**Contract Cover Sheet**

Applicants to NACCHO’s *Evaluating the Distribution of Smoking Supplies as a Harm Reduction Strategy*request for applications (RFA) are expected to complete the following document and submit it with their application form and related materials. Please read carefully the five questions and statements below, enter your organizational information where indicated, and review the funding restrictions, contact information, and annex at the end of the document.

**Organization:** Click or tap here to enter text.

1. **On behalf of the organization listed above, I certify that we have completed all the necessary documents and forms required to apply for the funding opportunity outlined in the RFA. Our completed application includes (mark all that apply):**
	1. **Application materials**

[ ]  **Application form**

[ ]  **Budget**

[ ]  **Budget Narrative**

[ ]  **If applicable, back-up documentation of the amounts requested for fringe benefits and/or indirect costs included in the budget.**

* 1. **Contracting documents—Please complete and sign (electronic signatures are acceptable) all supplementary forms required for contracting.**

[ ]  **Certificate of Non-debarment or Suspension**

[ ]  **FFATA Form (for all contract requests $30,000 or more)**

* **Tip: Your UEI number and CCR/Cage Code number can all be found on your SAM.gov registration record.**
* **You may use the following information when completing the form:**
	+ **Award Title: Evaluating the Distribution of Smoking Supplies as a Harm Reduction Strategy**
	+ **Amount of Award: your total budget request**
	+ **Funding Agency: CDC**
	+ **CFDA #: 93.421**
	+ **TAS: can be left blank**

[ ]  **Proof of active registration with SAM.gov (see question 4).**

[ ]  **Vendor Form**

[ ]  **W9**

1. **I have reviewed NACCHO’s standard** **Contract Agreement** **and provided a copy to the individual with signing authority for my organization or fiscal sponsor, including any relevant financial or legal offices for advanced consideration. Our organization will be able to agree to the contract language and will be able to sign and return a contract to NACCHO within approximately 30 days of receiving it.**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

1. **I have reviewed the funding restrictions on pages 2 and 3 of this document and affirm that our organization will comply with these restrictions.**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

1. **Please submit proof of active registration with SAM.gov (see Annex below) with an active UEI number, as this is required for contract execution. If you are not currently registered with SAM.gov, please visit** [**this site**](https://sam.gov/content/home) **to do so.**

UEI number: Click or tap here to enter text.

1. **Please respond to both of the following questions:**
	1. Does your organization have prior experience in federal contracting? [ ]  Yes[ ]  No
	2. Has your organization completed a federal Single Audit? [ ]  Yes[ ]  No
2. **For recipients that plan to purchase telecommunications and/or video surveillance equipment: I certify that our organization planned equipment purchases will be made from manufacturers and service providers that do not fall under the ban on Chinese service providers (per section 889(b) of the National Defense Authorization Act). See the budget guidance for additional details.**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

**Funding Restrictions**

NACCHO reserves the right to request a revised budget after sites are selected but prior to the contracting process should NACCHO or CDC determine applicant’s proposed costs as unallowable. The following is a list of funding restrictions, compiled from the Federal Acquisition Regulation (FAR) and based on CDC guidance:

1. Recipients may not use funds for the following activities:
	* Research
	* Clinical care, except as allowed by law
	* Publicity, propaganda, or lobbying, including any expenses intended to support or defeat the enactment of legislation before any legislative body or designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order
2. Recipients may not use funds for:
	* Alcoholic beverages
	* Bad debts
	* Contributions and donations
	* Entertainment costs
	* Equipment items costing more than $5,000
	* Fines and penalties
	* Goods and services for personal use
	* Branded gift cards as incentives (e.g., grocery store, Amazon, etc.)
	* Losses on other awards
3. While modest gift cards/incentives are allowed to encourage participation of intended audiences in project activities, these expenses require additional documentation and prior approval from NACCHO. Please fill out the Gift Card and Incentive Approval Form in its entirety with detailed responses. Please note that any cash-based gift cards also require approval from CDC; this process adds substantial time to the contracting process.
4. All equipment purchases must receive prior approval from NACCHO/CDC. While limited equipment purchases (i.e., individual items costing under $5,000) are considered as allowable under the contract, recipients much ensure compliance with section 889(b) of the National Defense Authorization Act (NDAA) of Fiscal Year 2019, which stipulates a ban on the use of federal funds to pay for telecommunications and video surveillance equipment and services provided by a Chinese company. See the Budget Guidance document for more details on this prohibition.
5. The direct and primary recipient must perform a substantial role and not merely serve as a conduit for an award to an organization that is ineligible.
6. Reimbursement of pre-award costs is generally not allowed unless the CDC provides written approval to the recipient.

**Contact Information**

Contact Kat Kelley, Senior Program Analyst at kkelley@naccho.org with any questions about completing this form.

**Annex**

**Proof of SAM.gov registration**

See below an example of accepted proof of registration with SAM.gov. You may either submit a screenshot of your active registration status or download as a PDF your active registration record and submit it as an attachment with your funding application.

