

CONTRACT COVER SHEET

Applicants to NACCHO's *Building Capacity for Harm Reduction Monitoring & Evaluation* request for applications are expected to complete the following document and submit it with their application form and related materials. Please indicate your organization below and then respond to the following six statements and questions.

Organization:

1. I have reviewed NACCHO's [Standard Subaward Agreement Language](#) 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:

Title:

Date:

2. I have reviewed NACCHO's [invoicing instructions](#) and [subaward financial report worksheet](#) (i.e., invoice submission form). Our organization will be able to complete invoices according to these instructions and using this worksheet.

Name:

Title:

Date:

3. I have reviewed the funding restrictions on page 2 of this document. Our organization will comply with these restrictions.

Name:

Title:

Date:

4. Please submit proof of active registration with SAM.gov with an active DUNS number, as this is required for contract execution. If you are not currently registered with SAM.gov, please visit [this site](#) to do so.

DUNS number:

Please provide your responses to the following questions to inform the contracting process. The organization is not required to answer "Yes" to be eligible for this project.

5. Do you have prior experience in Federal Contracting?

Yes No

6. Have you completed a Single Audit?

Yes No

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
 - Fines and penalties
 - Goods and services for personal use
 - Losses on other awards
3. 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.
4. 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, HIV, STI, & Viral Hepatitis (kkelley@naccho.org) with any questions about completing this form.