

# Request for Applications Questions and Answers

## North Carolina Refugee Health Promotion Program

August 13, 2021

Updated August 19, 2021

### Is the RFA in Microsoft Office Word format available online?

The RFA is now available in Word format on the NC DHHS Public Notices webpage:  
<https://www.ncdhhs.gov/divisions/social-services/public-notice>

### What is the total award amount for the Health Promotion grant?

*Estimated Range of Awards: \$45,000- \$95,000*

*Ceiling on Amount of Individual Awards: \$95,000*

### Can an applicant request to decrease the contract period from twelve months to nine months (October 1, 2021 – June 30, 2022)?

*Yes, an applicant can request a shorter contract period nine months. Please include the reason for the request.*

### Can documents submitted in the Refugee Support Services Contract Package renewal back in February 2021, be resubmitted as part of the RFA?

*Yes, provided the documents are still current.*

### What type of insurance does a contractor need to provide for staff driving clients in personal vehicles?

*Per the General Terms and conditions of the contract:*

*“Non-Owned Vehicle Insurance:*

*(4) **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.*

## **QUESTIONS ADDED AUGUST 19, 2021**

**The link to the FFATA Data form is not working, how can I obtain a copy of the form?**

*A copy of the FFATA Data form is now available on the NC DHHS Public Notice website.*

**Can the documents be sent in more than three emails if necessary?**

*Yes.*

**The checklist does not match up with the emails. Should we submit the attachment and all required documents identified in the checklist and email list?**

*Submit all of the documents and attachments requested. When there is a deviation, follow the checklist. (See the question directly below for the exception).*

**The Application Content and Instructions indicates a cover page is to be submitted; while the Email list references a cover letter. Do we have to submit a cover letter and a cover sheet?**

*No. The cover sheet and cover letter are interchangeable. Include one or the other.*

**Section 4.9 Contractor Qualifications and Capacity is included in the checklist but the Email list refers to it as "Background," do I follow the email list or checklist?**

*Follow the checklist.*

**Page 22 of the Scope of Work includes some specifics and more explanation than when the topic is discussed on previous pages in the RFA. Do we follow the structure located on page 22?**

*Yes, follow the Scope of Work format provided on page 22.*

**I am unable to locate the Performance Measures document referenced in the RFA.**

*The document Performance Measures is one of the tabs located in the Refugee Contract Package Part A excel workbook.*

**The Performance Measures tab in the Refugee Contract Package Part A workbook includes a list of services. Am I supposed to pick the codes that our agency will be providing?**

*Yes, the codes listed are specific to our refugee programs and should be used. Please read codes carefully as some are program specific.*

**The Proposal Summary is not in the email grouping on Page 17. Should it be included in the first email?**

*Not necessarily. As long as the Proposal Summary sent as an attachment to an email, then it is fine.*

**Does the Cost Allocation Plan belong in the third email?**

*As long as Cost Allocation Plan is in an attachment, that is fine.*

**Can public institutions apply or are the grants limited to private non-profit agencies?**

*Yes, public and non-profit organizations can apply. Private for-profit agencies are excluded from funding.*

**Can you give us any guidance about what you need to see in the Cost Allocation plan?**

*A copy of a Cost Allocation Table and Planning Guide are attached to the Public Notice on the NCDHHS Website.*

**Are other North Carolina state departments, local government agencies, universities or school systems required to submit a Cost Allocation Plan?**

*The Cost Allocation Plan is not required for other North Carolina state departments, local government agencies, universities or school systems (excludes private schools).*

**Are both Annual Conflict of Interest (Annual) and Conflict of interest Acknowledgement and Policy required.**

*Yes, both are required to be submitted with the RFA*

**What items are signed as a part of the RFA**

*Cover Page*  
*FFATA*  
*Signature Authority*  
*Conflict of Interest Annual*  
*Conflict of Interest Acknowledgement and Policy*  
*Annual IRS Tax Exemption Verification-This is also to be notarized.*