

REQUEST FOR PROPOSAL
FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL
EMERGENCY FOOD AND HOUSING SERVICES
RFP 2000003832
Fiscal Years 2025-2026

IMPORTANT NOTICE

THIS IS AN ELECTRONIC PROCUREMENT (eBID)

SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE BONFIRE PORTAL
(<https://fairfaxcounty.bonfirehub.com>)

Fairfax County Government uses a procurement portal powered by Bonfire Interactive for accepting and evaluating proposals. To register, visit <https://fairfaxcounty.bonfirehub.com>. Additional assistance is also available at Support@GoBonfire.com.

Submitting proposals via the Bonfire portal is **mandatory**. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (e-mail) in response to this RFP. Reference Section 10, How to Apply, for additional information.

Fairfax County strongly encourages Applicants to submit proposals well in advance of the proposal submission deadline. A proposal submission is not considered successful unless all necessary files have been uploaded and the 'Submit & Finalize' step has been completed. Applicants are responsible for the consequences of any failure to plan ahead in the submission of its Proposal.

1. **INTRODUCTION:**

- 1.1. The purpose of this Request for Proposal is to solicit applications from eligible nonprofits to provide emergency housing and emergency food assistance to residents within one or more zip codes and regions of the County of Fairfax for the Consolidated Community Funding Pool (CCFP).
- 1.2. Total available funding is projected to be \$5 million dollars and will be allocated at approximately 25% for Emergency Food and 75% for Emergency Housing. This funding is contingent on final Board of Supervisors allocation and approval; and is made available from a combination of local, state and federal sources:
 - Federal and State Community Services Block Grant (CSBG) (Approximately 10% of total available funds.)
 - Fairfax County General Fund (Approximately 90% of total available funds).
- 1.3. All awards are subject to the County of Fairfax General Conditions and Instructions to Bidders found in the Resource Manual, pages 24-32 and Special Provisions also in the Resource Manual.
- 1.4. All programs receiving funds from the Community Services Block Grant will be subject to all Federal and State laws, regulations and guidelines governing those grants. Awards utilizing these federal funds may result in a subrecipient designation and as such must comply with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. **ELIGIBLE APPLICANTS:**

- 2.1. Organizations with non-profit 501(C) 3 tax exempt status or organizations that have established their 501(C) 3 tax exempt status by February 20, 2024, including faith-based or religious organizations. If funded, proof of 501(c) 3 certification will be required.
- 2.2. Applicants may be located in other jurisdictions, however, the proposed program(s) **must** serve **only** eligible residents of Fairfax County, depending on the funding source, as defined below:
 - a. Programs funded through the **Fairfax County General Fund** may only serve residents of Fairfax County, City of Fairfax, the Towns of Clifton, Herndon, or Vienna.
 - b. Programs funded through the **Community Services Block Grant (CSBG)** may serve residents of Fairfax County, the Towns of Clifton, Herndon, or Vienna and may also serve residents of the City of Fairfax and Falls Church. Awards funded through the CSBG must benefit residents at CSBG income levels referenced in the Resource Manual, page 46. Awards made with CSBG funds may be designated for housing, education, employment, childcare and emergency programs.
- 2.3. Organizations that are in receivership status or debarred by the U.S. Government and/or Fairfax County are not eligible.

3. **PRE-PROPOSAL CONFERENCE:**

- 3.1. **An optional pre-proposal conference will be held via MS Teams on September 29, 2023, at 10:00 AM.** Participants are required to register prior to the pre-proposal web conference. Use URL <https://events.gcc.teams.microsoft.com/event/e43f7068-5081-4b38-b869-432377c2c125@a26156cb-5d6f-4172-9d7d-934eb0a7b275> to register. Participants will be asked to wait in the waiting room until the host allows them to join the conference.
- 3.2. The purpose of the Pre-Proposal Conference is to give potential Applicants an opportunity to ask questions and obtain clarification regarding any aspect of this RFP. Due to the importance of all Applicants having a clear understanding of the requirements of this solicitation, attendance at this conference is strongly encouraged. This will be the only pre-proposal conference held on this solicitation.
- 3.3. A recorded copy of the pre-proposal conference will be available within 10 business days via the internet at: <https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool>. Applicants may view the pre-proposal conference by clicking on the appropriate link.

4. QUESTIONS AND ADDENDA:

- 4.1. All questions should be directed to Vincenza Githens, Contract Specialist, Department of Procurement and Material Management via email at: DPMMteam3@fairfaxcounty.gov.
- 4.2. Applicants are reminded that questions/responses and changes to the RFP, in the form of an addenda, are often issued between the RFP issue date and five (5) business days before the due date. The final date to submit questions is **November 8, 2023, at 2:00 PM**.
- 4.3. All addenda shall be signed and submitted before the due date/time and must accompany the proposal submission.
- 4.4. Notices of addenda will be posted on Fairfax County's solicitation platform [Bonfire](#). It is the Applicant's responsibility to monitor Bonfire for the most current addenda.

5. BACKGROUND:

- 5.1. In 1997, Fairfax County, Virginia developed and implemented a competitive solicitation process for funding human services programs developed by nonprofit agencies. The Board of Supervisors, in 1998, then established the Consolidated Community Funding Advisory Committee (CCFAC) to oversee the county's Consolidated Community Funding Pool (CCFP) policy, planning, and development of categories and proposal evaluation criteria. The committee is comprised of representatives from nine (9) Fairfax County Human Services Boards and Commissions and several community sectors. The committee works in partnership with the Community Action Advisory Board (CAAB) to determine the program areas for CCFP award funding through the Community Services Block Grant (CSBG) allocation to Fairfax County and collaborates with the Fairfax County Redevelopment and Housing Authority (FCRHA) to allocate CDBG funding in the County's Consolidated Plan. Each award cycle, the CCFAC reviews and strategically adjusts the categories to meet the county's changing needs and to recognize the changing nature of community-based providers.
- 5.2. Prior CCFP award funding cycles have utilized a single Request for Proposal (RFP) process to facilitate the competitive nature of the CCFP which may often result in the basic needs of housing and food supports competing for funding with non-basic needs programs and services. This single RFP process unintentionally created gaps in service for residents in the areas of food and housing. The impact of COVID-19 has highlighted the need to ensure that adequate basic needs are resourced throughout the county.
- 5.3. In response to the Fairfax County Board of Supervisors' direction, a multidisciplinary workgroup comprised of CCFAC members, non-profit Executive Directors, and county staff worked to develop a process improvement to the CCFP. The result of this effort is the creation of a two-RFP strategy. Starting in the FY 2023-FY2024 award cycle, CCFP RFP I and CCFP RFP II (Emergency Housing/Food) will ensure that all areas of the county have basic needs funding support. RFP I will solicit responses from eligible programs to provide services that are not inclusive of emergency housing and urgent food assistance. RFP II will solicit responses from eligible programs to provide emergency food and housing needs.
- 5.4. Through this two-RFP strategy, the CCFP will help people reach their highest level of personal achievement which is vital to our county's success and ensures that all residents are able to have opportunities for economic prosperity. Linking our residents and families to opportunities helps ensure lifelong learning, better health, resilience, and economic success.
- 5.5. For the FY2025-2026 funding cycle, the CCFAC organized the funding categories according to the two RFPs – seven categories for RFP I and two for RFP II. The Fairfax County Board of Supervisors approved the funding categories on June 27, 2023. The funding pool categories and its requirements reflect the county's emphasis on outcome accountability based less on what is done for clients and more on how their lives and conditions are improved as a result of the programs.
- 5.6. This Request for Proposal is the seventeenth since the creation of the CCFP. For information on previously funded programs visit <https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool>.
- 5.7. Information on funded programs for the FY23-24 award cycle can be viewed on the [Fairfax County Contract Register](#) by entering "CCFP" into the description of contract, service, or commodity field.

6. PROPOSAL GUIDELINES:

All proposed programs should address no more than two of the funding categories listed below. In the case of programs for which multiple organizations are collaborating on a joint proposal, the proposal may target up to a maximum of three categories. **FUNDING CATEGORIES ARE NOT RANKED IN ANY ORDER OF IMPORTANCE.** *Service examples may include, but are not limited to, the examples listed in each category area below.*

CCFP Categories Overarching Statement

These categories were identified as needs and are aligned with health and human services determinants. Programs and services offered are to reduce barriers and provide recipients with opportunities for stability. Each outcome statement focuses on a broad community definition and specifically includes all individuals, communities and families, income levels, abilities, and ages. Where appropriate, providing legal services, case management, transportation, high-quality and affordable childcare, linguistically (interpretation and translation), culturally and developmentally appropriate services, and/or other resources that remove barriers and allow participation, may be included in all seven categories of CCFP RFP I and case management may be included within the two categories of CCFP RFP II.

6.1 Emergency Food: Urgent food support provides an allotment of food and, as needed, associated case management services. These food supports can be short-term or long-term in nature to meet a critical/urgent need. Programs must provide direct client food assistance and should include food which reflects the cultural, religious, and situational needs of the recipients.

FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
I. EMERGENCY FOOD	To have reliable and immediate access to sufficient, affordable and nutritious food that is culturally diverse.	<ul style="list-style-type: none"> - Neighborhood distribution sites - Emergency food distribution programs (e.g., programs that increase access to grocery stores, farmers markets, creation of emergency pop-up markets) - Food banks

6.2 Emergency Housing: Housing support services to resolve housing instability, prevent eviction or displacement. Services are short-term only and are not a long-term housing program.

FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
II. EMERGENCY HOUSING	To have safe, stable, and accessible living accommodations along with other basic necessities.	<ul style="list-style-type: none"> - Short term rental assistance - Utility payments - Provision of temporary or emergency shelter and supportive services to individuals and families, including youth, experiencing housing instability and homelessness - Programs and case management services that address eviction or housing crisis

7. STANDARDIZED OUTCOMES:

- 7.1. Below are the standardized outcomes for each category. Each program **must** select the Overall Stability and Basic Needs Program Outcomes and then select either Emergency Housing **OR** Emergency Food outcomes for a total of 4 outcomes per program.

STANDARDIZED PROGRAM OUTCOMES	STANDARDIZED OUTCOME INDICATORS
Required Standardize Program Outcomes – Overall Stability and Basic Needs All Programs	
<ul style="list-style-type: none"> Children and adults have access to community safety net resources that promote stability 	<ul style="list-style-type: none"> Percent of households receiving services with outcomes contributing to a child and/or adults stable living environment.
<ul style="list-style-type: none"> Persons have improved access to emergency basic needs assistance 	<ul style="list-style-type: none"> Percent of adults receiving services who are successfully connected to additional resources that support their emergency basic needs.
Required Standardize Program Outcomes- Emergency Housing Assistance	
<ul style="list-style-type: none"> Persons have increased housing stability. 	<ul style="list-style-type: none"> Percent of households who were able to pay housing costs due to support from the program
<ul style="list-style-type: none"> Persons experiencing a reduced risk of homelessness 	<ul style="list-style-type: none"> Percent of households who were less likely to be evicted due to support from the program
Required Standardize Program Outcomes- Emergency Food Assistance	
<ul style="list-style-type: none"> Persons have increased food security. 	<ul style="list-style-type: none"> Percent of households who report, due to program participation, experiencing less hunger on a weekly basis
<ul style="list-style-type: none"> Persons having healthier food options. 	<ul style="list-style-type: none"> Percent of households who report, due to program participation, they have healthier food options

8. BASIS OF AWARD:

- 8.1. This Request for Proposal is being utilized for competitive negotiation. Under the competitive negotiation process, a contract may be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the Request for Proposal. The County reserves the right to make multiple awards by region, population, County-wide, or some combination therefore, whichever is in the County's best interest.
- 8.2. A Selection Advisory Committee (SAC) comprised entirely of Fairfax County residents is appointed by the Deputy County Executive for Health and Human Services to recommend proposals for awards. Individuals on the SAC serve on a volunteer basis and must reside in Fairfax County. SAC members may not be a current officer, employee, or Board member of an Applicant's agency, a current County employee, member of the Consolidated Community Funding Advisory Committee (CCFAC) or member of Community Action Advisory Board (CAAB).
- 8.3. The SAC evaluates proposals according to the established evaluation criteria and will conduct a preliminary evaluation and rating of the technical information in each proposal on the basis of the criteria listed above. The cost information will be evaluated and rated only for the proposals with the highest preliminary ratings.
- 8.4. Selection shall be made of two or more applicants deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with each of the applicants so selected. After negotiations have been conducted with each applicant so selected, the County shall select the applicant(s) which, in its opinion, have made the best proposal, and shall award the contract(s) to that applicant(s).
- 8.5. Applicants will be notified of the recommendations and action by the Board of Supervisors in the spring of 2024. The terms of the contract will begin July 1, 2024. Unsuccessful applicants may request a meeting via e-mail at DPMCCFP@fairfaxcounty.gov to receive feedback on their proposal after awarded contracts have been signed, after August 1, 2024.

9. EVALUATION CRITERIA:

- 9.1. The SAC will use established evaluation criteria to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the response to each criterion element. A detailed description of each criterion is included in this RFP. Collaborative proposals are highly encouraged.
- 9.2. Collaboration is defined as two or more organizations joining together through written agreement to provide services based on common goals and shared funding. Partners agree to pool resources and jointly plan, implement, and evaluate new services and procedures. They also agree to delegate individual responsibility for the outcomes of their joint efforts. Only one of the organizations would submit a proposal on behalf of the collaboration.
- 9.3. Funding allocations are based on the Applicant's ability to adequately address the following:

All APPLICATIONS will be considered on the following Criteria:		
Criterion		Points
TECHNICAL PROPOSAL:		
Criterion A	Understanding of Need	13 points
Criterion B	Outcomes	23 points
Criterion C	Equitable Approach	24 points
Criterion D	Organizational Capacity	20 points
COST PROPOSAL:		
Criterion E	Budget and Budget Justification	20 points
TOTAL		100 points

10. HOW TO APPLY:

- 10.1. Proposals must be received electronically through [Fairfax County's online Procurement Portal](#) on or before the submission deadline. Submissions will only be accepted through the portal. Fairfax County will not accept proposals submitted by paper, telephone, facsimile ("FAX") transmission, or electronic mail (i.e., e-mail) in response to this RFP.
- 10.2. Proposal submissions and registration are free of charge. Offerors can register for a free account at: <https://fairfaxcounty.bonfirehub.com>, which will be required when preparing a submission. Documents may be uploaded at any time during the open period. The official time used for receipt of proposals/modifications is the time stamp within the Bonfire portal. No other clocks, calendars or timepieces are recognized. For technical questions related to a submission contact Bonfire at Support@GoBonfire.com or click on the link "Contact Bonfire Support here" under Need Help? (**Note: it takes an average of 16 minutes to an hour for a response**). Therefore, offerors shall take the necessary steps to submit their proposals in advance.
- 10.3. Listed below are some helpful guides that will assist offerors regarding Vendor Registration, Proposal Submission and User Guide, which provides step by step instructions regarding use of Bonfire:
 - [Vendor Registration](#)
 - [Creating and uploading a submission](#)
- 10.4. If, at the time of the scheduled proposal closing, Fairfax County Government is closed due to inclement weather or another unforeseeable event, the proposal closing will still proceed electronically through the Bonfire system.
- 10.5. Technical Information: Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements for the Bonfire portal are Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.
- 10.6. There are no limits to the number of programs an organization can submit. Each proposal must be submitted separately with all requested forms and attachments.
- 10.7. Proposals should be prepared electronically using appropriate software applications. The proposal narrative, exclusive of requested forms and attachments, should not exceed seventeen (17) single sided, 8.5 by 11-inch pages. Proposal forms, attachments, and Tables of Contents are exempt from the page limitation count.
- 10.8. Each Applicant responding to this Request for Proposal should supply all the documentation required in the RFP including attachments. Failure to provide documentation with the Applicant's response to the RFP may result in the disqualification of the proposal.
- 10.9. Proposals must be received no later than **2:00 p.m. on December 5, 2023**, by the Fairfax County Department of Procurement and Material Management via Bonfire.
- 10.10. Documents to assist in the development of your proposal, are available for downloading at: <https://www.fairfaxcounty.gov/procurement/sponsoredprograms/fundingpool>.

11. PROPOAL INSTRUCTIONS & CHECKLIST:

If applying to provide both Emergency Food and Emergency Housing, the applicant must submit a separate Technical Proposal, Section 11.1. and Cost Proposal, Section 11.2 for each service containing the requested information.

11.1. Technical Proposal:

- Form 1: Proposal Cover Sheet (DPMM32) must include offeror authorized signature.
 - a. By executing the cover sheet (DPMM32), Offeror acknowledges that they have read this Request for Proposal, understand it, and agree to be bound by its terms and conditions.
 - b. Applicant's legally authorized representative **must sign** a Proposal Cover Sheet for each proposal submitted. **Proposals without signed cover sheets may be deemed non-responsive and may not be considered for funding.** If the proposal is submitted jointly by multiple organizations, the Proposal Cover Sheet should identify one organization as the primary contact.
 - c. Applicants must list the name of the Executive Director or Chief Executive Officer of the organization as the contact person on the Proposal Cover Sheet (DPMM32).
- Form 2: Funding categories (Indicate the funding category that can best be met by the proposed program)
- Technical Narrative:

Applicants are required to respond to all questions on the Understanding of Need, Outcomes, Equitable Approach, and Organizational Capacity sections.
- Form 3: Program Outcome Worksheet

Standardized program outcomes are required for this RFP. Additional program outcomes may be submitted. Standardized outcomes are listed in Section 7 above. Additional program outcomes may be created by the organization or selected from the list of suggested Outcome Indicators (See Section 7 above).
- Program Position Descriptions

To include required skills, program management and fiscal staff positions.
NOTE: Criminal background checks are required for individuals providing indirect or direct services within public schools, afterschool programs, etc. via state police and Child Protective Services. Employees working with other vulnerable populations (such as persons with disabilities, senior citizens, etc.) must also have criminal record checks.
- Program staff resumes for key personnel assigned to work on the program.

11.2. Cost Proposal:

- Cost Narrative:

Applicants are required to respond to all questions.
 - Form 4: Program Budget
 - Form 4A: Program Personnel Budget
 - Form 4B: Program Budget Justification
 - Form 5: Estimated Program Revenues
- All funding requests must be **rounded up** to the nearest whole dollar amount.

11.3. Attachments:

- Current Board of Director's Roster

To include phone numbers and email addresses
- Unaudited Financial Statements (October 31, 2023)

Applicants must submit, if available, unaudited financial statements for the month of October 2023 to include a Balance Sheet, Statement of Cash Flow, and Profit & Loss Statement.

AND

- Audited Financial Statements - The most recent financial audit and management letter that adheres to the required schedule of submitting the audit within (180) days after the end of Applicant's fiscal year. Applicants whose fiscal year ends June 30th must submit a financial audit and management letter for period ending June 30, 2022. Applicants whose fiscal year ends December 31st must submit a financial audit and management letter, if available, for the period ending December 31, 2022. Audits for the periods ending June 30, 2023, or December 31, 2023 (based on the organization's fiscal year), will be collected from successful applicants during contractual monitoring after the execution of the contract.

Applicants who do not have an audit at the time of submission must provide written justification for lack thereof. If funded, the organization will be required to submit an audit following the first year of operation.

- 2022 Federal Tax Form 990 (If not available, explain why and submit the most recent filing)
- Attachment 1 - Affirmation of Legally Required Contract Terms
- Attachment 2 - Business Classification Schedule
- Attachment 3 - Certification of Financial Solvency for Non-Profit Organizations
- Attachment 4 - Virginia State Corporation Commission (SCC) Registration Information Form
- Attachment 5 - Certification Regarding Debarment or Suspension
- Attachment 6 - Certification Regarding Ethics in Public Contracting
- Attachment 7 - Request for Protection of Trade Secrets or Proprietary Information
- Attachment 8 - Subrecipient Risk Analysis (if applicable)
- Attachment 9 - Cyber Insurance Questionnaire
- Cooperative Agreement or Letter (if applicable)
- Memorandum of Agreement or Letter (if applicable)
- Applicants must submit a copy of the 501 (c) 3 certification or the proposal for 501 (c) 3 status.
- All issued addenda signed.

All documents to assist in proposal development are available for downloading on the [Bonfire](#) and [CCFP](#) website.

12. TRADE SECRETS/PROPRIETARY INFORMATION:

- 12.1. Trade secrets or proprietary information submitted by an offeror in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, offerors must invoke the protections of this section prior to or upon submission of the data or other materials.
- 12.2. **The offeror must identify the data or other materials to be protected and state the reasons why protection is necessary.** Disposition of material after award(s) should be stated by the offeror.
- 12.3. Request for Protection of Trade Secrets or Proprietary Information (Attachment 7) is provided as a courtesy to assist offerors desiring to protect trade secrets or proprietary information from disclosure under the Virginia Freedom of Information Act.
- 12.4. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.



**FAIRFAX
COUNTY
VIRGINIA**

DEPARTMENT OF PROCUREMENT & MATERIAL MANAGEMENT
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FAIRFAX, VIRGINIA 22035-0013
www.fairfaxcounty.gov/procurement

TELEPHONE: (703) 324-3201 FAX:(703) 324-3228 TTY: 771

ISSUE DATE: September 8, 2023	REQUEST FOR PROPOSAL: RFP 2000003832	TITLE: Consolidated Community Funding Pool Emergency Food & Housing Services
DEPARTMENT: Neighborhood & Community Services, Housing and Community Development	DATE/TIME OF CLOSING: December 5, 2023 @ 2:00PM	CONTRACT ADMINISTRATOR: Vincenza Githens Vincenza.Githens@fairfaxcounty.gov

Fairfax County Consolidated Community Funding Pool
Fiscal Years 2025-2026
PROPOSAL COVER SHEET

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or Applicant because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

Organization Name: _____

Contact Person: _____

Address: _____

Telephone: _____

City, State, Zip: _____

Fax: _____

Program Title: _____

E-Mail: _____

State Corporation Commission ID #: _____

Federal Tax ID #: _____

Identify if proposal(s) is being submitted in collaboration with other nonprofit organization(s) Yes No

Date Incorporated: _____

List other organization(s) by name: _____

By signing this proposal, Applicant certifies, acknowledges, understands and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders and as described in the Resource Manual, and all Attachments.

Vendor Legally Authorized Signature

Date

Print Name

Title

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Fairfax County Purchasing Agent by way of upload to Fairfax County's procurement portal at <https://fairfaxcounty.bonfirehub.com> until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION



FORM 2

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

FISCAL YEARS 2025-2026

RFP# 2000003832

1. Program Title: [Click or tap here to enter text.](#)
2. Organization Name: [Click or tap here to enter text.](#)
3. 501(c)3 Certification: Yes No If No, date applied for 501(c)3: [Click or tap here to enter text.](#)
4. **FUNDING CATEGORY:** Choose one category from the list below.
(Section 6, Proposal Guidelines, of the solicitation.)
 - EMERGENCY FOOD**
Outcome: To have reliable and immediate access to sufficient, affordable and nutritious food that is culturally responsive to community needs.
 - EMERGENCY HOUSING**
Outcome: To have safe, stable, and accessible living accommodations along with other basic necessities.
5. Provide a brief program abstract that summarizes the proposed program's goals and objectives.
Refer to the Resource Manual for CSBG income guidelines to determine the percentage of clients to be served in these categories.

[Click or tap here to enter text.](#)
6. Of the clients served, estimate the percentage that meets the Community Services Block Grant (CSBG) income level (200% of poverty): [Click or tap here to enter text.](#)

Refer to page 46 of the Resource Manual.
 - a. Programs receiving CSBG funds will most likely be designated a subrecipient of federal funds. Implications include a restriction that clients served will CSBG funds meet CSBG income eligibility guidelines, a reimbursement payment schedule, additional pass-through terms and conditions, and modified reporting requirements (see page 14 of the Resource Manual). Indicate whether the applicant will accept CSBG funding for the provision of program services to eligible Fairfax County residents upon award. Yes No
 - b. If yes, complete Attachment 8 - Subrecipient Risk Analysis and submit required supporting documentation.
NOTE: If a document is requested twice in accordance with both the RFP and the Subrecipient Risk Analysis form, submit (1) copy of such document.
7. Check the appropriate box: New Program Currently funded by the CCFP.

8. **HUMAN SERVICE REGION(S) and Funding Allocation per Zip Code:** Which region(s) do the majority of the clients to be served reside? Check all that apply; see Resource Manual page 33 for Human Service Region map. Emergency Food and Emergency Housing Assistance funding allocation will be based on community needs, according to zip code and rolled up to a Human Services Region. Programs may serve an entire region or specific zip codes. The dollar figures are the total dollars allocated to that zip code for emergency food and emergency housing. A successful program may receive some or all of the funding for that zip code. If additional funding is available, as well as funding disbursement models per program, this will be discussed at contract negotiation.

Indicate which regions and zip codes will be served:

Emergency Food Assistance

Region One (\$317,400)		Region Two (\$365,700)		Region Three (\$172,200)		Region Four (\$144,700)	
22060 (\$4,000)	<input type="checkbox"/>	22003 (\$99,700)	<input type="checkbox"/>	20170 (\$32,000)	<input type="checkbox"/>	20120 (\$17,000)	<input type="checkbox"/>
22079 (\$33,000)	<input type="checkbox"/>	22031 (\$39,000)	<input type="checkbox"/>	20171 (\$39,000)	<input type="checkbox"/>	20121 (\$18,000)	<input type="checkbox"/>
22150 (\$29,000)	<input type="checkbox"/>	22041 (\$64,000)	<input type="checkbox"/>	20190 (\$27,000)	<input type="checkbox"/>	20124 (\$400)	<input type="checkbox"/>
22153 (\$6,000)	<input type="checkbox"/>	22042 (\$43,000)	<input type="checkbox"/>	20191 (\$25,000)	<input type="checkbox"/>	20151 (\$12,000)	<input type="checkbox"/>
22303 (\$50,000)	<input type="checkbox"/>	22043 (\$19,000)	<input type="checkbox"/>	20194 (\$5,000)	<input type="checkbox"/>	22015 (\$7,000)	<input type="checkbox"/>
22304 (\$2,000)	<input type="checkbox"/>	22044 (\$35,000)	<input type="checkbox"/>	22027 (\$200)	<input type="checkbox"/>	22030 (\$47,000)	<input type="checkbox"/>
22305 (\$100)	<input type="checkbox"/>	22046 (\$7,000)	<input type="checkbox"/>	22066 (\$1000)	<input type="checkbox"/>	22032 (\$6)	<input type="checkbox"/>
22306 (\$113,000)	<input type="checkbox"/>	22151 (\$15,000)	<input type="checkbox"/>	22101 (\$2,000)	<input type="checkbox"/>	22033 (\$24,000)	<input type="checkbox"/>
22307 (\$3,000)	<input type="checkbox"/>	22302 (\$3,000)	<input type="checkbox"/>	22102 (\$17,000)	<input type="checkbox"/>	22035 (\$6,000)	<input type="checkbox"/>
22308 (\$300)	<input type="checkbox"/>	22311 (\$4,000)	<input type="checkbox"/>	22124 (\$2,000)	<input type="checkbox"/>	22039 (\$300)	<input type="checkbox"/>
22309 (\$54,000)	<input type="checkbox"/>	22312 (\$37,000)	<input type="checkbox"/>	22180 (\$12,000)	<input type="checkbox"/>	22152 (\$7,000)	<input type="checkbox"/>
22310 (\$11,000)	<input type="checkbox"/>			22181 (\$3,000)	<input type="checkbox"/>		
22315 (\$12,000)	<input type="checkbox"/>			22182 (\$7,000)	<input type="checkbox"/>		

Emergency Housing Assistance

Region One (\$1,587,000)		Region Two (\$1,828,500)		Region Three (\$861,000)		Region Four (\$723,500)	
22060 (\$20,000)	<input type="checkbox"/>	22003 (\$498,500)	<input type="checkbox"/>	20170 (\$195,000)	<input type="checkbox"/>	20120 (\$85,000)	<input type="checkbox"/>
22079 (\$165,000)	<input type="checkbox"/>	22031 (\$195,000)	<input type="checkbox"/>	20171 (\$135,000)	<input type="checkbox"/>	20121 (\$90,000)	<input type="checkbox"/>
22150 (\$145,000)	<input type="checkbox"/>	22041 (\$320,000)	<input type="checkbox"/>	20190 (\$125,000)	<input type="checkbox"/>	20124 (\$2,000)	<input type="checkbox"/>
22153 (\$30,000)	<input type="checkbox"/>	22042 (\$215,000)	<input type="checkbox"/>	20191 (\$25,000)	<input type="checkbox"/>	20151 (\$60,000)	<input type="checkbox"/>
22303 (\$250,000)	<input type="checkbox"/>	22043 (\$95,000)	<input type="checkbox"/>	20194 (\$25,000)	<input type="checkbox"/>	22015 (\$35,000)	<input type="checkbox"/>
22304 (\$10,000)	<input type="checkbox"/>	22044 (\$175,000)	<input type="checkbox"/>	22027 (\$1,000)	<input type="checkbox"/>	22030 (\$235,000)	<input type="checkbox"/>
22305 (\$500)	<input type="checkbox"/>	22046 (\$35,000)	<input type="checkbox"/>	22066 (\$5,000)	<input type="checkbox"/>	22032 (\$30,000)	<input type="checkbox"/>
22306 (\$565,000)	<input type="checkbox"/>	22151 (\$75,000)	<input type="checkbox"/>	22101 (\$10,000)	<input type="checkbox"/>	22033 (\$120,000)	<input type="checkbox"/>
22307 (\$15,000)	<input type="checkbox"/>	22302 (\$15,000)	<input type="checkbox"/>	22102 (\$85,000)	<input type="checkbox"/>	22035 (\$30,000)	<input type="checkbox"/>
22308 (\$1,500)	<input type="checkbox"/>	22311 (\$20,000)	<input type="checkbox"/>	22124 (\$10,000)	<input type="checkbox"/>	22039 (\$1,500)	<input type="checkbox"/>
22309 (\$270,000)	<input type="checkbox"/>	22312 (\$185,000)	<input type="checkbox"/>	22180 (\$60,000)	<input type="checkbox"/>	22152 (\$35,000)	<input type="checkbox"/>
22310 (\$55,000)	<input type="checkbox"/>			22181 (\$15,000)	<input type="checkbox"/>		
22315 (\$60,000)	<input type="checkbox"/>			22182 (\$35,000)	<input type="checkbox"/>		

TECHNICAL NARRATIVE

A. UNDERSTANDING OF NEED

Total = 13 Points

Proposal describes need to be addressed and relates it the funding category selected from Section 6, Proposal

1. Describe the program and services that the proposal will address including a clear description of the need. Demonstrate the size and scope of the need in Fairfax County and or targeted geographic area to be served. (6 points)
2. Identify the population, neighborhoods and/or targeted geographic area to be served and include current local statistical data (demonstrated within the past 3 years) or other objective evidence of the need. If no sources are identified, list the reason why. (7 points)

B. OUTCOMES

Total = 23 Points

Proposal describes how program outcome contributes to the selected category. The proposal explains how the standardized outcome(s) will be achieved. Proposal clearly identifies and describes the program outcomes that are logically related to the identified need and program approach.

1. Identify and explain how the program plans to achieve the selected standardized outcome. (4 points)
2. Describe how the outcome will address the need identified need in the selected category and how the outcome will have an impact on the population and/or region served. (7 points)
3. Describe how each standardized outcome will be objectively measured and implemented. Provide supporting information demonstrating that the outcomes are realistic and achievable within the identified timeframes. (7 points)
4. Describe the plan for outcome measurement implementation. Indicate how the data will be collected and maintained; including information on assessment tools and/or data collection software to be used. (5 points)

C. APPROACH AND EQUITABLE PRACTICES

Total = 24 Points

Racial equity means closing the gaps so that race does not predict one's success, while also improving outcomes for all. To do so we must target strategies to focus improvements for those worse off and move beyond services and focus on changing policies, institutions, and structures.

One Fairfax is a joint racial and social equity policy of the Fairfax County Board of Supervisors and School Board adopted in November 2017. It commits the county of schools to intentionally consider equity when making policies or delivering programs and services. This policy is a declaration that all residents deserve equitable opportunity to succeed regardless of their race, color, sex, nationality, sexual orientation, religion, disability, income, or where they live.

Watch the video [Becoming One Fairfax – An Introduction to Key Concepts](#) and review the [One Fairfax Policy](#) before answering the following questions.

1. Proposal describes the strategies that will be implemented, operated, and administered within a realistic time period; how they will be provided within an equitable service delivery approach; and how readily targeted clients will access services. (2 points)
2. Identify which “One Fairfax Policy Areas of Focus to Promote Equity” is related to the proposed services and describe how they are aligned. (2 Points)
3. Describe how each of the program services/activities will be organized, implemented, and completed to achieve the goals and projected outcomes. How has the organization used equity tools or principles to identify any major changes/challenges in the program that may affect the timeframe for service delivery? Identify any anticipated barriers to client access to services and describe how the program will address these barriers i.e., transportation, childcare, language, etc. (3 points)
4. How has the organization utilized data to deepen an understanding of the inequities in the county and how has that understanding been applied to program development? If applicable, describe how the organization’s understanding of equity has evolved since the last funding cycle. (5 points)
5. Describe how the organization has used racial equity tools to improve agency policies, program policies, and service delivery or describe how the organization intends to use racial equity tools for program evaluation and improvement. (2 points)
6. Describe in detail how clients with mental, physical, or sensory disabilities will be accommodated to access program services and how the organization complies with the accommodations required by the Americans with Disabilities Act (ADA). (4 points)
7. If the proposal is for a program previously funded by the Funding Pool, describe past performance including success, failures and any lessons learned. (4 points)

Or

If the proposed program is new to the Funding Pool or a startup program, submit a program timeline that displays major tasks, assigned responsibility for each, and outlines the completion of each task by month or quarter during the contract period, using “Year 1”, “Month 1”, “Quarter 1”, etc. (not calendar dates). Include any staff positions that will need to be filled after contract award and the projected hiring date. Examples of timelines can be found in the Resource Manual Page 44. If the organization has provided a similar program in the past, describe that programs level of success and include relevant statistical data that supports successful performance. (4 points)

8. Describe how the program will leverage other community groups/resources/CSP to maximize service delivery and minimize duplication. (2 points)

D. ORGANIZATIONAL CAPACITY

Total = 20 Points

Proposal demonstrates the applicant's organizational skills, experience, and resources necessary to implement and manage the program. Two or more organizations may choose to submit a collaborative proposal.

1. Describe the program's organizational structure and operational management. The description should include management/staffing plans connected to the program design and the roles/responsibilities of key program staff. Key program staff may be paid or unpaid employees, consultants, contractors or volunteers. Roles and responsibilities must clearly connect to the program design. Include organizational and/or program staff experience supporting successful program management or sustaining programs of similar design. (10 points)
2. Describe the work to be performed by professional and non-professional volunteers. The description should include the estimated number of professional and non-professional volunteers and the anticipated number of hours they will work each year. If no volunteers are utilized, explain why. (5 points)
3. Describe the organization's financial/accounting system and processes, including internal controls and federal award management to track different funding streams. (5 points)

PROPOSAL CONTENT A - COST NARRATIVE FORM

Applicants are required to use the Budget Forms to respond to the following sections. Budget forms can be downloaded at [Bonfire](#) website.

E. BUDGET AND BUDGET JUSTIFICATION

Total = 20 Points

Proposal presents a clear and reasonable program budget and identifies additional resources to sustain the program other than county funds or county contributions that can help support the proposed program. (Resources may include volunteers, in-kind contributions, cash donations, supplies and services, donations, grants and/or contracts.)

1. Provide a brief supporting narrative to link costs with project activities. Applicants should demonstrate in their budget narrative how they will maximize cost effectiveness of the requested funds. The budget should be complete and cost-effective in relation to the proposed activities. (5 points)

The narrative should explain how the Applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed program. As with the Form 4, 4A and 4B, the Budget Narrative should be broken down by year. Applicants are to disclose whether they have pending applications for other Fairfax County funds that include requests for funding to support the same program being proposed under this RFP and will cover the identical cost items outlined in the budget narrative and budget forms in the application. This also includes current contracts that may have duplicative program costs. CCFP seeks this information to help avoid any unacceptable duplication of funding.

Note: Each program will be required to disburse 60% of their allocated funding directly to program participants. Case management and overhead costs will have a maximum of 40% allowable expenses. Program budgets shall list specific totals of the disbursement of food and rental assistance. Organizations may leverage direct food or financial assets to replace the 60% requirement (volunteer hours will not be accepted for this portion of leveraged funding).

2. Program Budget: Complete **Forms 4, 4A, and 4B.**

The budget justification must explain how all estimated costs were calculated. The budget must provide the detailed computation for each budget line item, listing the cost of each item. Figures should reflect cash only and should not include non-cash resources. (7 points)

The budget must provide the detailed computation for each budget line item, listing the cost of each item. Figures should reflect cash only and should not include non-cash resources. (7 points)

Describe and justify each budget line item using **Form 4B, Budget Justification**. The budget justification must explain how all estimated costs were calculated. Failure to adequately describe and justify each line item on Forms 4A and 4B will result in a loss of points. Personnel costs must show the annual salary rate and the percentage of time devoted to the program for each employee paid through CCFP funds.

NOTE: Applicants' indirect cost rate, used to calculate overhead costs for administering the program(s), should not exceed Fairfax County FY2021 indirect cost rate of 14.12% unless otherwise stated. In the event that a program is awarded CSBG funding and is designated a federal subrecipient, then the organization's federally approved indirect cost rate or de minimis rate (10%) will be utilized and addressed during negotiations.

3. Estimated Program Financial Match: Complete **Form 5**

NOTE: Estimated Revenue identifies additional resources other than county funds or county contributions that help support/sustain the program during and beyond the funding period. Cash resources include donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions and goods, supplies and service donations. Non-professional volunteers are to be valued at \$32.59 per hour in accordance with the current Virginia Employment Commission established rate. The hourly value of a professional volunteer's service is to be determined based upon the normal hourly rate charged by the professional volunteer for paid services. The hourly values must be justified in the written narrative (3 points)

4. Describe, in detail, funding plans to sustain the program during and beyond the requested funding period. This sustainability plan should describe the applicant's ability to provide sufficient supporting resources to sustain and grow the program over and above county funding commitments. The plan should also include a demonstrated ability to increase program leveraging (all resources) from FY2025 to FY2026. (5 points)

NOTE: If awarded a contract, the Applicant's actual reported leverage, including the expected increase during FY2025 through FY2026, may be considered in future evaluations of the program's effectiveness.

INFORMATION ONLY

FORM 3

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

FISCAL YEARS 2025-2026

RFP# 2000003832

PROGRAM OUTCOME WORKSHEET

(Complete a separate form for each proposed program service/outcome.)

Outcome # _____ of _____

Organization:

Program:

A. Service Provided:

B. Choose One: Standardized Outcome Agency Developed Outcome

C. Measurement System:

D. Outcome Indicators:

E. Total Estimated Number of Individuals & Households to Receive Service:

FY 2025

Total Individuals: _____ Total Households: _____

FY 2026

Total Individuals: _____ Total Households: _____

F. Estimated Number & Percentage of Individuals & Households to Achieve Outcome:

FY 2025

Individuals: *Number Percentage* Households: *Number Percentage*

Individuals: _____ Households: _____

FY 2026

Individuals: *Number Percentage* Households: *Number Percentage*

Individuals: _____ Households: _____

FORM 4

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2025-2026 PROGRAM BUDGET

PROGRAM: _____

ORGANIZATION: _____

BUDGET	Actual Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026	
	TOTAL PROGRAM BUDGET	CURRENT CCFP SUPPORT	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST
A. PERSONNEL COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
B. DIRECT COSTS						
Rent/Mortgage						
Space						
Utilities/Maintenance						
Audit						
Financial Services						
Consultants						
Insurance						
Equipment						
Purchase/Lease						
Supplies						
Telecommunications						
Printing/Copying						
Postage						
Training						
Travel						
Direct Assistance						
Software Purchase/License						
Other (Explain in Form 4B)						
C. Indirect Expenditures						
Management & General						
Other Indirect Costs (Infrastructure)*						
D. Capital Expenses						
Hardware Purchases						
Equipment Purchases						
Other Capital Costs						
TOTAL DIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL BUDGET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NOTE: "Total Program Budget" means the total cost of conducting that program in Fairfax County, CCFP funds requested included.
"CCFP Budget Request" should reflect the portion of the total budget to be funded by CCFP only.

* See Resource Manual for definition

FORM 4A

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

FISCAL YEARS 2025-2026

PROGRAM PERSONNEL BUDGET

PROGRAM: 0

ORGANIZATION: 0

BUDGET PERSONNEL COSTS	Actual Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		PROGRAM PERSONNEL BUDGET JUSTIFICATION
	TOTAL PROGRAM BUDGET	CURRENT CCFP SUPPORT	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST	Briefly describe how the proposed position will support the CCFP program and identify the number of hours per week spent on the specific program.

PROGRAM: _____

0

ORGANIZATION: _____

0

BUDGET PERSONNEL COSTS	Actual Fiscal Year 2024		Fiscal Year 2025		Fiscal Year 2026		PROGRAM PERSONNEL BUDGET JUSTIFICATION <i>Briefly describe how the proposed position will support the CCFP program and identify the number of hours per week spent on the specific program.</i>
	TOTAL PROGRAM BUDGET	CURRENT CCFP SUPPORT	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST	TOTAL PROGRAM BUDGET	CCFP BUDGET REQUEST	
							<i>Provide detail on how fringe benefits and payroll taxes were calculated.</i>
Fringe Benefits							
Payroll Taxes							
TOTAL PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

FORM 4B

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION

FISCAL YEARS 2025-2026

PROGRAM BUDGET JUSTIFICATION

PROGRAM: _____

0

ORGANIZATION: _____

0

BUDGET	FY 2025	FY 2026	BUDGET JUSTIFICATION
	CCFP BUDGET REQUEST	CCFP BUDGET REQUEST	
B. DIRECT COSTS			
Rent/Mortgage	\$0.00	\$0.00	Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2025 to 2026 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
Space Utilities/Maintenance	\$0.00	\$0.00	
Audit	\$0.00	\$0.00	
Financial Services	\$0.00	\$0.00	
Consultants	\$0.00	\$0.00	
Insurance	\$0.00	\$0.00	
Equipment Purchase/Lease	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	
Telecommunications	\$0.00	\$0.00	

PROGRAM: _____

0

ORGANIZATION: _____

0

BUDGET	FY 2025	FY 2026	BUDGET JUSTIFICATION Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2025 to 2026 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
	CCFP BUDGET REQUEST	CCFP BUDGET REQUEST	
Printing/Copying	\$0.00	\$0.00	
Postage	\$0.00	\$0.00	
Training	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
Direct Assistance	\$0.00	\$0.00	
Software Purchase/License	\$0.00	\$0.00	
Other (Explain)	\$0.00	\$0.00	
C. Indirect Expenditures			
Management & General	\$0.00	\$0.00	
Other Indirect Costs (Infrastructure)*	\$0.00	\$0.00	
D. Capital Expenses			

PROGRAM: _____

0

ORGANIZATION: _____

0

BUDGET	FY 2025	FY 2026	BUDGET JUSTIFICATION Explain and justify each proposed budget line item for which CCFP funds are being requested. The justification must relate the proposed line item to the appropriate project activity. Increases in requests from 2025 to 2026 must be explained. Failure to provide a detailed justification may result in a significant loss of points.
	CCFP BUDGET REQUEST	CCFP BUDGET REQUEST	
Hardware Purchases	\$0.00	\$0.00	
Equipment Purchases	\$0.00	\$0.00	
Other Capital Costs	\$0.00	\$0.00	
TOTAL DIRECT COSTS	\$0.00	\$0.00	
TOTAL BUDGET	\$0.00	\$0.00	

1) If the program is currently being funded by a resource other than CCFP, explain why CCFP funds are needed. If funded in the previous cycle and the amount requested represents a substantial increase (over 5%), please justify the requested increase in funds.

FORM 5

FAIRFAX COUNTY CONSOLIDATED COMMUNITY FUNDING POOL APPLICATION FISCAL YEARS 2025-2026 ESTIMATED PROGRAM REVENUE *(Excluding Consolidated Community Funding Pool Funds)*

PROGRAM: _____ 0

ORGANIZATION: _____ 0

RESOURCE <small>(List each resource by name)</small>	FY 2024	FY 2025	FY 2026	Resource Status	RESOURCE JUSTIFICATION <small>Briefly describe each proposed leveraged resource. Identify whether the resource will be used specifically for this program or shared between other agency programs. If not committed, when is the resource projected to be obtained.</small>
CASH RESOURCE					
Federal					
State					
County (Non-CCFP)					

PROGRAM:

0

ORGANIZATION:

0

United Way					
Foundations					
Fund Raising/Donations					
Client Payments					
Financing/Loans					
Other					
TOTAL	\$0.00	\$0.00	\$0.00		

PROGRAM: _____

0

ORGANIZATION: _____

0

	FY 2024	FY 2025	FY 2026	RESOURCE JUSTIFICATION
NON-CASH RESOURCE				<i>Explain how the value of non-cash resources was determined. If not committed, when is the resource projected to be obtained.</i>
Donations				
Space				
Other				
TOTAL	\$0.00	\$0.00	\$0.00	
VOLUNTEERS				<i>Briefly describe the functions to be performed by volunteers supporting this program. Non-professional volunteers are to be valued at \$32.59 per hour based on the current Independent Sector established rates. Professional volunteers' hourly value is to be determined by the Applicant and justified below.</i>
Number of Professionals				
Number of Professional Hours				
Value of Volunteer Hours				
Number of Non-Professionals				
Number of Non-Professional Hours				
Value of Volunteer Hours (\$32.59/hr)	\$0.00	\$0.00	\$0.00	
TOTAL PROGRAM REVENUE	\$0.00	\$0.00	\$0.00	
Percent of Total Budget as Presented on Form 4	#DIV/0!	#DIV/0!	#DIV/0!	

AFFIRMATION OF LEGALLY REQUIRED CONTRACT TERMS

BY SIGNING THIS AFFIRMATION, THE OFFEROR REPRESENTS THAT IT UNDERSTANDS THAT THE FOLLOWING CONTRACT TERMS ARE REQUIRED BY LAW AND CANNOT BE VARIED, REVISED, AMENDED, CHANGED, OR OTHERWISE NEGOTIATED:

1. **Funding:** The obligation of the County to pay compensation due the Contractor under the contract or any other payment obligations under any contract awarded pursuant to this contract is subject to appropriations by the Fairfax County Board of Supervisors to satisfy payment of such obligations. The County's obligations to make payments during subsequent fiscal years are dependent upon the same action. If such an appropriation is not made for any fiscal year, the contract shall terminate effective at the end of the fiscal year for which funds were appropriated and the County will not be obligated to make any payments under the contract beyond the amount appropriated for payment obligations under the contract. The County will provide the Contractor with written notice of non-appropriation of funds within thirty (30) calendar days after action is completed by the Board of Supervisors. However, the County's failure to provide such notice will not extend the contract into a fiscal year in which sufficient funds have not been appropriated.
2. **Non-discrimination:** During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
 - e. Contractor shall, throughout the term of this contract, comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended. Contractor shall further require that all of its subcontractors will comply with the Human Rights Ordinance, Chapter 11 of the Code of the County of Fairfax, Virginia, as reenacted or amended.
3. **Authorization to Conduct Business in the Commonwealth:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a Fairfax County pursuant to the Fairfax County Purchasing Resolution shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. Fairfax County may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
4. **No Indemnification by the County.** The parties agree that under applicable law the County cannot indemnify or defend the Contractor. To the extent any promise or term contained in this Contract, including any exhibits, attachments, or other documents incorporated by reference therein, includes an indemnification or obligation to defend by the County, that promise or term is stricken from this Contract and of no effect.
5. **Contractual Disputes:**
 - a. Any dispute concerning a question of fact as a result of a contract with the County which is not disposed of by agreement shall be decided by the Purchasing Agent, who shall reduce her decision to writing and mail or otherwise forward a copy to the Contractor within ninety (90) days. The decision of the Purchasing Agent shall be final and conclusive unless the Contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A Contractor may not institute legal action, prior to receipt of the Purchasing Agent's decision on the claim, unless the Purchasing Agent fails to render such decision within the time specified.
 - b. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

AFFIRMATION OF LEGALLY REQUIRED CONTRACT TERMS

6. **Drug Free Workplace:** During the performance of a contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in conjunction with a specific contract awarded to a Contractor in accordance with this section, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
7. **Immigration Reform and Control Act:** Contractor agrees that it does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
8. **Audit of Records:** The parties agree that County or its agent must have access to and the right to examine any books, documents, papers, and records of the Contractor involving transactions related to the Contract or compliance with any clauses thereunder, for a period of three (3) years after final payment. The contractor must include this requirement in all subcontracts related to this Contract.
9. **Nonvisual Access:** All information technology, which is purchased or upgraded by the County under this contract, must comply with the following access standards from the date of purchase or upgrade until the expiration of the Contract:
 - a. Effective, interactive control and use of the technology (including the operating system), applications programs, and format of the data presented, shall be readily achievable by nonvisual means;
 - b. The technology equipped for nonvisual access shall be compatible with information technology used by other individuals with whom the blind or visually impaired individual interacts;
 - c. Nonvisual access technology shall be integrated into networks used to share communications among employees, program participants, and the public; and
 - d. The technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired. A covered entity may stipulate additional specifications in any procurement.
 - e. Compliance with the nonvisual access standards set out this Section is not required if the Board of Supervisors determines that (i) the information technology is not available with nonvisual access because the essential elements of the information technology are visual and (ii) nonvisual equivalence is not available.

Signature/Date: _____ / _____

Printed Name/Title: _____ / _____

Company Name: _____

FAIRFAX COUNTY'S BUSINESS CLASSIFICATION SCHEDULE

PLEASE CLASSIFY YOUR BUSINESS/ORGANIZATION BY MARKING IN STEP 1. STEP 2 IS OPTIONAL. This designation is requested of all businesses/organizations including publicly traded corporations, non-profits, employment services organizations, government organizations, partnerships, sole proprietorships, etc. Fairfax County does not certify business classifications nor does it establish preferences or set-asides for specific classifications.

Examples:

- A small, Asian women-owned business would mark "Small" in Step 1, then "Women-Owned" and "Minority-Owned" in Step 2
- A small, service-disabled veteran and women-owned business would mark "Small" in Step 1, then "Women-Owned" and "Service-Disabled Veteran-Owned" in Step 2
- A government agency/public body would ONLY mark "Government/Public Body" in Step 1

NAME OF BUSINESS: _____ LAST 4 DIGITS OF TIN/EIN: _____

Step 1: Please indicate the classification of your business/organization. Select ONLY one (1) option.

Micro Small Large Non-Profit Government/Public Body Employment Services Organization

Step 2 (OPTIONAL): Please indicate what type of ownership your business/organization consists of. You may choose MORE than one (1) option.

Women-Owned Minority-Owned Service-Disabled Veteran-Owned

DEFINITIONS

Micro Business/Organization: "Micro business" means a business that has no more than twenty-five (25) employees AND no more than \$3 million in average annual revenue over the prior three-year period.

Small Business/Organization: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

Minority-Owned Business: is a business that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company, or other entity, at least 51% of the equity ownership interest in the corporation, partnership or limited company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals. Such individuals shall include Asian American, African American, Hispanic American, Native American, Eskimo, or Aleut.

Women-Owned Business: a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women who are U.S. citizens or legal resident aliens.

Service-Disabled Veteran: means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service - connected disability rating fixed by the United States Department of Veterans Affairs.

Service-Disabled Veteran-Owned Business: is a business that is at least 51 percent owned by one or more service -disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service-disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service-disabled veterans.

Employment Services Organization: a private non-profit, state, or local government institution that provides employment opportunities for individuals who are developmentally, physically, or mentally impaired, to prepare for gainful work in the general economy. These services may include physical rehabilitation, training in basic work and life skills (e.g., how to apply for a job, attendance, personal grooming, and handling money), training on specific job skills, and providing work experience.

Certification of Financial Solvency for Nonprofit Organizations

In compliance with Fairfax County contracting protocols, the following certification is required by all offerors submitting a proposal, and all individuals and organizations awarded a contract:

1. The Board Chair certifies, to the best of his/her knowledge and belief, that the Applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Board Chair will notify the county representative in writing of substantial solvency issues such as depletion of cash reserve accounts, use of cash reserves to meet payroll obligations, inability to meet obligations for accounts payable, evidence of deteriorating accounts receivable collection, evidence of delinquency in payment of IRS or payroll taxes, evidence of fraud or mismanagement, co-mingling of accounts, and/or use of grant funds for non-grant purposes.
2. The Executive Director certifies, to the best of his/her knowledge and belief, that the Applicant organization is financially solvent, and will remain so during the life of any contract awarded. The Executive Director will notify the county representative in writing within 5 business days of substantial solvency issues as outlined in #1 above.
3. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the applicant/contractor rendered an erroneous certification, or if at any time during the course of the contract there are indications that the financial solvency of the contractor affects its ability to complete the terms of the contract, in addition to other remedies available to Fairfax County, the county may terminate the contract for default.

Printed Name of Board Chair: _____

Signature/Date: _____ / _____

Printed Name of Executive Director: _____

Signature/Date: _____ / _____

Company Name: _____

Address: _____

City/State/Zip: _____

DUNS No.: _____

VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION

The offeror:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals:

CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all offerors submitting a proposal in response to this Request for Proposal:

1. The Offeror certifies, to the best of its knowledge and belief, that neither the Offeror nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Nonprocurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Offeror shall provide immediate written notice to the Fairfax County Purchasing Agent if, at any time prior to award, the Offeror learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Offeror rendered an erroneous certification, in addition to other remedies available to Fairfax County government, the Fairfax County Purchasing Agent may terminate the contract resulting from this solicitation for default.

Printed Name of Representative: _____

Signature/Date: _____ / _____

Company Name: _____

Address: _____

City/State/Zip: _____

DUNS Number: _____

Certification Regarding Ethics in Public Contracting

In submitting this bid or proposal, and signing below, Bidder/Offeror certifies the following in connection with a bid, proposal, or contract:

Check one:

1. I have not given any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value to any public employee or official have official responsibility for a procurement transaction.

2. I have given a payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value to a public employee or official have official responsibility for a procurement transaction, but I received consideration in substantially equal or greater value in exchange.

If 2 is selected, please complete the following:

Recipient: _____

Date of Gift: _____

Description of the gift and its value:

Description of the consideration received in exchange and its value:

Printed Name of Offeror Representative: _____

Signature/Date: _____ / _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

This certification supplements but does not replace the requirements set forth in paragraph 59, OFFICIALS NOT TO BENEFIT, of the General Conditions and Instructions to Bidders in the Resource Manual.

Subrecipient Risk Analysis & Compliance Record
Part A

NOTE: Steps 1-4 are to be completed by the non-federal entity who is applying for the CSBG subaward or who is already a County subrecipient. The County is asking these questions and requesting this information in order to assess a subrecipient's risk level and risk of non-compliance with 2 CFR Part 200. The appropriate links to the 2 CFR Part 200 citations have been included for your reference, where applicable.

Step 1: Complete all fields, shaded in light orange.

Subrecipient (Entity) Name:			
Subrecipient DUNS # *		Potential Federal Subaward Amount:	
Subrecipient EIN #:		RFP # (if applicable):	
FAIN #:		CFDA #:	

*Subrecipient DUNS # must be the primary DUNS number that is used for the entities' grant and/or contractual agreements.

Step 2: Answer all questions by checking the appropriate fields, shaded in light orange.

Question	2 CFR Part 200 Citation, if applicable	Yes	No
A. Is the entity new to managing federal awards (has not done so within the past three years)?		<input type="checkbox"/>	<input type="checkbox"/>
B. Within the last two preceding fiscal years, did the entity have experience with this specific federal program?	2 CFR §200.331(b)(1)	<input type="checkbox"/>	<input type="checkbox"/>
C. Did the entity have an audit (Single Audit and/or a financial statement audit) in both of the last two preceding fiscal years?	2 CFR §200.331(b)(2) and Subpart F	<input type="checkbox"/>	<input type="checkbox"/>
D. Has the entity experienced any substantial change(s) to its financial management system or process in the last year?	2 CFR §200.331(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>
E. Has the entity implemented any new (non-financial) systems or processes that would affect the same or similar federal programs in the last year?	2 CFR §200.331(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>
F. Has the entity experienced any substantial change(s) to its key management personnel or personnel administering the same or similar federal program in the last year?	2 CFR §200.331(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>
G. Has the entity been subject to any Federal or state awarding agency monitoring of the same or similar federal programs in the past last two preceding fiscal years and had findings?	2 CFR §200.331(b)(4)	<input type="checkbox"/>	<input type="checkbox"/>
H. Is the entity based overseas (not US based)?		<input type="checkbox"/>	<input type="checkbox"/>
I. Has the entity been in existence for less than 10 years?		<input type="checkbox"/>	<input type="checkbox"/>
J. Does the entity have less than 50 employees?		<input type="checkbox"/>	<input type="checkbox"/>
K. Does the entity have an active governing body (e.g., Board, Council, Committee, Commission)?		<input type="checkbox"/>	<input type="checkbox"/>

Step 3: Provide the information in the attached Subrecipient Risk Analysis & Compliance Record Checklist.

Step 4: Execute.

- i. Print out the completed document.
- ii. Certify, sign & date it.
- iii. Scan Part A as a pdf and submit it to the appropriate Fairfax County department, along with the requested list of documents. Maintain a copy for your files and reference.

Certification: By signing this form, I certify to the best of my knowledge and belief that the above responses and information provided in **Step 3** is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Signature of Legally Authorized Official: _____ Date: _____

Printed Name of Legally Authorized Official: _____

Legally Authorized Official Title: _____

Subrecipient Risk Analysis & Compliance Record Checklist Part A (Continued), Step 3

Subrecipient (Entity) Name: _____

In order to facilitate Fairfax County's subrecipient risk analysis, subrecipients (entities) must provide the following documents, as well as checking and completing the appropriate fields, shaded in light orange:

#	List of items to be provided by Subrecipient	Citation	Included	Not Applicable (N/A)	Additional comment or explanation of why it is not included
1	If you weren't subject to a Single Audit, as defined in 2 CFR 200 Subpart F, financial statement audits for both of the last two preceding fiscal years	2 CFR 200 Subpart F	<input type="checkbox"/>	<input type="checkbox"/>	
2	As part of your external audit, management letters* for the last two preceding fiscal years *Management letters are letters from the external auditors to inform the auditee of areas of risk, internal control weaknesses, operating inefficiencies, improvement opportunities, and other less significant audit items. The letters are intended to provide management and those charged with governance with valuable information regarding their organization. In accordance with GAS 7.43, the method used by the auditors to communicate this information is a matter of professional judgment and need not be done through a formal written management letter.	2 CFR §200.512(e)	<input type="checkbox"/>	<input type="checkbox"/>	
3	The detailed corrective action plan(s) for any noncompliance, material weakness, or significant deficiency identified in audits over the last two fiscal years	2 CFR §200.331(d)(2)	<input type="checkbox"/>	<input type="checkbox"/>	
4	Copies of any monitoring reports issued by a federal or pass-through agency of the same or similar programs over the last two preceding fiscal years	2 CFR §200.331(b)(4)	<input type="checkbox"/>	<input type="checkbox"/>	
5	Organizational Chart		<input type="checkbox"/>	<input type="checkbox"/>	
6	List of all members of the entity's governing body (e.g., Board, Council, Committee, Commission) and principals* of the entity, along with any term limits and the dates of election/hire, if applicable. Please include their full legal names. *Principals means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. division head, CEO, CFO, COO, CIO, Executive Director).	2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313	<input type="checkbox"/>	<input type="checkbox"/>	
7	Details of any substantial change(s) to key management personnel or personnel administering the same or similar federal programs	2 CFR §200.331(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>	
8	List of all employees who have been trained on 2 CFR Part 200, including and names and titles of personnel who participated, and the training details (title, description, date, length of training)	2 CFR §200.331(e)(1)	<input type="checkbox"/>	<input type="checkbox"/>	
9	List of all pending and/or previous lawsuits over the last two preceding fiscal years, with detailed information regarding who filed the lawsuit, the reason for filing, and the final judgment rendered		<input type="checkbox"/>	<input type="checkbox"/>	
10	Explanation of any suspension and/or debarments of the entity or its principals by the federal government over the last two preceding fiscal years.	2 CFR §200.113, 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313	<input type="checkbox"/>	<input type="checkbox"/>	
11	Details of any known instances of fraud, bribery, or gratuity violations over the last two preceding fiscal years	2 CFR §200.113	<input type="checkbox"/>	<input type="checkbox"/>	
12	Description of your financial management system and process , including applicable internal controls and system features for federal award management	2 CFR §200.302(b)(1)-(5) and §200.303	<input type="checkbox"/>	<input type="checkbox"/>	
13	Details of any substantial changes made to your financial management system and/or non-financial systems that would affect the same or similar federal programs	2 CFR §200.331(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>	
14	Written policy on procurement	2 CFR §200.318 thru §200.326	<input type="checkbox"/>	<input type="checkbox"/>	
15	Written standards of conduct , including conflict of interests	2 CFR §200.112 and §200.318(c)	<input type="checkbox"/>	<input type="checkbox"/>	
16	Written procedures regarding the allowability of costs and payments , including compensation, time and effort reporting, fringe benefits, and travel	2 CFR §200.302(b)(6), §200.302(b)(7), §200.430(a)(2), §200.431(b)(1), and §200.474	<input type="checkbox"/>	<input type="checkbox"/>	

17	Most recent federally approved negotiated indirect cost rate agreement	2 CFR §200.331(a)(4)	<input type="checkbox"/>	<input type="checkbox"/>	
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INFORMATION ONLY

Cyber Insurance Questionnaire

The Cyber Insurance requirement and threshold may not be applicable to all programs funded through the CCFP. Provide an answer to each question:

1. Does the proposed program require the collecting, transferring or maintaining of Protected Health Information (PHI), as detailed below, in electronic records, as part of the CCFP funded contract service delivery?

Protected Health Information (PHI): The HIPAA Privacy Rule protects all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. The Rule calls this information "protected health information" (PHI). "Individually identifiable health information" is information, including demographic data, that relates to:

- A. individual's past, present or future physical or mental health or condition,
- B. the provision of health care to the individual, or
- C. the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

2. If you responded "Yes" to Question #1, does your organization consider itself a HIPAA Covered Entity? Per 45 CFR 160.103, a HIPAA Covered Entity is a (1) A Health Plan, (2) A health care clearinghouse, or (3) A health care provider who transmits any health information in electronic form in connection with a transaction covered by this subchapter

3. Does the proposed program require the collecting, transferring or maintaining of Protected Identifiable Information (PII), as detailed below, in electronic records, as part of the CCFP funded contract service delivery?

Personally Identifiable Information (PII): In accordance with VA Code, "Personal Information" means the first name or first initial and last name in combination with and linked to any one or more of the following data elements that relate to a resident of the Commonwealth, when the data elements are neither encrypted nor redacted:

- A. Social security number;
- B. Driver's license number or state identification card number issued in lieu of a driver's license number;
- C. Financial account number, or credit card or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial accounts;
- D. Passport number;
- E. Military identification number;
- F. Any information regarding an individual's medical or mental health history, mental or physical condition, or medical treatment or diagnosis by a health care professional; or
- G. An individual's health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any information in an individual's application and claims history, including any appeals records.

4. CCFP Reporting requirements do not require the collection of the aforementioned PHI/PII records. Can electronic records/assessments be modified to ensure PHI/PII is not collected?
5. If you are unable to avoid the collection on PHI/PII, identify the approximate number of Sensitive Records Collected/Maintained as part of the proposed program using the Table below:

Approximate Number of Sensitive Records Collected/Maintained
Below 5,000 records
5,001 to 100,000 records
100,001 to 500,000 records
500,001 to 1,000,000 records
Above 1,000,000 records

Non-Profit Size	Gross Revenue
Small	Up to \$38.5 Million
Mid-Market	Between \$38.5M and \$1B
Large	Over \$1B