
REQUEST FOR APPLICATIONS

Food and Nutrition Services – Employment and Training Program

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES

**North Carolina Department of Health and Human Services
REQUEST FOR APPLICATIONS**

Food and Nutrition Services - Employment and Training Program

RFA Posted	Thursday, May 2, 2022		
Questions Due	Wednesday, May 18, 2022 at 5:00 pm EDT		
Applications Due	Thursday, June 30, 2022 at 5:00 pm EDT		
Anticipated Notice of Award	August 30, 2022		
Anticipated Performance Period	October 1, 2022 – September 30, 2023		
Service	Food and Nutrition Services – Employment and Training Program		
Issuing Agency	North Carolina Department of Health and Human Services (NCDHHS)		
E-mail Applications and Questions to	FNS Employment & Training Team	Email	FNSEandT@dhhs.nc.gov

THIS REQUEST FOR APPLICATIONS (RFA) advertises the Department’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 Department decides to accept an application, an authorized representative of the Department will sign in the space provided below. Acceptance shall create a contract that is effective as specified below.

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

Unsigned or Incomplete Applications Shall Be Returned Without Being Reviewed

To Be Completed by Contractor:

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

NOTICE OF AWARD/FOR NCDHHS USE ONLY: Application accepted and Contract # _____ awarded on _____. The Contract shall begin on _____ and shall terminate on _____.

By: _____
 Signature of Authorized Representative

 Printed Name of Authorized Representative

 Title of Authorized Representative

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SECTION A. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Definitions, Acronyms, and Abbreviations

- **Able-Bodied Adult Without Dependents (ABAWD)** – An ABAWD is an Able-Bodied Adult between ages 18 and 49 who receive SNAP benefits without child/ren in the FNS household and does not meet any other exemptions. Local DSS staff determines if a person is deemed an ABAWD.
- **Adult Basic Education (ABE)**
- **Applicants** – Applicants refers to the organizations applying for FNS E&T funding in the RFA.
- **Code of Federal Regulations (CFR)**
- **Community Based Organization (CBO)**
- **Community College (CC)**
- **Component** – Specific allowable services offered for the FNS E&T program
- **Contractor** – The person or company that undertakes a contract to provide materials or labor to perform a service or do a job.
- **Employment & Training (E&T)**
- **English as a Second Language (ESL)**
- **Federal Fiscal Year (FFY)** - The Federal Fiscal Year runs from October 1 through September 30.
- **Food and Nutrition Act of 2008 (The Act)**
- **Food and Nutrition Services benefits (FNS)** - North Carolina DHHS DSS SNAP benefits.
- **Full Time Equivalent (FTE)**
- **General Education Diploma (GED)**
- **Local County - Department of Social Services (DSS)**
- **Office of Management and Budget (OMB)**
- **Recipients** – Recipients refers to people who are currently receiving SNAP benefits under North Carolina’s Food & Nutrition Services program.
- **Supplemental Nutrition Assistance Program (SNAP)** - Food nutrition benefits; Previously known as the food stamp program.
- **Temporary Assistance for Needy Families (TANF, also known as Work First)**
- **United States Department of Agriculture, Food Nutrition Services (USDA FNS)** - Federal agency that administers the SNAP program.
- **Workforce Investment and Opportunity Act (WIOA)** - Includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community. Activities include basic skills training (GED, literacy), occupational skills training, on-the-job training, work experience, job search assistance, and basic readjustment services.

SECTION B. INTRODUCTION

1. Introduction

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

The FNS E&T program helps FNS participants gain skills and find work that moves them forward to self-sufficiency. Through FNS E&T, FNS participants have access to training and support services to help them enter or advance in the workforce. These programs also help to reduce barriers to work by providing support services – such as transportation and child care – as participants prepare for and obtain employment. Each state is required to operate a FNS E&T program and receives federal funding annually to operate and administer the program.

2. Purpose

The North Carolina Department of Health and Human Services (“NCDHHS” or “Department”) is soliciting applications for organizations to provide job-driven, skills-based training to eligible FNS recipients that leads to gainful employment.

3. Background

The FNS E&T program is part of the national SNAP program, administered by the United States Department of Agriculture (USDA) FNS. NCDHHS is the state agency that oversees the FNS E&T Program and is responsible for implementing the policies. Local county departments of social services (DSS) conduct activities directly related to recipients. E&T partners are agencies that contract directly with the Department to operate any portion of the E&T program.

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

4. Funding Source, Award Amounts, and Grant Term

- Individual agencies may only submit ONE application.
- It is anticipated that approximately 25 awards will be made through this RFA.
- **Applicants must provide a 50% match using non-federal funds.** The Department will pass-through the 50% Federal reimbursement funds to the applicant on a cost-reimbursement basis. No up-front or advance payments will be provided.
- The grant cycle will be for one year beginning October 1, 2022 through September 30, 2023. Contract renewal will be required annually and will be based on the availability of funding, contractor performance and contractual compliance. No carry over of unexpended funds is allowed from one federal fiscal year to another.
- Applicants must comply with cost parity and non-supplanting of funding requirements in accordance with USDA guidelines. Federal funds must not be used to supplant non-federal funds being used for existing services and activities.

- **Indirect Costs:** Selected organizations may request up to 10% in indirect costs on the modified total direct costs (unless the applicant has a current federally negotiated indirect cost rate). The approved federally negotiated indirect cost rate letter must be submitted with the application. These costs are included as part of the total amount awarded.
- **Allowable costs:** Allowable costs must be necessary and reasonable to provide the services. For more information about allowable costs, please see the 2 CFR Part 200 Subpart E - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>). A cost is reasonable if, in its nature and amount, it does not exceed that which a prudent person would pay under the circumstances prevailing at the time the decision was made to incur this cost. Necessary costs are incurred to carry out essential functions, cannot be avoided without adversely affecting program operation, and do not duplicate existing efforts. E&T funds may not be used for FNS eligibility determination, sanction activities, recipient wages, or meals eaten away from home.

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

SECTION C. APPLICATION REQUIREMENTS

1. Applicant Eligibility Requirements

An Applicant for this RFA must meet the following requirements:

- 1) Provide a non-federal 50% match which includes funding for recipient expenses
- 2) Any organization that is duly incorporated and registered under NC Statutes is eligible to apply if they meet the following requirements:
 - a. Applicants have completed registration with the [NC Secretary of State](#).
 - b. Applicants' Employer Identification Number (EIN) and registration with the Secretary of State must be consistent with both the name of agency and the EIN provided on the Family Support Application.
 - c. Applicants and subcontractors follow [E-Verify](#) requirements found in [HB36](#) & [HB786](#), which requires employers with 25 or more employees to verify the work authorization of new employees working 9 months or more in a 12-month period through E Verify. This law also requires Contractors and Subcontractors of public agencies to comply with [Article 2: Chapter 64 of the NC General Statutes: Verification of Work Authorization](#) requirements.
 - d. If applicable, applicants must have an Internal Revenue Service (IRS) tax-exempt letter on file or must submit their tax-exempt letter with their application.
 - e. All subcontractors must be approved by NCDHHS. Applicants who propose to subcontract services must describe the services to be provided by the subcontractor.
 - f. Services performed by the contractor shall not be duplicative of services performed by the subcontractor.

2. Scope of Work

Annually, the FNS E&T Program is awarded an allotment of federal funds to administer the program. FNS E&T funds are used to assist FNS recipients aged 16 and beyond, with a desire to work, in finding employment and/or education and training opportunities that lead to sustainable employment. All non-exempt FNS recipients must register to work. These work requirements can be found at: <https://www.fns.usda.gov/snap/work-requirements>. The E&T Program must include at least one of the following specific services or components:

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

- Supervised Job Search Training – strives to enhance job readiness skills by providing instruction in job seeking techniques. It may consist of job skills assessments, job placement services, or other direct training or support activities. Other activities may include resume writing workshops and learning to use online job search tools.
- Job Retention Services – provide support services for up to 90 days to recipients who have secured employment. Only recipients who have received other employment/ training services under the E&T program are eligible for job retention services. Job retention reimbursements must be reasonable and necessary and can include clothing required for the job, equipment or tools required for a job, relocation expenses, transportation and child care.

➤ ***Education Components***

- Basic Education and/or Foundational Skills Instruction (includes High School Equivalency programs)
- Career and/or Technical Education Programs or Other Vocational Training

- GED preparation
- English as a second language classes

➤ **Work Components**

- Self-Employment Programs – help teach recipients how to design and operate a small business or another self–employment venture.
- Pre-Apprenticeships, Apprenticeships, and/or Internship Programs
- Work Experience – involves actual work experience and/or on-the-job-training. Placements can be with private, for-profit companies, in contrast to the workfare component.
- Workforce Investment and Opportunity Act (WIOA) - includes job training services that are developed, managed, and administered by State agencies, local governments, and the business community under the WIOA. Activities include basic skills training (GED, literacy), occupational skills training, on–the–job training, work experience, job search assistance, and basic readjustment services.
- Note: Approved educational components must establish a direct link to job readiness. E&T funds can be used to pay for tuition and mandatory school fees charged to the general public. *E&T funds cannot be used to pay for State or local education entitlements.* Vocational Training courses can be included as part of the E&T education component. These training programs improve the employability of recipients by providing training in a skill or trade, thereby allowing the recipient to move directly and promptly into employment. Acceptable vocational training programs should have a direct link to the local job market. Vocational training, books, uniforms, and other expenses that are reasonable and necessary can be paid directly for participation in the vocational training component.

3. Programmatic Requirements:

Successful applicants will have the following expectations:

- a. **E&T ACTIVITIES.** The applicant must offer appropriate and allowable E&T activities or have the ability to create new activities for FNS E&T participants.
- b. **ASSESSMENT.** FNS recipients must be assessed prior to placement in an E&T component. Assessment should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment. This assessment can be done by an E&T counselor, case manager, or an E&T service provider.
- c. **CHECK FOR FNS ELIGIBILITY.** E&T participants must be an FNS recipient to receive E&T services. Community Based Organizations (CBO) will work with their local DSS agency to ensure participants received FNS benefits in the month of E&T participation.
- d. **CHECK FOR TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) PARTICIPATION.** Before placement in a component, CBOs will work with their local DSS office to ensure that the E&T participant is not a TANF Employment (Work First Employment) recipient. E&T funds cannot be used to serve TANF Employment recipients.

- e. **PLACEMENT.** After screening and assessment, an E&T participant is placed in a component. Activity placements must be appropriate for the individual's skill level, experience, and career goals.
- f. **PARTICIPATION TRACKING.** E&T participation must be reported through the NCWorks Geosol system. The level of participation by the FNS recipient depends on the component, and satisfactory compliance is defined by the Department.
- g. **FAILURE TO COMPLY PROCEDURES.** Ensure that recipients do not receive sanctions or penalties for failure to comply with an E&T program.
- h. **RECIPIENT REIMBURSEMENTS.** E&T recipients must be reimbursed for reasonable and necessary expenses directly related to participation in the E&T component as provided in Appendix 1.
- i. **SUPPORT SERVICES.** The applicant shall provide support services. Support services may include case management, early intervention, career counseling, recipient reimbursements, referrals to additional programs and services.
- j. **MONITORING PARTICIPATION.** The applicant must monitor the participation of FNS E&T clients in the NCWorks Geosol system. This is important for State agency reporting to FNS and for the State agency to evaluate performance measures.
- k. **FINANCIAL RESOURCES.** The applicant shall have the cash-flow to support an E&T program. The applicant shall have the financial capacity to pay for the service being provided if reimbursement is delayed.
- l. **FEDERAL GRANT REQUIREMENTS.** The applicant must have the ability to manage and track Federal grant funds and guarantee that the source of matching funds is non-Federal and allowable.
- m. **COST ALLOCATION.** The applicant shall have the ability to allocate costs to between local, State and Federal grants. The applicant must provide a cost allocation plan and charge all grants consistently.
- n. **STAFF TIME.** The applicant shall have the capacity to track and invoice for staff time spent on the E&T program. The applicant must keep time records in order to bill for its staff.
- o. **RECORD RETENTION.** The applicant must have a records and retention policy and have the capacity to store records (digital storage is acceptable) for audits and reviews.
- p. **PERFORMANCE MEASURES.** E&T providers must meet 100% of their goals proposed and submitted in their application. Failure to meet these proposed goals may jeopardize continued funding. These goals (i.e., activities) must be reflected in the NCWorks Geosol system within three (3) business days of the activity start date.
- q. **CASE MANAGEMENT.** The USDA regulations require that all FNS E&T participants receive case management services which is defined as a set of services to guide and support E&T participants as they engage with an E&T program. Case management services can include, but are not limited to, comprehensive intake assessments, individualized service plans,

progress monitoring, or coordination with service providers. All E&T participants must receive case management services and at least one (1) E&T component.

SECTION D. SOLICITATION PROCESS

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

- a. RFAs are being sent to prospective agencies and organizations. In addition, the RFA will be posted to the NCDHHS website (<https://www.ncdhhs.gov/divisions/social-services/public-notices>).
- b. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet (page 1) of this RFA. A summary of all questions and answers will be posted on the NCDHHS RFA website (<https://www.ncdhhs.gov/divisions/social-services/public-notices>).
- c. Applications will be received from each agency or organization. The application must be signed and dated by an official authorized to bind the agency or organization.
- d. All applications must be received by the NCDHHS no later than the date and time specified on the cover sheet (page 1) of the RFA. Faxed applications will not be accepted.
- e. At their option, the evaluators may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies and organizations are cautioned that the 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.
- f. 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 of North Carolina.
- g. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.

SECTION E. GENERAL INFORMATION ON SUBMITTING APPLICATIONS

a. Award or Rejection

All qualified applications will be evaluated, and awards made to those agencies or organizations whose capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest.

Successful Applicants will be notified by August 30, 2022.

b. Cost of Application Preparation

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

c. Elaborate Applications

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

d. Oral Explanations

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

e. Reference to Other Data

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

f. Titles

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

g. 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.

h. 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 Department.

i. 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.

j. 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.

k. 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.

l. 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 primary grantee is also required for each proposed subcontractor. All subcontractors **must** be approved by the NCDHHS.

m. 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.

n. 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.

o. 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. Federal Certifications must be signed or returned with the application.

Please be advised that successful applicants may be required to have an audit in accordance with N.C.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.

SECTION F. APPLICATION CONTENT AND INSTRUCTIONS

This section includes what the Applicant is required to provide the NCDHHS with its application response. The Applicant must clearly demonstrate (describe) in its proposal response how the applicant's organization will meet or address the programmatic requirements described in Application Requirements Section (Section C) of the RFA.

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

Applicants must complete their demographics (Face Sheet), performance measures, and budget in the *Contract Package Part A* spreadsheet that accompanies this RFA. Applicants shall populate all remaining attachments of this RFA that require information and include an authorized signature where requested. The Applicant's responses shall include the following items/attachments in this specific order and be clearly marked as such. Number each page consecutively. (Please provide the order of arrangement and content and page count if applicable).

- a. **Cover Page with all fields completed, signed by an authorized official of the Applicant's organization (0 points)**
- b. **Face Page (0 points) - (Must be completed in *Contract Package Part A* spreadsheet.)**
 - 1) The Applicant's name and principal place of business; and
 - 2) The Applicant's legal status: i.e., whether an individual, a corporation, a general partnership, a limited partnership, a joint venture, or some other legal entity including the state in which the Applicant is incorporated or organized.
- c. **Executive Summary (1-page limit) (5 points):**

The summary should be prepared after the application has been developed in order to encompass all key points necessary to communicate the objectives of the services. It is the document that becomes the cornerstone of the proposal, and the initial impression it gives will be critical to success of the venture. In many cases, the summary will be the first part of the proposal package seen by the agency and very possible could be the only part of the package that is carefully reviewed before the decision is made to consider the project any further.
- d. **Organization Background and Qualifications: Describes the organization and its qualifications for funding (10 points)**
 - 1) Mission and goal of the Organization.
 - 2) A brief overview of the Applicant's history; and
 - 3) Describe the Applicant's experience with providing the proposed service (organizations past achievements and accomplishments and evidence of its impact).

- 4) Brief overview of all services provided by the Applicant within the last five years, including:
 - i) The beginning and ending dates of all contracts.
 - ii) The services provided under those contracts.
 - iii) The total number of employees assigned to service each contract.
 - iv) Whether any of those contracts were extended or renewed at the end of their initial terms.
 - v) Whether any of those contracts were terminated early for cause by either party to the contract.
 - vi) The “lessons learned” from each of those contracts; and
 - vii) The name, physical address, email address and telephone number of at least one manager in each organization who is personally familiar with the Applicant’s performance under the contract.
- 5) Qualifications/background on Applicant’s Board of Directors and Key Staff.
- 6) The details of:
 - i) Any criminal convictions of any of the Applicants or any of their officers, directors, employees, agents, or subcontractors of which it has knowledge or a statement that there are none;
 - ii) Any criminal investigations pending against any of the Applicants or any of their officers, directors, employees, agents, or subcontractors of which it has knowledge or a statement that there are none;
 - iii) Any regulatory sanctions levied against any of the Applicants or any of their officers, directors, employees, agents, or subcontractors by any state or federal regulatory agencies within the past three years of which it has knowledge or a statement that there are none. As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
 - iv) Any regulatory investigations pending against any of the Applicants or any of their officers, directors, employees, agents, or subcontractors by any state or federal regulatory agencies of which it has knowledge or a statement that there are none;
 - v) Whether any of the Applicants, 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; and
 - vi) Assurance that the Applicant and the proposed staff are not excluded from participation by Medicaid or the Office of the Inspector General of the United States Department of Health and Human Services; and
- 7) Other major donors and summary of dollar amounts of contribution(s)

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

- 1) Problem (explain why the service is necessary).
- 2) Describe what your organization is currently doing to address this problem;
- 3) Target population or who are you plan on serving (i.e., ethnicity, age, gender of population served, primary county/counties served)
- 4) Number of recipients.
- 5) Eligibility requirements to receive services.
- 6) Statistical facts and figures (national, state, local).
- 7) Program website.

f. **Program Approach - A written description of the Applicant's approach, including identification of key partners, collaboration, and community support. (10 points)**

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

- 1) **Goals:** Note: The outcome is derived from the goal. It has the same intent, but it is more specific, quantifiable, and verifiable than the goals. Please be aware of how realistic your outcomes are and that the outcomes should be aware of time-restraints. Outcomes should be SMART – Specific, Measurable, Achievable, Realistic, and Time-Bound. Applicants must describe the program's intent to maintain, change, reduce, or eliminate the problem noted in their RFA and outline the project's goals.
- 2) **Objectives:** Objectives are the measurable outcomes of the project. They define your methods. Your objectives must be tangible, specific, concrete, measurable and achievable in a specified time period.

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

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

Objective: Our after-school remedial education program will assist 50 children in improving their reading scores by one grade level as demonstrated by standardized reading tests administered after participating in the program for six (6) 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's success.

All Applicants must:

- 1) Describe how you will collaborate on this project or initiative with other relevant organizations in your community, and how this project will improve the collaboration between local stakeholders or engage new stakeholders.
- 2) Describe the reasons you are partnering with specific organizations.
- 3) Describe how you will verify that projects or services are not being duplicated in the community and with the population served.
- 4) If the project involves **direct collaboration or joint collaboration** with other partners, these partners should submit letters of support clearly describing their organization's roles and responsibilities and agreement to participate.

Letters of support should be included with your grant application as an appendix and will not count toward the page limit of this RFA. Please do not have letters sent separately to the Department. They will not be included in your application and will not be read by reviewers.

g. **Action Plan - A description of how the Applicant will meet each of the requirements and deliverable described in the Scope of Work Section C.2 of the RFA. (20 points)**

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

- 1) Task Description of Project Activities, Inputs, Activities and Throughputs, Strategies and Methodologies and Schedules.
- 2) Performance Measures (Outputs and Quality Measures). Provide key measures that support and measure the success of the project. When providing these measures please include the measure description, baseline, target, data source, collection plan and collection frequency. **(Performance Measures must be completed in *Contract Package Part A* spreadsheet.) The following table must be completed and submitted with each application.**
- 3) Each goal indicated in the “Anticipated number of participants to be served during FFY 23” column must align with the NCWorks Geosol E&T activities as defined in the current North Carolina DHHS State Plan.

Activity Code	Activity Title	Description	Anticipated number of participants to be served during FFY 23
S01	E&T Orientation/ Pre-Enrollment Activities	Attendance in private or group program information session to individuals who have been referred to or who are inquiring about the program. Activities include making an explanation of the program and exploring with the individual the appropriateness of participation.	
S02	E&T Assessment	Activities to collect information about a client to evaluate the client's potential and suitability for FNS E&T participation. Activities include analyzing the client's work history, educational background, etc. and identifying barriers, strengths and supportive services needed.	
S03	E&T Case Management	Services provided to the individual exploring his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family. Activities also include follow-up counseling and services while the individual is eligible. This service must be provided in conjunction with another E&T component.	
S04	E&T Supportive Services	Payments, reimbursements, and services provided to individuals for reasonable, necessary, and approved expenses and fees required for participation. This service code may not be used for Job Retention services.	

S05	E&T Job Search Training	Activities that strive to enhance job readiness skills by providing instruction in job seeking techniques and increasing motivation and self-confidence. Component may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities.	
S06	E&T Work Experience	Work assignments with the goal of enabling participants to move to regular employment. Planned, structured learning experiences in the participant's chosen career path that occur in a workplace for a limited period of time and may be paid or unpaid.	
S07	E&T On-the-Job Training	Activities in which the participant is hired by a public or private employer, and while engaged in productive work, receives training that provides the knowledge and skills necessary to perform that job.	
S08	E&T Basic Education or Basic Skills Programs	Participation in education programs that improve basic skills and employability as well as establish a direct link to job readiness. Programs include, Adult Basic Education (ABE), Basic Literacy, English as a Second Language (ESL), high school equivalency (GED).	
S09	E&T Education Programs	Participation in post-secondary education programs that establishes a direct link to job readiness. Activities typically lead to the acquisition of a 2-year degree or similar.	
S10	E&T Vocational Training	Participation in vocational courses and programs that focus on teaching a specific trade that allows the participant to move directly and promptly into employment. This activity would include Human Resource Development, self-enrichment, or training with a direct link to job readiness.	
S11	E&T Certificate Programs	Participation in short-term training programs, typically offered by a degree area, that help participants develop and master knowledge and skills over a narrow subject area or topic.	
S12	E&T Testing	Interest and aptitude testing that evaluates the skills level or service needs of an individual. Also includes testing for third party credentialing or employment opportunities	
S13	E&T Self Employment Training	Activities that improve the employability of participants by providing training in setting up and operating a small business or other self-employment venture.	
S14	E&T Pre-Apprenticeship	Activities that prepare individuals to enter and succeed in an Apprenticeship program. These activities promote a diverse and skilled workforce and prepare participants to meet the basic qualifications for entry into an apprenticeship.	

S15	E&T Apprenticeship	Activity that is an employer-driven and “learn-while-you-earn” program that combines on-the-job training, provided by an employer that hires the apprentice, with job-related instruction in curricula tied to the attainment of national skills standards.	
S16	E&T Job Retention	Supportive services provided for up to 90 days to participants who have secured employment. This component is meant to help achieve satisfactory performance, retain employment, or to increase earnings over time. This component must not be used in conjunction with any other service.	
S17	E&T Supervised Job Search	SJS occurs at State-approved locations and activities of participants shall be directly supervised and tracked. Supervision of SJS can be done remotely or in person, but by a skilled staff person and occur at least monthly. There must be a direct link to increasing employment opportunities	
S18	E&T Work Experience (Work Activity)	Work assignments with the goal of enabling participants to move to regular employment. Planned, structured learning experiences in the participant's chosen career path that occur in a workplace for a limited period of time and may be paid or unpaid.	

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

h. Project Implementation Plan (20 points)

Include a project implementation plan (work plans, timelines, schedules, and transition plans for the project), and a description of how the Applicant will staff the project, including the name, resume and qualifications of each of the proposed team members, including subcontractors. (Note: Resumes and other additional materials may be submitted as an Appendix and not count toward the overall page limit.) Also include an analysis of the project’s risk and limitations, including how these factors will be addressed or minimized (regulatory, environmental, or other constraints).

i. Sustainability Plan (5 points)

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

j. Line-Item Budget and Budget Narrative (20 points)

Every item that appears in the budget should be explained clearly, so the evaluator/ reviewer will understand it. The budget narrative should explain how the numbers in the

budget were calculated and how each expense is related to the proposed project. The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables. It is also used to determine if the costs in the contract are reasonable and permissible. **(The Line-Item Budget must be completed in *Contract Package Part A* spreadsheet.)**

Submit complete application, including signature of authorized representative, to FNS E&T Team at FNSEandT@dhhs.nc.gov no later than 5:00 p.m. on Tuesday, June 30, 2022. Please note that Applications received after 5:00 p.m. will be classified as late and will not be reviewed nor will they be considered for funding. No mailed, hand delivered, or faxed applications will be accepted. Since applications must be submitted electronically, please allow additional time for any computer issues that may occur. NCDHHS will provide an Acknowledgement of Receipt for all applications received.

SECTION G. EVALUATION CRITERIA AND SCORING

PHASE I: INITIAL QUALIFYING CRITERIA

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

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFA Section	YES	NO
1	Was the application received by the deadline specified in the RFA?			
2	Vendor meets the minimum qualification requirements as described in Section C of the RFA.			
3	Program’s review of the Applicant verifies that the vendor is not excluded from receiving funds from the State of North Carolina or the Federal government for any unresolved finding for recovery.			

PHASE II: CRITERIA FOR SCORING PROPOSAL/APPLICATIONS

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

EVALUATION CRITERIA	SCORE
Cover Page	0 points
Face Page	0 points
Executive Summary	5 points
Organizational Background & Qualifications	10 points
Assessment of Need(s)/Problem Statement	10 points
Program Approach	10 points
Action Plan	20 points

Project Implementation Plan	20 points
Sustainability Plan	5 points
Line-Item Budget & Budget Narrative	20 points
TOTAL POSSIBLE POINTS	100 POINTS

ATTACHMENT A – LINE-ITEM BUDGET & BUDGET NARRATIVE

FFY 2023 (October 1, 2022 – September 30, 2023 FNS E&T Operating Budget)

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

Instructions: Complete the operating budget table, providing line-item detail and the program total.

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

FFY 2023 FNS E&T Budget Narrative

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

A. Salary/Wages –

Total: \$0

Staff position should be described in FTE and time spent on the project.

Name of Employee	Title	Annual Salary	Percentage charged to FNS E&T	Amount charged to FNS E&T
Total				\$0

B. Fringe Benefits – (Breakdown Per Position)

Total: \$0

If charging fringe and benefits to the E&T program, please provide the approved fringe rate.

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

C. Staff Development –

Total: \$0

D. Travel – Contractor Staff

Total: \$0

***NOTE: Mileage charged must meet the requirements of the current IRS established rate and Section 5.1.26 of the NC OSBM Budget Manual.**

E. Equipment –

Total: \$0

F. Office Materials/Supplies –

Total: \$0

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

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

Example based on square footage calculation:

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

I. Service Payments – Total: \$0

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

K. Recipient Dependent Care – Total: \$0

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

Recipient Transportation: \$0

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

Recipient Uniforms: \$0

TOTAL: \$

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

APPENDIX 1 – ALLOWABLE COSTS CHART

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