to determine if the cost in the contract are reasonable and permissible.

Submit complete Application, including signature of authorized representative, to FNS E&T Team at FNSEandT@dhhs.nc.gov

SECTION G. EVALUATION CRITERIA AND SCORING

PHASE I: INITIAL QUALIFYING CRITERIA

The Applicant's proposal must meet all the following Phase I application acceptance criteria in order to be considered for further evaluation. Any proposal receiving a "no" response to any of the following qualifying criteria shall be disqualified from consideration.

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFA Section	YES	NO
1	Was the application received by the deadline specified in the RFA?			
2	Vendor meets the minimum qualification requirements as described in Section C.2.			
3	Program's review of the Applicant verifies that the vendor is not excluded from contracting with DHHS/State for any unresolved finding for recovery.			

PHASE II: CRITERIA FOR SCORING PROPOSAL/APPLICATIONS

Qualifying application proposals will be collectively scored by the proposal review team. All qualified applications will be evaluated, and awards made based on the following criteria considered, to result in awards most advantageous to the State. Applications will be scored on the content, quality, and completeness of the responses to the items in the scope of work and to how well each response addresses the following core factors. The Division will consider scores, organizational capacity, and distribution among catchment areas, and variety of quality improvement plans in determining awards. Please note that Applicants not meeting the eligibility requirements or any of the minimum or mandatory requirements as stated in Phase I will not be scored.

EVALUATION CRITERIA	SCORE
Proposal Summary	5 points
Organization Background & Qualifications	10 points
Assessment of Need/s	10 points
Description of Approach to Problem	10 points
Description of How to Meet Scope of Work	20 points
Project Implementation Plan	10 points
Project Staff Description	5 points
Sustainability	5 points
Resolution of Challenges	5 points
Line Item Budget & Budget Narrative	20 points
TOTAL SCORE	100 points

ATTACHMENT A
LINE ITEM BUDGET AND BUDGET NARRATIVE

FFY 2021 FNS E&T Operating Budget

The RFA line item operating budget shall constitute the total cost to the Division for complete performance in accordance with the requirements and specifications herein, including all applicable expenses such as administrative cost. Applicants shall not include any amounts not specifically allowed for in the line item operating budget of this RFA. The Applicant shall not use any other tables or forms, nor modify the contents of any of the shaded cells in the Cost Table. If the Applicant is selected from this RFA to provide an FNS E&T program, all costs provided in the line item budget must be firm and fixed for the duration of the subsequent contract.
Instructions: Complete the operating budget table, providing line item detail and the program total.

	Contractor Cost	Federal Cost	Total Amount
I. Direct Costs:			
a) Salary/Wages			
b) Fringe Benefits* Approved Fringe Benefit Rate Used: ______%			
c) Staff Development			
d) Travel – Contractor Staff			
e) Equipment			
f) Office Materials/Supplies			
g) Printing and Communications			
h) Cost of Space – Non-Residential			
i) Service Payments			
Total Direct Costs			
II. Indirect Costs/Overhead Expenses:			
j) Indirect Costs*Approved Indirect Cost Rate Used: ______ %			
Total Indirect Costs			
III. Recipient Reimbursements & Other Costs			
k) Recipient Dependent Care			
l) Recipient Transportation & Other Costs			
IV. Total Costs			

FFY 2021 FNS E&T Budget Narrative

Instructions: Provide a detailed budget narrative that explains and justifies each cost and clearly explains how the amount for each line item in the operating budget was determined.

A. Salary/Wages – **Total: $0**
Staff position should be described in FTE and time spent on the project.

B. Fringe Benefits – (Breakdown Per Position) **Total: $0**
If charging fringe and benefits to the E&T program, please provide the approved fringe rate.

Position Title:
FICA:
Unemployment:
Retirement:
Health Insurance:

C. Staff Development – **Total: $0**

D. Travel – Contractor Staff **Total: $0**

***NOTE: Mileage charged must meet the requirements of the current IRS established rate and Section 5.1.26 of the NC OSBM Budget Manual. (0.58 cents per mile if the round trip does not exceed 100 miles; 0.33 cents per mile if the round trip exceeds 100 miles). If no individual roundtrip will exceed 100 miles, all mileage is eligible for the 0.58 reimbursement rate.**

E. Equipment – **Total: $0**

F. Office Materials/Supplies – **Total: $0**

G. Printing and Communications (Marketing, Advertising, etc.) – **Total: $0**

H. Cost of Space – Non-Residential – **Total: $0**

Example based on square footage calculation:
The total monthly cost of space is $5,000 per month which includes rent, utilities, repairs and maintenance, and janitorial services. Cost of space is appropriated according to space occupied by program staff. Total square footage for the office is 4,000. The Targeted Assistance program is allocated 700 square feet, or 17.5% of the total Refugee Office square footage. Cost of space for Targeted Assistance: $5,000 x 17.5% x 12 months = $10,500

I. Service Payments – **Total: $0**

J. Indirect (Overhead) Costs – **Total: $0**

K. Recipient Dependent Care – **Total: $0**

L. Recipient Transportation & Other Costs – **Total: $0**

Recipient Transportation: $0

Recipient Temporary (up to 3 months) Residential Room and Board: $0

Recipient Uniforms: $0

TOTAL: $

***NOTE: Applicant is requesting a 50%-50% federal government match reimbursement from the USDA for the total cost of each line item outlined in the budget. Therefore, each total amount listed here in the budget narrative will appear to be cut in half (divided by 2) on the budget to reflect the actual program expense incurred by the Contractor Agency.**

APPENDIX 1
ALLOWABLE COSTS CHART

Item	Almost Always	Sometimes	Never	Notes
Automobile Insurance			X	
Automobile Ownership/Operator Taxes (tag, title, license)			X	
Automobile Purchase			X	
Automobile Repairs		X		Capped or limited to a reasonable amount.
Background Checks		X		Only if required for a job.
Books	X			Must be necessary to complete E&T training session/educational coursework.
Clothing for job interviews	X			
Clothing required for a job		X		As part of a job retention component (up to 90 days).
Course Registration Fees	X			
Dental Work		X		Minor work, such as a cleaning; Not major work such as oral surgery, bridge work, braces, dentures, etc.
Dependent care costs	X			
Drug/Alcohol Counseling or Therapy			X	Unnecessary due to exemption status.
Drug Tests		X		Only if required for a job.
Equipment		X		Must be necessary to complete E&T component or job retention component (up to 90 days).
Fingerprinting		X		Only if required for a job.
Gasoline	X			
Legal Services		X		
Licensing and bonding fees for work exp./placement	X			
Living Stipends			X	
Medical Services		X		Usually unnecessary due to exemption status, but allowable if required for a job (i.e. TB test).
Mental Health Treatment			X	Unnecessary due to exemption status.
Personal Computers			X	
Personal safety items	X			Must be necessary to complete E&T training session/educational coursework.
Relocation Expenses			X	
Student Activity Fees		X		Only if required to participate in class.
Student Loans			X	
Test Fees		X		Must be directly associated with an E&T component.
Tools		X		Must be necessary to complete E&T training session/educational coursework.
Training Materials	X			Must be necessary to complete E&T training session/educational coursework.
Transportation expenses (i.e. public transportation fare)	X			
Tuition/Fees		X		See March 2010 Guidance Memo
Uniforms	X			Must be necessary to complete E&T training session/educational coursework.
Union Dues		X		Must be necessary for job.
Vision Needs (Eye Glasses or Eye Exam)		X		