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|  | **EMAIL #1 – Cover Letter, Checklist, and Scope of Work** | **Page Limit** |
|  | **Cover Letter on Agency Letterhead** | 1 page |
|  | **Application Checklist** |  |
|  | **Scope of Work - the following 5 sections combined in 1 Word Document** | **13 pages** |
|  | * **Needs Assessment** | 2 pages |
|  | * **Project Design**  1. Principles of Family Support 2. Parent Engagement and Leadership 3. Levels of Prevention and Target Population 4. Promoting Protective Factors 5. Emerging Evidence 6. Evaluation 7. Racial Equity, Diversity, and Inclusion | 7 pages |
|  | * **Organizational Capacity** | 1 page |
|  | * **Local Collaboration, Outreach, and Recruitment** | 2 pages |
|  | * **Sustainability Plan** | 1 page |
|  | **EMAIL #2 - Attachments** |  |
|  | * Board Member Profile * Job Descriptions (for all staff listed in the budget) * 3 Letters of Support, including one from a respite program participant * Logic Model (1 page limit) * Organizational Chart | Submit each SOW attachment as a separate document, rather than a combined pdf. |
|  | **EMAIL #3 – NCDSS Contractor Package** |  |
|  | * Contractor Face Sheet * Contractor Budget with Salary and Fringe * Subcontractor Budget (if applicable) * Proof of insurance and copy of policy (if providing transportation) * Indirect Cost letter or Indirect Cost Declination Letter (if applicable) * Cost Allocation plan (if applicable) | Submit each bulleted item as a separate document, rather than a combined pdf. |
|  | **EMAIL #4 - Required Contractor Documents** |  |
|  | **Governmental Organizations and UNC System Entities:**   * State Certifications * Federal Certifications * FFATA Data Form   **Non-Governmental Organizations**   * State Certifications * Conflict of Interest Acknowledgement and Policy * Annual Conflict of Interest Verification * Annual IRS Tax Exemption Verification * Copy of IRS Tax Exemption Letter * No Overdue Tax Debts Certification * Federal Certifications * FFATA Data Form * SAM (System for Award Management) Registration Screenshot | Submit each bulleted item as a separate document, rather than a combined pdf. |