



Request for Applications
Addressing Needs of People with Disabilities in COVID-19 Local
Preparedness Planning, Mitigation and Recovery Efforts
Applications due October 13, 2020 by 11:59pm ET

Background

The National Association of County and City Health Officials (NACCHO) is the voice of nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

NACCHO, with support from the Centers for Disease Control and Prevention (CDC) Division of Human Development and Disability, will provide funding to local health departments to address the needs of people with disabilities in COVID-19 planning, mitigation, and recovery efforts. The main activities of the project include (1) awarding funds to a maximum of 10 local health departments to better address disability issues; (2) embedding disability champions, who will serve as subject matter experts, in local public health emergency preparedness planning and response programs; and (3) updating local emergency response plans to better serve the needs of people with disabilities during outbreaks, pandemics, and other national emergencies.

Funding Overview and Timeline

NACCHO will issue awards in the form of fixed priced contracts up to \$83,000 to 10 local health departments to complete the required activities. Applications must be submitted by **October 13, 2020** at 11:59PM ET and selections will occur on or around October 30, 2020. The project period shall begin upon both parties' full execution of the contract and will end July 31, 2021. Contingent on CDC approving a no cost extension, the project will continue (with a contract modification) to end on June 30th, 2022. All necessary information regarding the project and application process is outlined in this Request for Applications (RFA).

NACCHO will host an optional informational webinar for potential applicants on September 22, 2022 at 2:00 pm ET to review the RFA and respond to questions. Please note that no new information will be shared during the webinar and applicants do not need to wait for this optional webinar to begin or submit applications. The webinar will be recorded and posted to [NACCHO's Health and Disability](#)

[webpage](#) as soon as the recording is available. To register for the webinar, click [here](#). Please e-mail any questions to slyons@naccho.org.

Key Dates

Event	Date
Release of RFA	September 8, 2020
Optional RFA webinar	September 22, 2020
Application period closes	October 13, 2020
Anticipated notice of award	October 30, 2020

Eligibility and Contract Terms

This funding opportunity is open to LHDs with an interest in building capacity in emergency preparedness and response to meet the needs of people with disabilities in their jurisdiction, particularly during the current COVID-19 pandemic. The applicant should meet the following requirements:

- LHD must be able to support or hire a disability champion to coordinate project activities to ensure that issues impacting people with disabilities are included in local planning and response efforts.
- LHD must have capacity to engage with people with disabilities and/or partner with organizations that serve people with disabilities throughout the project period.

Selected LHDs will enter into a contract with NACCHO to complete the deliverables specified in the application. NACCHO will disburse funds according to completion of the assigned scope of work and accepted deliverables. NACCHO will provide a payment schedule in accordance with the assigned completion percentage. Please note: NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

Project Expectations and Requirements

This project seeks to improve LHD capability to effectively address the needs of people with disabilities when planning and responding to outbreaks, pandemics and other national emergencies. Required project activities are listed below. A scope of work template further outlining these activities can be found in Appendix A (see Attachment I) and represents the deliverables associated with receipt of award which will be incorporated into the contractor agreement (Appendix A).

Selected LHDs will be required to:

- Support or hire a disability champion to coordinate activities and ensure that issues impacting people with disabilities are included in planning and response efforts. NACCHO strongly encourages people with disabilities be hired as champions;
- Participate in project kick-off call and close-out call with all grantees, CDC, and NACCHO;
- Collaborate on implementation and sustainability plans with disability champion and local public health emergency preparedness program staff to ensure disability-inclusive planning and response efforts;

- Establish and maintain partnerships across public health, emergency preparedness and organizations that serve people with disabilities to address the local needs of people with disabilities within emergency planning and response efforts;
- Participate in community of practice and technical assistance calls to review progress of planned activities and share practices and lessons learned;
- Participate in evaluation-related activities to track and measure progress towards expressed outcomes; and
- Complete a final report detailing successes, challenges, and lessons learned.

Application Instructions

Applications for the project should use single-spaced, Times New Roman, 12-point font, with 1" margins. Applicants should:

1. Review the requirements and expectations outlined in this RFA.
2. Read NACCHO's standard contract (Appendix A) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
3. The submitted application must include the following items to be deemed completed:
 - a. Narrative (no more than 3 pages) that addresses the three domains described below: jurisdictional need, organizational capacity, and partnerships.
 - b. Anticipated budget ([template provided](#)) and budget narrative.
 - c. Completed [Vendor Information Form](#) (Appendix C), [W-9](#), and [Certification of Non-Debarment](#).
4. Applications should be emailed to slyons@naccho.org in one e-mail by 11:59PM ET on **October 13, 2020**. Submissions after this deadline will not be considered. Please use the subject line "COVID-19 and Disability RFA."
5. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness. All applicants will be notified of their status on or around October 30, 2020. All questions may be directed to slyons@naccho.org.

Selection Process

Applications for this project will be evaluated by NACCHO and scored based on the following criteria:

- Statement of need (40%)
- Organizational capacity (30%)
- Partnerships (30%)

Please note, reviewers will consider geographic distribution, jurisdictional characteristics, and population size served to ensure diversity in local health departments selected. Reviewers may also give preference to jurisdictions with significant COVID-19 burden (e.g. positivity rate above 10%) and above national disability prevalence (U.S. Census states that national prevalence is [13.1%](#)).

Applications should include:

A. Cover Page (this does not count towards the page limit) that includes:

- Applicant organization name, address, city, and state
- Size of jurisdiction served
- Characteristic of jurisdiction: rural, urban, suburban, mixed (if mixed, indicate which)
- Name, phone number, and email for primary point of contact for the application

B. Project Narrative

1. Statement of need

Describe the demographic characteristics of the jurisdiction including:

- disability prevalence
- race and ethnicity data
- poverty rate

Describe the impact of COVID-19 on the jurisdiction and the jurisdiction's current response efforts including any existing challenges related to COVID-19 response efforts. This should include:

- Describing data on current known burden. Please include the following metrics: total COVID-19 cases per 100,000, total COVID-19 deaths per 100,000, total number of cases of COVID-19, total number of deaths from COVID-19, positivity rate, and case fatality rate. Please report on data as of September 30th, 2020.
- Describe who is most impacted by the disease in the jurisdiction.

2. Organizational capacity

Describe your organization's capacity to implement this project. Please include:

- Description of organizational structure, particularly how public health emergency preparedness staff will engage in the project activities.
- Description of any existing activities your health department has accomplished to meet the needs of people with disabilities in local emergency planning and response efforts (including during COVID-19 or past emergencies).
- Considerations for sustainability, such as how this project will align with other funding streams; how it builds upon past work and supports future goals; and how enhanced LHD capability or new partnerships might be supported or leveraged beyond the funding period.

3. Partnerships

- Description of your local health department's past and/or current partnerships with organizations that serve people with disabilities in your jurisdiction.
- Explain how these partnerships can be leveraged to identifying potential subject matter experts to participate as a disability champion.
- Highlight how such organizations can provide the perspective of the needs of community members with disabilities experienced during the COVID-19 pandemic.

C. Budget and Budget Justification

- Refer to the [budget template and instructions](#). The budget will not be included in the scoring criteria but is required for complete application submissions.
- Include a budget narrative (one page or less) to explain each line-item and how the amounts were derived. See detailed guidance below.
 - Personnel: List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position's time devoted to the project, and the activities you anticipate these staff persons to conduct.
 - Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc.
 - Travel: Specify the purpose and details of the travel.
 - Supplies: Identify supplies in the detailed budget and the intended use for these supplies (i.e. what activities will the supplies support).
 - Contractual: Identify each proposed contract and specify its purpose and estimated cost.
- Respond to the following two questions at the end of the budget narrative (does not count towards the page limit):
 - Do you have a prior experience in Federal Contracting?
 - Have you completed a Single Audit?

D. Attachments

- Required: **At least** one letter of support from disability organization partner
- Required: Complete and submit the [Vendor Information Form](#) (Appendix C)
- Required: Complete and submit the [Certification of Non-Debarment](#)
- Required: Submit a [W-9](#)

Appendix A – Contractor Agreement/Scope of Work

Appendix B – List of unallowable costs

Appendix C – Vendor information form

APPENDICES

APPENDIX A

CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and *[insert name of Contractor]* (hereinafter referred to as “Contractor”), with its principal place of business at *[insert mailing address of Contractor]*.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of ____ GRANT # ____, CFDA # ____, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$ #####.00 *(enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid)*. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. **Three** invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			
Invoice III			

(insert time increment). (May be “monthly” or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for *the giving of notices as set forth in Section 23* of this Agreement. Any changes of payment method would require a modification signed by both parties. **The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.**

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces

its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.

7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written,

regarding such subject matter.

12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.
16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to 2 CFR 200 Subpart C, Contractor will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor will certify to NACCHO using the required form that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

20. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F , Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
21. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”
22. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
23. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City
Health Officials
Attn: _____
[Name of Program Staff]
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) _____
Fax (202) 783-1583
Email: _____@naccho.org

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM
Lead Contracts Administrator
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

*(Name and address of Contractor's
Contract Officer or Designee, including
telephone and fax.)*

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By: _____

By: _____

Name: Jerome Chester

Name: _____

Title: Chief Financial Officer

Title: _____

Date: _____

Date: _____

Federal Tax ID No.:

DUNS No.: _____

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
CONTRACTOR AGREEMENT – ATTACHMENT I
SCOPE OF WORK

Task 1: Completed within 30 days of receiving contract from NACCHO:

- Submit signed contract.
- Participate in project kick-off calls with NACCHO, CDC and selected grantees (week of November 16th, 2020).

Task 2: Support or hire disability champion who will coordinate project activities and ensure that issues impacting people with disabilities are included in planning and response efforts, completed no later than January 22, 2021.

- NACCHO strongly encourages people with disabilities to be hired as champions.
- Disability champions will be expected to participate in champion kick-off call (week of January 25th, 2021).

Task 3: Disability champions will collaborate with their local public health emergency preparedness programs to ensure disability-inclusive planning and response efforts through the following activities, completed no later than June 30, 2022:

- Conduct baseline needs assessment/gaps analysis of current preparedness plans using a standardized preparedness assessment tool.
- Develop individualized implementation plans to meet the needs of the local health department.
- Establish and maintain partnerships across public health, emergency preparedness and organizations that serve people with disabilities to address the local needs of people with disabilities within emergency planning and response. NACCHO will provide technical assistance on creating a partnership plan.

Task 4: Coordination with NACCHO and participation in peer sharing and technical assistance opportunities, completed no later than June 30, 2022:

- Participate in community of practice calls. Community of practice topics will include orientation and training for disability champions (e.g., COVID-19 and disability, expectations for disability champions, partnership building).
- Complete sustainability plan.
- Complete disability champion status reports that provides a summary of completed and on-going implementation plan activities*
- Participate in wrap-up meeting with project partners to share lessons learned by the end of the project period.
- Submit end of project report to articulate challenges, lessons learned, successes, and future needs and final evaluation measures as requested by NACCHO*

*Templates for these deliverables will be provided by NACCHO in advance of due date.

APPENDIX B

List of unallowable costs:

NACCHO reserves the right to request a revised cost proposal, should CDC determine applicant's proposed cost as unallowable. Below is sample of unallowable costs, compiled from the Federal Acquisition Regulation (FAR) as a general reference:

1. Interest Expense (FAR 31.205-20) is unallowable however represented including bond discounts, costs of financing and refinancing capital including associated costs. Some associated costs include related legal and professional fees incurred in connection with propectuses, the costs of preparing stock rights are generally unallowable with special rules. However, interest assessed by certain state and local taxing authorities are allowable under certain conditions. Suggest the author be contacted on these special rules.
2. Donations/Contributions (FAR 31.205-8)
3. Entertainment (FAR 31.205-14) – The costs of entertainment and recreation however represented are unallowable including associated costs. It also includes costs associated with social activities including social, dining, country clubs and similar organizations are unallowable.
4. Contingencies (FAR 31.205-7)
5. Bad Debts (FAR 31.205-3)
6. Fines and Penalties (FAR 31.205-15) – The costs of fines and penalties for violating federal, state or local laws is unallowable including associated costs. Specifically, the costs associated with the mischarging of costs to government contracts is unallowable.
7. Goodwill (FAR 31.205-49) – The write-up of assets, resultant depreciation and goodwill from business combinations is unallowable.
8. Losses on Contracts (FAR 31.205-33) – The excess of cost over income on any contract is unallowable. This includes the contractor's share of any cost contribution on cost sharing agreements.
9. Organizational (FAR31.205-27) – Organization costs and re-organization costs are unallowable however represented including professional and legal fees. However, the costs of executive bonuses, employee savings plans and employee stock ownership plans are not considered organization or re-organization costs and are not made unallowable by this principle. Such costs are addressed by FAR 31.205-6.
10. Alcohol – Alcohol is expressly unallowable under all circumstances.
11. Food-- Direct charges for meals/food and beverages are unallowable
12. Promotion – this cost is unallowable if the primary purpose is to promote a company's image or products or service.
13. Personal Use – Personal use of anything as compared to business purpose is unallowable.
14. Profit Distribution – Any cost presumed to be a distribution of profits is unallowable in all cases.
15. First Class Air Fare – First class air fare is unallowable in most cases. There are a few exceptions, but are available in rare circumstances. Please contact me about these exceptions as needed.
16. Legal Costs – Certain legal costs are unallowable. In order for legal costs to be allowable the costs must be documented by scope of work, rate description and work product. In any case please contact me regarding the circumstances that these costs are allowable or not. Claims against the government and Defense of certain fraud proceedings are unallowable.
17. Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration. There are many rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.
18. The second one is Circumstantial Unallowable Costs. These costs are either allowable or unallowable depending on the special and unique circumstances that embody numerous exceptions and special rules.

The majority of cost items addressed by FAR 31.2 fall into this category. The rules and exceptions are too voluminous to include here. Please contact NACCHO with specific questions about what is allowable.

APPENDIX C

Vendor Information Form

Organization

Official Name of Organization: _____

EIN Number: _____

DUNS Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact

Name: _____

Title: _____

Organization: _____

Address (if different from above): _____

Telephone: _____

Email: _____

Fax: _____

Person to Receive Contract from NACCHO for Signature

Name: _____

Email Address: _____

Authorized Signer for Contract

Name: _____

Title: _____

Organization: _____

Address (if different from above): _____

Telephone: _____

Email Address: _____

Accounts Payable Information

Name (Attn) _____

Address (if different from above): _____

Telephone: _____

Email Address: _____