

Carolinas AGC FOUNDATION

PANDEMIC EDUCATION GRANT GUIDELINES & APPLICATION FORMS

Invitation to Apply

North Carolina businesses, non-profits, and media organizations with a physical presence in the state are invited to apply for up to \$200,000 in pandemic education funding from the CAGC Foundation, Inc. Funding for these subgrants have been earmarked for multi-lingual education, training and community outreach programs related to coronavirus prevention and mitigation efforts for those in the construction industry. Subgrants will be used to develop and distribute educational materials using various media to reach construction industry workers, including those who lack proficiency in the English language. This funding opportunity can also be used for online and in-person construction industry job safety events that are related to coronavirus pandemic mitigation measures. The CAGC Foundation will award several subgrants funding pandemic-related educational media campaigns that will end December 30, 2020.

Overview

Governor Cooper signed [HB 1105, Coronavirus Relief Act 3.0](#), into law on September 4th, 2020. The legislation allocates \$750,000 for multi-lingual education, training and community outreach programs related to coronavirus prevention and mitigation efforts for those in the construction industry. Subgrant funding can be used for educational media campaigns that include:

1. Messaging campaigns with companion educational materials (via various media)
2. Worker training
3. Community Outreach programs
4. In-person or on-line coronavirus-related job safety events

Note: assuming the aforementioned expenses are not reimbursed by another government funding source or coronavirus relief program.

Per the legislation, the CAGC Foundation Inc. is administering the grant program that enables qualifying businesses and non-profits in NC to apply for funding.

Applicants must meet all qualifications to be considered for an award. Grants shall be awarded using established criteria defined by the Foundation and approved by NC OSBM to ensure available funds are awarded pursuant to applicable statute and established timelines.

Awardees shall be expected to comply with statutory provisions related to:

- The Coronavirus Aid, Relief, and Economic Security Act or CARES Act;
- Certain Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and
- Guidance issued by the United State Department of Treasury.

To validate compliance with grant requirements, awardees will be subject to monitoring and/or audit activities performed by the Foundation, North Carolina Office of State Auditor and/or federal monitor.

Period of Performance/Cost Incurred

The Pandemic Education Program covers expenses for multi-lingual education, training and outreach related to pandemic mitigation during the period from November 4, 2020 to December 30, 2020. The CAGC Foundation is mandated to disburse all subgrant funds by December 30, 2020.

Application Review, Award Notification Timeline

Grants shall be awarded to eligible responsive organizations based on the below timeline.

- October 15, 2020 - Grant Application Released (9AM)
- October 20, 2020 - Informational Webinar (1PM)
- October 30, 2020 – Application Deadline (5PM)
- November 4, 2020 – Award Notifications

½ of Funds will be disbursed to subgrantee within seven (7) to ten (10) business days of executed contract between Foundation and awardee. The remaining funds are to be disbursed based on monthly invoices and payroll records and acceptable performance reports. In your proposed scope of work, please explicitly indicate if your organization/business has the capacity to expand beyond \$200K. Additional funding may be available based on your organization’s capacity and your proposed scope of work.

Grant Guidelines

Award Amount & Evaluation Criteria

The Foundation shall approve awards at \$200,000 to eligible entities based on an entity’s ability to apply awarded funds to coronavirus pandemic-related education and training in the construction industry via various media. Awards shall be approved or denied. Priority shall be given to applications that are statewide or regional in scope.

Eligible Entities

The following entities are eligible to apply for grants to support coronavirus pandemic mitigation in the construction workplace:

- a) Media organizations with the ability to timely implement communication and outreach programs in the construction industry.
- b) Nonprofit organizations, including, but not limited to, trade organizations and affinity groups and churches for nonsectarian educational purposes.
- c) Entities determined eligible to carry out the purposes of the grants in accordance with federal CARES Act requirements.
- d) Businesses with a physical presence in the State with outreach to rural, minority-owned, handicap-owned, and women-owned small businesses.

Use of Funds

Awarded funds must be used for multi-lingual education, training, community outreach programs, education materials as well as in-person or on-line coronavirus related job safety events.

1. Education & Materials

Expenditures related to multi-lingual educational messaging campaigns focusing on the prevention and mitigation of the coronavirus via various media are allowable under this grant. These messaging campaigns and companion materials will be used to educate workers in the construction industry, including those who lack proficiency in the English language of pandemic mitigation strategies.

2. Worker Training

Funds used for training and education of workers on the use of personal protective equipment (PPE) and jobsite sanitation are allowable under this grant.

3. In-person or on-line safety events (coronavirus-related)

Expenditures related to hosting coronavirus-related job safety events either on-line or in-person are allowable under this grant.

**** Note that subgrantees may *not* utilize grant funds to pay for expenses that have been or will be covered under another coronavirus relief program. Audit and oversight stipulations are in affect.**

Application Evaluation Criteria

Grants will be awarded to applicants with completed responsive applications submitted by the established application deadline (see Timeline section above).

Applications and requested grant amounts will be evaluated with specific deliberate consideration given to an applicant's eligibility, ability to effectively use the funds as stipulated by enabling statute and the size of the population served.

Priority shall be given to applications that are able to implement programs with a statewide or regional outreach scope.

Monthly Reporting Requirements

Subgrantees will be required to submit monthly program and fiscal reports on the specified reporting forms (C1 and C2) provided by the Foundation and paid invoices and payroll records by the required submission dates to be compliant with the terms and conditions of the grant.

Documentation for all expenditures must be retained for audit purposes. Documentation at a minimum must include receipts that specify vendor, line item level description, amount, and payment date. Unsubstantiated purchases shall be reimbursed by the subgrantee to the Foundation. Subgrantees may **not** utilize grant funds to pay for expenses that have been or will be covered under another coronavirus relief program. Audit and oversight stipulations are in affect.

Application & Submission Instructions

Step 1: Download and complete the following forms:

Attachment A-1 Scope (updated 9/25/20, 8:30 am)

<http://www.cagc.org/cagcdocs/foundation/Attachment-A-1-Scope-Sample-9-25-20.docx>

Attachment A-2 Budget (updated 9/23/20)

<http://www.cagc.org/cagcdocs/foundation/Attachment-A-2-Budget-Template-9-23-20.xlsx>

Attachment D State Grant Certification – No Overdue Tax Debts

<http://www.cagc.org/cagcdocs/foundation/Attachment-D-No-tax-delinquencies.docx>

Attachment E Federal Funding Accountability and Transparency Act (FFATA)

<http://www.cagc.org/cagcdocs/foundation/Attachment-E-FFATA-Requirements.docx>

Conflict of Interest Policy (sample)

<http://www.cagc.org/cagcdocs/foundation/conflict-of-interest-example.docx>

*Only non-profits are required to submit a Conflict of Interest statement. This form is an example for non-profits to follow if they do not already have a conflict of interest statement or policy for their organization. For profit companies and businesses are not required to submit a Conflict of Interest statement or form.

Step 2: If your budget request exceeds \$50,000, you must register at <https://www.sam.gov/SAM/>.

Before doing so, your organization has to establish an account to login to government accounts:

<https://sam.gov/SAM/pages/public/loginFAQ.jsf>)

If your organization has already registered in SAM once, use your existing SAM email address to create an account. If not, use your email to create an account.

What do I need to do?

You need to create a login.gov account, if you don't already have one. Your old SAM.gov username and password will not work anymore. You will need to:

1. Create a login.gov account - you only need to do this once
2. Enter an email address - use the same email address you use for SAM.gov (for system and individual federal or non-federal access)
3. Have a working phone number (mobile or landline) - login.gov will send you a security code

Step 3: Complete online application available through Smartsheet at
<https://app.smartsheet.com/b/form/981b5d4173cc4d7f8ad3b21214211fae>

All required forms and supporting documentation must be included in the application at the time of submission.

When completing your online submission to Smartsheet, please have all your documents and entity information on hand and prepared to submit in one session. Smartsheet does not have the functionality that allows applicants to save or return to applications.