**Request for Applications**

RFA – 2022-CC.1

**TITLE: SUMMER MINI-GRANTS**

**FUNDING AGENCY: North Carolina Council on Developmental Disabilities (NCCDD)*,*** NC Department of Health and Human Services (DHHS), Office of the Secretary

**ISSUE DATE: May 20th, 2022**

**DEADLINE DATE: May 31st, 2022**

**All applications (included in this RFA announcement) must be received by 5:00 p.m. Eastern Daylight Time (EDT) on May 31st, 2022 as an attachment in an e-mail or through US Mail. Please notify NCCDD as soon as possible if you need application materials in an alternate format or otherwise require accommodations under the Americans with Disabilities Act.**

Direct all inquiries concerning this Request for Applications (RFA) to:

**Mailing Address:**

NCCDD-RFA

North Carolina Council on Developmental Disabilities

2010 Mail Service Center

Raleigh, NC 27699-2010

**Via Email:** RFAinfo@nccdd.org

**Non-profit applicants must be registered with the North Carolina Secretary of State to conduct business in North Carolina, or be willing to complete the registration process in conjunction with the execution of the contract documents**

**(see** [**www.sosnc.gov/corporations**](http://www.sosnc.gov/corporations)**).**

**Table of Contents**

1. Introduction/About NCCDD Page 2
2. Request for Applications Page 3

 Intent

 Deliverables

 Contractor Responsibilities

1. Applicant Eligibility Page 4

Use of funds

1. Application Procurement Process and Application Review Page 4
2. Attachments to be completed upon award Page 5
3. Application/Budget Page 6

**I. INTRODUCTION/ABOUT NCCDD**

The NCCDD makes funds available to fulfill its mission in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) and the Council’s Five-Year State Plan. The NCCDD’s major funding source is the United States Dept. of Health and Human Services, Administration for Community Living, Administration on Disabilities, Office of Intellectual and Developmental Disabilities. The NCCDD makes funds available primarily through competitive bids or Requests for Applications (RFAs). A general description of the current RFA is included in this document.

The North Carolina Council on Developmental Disabilities (NCCDD), authorized under Public Law 106-402, the DD Act, is one of 56 entities of its type in the United States and the territories. The NCCDD is an independent agency located in the NC Department of Health and Human Services (DHHS). Its activities are governed by a 40-member body, appointed by the Governor, and comprised of at least 60 percent people with intellectual or other developmental disabilities (I/DD) and their families. Other members include legislators and policymakers representing various agencies and organizations having a vested interest in people with I/DD. The Council’s quarterly meetings are open to the public.

The mission of the NCCDD is to assure that individuals with I/DD and their families participate in the design of and have access to culturally competent services, supports, and other assistance and opportunities that promote independence, contribution, self-determination, integration and inclusion in the community. The NCCDD achieves this mission by promoting advocacy and leadership, community capacity building and systems change activities. It also serves in an advisory capacity, under state law, to the NC DHHS.

The NCCDD has established goals and objectives in its Five-Year Plan (2022-2026). These goals represent the most pressing needs as identified by stakeholders in North Carolina. These goals are approved by the Council as the framework for its work within the context of the Five-Year Plan.

GOAL 1: By 2026, increase financial security through asset development for individuals with intellectual and other developmental disabilities.

GOAL 2: By 2026, increase community living for individuals with intellectual and other developmental disabilities.

GOAL 3: By 2026, increase advocacy for individuals with intellectual and other developmental disabilities.

For further information on the work of the NCCDD, please see the NCCDD Five-Year State Plan at our website by clicking <https://nccdd.org/the-council/five-year-plan.html>

**II. REQUEST FOR APPLICATIONS**

***INTENT:***

The North Carolina Council on Developmental Disabilities (NCCDD) intends to fund a diverse array of short-term Summer NC-I/DD Mini-Grants to support systems change activities or build capacity to enable individuals with intellectual and developmental disabilities (I/DD) to live full and meaningful lives in the community. The amount of any one Sumer NC-I/DD Mini-Grant could range from $3,000 to $25,000. No mini-grant would exceed $25,000.

***DELIVERABLES:***

Summer Mini-Grants could support the following types of activities that address the NCCDD’s Five-Year State Plan Goals and Objectives and fall within three broad categories:

1. Training
	* The development and production of online trainings
	* Back to school Exceptional Children trainings
	* Inclusive post-secondary education capacity-building activities
	* Financial literacy and education
	* Provide Americans with Disabilities Act (ADA) training to help state government entities and private businesses to understand their obligations under the ADA to people with I/DD and ways to make their programs, facilities, and services accessible to all people with disabilities
	* Provide landlord education programs to education landlords on the needs of tenants with disabilities
* Convene meetings or host a conference to help developers and municipalities understand the need for and the value of providing ample affordable, accessible housing options both immediately and as they plan for the future.
1. Related to Written Materials
	* Development of written materials
	* Short-term research and white papers with concrete recommendations
	* Translation of education materials
	* Development of plain language materials
2. Events/Meetings/Programs
	* Self-advocacy discussions or events
	* Awareness and education events
	* Accommodations for trainings or conferences for individuals with I/DD
	* Or similar activities to the above.

**Summer NC-I/DD Mini-Grants could not be used for direct services, the purchase of equipment, gift cards, lobbying, and other prohibited activities listed in more detail below.**

Applicants would be able to apply for Summer NC-I/DD Mini-Grants in an amount up to $25,000. The Council anticipates that some mini-grants may be funded for as low as $3,000 and other mini-grants may be for the full $25,000. All Summer Mini-Grants must end by September 9th, 2022 and funds spent by that date. Summer Mini-Grants are possible due to short-term funds available to the Council, which is why such funds would need to be expended by September 9th, 2022.

Develop a brief report based on the work that the recipient of funds did for individuals with I/DD and any impact that the work had. The NCCDD may also ask the successful applicant to share a survey and/or fill out a reporting form to gather data required for the NCCDD’s Annual Program Performance Report.

***ADDITIONAL CONTRACTOR RESPONSIBILITIES:***

Provide NCCDD the mandatory reports (i.e., quarterly/annual programmatic reports, monthly fiscal reports for reimbursements, Initiative Information Sheet updates, and other relevant reports deemed necessary).

The funding for this RFA will be up to **$25,000.00 per project** for the period beginning **June 1st, 2022** and ending **September 9th, 2022**. There is a minimum of 25% non-federal matching funds requirement, and the actual amount depends on how much funding the applicant requests.

Definition of a Developmental Disability

Per the Developmental Disabilities Assistance and Bill of Rights Act Amendments of 2000, section 102(8), “The term 'developmental disability' means a severe, chronic disability of an individual that:

* is attributable to a mental or physical impairment or combination of mental and physical impairments;
* is manifested before the individual attains age 22;
* is likely to continue indefinitely;
* results in substantial functional limitations in three or more of the following areas of major life activity;

(i) Self-care;

(ii) Receptive and expressive language;

(iii) Learning;

(iv) Mobility;

(v) Self-direction;

(vi) Capacity for independent living;

(vii) Economic self-sufficiency; and

reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.”

**III. APPLICANT ELIGIBILITY**

Applications are welcomed from any university, non-profit, for-profit, or government agency that demonstrates that their agency is qualified, responsible, and capable of conducting the activities described. Eligible entities include any organizations, agencies, or businesses demonstrating an expertise in the focus area of this initiative. To be eligible, non-profit private entities must submit proof of current 501(c)3 status with a current IRS determination letter dated in the current year. The Council will not consider applications submitted by agencies that do not meet eligibility to apply for funding.

Non-profit applicants must be registered with the North Carolina Secretary of State to conduct business in North Carolina, or be willing to complete the registration process in conjunction with the execution of the contract documents

(see [www.sosnc.gov/corporations](http://www.sosnc.gov/corporations)).

***USE OF FUNDS:***

Contract funds may be used to support personnel services, operating expenses, and contracted services. Funds must be budgeted in the categories listed in the line item budget. Applicants must develop a budget narrative to accompany the line item budget. The line item budget and the budget narrative must show a clear relationship between the proposed budget and the proposed activities stated in the initiative plan**.**

**Funds may not support efforts to engage in any political activities or lobbying.**

**IV. APPLICATION PROCUREMENT PROCESS AND APPLICATION REVIEW**

The following is a general description of the process by which applicants will be selected for funding for this initiative.

* 1. RFA announcements are sent to prospective agencies and organizations, via email, and/or posted on the NCCDD website, the DHHS website, and the NCCDD social media pages.
	2. Applications are due by 5:00 PM Eastern Daylight Time on **May 31st, 2022**. Electronic submission is required, except as otherwise noted.
	3. Applications will be evaluated by the NCCDD and its Executive Committee, which reserves the right to accept or reject the Review Committee’s recommendations.
	4. Agencies and organizations are cautioned that this is a Request for Applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
	5. Application Process Dates Summary:
		+ **May 20th, 2022**: Request for applications distributed to eligible applicants and posted on the North Carolina Council on Developmental Disabilities website ([www.nccdd.org](http://www.nccdd.org)).
		+ **May 31st, 2022**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Daylight Time.
		+ **June 2022**: Award announced.
		+ **June 2022**:Contract begins.

**V. ATTACHMENTS TO BE COMPLETED UPON AWARD**

All these documents must be completed if your agency is awarded the contract for this RFA. The NCCDD will not execute a contract until it is in receipt of all attachments:

* NCCDD Assurances
* Notice of Certain Reporting and Audit Requirements
* Conflict of Interest Policy/Letter (Contractor’s COI)
* Conflict of Interest Verification – Annual
* Indirect Cost Rate Letter – if applicable
* 501(c)(3) Status Determination Letter/Form (private non-profit agencies) (Note: Public organizations shall submit a document verifying their legal name and tax identification number.)
* IRS Tax Letter
* Annual IRS Tax Exemption Verification Form (private non-profit agencies)
* State Certifications
* Federal Certifications
* DUNS Letter
* Completed Letter to Identify Individual to Sign Contracts
* Completed Letter to Identify Individual to Sign Expenditure Reports
* Certification of No Overdue Taxes (applies to non-governmental entities)
* Proof of Insurance, if applicable

Applicants are encouraged, but not required, to submit the attachments along with their application. If attachments are not submitted and the applicant is selected to receive the funding for this initiative, the attachments must be completed and submitted with the contract. Failure to provide these timely may result in disqualification for funding.

**VI. APPLICATION TO NCCDD**

**SUMMER MINI-GRANTS**

**Application Form (On-line or by e-mail to** **info@nccdd.org****)**

 **(ONLY ONE NAME/ORGANIZATION PER APPLICATION)**

**If you need assistance completing this application, please contact 984-920-8200.**

Date:

 Name of NC Community-Based Organization:

 EIN of organization:

 Contact Person and title:

 Address:

 Email:

 Phone:

 Website:

1. Provide a brief summary (not to exceed two paragraphs) of how you intend to use these funds in a way that is in alignment with the Deliverables section within this RFA and that will positively improve a system or system(s) or build capacity for individuals with I/DD to more successfully live in the community.

2. Explain the need or system gap for the I/DD community and how the funds in your proposal will help improve the issue.

3. How many people with I/DD do you expect will benefit from the proposal over time? Briefly Explain.

4. Describe expected outcomes: What will happen as a result of your proposal if it is funded?

5. How will you demonstrate that you achieved your outcomes: How will you know you were successful? (For example, how will you gather the data? Through surveys, direct observation, individuals’ self- reports?)

6. Who will be responsible for managing this contract for your organization?

7. How much funding are your requesting?

8. If NCCDD approves a lesser amount of funds, would you be able to accept a lesser amount to accomplish a proportional set of goals?

*I certify that the information I have provided with this application is true to the best of my knowledge and acknowledge that any omissions or incorrect information will be grounds for disqualification of the proposal.*

Printed Name (e-sig) of Organizational Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name (e-sig) of Contact Person for this proposal (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMER MINI-GRANTS – BUDGET**

**Description of Expenses NCCDD Funds Requested**

 **$**

 **$**

 **$**

 **$**

 **$**

 **$**

**TOTAL REQUESTED:** **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proof of submission: You will receive a return e-mail within 24 hours, or the next business day, to confirm your submission. If you have not heard from NCCDD in two days, please give us a call.**

***DISCLAIMER:***

***The NCCDD reserves the right to use discretionary judgment on any application they deem appropriate.*****Funds will be distributed consistent with the Council’s mandate in Federal Law for commitment to systems change, advocacy, and capacity building.**