

REQUEST FOR APPLICATIONS
Community Engagement and Empowerment Initiative - 30-CEE-2020

RFA Posted	April 15, 2019		
Questions Due	May 3, 2019		
Applications Due	June 28, 2019		
Anticipated Notice of Award	July 31, 2019		
Anticipated Performance Period	October 1, 2019 through September 30, 2020		
Service	Community Engagement & Empowerment Initiative		
Issuing Agency	NC DHHS DMH/DD/SAS Community Engagement & Empowerment Team		
E-mail Applications and Questions to	Suzanne Thompson	Email	Suzanne.thompson@dhhs.nc.gov

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.

To Be Completed by Contractor:

Contractor Name:	Catchment Area # (see p.5):
Contractor’s Street Address:	E-Mail Address:
City, State & Street Address Zip:	Telephone Number:
Name & Title of Authorized Representative:	DUNS Number:
Signature of Authorized Representative:	Date:

Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed

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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1.0 INTRODUCTION

Consumer and family voice and engagement are highly valued by North Carolina Department of Health and Human Services (NC DHHS) and the North Carolina Division of Mental Health, Developmental Disabilities and Substance Abuse Services (NC DMHDDSAS) and within the state of North Carolina. Nationally and in North Carolina, consumer-run non-profit organizations contribute meaningful educational opportunities, training, and support to individuals living with and in recovery from, serious mental illnesses. In North Carolina, support groups, educational trainings, and community outreach efforts have been successful in some areas of the state, though not all 100 counties or regions have benefited from these initiatives. Effective statewide delivery of such consumer-run supports is necessary in order to address these disparities in a meaningful way. Self-sustaining, non-profit, consumer-run organizations are vital to the successful implementation of a statewide recovery-oriented system of care. The support of community-based work through consumer-run, and/or consumer driven non-profit organizations and/or faith-based communities throughout the state will increase the number of individuals who choose to seek alternatives to isolation.

In the most recent Census it is estimated that at any point in time 20 to 25% of the population is experiencing some degree of mental health, and/or substance use disorder, or co-occurring health related condition(s) that interfere with individual's daily activities. Based on this estimate, approximately 2.5 million individuals in North Carolina live with these challenges on any given day. Of these, as many as 12% live with most serious mental illness, of whom nearly 161,000 accessed public mental health community-based treatment services and supports in SFY14. (DHHS/DMHDDSAS: NCMHBG, 2014).

The Division of MHDDSAS is seeking to partner with non-profit organization(s) to provide statewide education and training that will address identified barriers to mental health treatment and recovery. The Division of Mental Health, Developmental Disabilities, and Substance Abuse Services has identified barriers to our community members seeking necessary treatment for mental health diagnoses and recognizes the key role that consumer-run organizations play in breaking those barriers down. These barriers to our community members include, but are not limited to social isolation, reluctance to self-report, unaddressed mental illness and/or substance use disorders, additional increased physical health challenges, and additional financial burden when treatment is sought.

Grantees awarded funds under this RFA shall receive up to a 12-month contract which represents the grant period for Year 1; October 1, 2019 to September 30, 2020. Funds for Year 2 are contingent upon funding availability and performance during year one of the contract. This contract will be a one-year contract with the option to renew for two additional one-year periods.

1.1 PURPOSE

The goal of the Community Engagement & Empowerment Initiative is to enhance grassroots efforts that promote participation in community-based wellness and recovery activities, to further advance community engagement, and awareness of living with mental health disorders and related life challenges; and to provide mental health and recovery-based trainings through a collaborative regional approach. The purpose of this Request for Application (RFA) is to engage consumer run non-profits, advocacy organizations, and other consumer-first agencies to provide evidence-based, recovery-oriented trainings that promote mental health wellness and recovery to people with mental health diagnoses and/or substance use disorders, and their families. Additionally, program outcomes from this RFA aim to reduce the social stigma related to seeking mental health treatment.

The Division of MHDDSAS has \$80,000 in Federal Community Mental Health Services Block Grant funds to be used to provide grants-in-aid to qualifying applicants to meet the goals of the Community Engagement and Empowerment Initiatives. The maximum number of awards will be two (2). The total funds available is \$80,000. The division of the funds will depend on the number and quality of the applications received that

meet all requirements for consideration; the alignment of the applicants' proposed goals, objectives, strategies and activities with this RFA; and the capacity and fiscal responsibility for the success of the proposed project. Applicants will have an established 501 (c)3 status and will be able to demonstrate financial accountability and experience in managing funding as well as curriculum development and training planning, and connection to the recovery community. Applicant organizations will be able to demonstrate a connection to the recovery community for those living with serious mental illness and will be required to work in collaboration with other organizations to maximize the number of individuals that can be reached to achieve the goals outlined in this RFA in Section II.

Applicants must designate on the application their plan for collaboration with other consumer-run or operated organizations and/or faith-based organizations to achieve the objectives outlined in this RFA.

1.2 BACKGROUND

NC DHHS DMH/DD/SAS is invested in promoting consumer-run organizations to lead the creation and provision of consumer-directed and facilitated supports, as well as educational events with individuals living with serious mental illness and/or in recovery. Since the early 1990s, through the federal plan requirements and expenditure of Federal Community Mental Health Services Block Grant (CMHBG) funds in North Carolina, the individuals served, and the system at large have benefited from the outcomes of this investment. This RFA has been developed in response to statewide strengths, needs and opportunities to engage consumer, youth, and family and advocate groups forming in communities and regionally across the state. In addition, the CMHBG funding requirements have been extended to help states seize the opportunity to collaborate with other community based non-profit partners including faith-based communities in building a strong recovery-oriented system of care among diverse populations represented in the state. The number of consumer-run and/or driven non-profit organizations have continued to grow in North Carolina. This RFA presents an opportunity for communities and regions of the state to strengthen and build more consumer created and led initiatives in the state covering all 100 counties. The Division of MHDDSAS also recognizes that promoting wellness and community engagement are pathways to self-care and recovery.

a. Need for consumer organized and run statewide approach to self-advocacy, wellness promotion, and engagement for individuals living with serious mental illness and/or co-occurring substance use disorder issues / a need to reach an increased number of individuals.

This RFA helps the state meet federal requirements of the Community Mental Health Services Block Grant to increase capacity to reach and impact those individuals living with mental illness who represent diverse and often high need populations in North Carolina. This RFA engages a collaborative approach to outreach and engagement statewide. It is expected that non-profit organizations that are already well-established work in collaboration with one another to achieve the mission of reducing stigma and promoting wellness and recovery statewide. The established organizations need to clearly identify and describe their current collaborative partners, their work together, and how they strategically plan to increase their scope of influence. Collaborations should include but are not limited to: LME/MCOs, provider network, faith communities, schools and colleges, civic groups, other advocacy groups, hospitals and other health care professionals.

Many individuals are isolated and fearful of taking an initial step for self-care and wellness. It is expected that through increased opportunities for consumer-directed and peer-run wellness initiatives, education, training, and community engagement, social connectedness will lead to more consumer involvement and interaction resulting in improved outcomes and engagement in meaningful effective treatment and supports as evidenced by self-reports of individual sense of wellness and well-being, symptom reduction and management, decreased crisis events or hospitalizations, ability to work or attend school.

Consumers, individuals with lived experience and/or in recovery, and their families are most often those with the keenest insight and influence in creating and strengthening recovery-oriented, systems of care and the

services and supports in which they are engaged. Working in partnership with consumers continues to be a strength in North Carolina's implementation of the Community Mental Health Services Block Grant, Medicaid waiver programs, and state-funded services and supports. The need for this project to be spearheaded by consumer-run organizations is vital to the state's success in reducing stigma, normalizing help-seeking behaviors and self-care, and increasing public awareness regarding of the value of a recovery-oriented, community-based system of care.

b. Need for collaboration on two levels / between and across the regional organizations as well as within the local communities.

The Division of MH/DD/SAS expects that the selected non-profit entity(ies) will collaborate with other consumer-run organizations as well as other consumer, family and advocate groups working in communities across the state. Collaboration with the LME/MCO's, the local and the State Consumer and Family Advisory Committees (CFACs), provider organizations and other stakeholders will be necessary to promote awareness and coordinate education and training across the state. Collaborative and cooperative relationships are key in reaching people that are regularly not being reached. Sharing educational resources through schools and colleges, entering faith communities and building capacity for local consumer-run support groups is what needs to occur going forward. Hosting of events in which the number of attendees is large and that there are follow up resources and groups that people can become linked into is how social connectedness is promoted. The need for increased social media presence statewide with an inter connectedness between organizations will help increase the number of individuals that will have access to recovery-oriented resource material.

Applications for consideration will address the project goals, outputs, measurable outcomes and quality measures as outlined in section 1.3 of this RFA and will include a proposed project workplan with the application. Selected grantees will work with their respective communities, peer drop-in centers, public health agencies, social service agencies, PSR's, law enforcement, etc. to provide up to 9 training sessions with a minimum of 12 attendees that work towards the end result of community inclusion for all those in recovery from mental health and substance use disorders. Educating the public as it relates to anti-stigma, recovery and the need to be inclusive are crucial to successful outcomes for all those in recovery. Collaboration with other organizations for the end result of promoting inclusion is critical to the success of this endeavor.

The non-profit entity(ies) selected for the grant will collaborate with all organizations in North Carolina who receive funds from SAMHSA for the Statewide Family Network and the Statewide Consumer Network Program, if any, and work toward the development of a Statewide Consumer Organization that is cross-disability representing Mental Health, Developmental Disabilities and Substance Use Disorders. Collaboration is an essential part of this award and it is crucial to meet the needs of the individuals and families receiving behavioral health services in North Carolina.

c. Need for non-profit consumer organization(s) to demonstrate a history of sound fiscal management practices.

The non-profit consumer organization(s) must be able to demonstrate stable administrative, programmatic and financial stability and planning over time.

Financial stability of the organization(s) of this project must be clearly demonstrated. Applicants must demonstrate the following:

- Must be a non-profit organization, must provide current IRS Form 990, as well as, Letters documenting NC Non-Profit and IRS 501(c)(3) status; provide IRS EIN#; provide a DUNS #.
- Must demonstrate at least a one-month fund balance, as documented by a bank balance that will cover three months operating expenses or a letter from a financial institution that shows access to a line of credit equaling at least one-month operating expenses.

1.3 Project Goals include to:

- 1) Provide training promoting mental health wellness and recovery: In coordination and collaboration with other groups, it is expected that the applicant will provide WRAP [Wellness Recovery Action Plan] level 1, WRAP level 2, QPR (Question, Persuade, and Refer) and other suicide awareness and gatekeeper trainings. Other trainings may include and are not limited to –Recovery Messaging Training, as well as specialized trainings for special populations such as Veterans, LGBTQ, (Native) American Indians, and the dually diagnosed. It is the expectation that trainings be provided by certified instructors in the EBPs [Evidence-Based Practices]; instructors need to demonstrate adherence to the guidelines of those practices and skilled in adult learning principles.

Guidance documents and additional resources for the aforementioned trainings are listed below:

- The Copeland Center for WRAP training www.copelandcenter.com
- WHAM: Whole Health Action Management www.integration.samhsa.gov/health-wellness/wham
- QPR / Question, Persuade, and Refer www.qprinstitute.com
- Recovery Messaging Training www.facesandvoicesofrecovery.org

Outputs include:

- 9 Mental Health Wellness and Recovery Oriented Trainings that are Evidenced Based Best Practice Trainings
- Certificates provided for all trainers
- Monthly training schedule/chart
- Targeted diverse populations / delivery of 1/6 of all trainings
- A minimum of 80% of evaluations to be completed
- Quarterly on-site visits by division staff to ensure fidelity to the evidence-based practice model
- Attendance sheets with participants signing and denoting time in and time out
- Monthly reports to be sent to the division addressing all of the above aforementioned bullet points
- 3 policy forums, one in each region of the state. The policy forum should focus on improving efforts to address the needs of adults with serious mental illness (SMI) by developing and/or expanding peer support services, peer leadership, and peer engagement strategies statewide. The population of focus is adults with SMI, including those who are underserved and under-represented (e.g., consumers from ethnic, racial, and cultural minority groups); veterans; individuals who are chronically homeless; individuals with co-occurring disorders (COD); sexual orientation and gender identity minorities; individuals who have been involved in the criminal justice system.

Outcomes include:

- Reduce stigma and promote wellness and recovery in local communities.
- Increase community awareness.
- Increase engagement opportunities for individuals living with serious mental illness and/or substance use disorders who may be reluctant to seek help or assistance prior to or during a crisis event.
- Reduce the burden on the mental health and health care systems.
- Increase engagement in non-traditional consumer organized supports.
- Increase crisis prevention and early intervention planning using WRAP.
- Increase hospital diversion and reduction in crisis events, including reduction in suicide attempts and self-report of suicide ideation.

Quality Measures include:

- Minimum of 75% of participants surveyed show an increase in social connectedness, sense of health and well-being to be measured at 3 months and 6 months following training.
- Minimum of 80% of participants that received evidence-based training reporting a satisfaction rating of 80% or higher on the course evaluation.

2.0 ELIGIBILITY

- Must be a non-profit 501c3
- Must be a consumer-run/operated business based on the SAMHSA definition
- Must have at least 1 month of operating expenses on hand or a line of credit in this amount
- Must provide current IRS Form 990
- Must provide letters documenting NC Non-Profit and IRS 501(c)(3) status; IRS EIN#; and a DUNS #.
- The essential element of consumer-operated services programs is that they are run by the people who use them, “by us and for us.” The governance boards of consumer-operated services must be no less than 51 percent identified mental health consumers. The operation of a consumer-operated service cannot be assumed or directed by any outside group or organization.

3.0 AWARD INFORMATION

A review committee is formed with subject matter experts, policy experts and people with lived experience to score applications. We are expecting to fund a maximum of two agencies to conduct training. There is a maximum of 10% indirect cost allowed with this award. Training participants must be individuals that are either individuals with lived experience or work with those who have lived experience. The trainers must be certified to provide training and must adhere to the fidelity of the evidence-based training they provide.

All agencies funded must follow the Code of Federal Regulations in regard to allowable and unallowable costs.

- A. Recipient(s) will be required to complete monthly FSRs (Financial Statement Reports) by the 10th of each month. Upon approval by the Contract Administrator, funds will be reimbursed for allowable costs.
- B. This will be determined by the number and quality of the applications received that meet all requirements for consideration.
- C. None
- D. A maximum of 33% of the \$80,000 award may be used for staff salaries. In addition, a maximum of \$10,000 may be used for the organization to in order for individuals to become certified trainers in evidence-based recovery training models with approval from the Division.
- E. None
- F. Allowable costs will include salary not to exceed \$26,400, program materials and manuals, payment to trainers, staff development, and office supplies needed to conduct the trainings,
- G. Notice of Award will be made by May 20, 2019
- H. Notice of *Non Award* will be made by May 20, 2019

3.1 SOURCE OF FUNDS AND PASS THROUGH REQUIREMENTS

Federal Award Identification Number: MHBG 1461 6101 6W

Federal Award Date: 10/01/18 – 09/30/19

Subaward Period of Performance: 10/01/19-09/30/22

Amount of Federal Funds Obligated by this Action: \$80,000 (MHBG)

Total Amount of Federal Funds Obligated to the Sub recipient: \$80,000

Total Amount of State Funds: \$0.00

Total Amount of the Award: \$80,000

Federal Award Project Description: States utilize mental health block grant funds for prevention, treatment, recovery support and other services to supplement Medicaid, Medicare, and private insurance services. Specifically, block grant recipients use the awards for the following purposes:

- Fund priority treatment and support services for individuals without insurance or for whom coverage is terminated for short periods of time;
- Fund those priority treatment and support services that demonstrate success in improving outcomes and/or supporting recovery that are not covered by Medicaid, Medicare, or private insurance;
- Fund primary prevention by providing universal, selective, and indicated prevention activities and services for persons not identified as needing treatment; and,
- Collect performance and outcome data to determine the ongoing effectiveness of behavioral health promotion, treatment, and recovery support services.

Federal Awarding Agency: Substance Abuse and Mental Health Services Administration (SAMHSA)

Pass-Through Entity: Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services

CFDA Number: 93.958

CFDA Name: *Community Mental Health Services, Substance Abuse and Mental Health Services Administration*

Is Award R&D: No.

3.2 FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

As a subrecipient of federal funds, each selected grant recipient will be required to provide certain information required by the Federal Funding Accountability and Transparency Act (FFATA), including the organization's DUNS number. Please see <https://fedgov.dnb.com/webform> for free registration. Additional information about FFATA is available at <https://www.fsrs.gov/>.

4.0 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

WRAP Training: Wellness Recovery Action Plan. This is a 20-hour evidence-based practice course developed by The Copeland Center. It assists individuals who are in the recovery process with maintaining positive relationships and behaviors in their everyday lives. In addition, it encourages people to identify possible triggers and to create a written plan of self-help methods to maintain and promote recovery.

5.0 SCOPE OF WORK

During the 12-month period of this contract, the contractor is required to deliver a minimum of 9 Mental Health Wellness and Recovery Oriented Trainings. These trainings must be Evidenced Based Best Practice Trainings and must be conducted with fidelity to the model. For example, WRAP (Wellness Recovery Action Plan) or WHAM (Whole Health Action Management) trainings at 20 hours each. These trainings are to be conducted by two (2) individuals who have provided certified documentation that they are eligible to serve as trainers of either WRAP or WHAM. The expectation is that a minimum of one 20-hour WRAP or WHAM training be provided each month. A monthly training schedule/chart will be provided to Division staff by the 10th of the preceding month. This chart will include: the name of the training, the names of the people conducting the training, the anticipated numbers of attendees, as well as the time and location of the training. Each training shall have 12 to 25 participants. Each participant must attend 100% of the training hours provided in order to be provided with a certificate of completion. Attendance sheets with names and signatures of each participant and sign in and sign out times for each day will be submitted by the contractor. One of the (9) 20-hour trainings must be provided to a targeted diverse population such as (Veterans, LGBTQ, youth, Intellectual and/or Developmentally Disabled (co-occurring) or another

identified underserved population). If WRAP is selected, one (1) WRAP Level 2 training must be offered as one of the nine trainings. Subcontracting with other consumer operated businesses would be allowed with the approval of the Division. Division staff are expected to engage in quarterly on-site visits of the actual trainings while they are being conducted to ensure fidelity to the evidence-based practice model. These may be either announced or unannounced visits. Division staff will provide a quarterly written report which will include constructive feedback regarding the observed training segment.

Trainers will be responsible for collecting a minimum of 80% of participant evaluations that will include a simple Likert scale from 1 to 10 – a score of 1 representing very poor quality to a score of 10 representing outstanding quality. Trainers will be responsible to maintaining a database of individuals trained and for providing certificates for individuals who have successfully attended 100% of the training and course requirements. An expected outcome is that a minimum of 80% of the evaluations will receive scores of either an 8, 9, or 10 to demonstrate satisfaction with the course content provided.

If an agency is looking to provide other trainings instead of WRAP or WHAM such as QPR or Recovery Messaging Training which entail just 1.5 hours per training, these are included in the overall number of 9 trainings. The same expectations as described above will also apply to agencies who are looking to provide these types of consumer empowering and stigma reducing trainings. Certifications of all trainers will need to be provided to Division staff. All other deliverables as mentioned previously will apply to agencies that wish to conduct trainings that are considerably shorter in duration than WRAP or WHAM.

Three policy forums, one in each region of the state. The policy forum should focus on improving efforts to address the needs of adults with serious mental illness (SMI) by developing and/or expanding peer support services, peer leadership, and peer engagement strategies statewide. The population of focus is adults with SMI, including those who are underserved and under-represented (e.g., consumers from ethnic, racial, and cultural minority groups); veterans; individuals who are chronically homeless; individuals with co-occurring disorders (COD); sexual orientation and gender identity minorities; individuals who have been involved in the criminal justice system.

Lead agencies will need to provide a written monthly report that encompasses the following: monthly training schedules/charts, list of participating collaborating agencies and/or organizations, attendance sheets with sign in and sign out times, copies of evaluations, certifications of trainers, copies of certificates provided to participants, explanation and rationale for targeted diverse population training, tallied aggregate scores from all evaluations, and aggregate costs reported out from FSR for the prior month period along with projected expenses for the upcoming month.

5.1 PROGRAMMATIC REQUIREMENTS AND PRIORITIES

- Nine Mental Health Wellness and Recovery Oriented Trainings that are Evidenced Based Best Practice Trainings
- Certificates provided for all trainers
- Monthly training schedule/chart
- Targeted diverse populations / delivery of 1/6 of all trainings
- A minimum of 80% of evaluations to be completed
- A minimum aggregate score of 80% of scores being 8, 9, or 10s
- Quarterly on-site visits by Division staff to ensure fidelity to the evidenced based practice model
- Attendance sheets with participants signing and denoting time in and time out
- Monthly reports to be sent to the Division addressing all of the above aforementioned bullet points
- Three policy forums, one in each region of the state. The policy forum should focus on improving efforts to address the needs of adults with serious mental illness (SMI) by developing and/or expanding peer support services, peer leadership, and peer engagement strategies statewide. The population of focus is adults with SMI, including those who are underserved and under-represented (e.g., consumers from ethnic, racial, and cultural minority groups); veterans; individuals who are chronically homeless; individuals with co-occurring disorders (COD); sexual orientation and gender identity minorities;

individuals who have been involved in the criminal justice system.

5.2 CONTRACTOR RESPONSIBILITIES

- Nine Mental Health Wellness and Recovery Oriented Trainings that are Evidenced Based Best Practice Trainings
- Certificates provided for all trainers
- Monthly training schedule/chart
- Targeted diverse populations / delivery of 1/6 of all trainings
- A minimum of 80% of evaluations to be completed
- A minimum aggregate score of 80% of scores being 8, 9, or 10s
- Quarterly on-site visits by division staff to ensure fidelity to the evidenced based practice model
- Attendance sheets with participants signing and denoting time in and time out
- Monthly reports to be sent to the division addressing all of the above aforementioned bullet points
- Three policy forums, one in each region of the state. The policy forum should focus on improving efforts to address the needs of adults with serious mental illness (SMI) by developing and/or expanding peer support services, peer leadership, and peer engagement strategies statewide. The population of focus is adults with SMI, including those who are underserved and under-represented (e.g., consumers from ethnic, racial, and cultural minority groups); veterans; individuals who are chronically homeless; individuals with co-occurring disorders (COD); sexual orientation and gender identity minorities; individuals who have been involved in the criminal justice system.

5.3 PERFORMANCE STANDARDS AND EXPECTATIONS

Lead agency will provide documentation that individuals conducting whatever training is to be offered that each individual is certified to conduct the specific training. These forms must be dated in order to demonstrate validity and also signed by the respective authorizing entity.

5.4 REPORTING REQUIREMENTS

- A. Monthly reporting will include the FSR (Financial Statement Report) due to the Contract Administrator (original signed copy) by the 10th of the month. The Contract Administrator has the right to request any receipts and supporting documentation from the contracted entity at any time. The lead agency shall provide a monthly training schedule to the division Contract Administrator by the 10th of the month for the upcoming month's schedule. It is to be submitted in conjunction with the FSR.

The lead agency will provide a monthly report to the division Contract Administrator with the following information: Lead agencies will need to provide a monthly report that addresses, monthly training schedules, list of participating collaborating agencies and/or organizations (a minimum of one new contact per month), attendance sheets with sign in and sign out times, copies of evaluations, certifications of trainers, copies of certificates provided to participants, explanation and rationale for targeted diverse population training, tallied aggregate score from all evaluations, and aggregate costs reported out from FSRs for the prior month period along with projected expenses for the upcoming month. These reports will be due no later than the 15th of the following month (Feb 15, Mar 15, Apr 15, May 15, June 15, and July 15).

- B. NONE
C. No quarterly reports are required
D. NONE

A. OTHER CONTRACTOR REQUIREMENTS

The trainers must be certified to provide training and must adhere to the fidelity of the evidence-based training they provide.

B. CONTRACTOR QUALIFICATIONS AND CAPACITY

1. **Organization capacity and qualification:** Organization must have a proven track record of collaboration with other organizations in supporting consumer empowerment and stigma reduction. The organization must demonstrate that it possesses solid business acumen as demonstrated by a month's worth of operating costs in reserves. The organization must be able to begin providing trainings to the public during the first month of the award period. The organization must have staff that are qualified and certified to conduct the selected trainings prior to the award of the grant.
2. **Staff Qualification:** A director or coordinator point person must be identified that has a minimum of a bachelor's degree in human services or a related field and a minimum of 3 years of experience in working with consumer-run and/or consumer driven organizations or the equivalent combination of education and experience. Staff qualifications for program specialists is that the individual be certified to conduct the training or trainings that he or she will be providing. This will be evident through the submission of valid, dated, and signed certificates by the respective authorizing parties. These certifications must be active and valid at the time of application.
3. **Board Qualification:** The governance boards of consumer-operated services must be no less than 51 percent identified mental health consumers. The operation of a consumer-operated service cannot be assumed or directed by any outside group or organization. The organization must be a consumer driven entity with proven experience in providing some type of service to the community. This award is intended to expand the scope of work of an already existing organization and augment its current offerings. The Board of Directors needs to be provided with a copy of the agency's proposal and submit a letter of endorsement for consideration.
4. **Fiscal Management (i.e. audit reports):** With the application, the lead organization must provide annual audit reports. The organization must demonstrate that it has a reserve of at least one month of operating expenses in reserves.
5. **Administrative Management:** The lead agency must identify who will be responsible for administrative tasks such as report completion and who will act as the point person for administrative questions.
6. **Program Management:** The lead agency will identify which staff member will be considered as the Director or Coordinator over this initiative. The individual must possess a bachelor's degree in a human services area or a related field and possess a minimum of 3 years of experience with consumer driven programming or the equivalent combination of education and experience. Program specialists who will be delivering specific trainings must provide valid documentation that certifies that they are eligible to conduct the respective trainings. Certificates must include the trainers name, dates the certification(s) are valid, and a signature from the authorizing entity.
7. **Partnerships and collaboration:** The lead agency must provide a list of all the partnerships and collaborations they have with other entities and organizations. It should be demonstrated that the majority of collaborations be with consumer operated businesses. The goal of this award is to reach out into various communities and provide engagement through involvement with various trainings that support consumer empowerment and reduce stigma. Specific attention should be provided regarding relationships with diverse populations such as Veterans, LGBTQ organizations, youth organizations, and other entities that work specifically with underrepresented populations
8. **Experienced based evidenced of performance:** Please briefly describe your agencies current efforts with programming and how you currently measure performance.
9. **List of past projects** that compare to the scope of work required along with contact information for each project
10. **List of subcontractors, etc.:** The lead organization can subcontract with other consumer operated businesses with approval from the Division.

C. CONTRACTOR ENHANCEMENTS OR ADDITIONAL CONSIDERATIONS

- In providing a budget for the maximum award of \$80,000 the lead organization may not direct more than 35% of this amount towards staffing. This initiative is to be seen as an enhancement or augmentation to the lead organization's current offerings and scope of work. A maximum of \$10,000 can be spent for staff to be trained in order to become certified in other evidenced based practices that are approved by the Division.

6.0 DIVISION RESPONSIBILITIES

- Contract Administrator will review and sign off on monthly FSR (financial statement report). The Contract Administrator has the right to request and receipts or supporting documentation from the contractor.
- Division staff will be expected to conduct a quarterly on-site observation either announced or unannounced in order to determine overall fidelity to the training module being demonstrated. This observation is then incorporated into a response to the contractor's quarterly report as constructive feedback is to be provided.
- Contract Administrator is to collect and review all elements of the quarterly report and provide constructive feedback to the lead organization's point person.

6.1 Performance Oversight

- Monthly training schedules/charts are to be provided to the Contract Administrator for the month ahead by the 10th of the preceding month and are to be submitted in conjunction with the FSR.
- Attendance sheets are to be submitted with participants' printed names and signatures and sign in and sign out times for all trainings.
- All training evaluations are to be collected and reviewed by the Contract Administrator.
- All certifications of training staff are to be collected and maintained by the Contract Administrator.
- Quarterly reports from the lead agency are to be collected and reviewed by the Contract Administrator.
- Division staff will conduct quarterly on-site fidelity reviews of the trainings being offered and will provide written constructive feedback with response to each quarterly report. Written feedback will be provided no later than 15 days after receipt of the report from the Contractor for each respective quarter.

7.0 TERM OF CONTRACT, OPTIONS TO EXTEND

The performance period for this contract begins July 1, 2019 (or upon execution) and ends June 30, 2022. Up to two possible option years may be exercised by mutual agreement in accordance with the Terms and Conditions. For further guidance, please refer to the "General Terms and Conditions" for this contract.

8.0 BUDGET

The RFA line item 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. Contractor shall not invoice for any amounts not specifically allowed for in the line item budget of this RFA.

The Contractor shall use the Cost Table found in ATTACHMENT A: Line Item Budget to create the Line Item Budget and Budget Narrative. The Vendor shall not use any other tables or forms, nor modify the contents of any of the shaded cells in the Cost Table.

All costs provided in Line item budget must be firm and fixed for the duration of the contract, which could last as long as three years if the State exercises its option for one additional year.

9.0 INVOICING AND REIMBURSEMENT

Upon execution of this contract, the Contractor shall submit to the Division Contract Administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. Monthly payment shall be made based on actual expenditures made in accordance with the approved budget on file with both parties and reported on the monthly expenditure report submitted by the Contractor. If this contract is terminated, the Contractor shall complete a final accounting report and return any unearned funds to the Division within 30 days of the contract termination date. The Division shall have no obligation for payments based on expenditure reports submitted later than 30 days after termination or expiration of the contract period. All payments are contingent upon fund availability.

Upon execution of this contract, the Contractor shall submit to the Division contract administrator, a monthly reimbursement request for services rendered the previous month by the 10th of each month and, upon approval by the Division, receive payment within 30 days. The Division must make all payments to the Contractor by June 30. Therefore, the Contractor shall submit any adjusted reimbursement request for services, the final request for reimbursement and return any unearned funds, relating to this contract period, to the Division no later than June 10 of the current state fiscal year. The Division shall have no obligation for payment of reimbursement request received later than June 10. If this contract is terminated prior to the original end date, the Contractor is required to submit a final reimbursement report and to return any unearned funds to the Division within 30 days of the contract termination date or no later than June 10. All payments are contingent upon fund availability.

Payment shall be made in accordance with the contract documents as described in the scope of work.

10.0 THE SOLICITATION PROCESS

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

- 1) RFAs are being sent to prospective agencies and organizations.
- 2) 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 on the RFA web site.
- 3) 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.
- 4) All applications must be received by the funding agency not later than the date and time specified on the cover sheet of the RFA. Faxed applications will not be accepted.
- 5) At that date and time, the applications from each responding agency and organization will be logged in.
- 6) 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.
- 7) 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.
- 8) 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.

11.0 GENERAL INFORMATION ON SUBMITTING APPLICATIONS

- 1) 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. Successful Contractors will be notified by July 31, 2019.
- 2) Decline to Offer
Any agency or organization that receives a copy of the RFA but declines to make an offer is requested to send a written "Decline to Offer" to the funding agency. Failure to respond as requested may subject the agency or organization to removal from consideration of future RFAs.
- 3) Cost of Application Preparation
Any cost incurred by an agency or organization in preparing or submitting an application is the agency's or organizations sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) Titles
Titles and headings in this RFA and any subsequent RFA are for convenience only and shall have no binding force or effect.
- 8) 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).
- 9) 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).
- 10) 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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.

15) 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.

16) 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.

17) Contract

The Division will issue a contract to the recipient of the grant that will include their application.

18) Federal Certifications

Agencies or organizations receiving Federal funds will 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 B). Federal Certifications should NOT be signed or returned with the application.

Please be advised that successful Contractors may be required to have an audit in accordance with G. S. 143-6.2 as applicable to the agency or organization's status. Also, the contract may include assurances the successful Contractor would be required to execute when signing the contract. Agencies or organizations receiving Federal funds will be required to execute a Consolidated Federal Certification form (as applicable). Private not for profit agency contracts will also include a conflict of interest policy statement.

12.0 APPLICATION CONTENT AND INSTRUCTIONS

This section includes what the Contractor is required to provide the division with its application response. *The Contractor must clearly demonstrate (describe) in its proposal response* how the Contractor's Organization will meet or address the programmatic requirements described in the scope of work section of the RFA. The Contractor proposal shall include the following items in this specific order and clearly marked as such.

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 and when clarification of an idea, sequence or conclusion is required. Time tables, work plans, schedules, activities, and methodologies, legal papers, personal vitae, letters of support, and endorsements are examples of appendices.

Contractors shall populate all attachments of this RFA that require the Contractor to provide information and include an authorized signature where requested. Contractor RFA responses shall include the following items and those attachments should be arranged in the following order: Number each page consecutively.

Cover Page with all fields completed, signed by an authorized official of the Contractor organization

A. Face Page

- 1) The Contractor's name and principal place of business.
- 2) The Contractor's legal status; i.e. whether the Contractor is an individual, a corporation, a general partnership, a limited partnership, a joint venture or some other legal entity. The state in which the Contractor is incorporated or organized.

B. Proposal Summary: (not to exceed 1 page)

The summary should be prepared after the application has been developed in order to encompass all the key points necessary to communicate the objectives of the project. The summary page should be no longer than 1 page in length, 12-font.

Organization Background and Qualifications: Describes the organization and its qualifications for funding (not to exceed 4 pages)

- 1) Mission and goal of the Organization
- 2) A brief overview of the contractor's history
- 3) Brief overview of the contractor'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 Contractor 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 Contractor 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 client organization who is personally familiar with the Vendor's performance under the contract
- 5) Qualifications/background on organization's Board of Directors and Key Staff
- 6) The details of:
 - i) Any criminal convictions of any of the Contractor or any of their officers, directors, employees, agents or subcontractors of which the Contractor have knowledge or a statement that there are none;
 - ii) Any criminal investigations pending against of any of the Contractor or any of their officers, directors, employees, agents or subcontractors of which the Contractors have knowledge or a statement that there are none;
 - iii) Any regulatory sanctions levied against any of the Contractors 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 Contractor s have 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 Contractors or any of their officers, directors, employees, agents or subcontractors by any state or federal regulatory agencies of which the Contractors have knowledge or a statement that there are none.

Note: The Department may reject a proposal solely on the basis of this information.

- v) Any of the Contractor’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 Contractor and the proposed Contractor 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)

C. Assessment of Need/s (Problem Statement) (not to exceed 7 pages)

- 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 beneficiaries
- 7) Eligibility requirements to receive service
- 8) Statistical facts and figures (national, state, local)
- 9) Program Website

D. A written description of the Contractor’s approach to the project, including identification of key partners.

Provides a comprehensive framework understanding and description of the RFA. (The Contractors 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 measureable terms.

- 1) Goals: Note: The outcome is derived from the goal. It has the same intention 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, Measureable, Achievable, Realistic, and Time-Bound. Contractors 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 measureable outcomes of the project. They define your methods. Your objectives must be tangible, specific, concrete, measureable and achievable in a specified time period.

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.

E. A description of how the Contractor will meet each of the requirements and deliverable described in the scope of work (The Plan of Action).

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 Contractor’s resources and timeframe. Suggested content narrative include:

- 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 client or customer 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)

- F. Project Implementation Plan (Work plans, timelines, schedules and transition plans for the project)**
- G. A description of how the Contractor will staff the project, including the name, resume and qualifications of each of the proposed team members (including subcontractors. (Note: This may need to go in the Appendix)**
- H. Sustainability (Steps taken to ensure future successes or continuing the project beyond the awarded period, e.g. future financial support, staff requirements, continued community interest).**
- I. Resolution of Challenges: an analysis of the project's risk and limitations, including how these factors will be addressed or minimized. (regulatory, environmental or other constraints**
- J. Line Item Budget and Budget Narrative. 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.**
- K. Performance Based Budget. Budget set up by performance/deliverables/milestones.**

Supporting documents excluded from (25) page limit above:

- A. An organizational chart identifying the personnel who will be assigned to work on this project.
- B. Letters of support from key partners and proposed sub awardees,
- C. Applicable Terms and Conditions (select and attach the appropriate Terms and Conditions for your organization type from Appendix A).
- D. Applicable Certifications from Appendix B

Submit complete Application, including signature of authorized representative, [Contract Administrator Name and email address no later than 5:00 p.m. on June 28, 2019.](#)

13.0 EVALUATION CRITERIA AND SCORING

PHASE I: INITIAL QUALIFYING CRITERIA

The applicant’s proposal must meet all of 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 contractor’s application received by the deadline specified in the RFA?			
2	Vendor proposal includes all required affirmative statements, assurances and certifications signed by the vendor’s responsible representative, as described in Section X of the RFA			
3	Included in those certifications, the contractor states that it is not excluded from entering into a contract with DHHS/State due to restrictions related to the federal debarment list, etc.			
4	Vendor meets eligibility requirements as stated in Section X			
5	Vendor meets the minimum Qualification Requirements as described in Section X			
6	Program’s review of the Contractor 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. DHHS will consider scores, organizational capacity, and distribution among catchment areas, and variety of quality improvement plans in determining awards. Please note that Contractors 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
A. Proposal Summary	10
B. Organization Background and Qualifications	10
C. Contractor’s Approach	5
D. Plan of Action and Fiscal Management	20
E. Project Implementation	20
F. Staff	20
G. Sustainability	10
H. Resolution of Challenges	5
Total Score	100

ATTACHMENT A

LINE ITEM BUDGET AND BUDGET NARRATIVE (SAMPLE).

(This is a simple illustration. Please modify accordingly or replace with a performance based budget)

CATEGORY	ITEM	NARRATIVE	AMOUNT
SALARY/WAGE			
FRINGE BENEFITS			
OTHER			
SUPPLIES MATERIALS			
EQUIPMENT			
TRAVEL			
RENT			
UTILITIES			
ADVERTISING			
DUES AND SUBSCRIPTIONS			
STAFF DEVELOPMENT			
PROFESSIONAL SERVICES			
SUB CONTRACTORS			

APPENDIX A

TERMS AND CONDITIONS

1. [HealthCare Providers](#)
2. [Private Sector](#)
3. [Local Government \(Public Sector\)](#)
4. [Other State Departments](#)
5. [Duke](#)
6. [Private University](#)
7. [Master Agreement \(UNC Systems\) incorporated by reference](#)

Select the appropriate terms and conditions for the Contractor organization and attach to the application as indicated in Section 12: Application Content and Instructions. These terms are a part of the award document for selected applications.

GENERAL TERMS AND CONDITIONS

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Division.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the Division. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The Division shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the Contractor's payment check directly to any person or entity designated by the Contractor, or (b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check. In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Division and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Division and Contractor that any such person or entity, other than the Division or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Services

Service Standards: During the term of the Agreement the Contractor and its employees, agents, and subcontractors shall provide high quality professional services consistent with the standards of practice in the geographic area and with all applicable federal, state, and local laws, rules and regulations, all applicable ethical standards, and standards established by applicable accrediting agencies. The Contractor and its employees, agents and subcontractors shall exercise independent professional judgment in the treatment and care of patients.

Records: During the term of this Agreement, the Contractor and its employees, agents, and subcontractors shall maintain complete and professionally adequate medical records consistent with the standards of practice in the geographic area and their respective health care professions. The Contractor and its employees, agents, and subcontractors shall prepare all reports, notes, forms, claims and correspondence that are necessary and appropriate to their professional services.

Licenses: During the term of this Agreement, the Contractor and its employees, agents, and subcontractors shall hold, current facility and occupational licenses and certifications at the levels required to practice their professions and to provide the contracted services in the State of North Carolina.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the Division, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Contractor or its employees, agents, or subcontractors in connection with the performance of this contract.

- (a) **Insurance:** During the term of the contract, the Contractor shall provide, at its sole cost and expense, commercial insurance of such types and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:
- (1) **Professional Liability Insurance:** The Contractor shall ensure that the Contractor and its employees, agents, and subcontractors each maintain through an insurance company or through a program of self-funded insurance, professional liability insurance with limits of at least \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate.

- (2) **Worker's Compensation Insurance:** The Contractor shall provide and maintain worker's compensation insurance, as required by the laws of the states in which its employees work, covering all of the Contractor's employees who are engaged in any work under the contract.
 - (3) **Employer's Liability Insurance:** The Contractor shall provide employer's liability insurance, with minimum limits of \$500,000.00, covering all of the Contractor's employees who are engaged in any work under the contract.
 - (4) **Commercial General Liability Insurance:** The Contractor shall provide commercial general liability insurance on a comprehensive broad form on an occurrence basis with a minimum combined single limit of \$1,000,000.00 for each occurrence.
 - (5) **Automobile Liability Insurance:** The Contractor shall provide automobile liability insurance with a combined single limit of \$500,000.00 for bodily injury and property damage; a limit of \$500,000.00 for uninsured/under insured motorist coverage; and a limit of \$2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:
 - (A) owned by the Contractor and used in the performance of this contract;
 - (B) hired by the Contractor and used in the performance of this contract; and
 - (C) owned by Contractor's employees and used in performance of this contract ("non-owned vehicle insurance"). Non-owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance. The Contractor is not required to provide and maintain automobile liability insurance on any vehicle – owned, hired, or non-owned -- unless the vehicle is used in the performance of this contract.
- (b) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.
 - (c) The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.
 - (d) The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.
 - (e) The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The Division shall be the sole judge of whether such a waiver should be granted.
 - (f) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.
 - (g) The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.
 - (h) The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.
 - (i) The Contractor shall require its subcontractors to comply with the requirements of this paragraph.
 - (j) The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance, if requested, to the Division before the Contractor begins work under this contract.

Default and Termination

Termination Without Cause: The Division may terminate this contract without cause by giving **30 days written notice** to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the Division shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Division, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the Division for damages sustained by the Division by virtue of the Contractor's breach of this agreement, and the Division may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Division from such breach can be determined. In case of default by the

Contractor, without limiting any other remedies for breach available to it, the Division may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the Division of any default or breach in compliance with the terms of this contract by the Contractor shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the Department and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Division.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the Division determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Division may require to ensure compliance.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Division. The parties specifically agree that all medical and other patient records shall be treated as confidential so as to comply with all state and federal laws and regulations regarding confidentiality of such records. These confidentiality obligations shall not terminate with the termination of this Agreement.

Data Security: The Contractor shall adopt and apply data security standards and procedures that comply with all applicable federal, state, and local laws, regulations, and rules.

Duty to Report: The Contractor shall report a suspected or confirmed security breach to the Division's Contract Administrator within twenty-four (24) hours after the breach is first discovered, provided that the Contractor shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the breach is first discovered. During the performance of this contract, the contractor is to notify the Division contract administrator of any contact by the federal Office for Civil Rights (OCR) received by the contractor.

Cost Borne by Contractor: If any applicable federal, state, or local law, regulation, or rule requires the Division or the Contractor to give affected persons written notice of a security breach arising out of the Contractor's performance under this contract, the Contractor shall bear the cost of the notice.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years. Records must be retained for a period of

three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later. The record retention period for Temporary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Government Review: To the extent required by applicable law and pursuant to written requests from any appropriate governmental authority, Contractor and the Division shall make available to such appropriate governmental authority this Agreement and any books, records, documents and other records that are necessary to certify the nature and extent of the services provided and the cost claimed for services rendered pursuant to this Agreement or so as to otherwise comply with the requirements of any lawful agreement between the party and such governmental authority.

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Division and the Contractor. The Purchase and Contract Divisions of the NC Department of Administration and the NC Department of Health and Human Services shall give prior approval to any amendment to a contract awarded through those offices.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Gender and Number: Masculine pronouns shall be read to include feminine pronouns and the singular of any word or phrase shall be read to include the plural and vice versa.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Division. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the Division for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the Division for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates published in the applicable State rules. International travel shall not be reimbursed under this contract.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

CERTIFICATIONS AND ASSURANCES

1. Conflict of Interest (choose one)
 - a. [Conflict of Interest Acknowledgement and Policy \(non-governmental agencies\)](#)
 - b. [Conflict of Interest Acknowledgement and Policy - Individual](#)
2. [State Grant Certification – No Overdue Tax Debts \(non-governmental agencies\)](#)
3. [IRS Tax Exemption Letter \(if not already electronically on file\) and IRS Tax Exemption Verification Form \(Annual\) \(Non Profit Contractors\)](#)
4. [Federal Certifications](#)
5. [State Certifications](#)
6. [FFATA Subawardee Reporting Form](#)

CONFLICT OF INTEREST ACKNOWLEDGEMENT AND POLICY

State of _____

County _____

I, _____, Notary Public for said County and State, certify that

_____ personally appeared before me this day and acknowledged

that he/she is _____ of _____
[name of Organization]

and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy was adopted by the Board of Directors/Trustees or other governing body in a meeting held on the _____ day of _____, _____.

Sworn to and subscribed before me this _____ day of _____, _____.

(Official Seal)

Notary Public

My Commission expires _____, 20 ____

Instruction for Organization:

Sign and attach the following pages after adopted by the Board of Directors/Trustees or other governing body OR replace the following with the current adopted conflict of interest policy.

Name of Organization

Signature of Organization Official

Conflict of Interest Policy Example

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. **Duty to Disclosure** -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. **Board Action** -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. **Violations of the Conflicts of Interest Policy** -- If the Board of Directors/Trustees or other governing body has reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

##Contractor Name##

Name of Organization

Signature of Organization Official

Date

CONFLICT OF INTEREST ACKNOWLEDGEMENT AND POLICY - INDIVIDUAL

A conflict of interest is a situation in which the individual and/or independent contractor has competing professional or personal interests (usually in a financial or economic nature). Such competing interests can make it difficult to fulfill his or her duties and responsibilities impartially. A conflict of interest exists even if no unethical or improper act results from it. A conflict of interest can create an appearance of impropriety that can undermine confidence in the person, profession, or court system.

As an independent contractor for the Department of Health and Human Services (DHHS) the contractor warrants and affirms the following:

His/her business is independent and that he/she markets his/her professional services to others, except to the extent necessary to avoid a conflict of interest.

The position is not used for financial gain beyond that received directly for this service nor will the work performed on this project create an appearance of a conflict of interest for me or a member of my family or others with whom I have business or other ties.

When a conflict of interest is identified, the contractor will disclose it in writing to the contract administrator listed on the contract.

Signature of Individual

State of _____

County _____

I, _____, Notary Public for said County and State, certify that
_____ personally appeared before me this day and acknowledged
and affirmed that they will abide by the foregoing Conflict of Interest Policy

Sworn to and subscribed before me this _____ day of _____, ____.

(Official Seal)

Notary Public

My Commission expires _____, 20 ____

State Grant Certification – No Overdue Tax Debts

Grantee/Contractor should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of State Budget and Management.

Note: If you have a contract that extends more than one state fiscal year, you will need to obtain an updated certification for each year of the contract.

Entity's Letterhead

[Date of Certification (mmddyyyy)]

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that the **[insert organization's name]** does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S.) 143C-10-1b.

Sworn Statement:

[Name of Board Chair] and **[Name of Second Authorizing Official]** being duly sworn, say that we are the Board Chair and **[Title of the Second Authorizing Official]**, respectively, of **[insert name of organization]** of **[City]** in the State of **[Name of State]**; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair

[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

If there are any questions, please contact the state agency that provided your grant. If needed, you may contact the North Carolina Office of State Budget and Management:

NCGrants@osbm.nc.gov-(919)807-4795

¹ G.S. 105-243.1 defines: Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.”

*The Non-Profit Contractor must provide a copy of their IRS Tax Exemption Status Letter.
If DHHS already has a copy of that document electronically on file, the annual verification must be submitted
validating that their Tax Exempt Status has not changed.*

IRS Tax Exemption Verification Form (Annual)

We, the undersigned entity, hereby testify that the 501 (c) (3) status is on file with the North Carolina Department of Health and Human Services and is still in effect.

Name of Agency _____

Chairman, Executive Director, or other Authorized Official

Sworn to and subscribed before me, this _____ day of _____, _____.

Notary Public

My Commission expires: _____

FEDERAL CERTIFICATIONS

The undersigned states that:

1. He or she is the duly authorized representative of the Contractor named below;
2. He or she is authorized to make, and does hereby make, the following certifications on behalf of the Contractor, as set out herein:
 - a. The Certification Regarding Nondiscrimination;
 - b. The Certification Regarding Drug-Free Workplace Requirements;
 - c. The Certification Regarding Environmental Tobacco Smoke;
 - d. The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and
 - e. The Certification Regarding Lobbying;
3. He or she has completed the Certification Regarding Drug-Free Workplace Requirements by providing the addresses at which the contract work will be performed;
4. [Check the applicable statement]
 - [] He or she **has completed** the attached **Disclosure Of Lobbying Activities** because the Contractor **has made, or has an agreement to make**, a payment to a lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action;

OR

 - [] He or she **has not completed** the attached **Disclosure Of Lobbying Activities** because the Contractor **has not made, and has no agreement to make**, any payment to any lobbying entity for influencing or attempting to influence any officer or employee of any agency, any Member of Congress, any officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action.
5. The Contractor shall require its subcontractors, if any, to make the same certifications and disclosure.

Signature

Title

Contractor Name

Date

[This Certification Must be Signed by the Same Individual Who Signed the Proposal Execution Page]

I. Certification Regarding Nondiscrimination

The Contractor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

II. Certification Regarding Drug-Free Workplace Requirements

1. The Contractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing a drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The Contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the agreement, the employee will:
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - e. Notifying the Department within ten days after receiving notice under subparagraph (d)(ii) from an employee or otherwise receiving actual notice of such conviction;
 - f. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(ii), with respect to any employee who is so convicted:
 - i. Taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. The sites for the performance of work done in connection with the specific agreement are listed below (list all sites; add additional pages if necessary):

Address

Street

City, State, Zip Code

Street

City, State, Zip Code

3. Contractor will inform the Department of any additional sites for performance of work under this agreement.
4. False certification or violation of the certification may be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment. 45 C.F.R. 82.510.

III. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000.00 per day and/or the imposition of an administrative compliance order on the responsible entity.

The Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards that contain provisions for children's services and that all subgrantees shall certify accordingly.

IV. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Instructions

[The phrase "prospective lower tier participant" means the Contractor.]

1. By signing and submitting this document, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originate may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549, 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the *Non-Procurement* list.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification

1. **The prospective lower tier participant certifies**, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

V. Certification Regarding Lobbying

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federally funded contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form SF-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) who receive federal funds of \$100,000.00 or more and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

VI. Disclosure of Lobbying Activities

Instructions

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Sub-awardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate boxes. Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate boxes. Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D. C. 20503

**Disclosure of Lobbying Activities
(Approved by OMB 0344-0046)**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p>1. Type of Federal Action:</p> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<p>2. Status of Federal Action:</p> <input type="checkbox"/> a. Bid/offer/application <input type="checkbox"/> b. Initial Award <input type="checkbox"/> c. Post-Award	<p>3. Report Type:</p> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <p>For Material Change Only:</p> <p>Year _____ Quarter _____</p> <p>Date Of Last Report: _____</p>
<p>4. Name and Address of Reporting Entity:</p> <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier (if known) _____ <p>Congressional District (if known) _____</p>	<p>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:</p> <p>Congressional District (if known) _____</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number (if applicable) _____</p>	
<p>8. Federal Action Number (if known)</p>	<p>9. Award Amount (if known) \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p align="center"><i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></p>	<p>b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI):</p> <p align="center"><i>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<p>12. Form of Payment (check all that apply):</p> <input type="checkbox"/> a. cash <input type="checkbox"/> b. In-kind; specify: Nature _____ Value _____		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 (attach Continuation Sheet(s) SF-LLL-A, if necessary):</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form is authorized by title 31 U. S. C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U. S. C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____ Date: _____</p>	
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

State Certifications
Contractor Certifications Required by North Carolina Law

Instructions

The person who signs this document should read the text of the statutes listed below and consult with counsel and other knowledgeable persons before signing. The text of each North Carolina General Statutes can be found online at:

- Article 2 of Chapter 64: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/ByArticle/Chapter_64/Article_2.pdf
- G.S. 105-164.8(b): http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_105/GS_105-164.8.pdf
- G.S. 143-48.5: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-48.5.html
- G.S. 143-59.1: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.1.pdf
- G.S. 143-59.2: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-59.2.pdf
- G.S. 143-133.3: http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/GS_143-133.3.html

Certifications

- (1) **Pursuant to G.S. 143-48.5 and G.S. 143-133.3**, the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov
- (2) **Pursuant to G.S. 143-59.1(b)**, the undersigned hereby certifies that the Contractor named below is not an "ineligible Contractor" as set forth in G.S. 143-59.1(a) because:
 - (a) Neither the Contractor nor any of its affiliates has refused to collect the use tax levied under Article 5 of Chapter 105 of the General Statutes on its sales delivered to North Carolina when the sales met one or more of the conditions of G.S. 105-164.8(b); **and**
 - (b) [check **one** of the following boxes]
 - Neither the Contractor nor any of its affiliates has incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001; **or**
 - The Contractor or one of its affiliates **has** incorporated or reincorporated in a "tax haven country" as set forth in G.S. 143-59.1(c)(2) after December 31, 2001 **but** the United States is not the principal market for the public trading of the stock of the corporation incorporated in the tax haven country.
- (3) **Pursuant to G.S. 143-59.2(b)**, the undersigned hereby certifies that none of the Contractor's officers, directors, or owners (if the Contractor is an unincorporated business entity) has been convicted of any violation of Chapter 78A of the General Statutes or the Securities Act of 1933 or the Securities Exchange Act of 1934 within 10 years immediately prior to the date of the bid solicitation.
- (4) The undersigned hereby certifies further that:
 6. He or she is a duly authorized representative of the Contractor named below;
 7. He or she is authorized to make, and does hereby make, the foregoing certifications on behalf of the Contractor; and
 8. He or she understands that any person who knowingly submits a false certification in response to the requirements of G.S. 143-59.1 and -59.2 shall be guilty of a Class I felony.

Contractor's Name

Signature of Contractor's Authorized Agent

Date

Printed Name of Contractor's Authorized Agent

Title

Signature of Witness

Date

Printed Name of Witness

Title

The witness should be present when the Contractor's Authorized Agent signs this certification and should sign and date this document immediately thereafter.

Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement
NC DHHS, Division of _____ Sub-awardee Information

A. Exemptions from Reporting

1. Entities are **exempted** from the entire FFATA reporting requirement if **any** of the following are true:
 - The entity has a gross income, from all sources, of less than \$300,000 in the previous tax year
 - The entity is an individual
 - If the required reporting would disclose classified information
2. Entities who are not exempted entirely from FFATA reporting may be exempted from the requirement to provide executive compensation data. This executive compensation data is **required ONLY if both below** are true:
 - More than 80% of the entity's gross revenues are from the federal government **and** those revenues are more than \$25 million in the preceding fiscal year
 - Compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

By signing below, I state that the entity listed below is exempt from:

The entire FFATA reporting requirement:

- as the entity's gross income is less than \$300,000 in the previous tax year.
- as the entity is an individual.
- as the reporting would disclose classified information.

Only executive compensation data reporting:

- as at least one of the bulleted items in item number 2 above is not true.

Signature _____ Name _____ Title _____

Entity _____ Date _____

B. Reporting

1. **FFATA Data** required by all entities which receive federal funding (except those exempted above) per the reporting requirements of the *Federal Funding Accountability and Transparency Act (FFATA)*.

Entity's Legal Name _____	Contract Number _____
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- Active SAM registration record is attached
An active registration with SAM is required
(go to www.sam.gov for more info about SAM)

Entity's DUNS Number _____	Entity's Parent's DUNS Nbr (if applicable) _____
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Entity's Location

↘ **Primary Place of Performance for specified contract**
Check here if the address is the **same** as Entity's Location

street address _____

city/st/zip+4 _____

county _____

street address _____

city/st/zip+4 _____

county _____

2. **Executive Compensation Data** for the entity's five most highly compensated officers (unless exempted above):

	Title	Name	Total Compensation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____