**Request for Applications**

RFA – 2024.2

**TITLE: COMMUNITY LIVING 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: Week of August 28th, 2023**

**DEADLINE DATE: September 29th, 2023**

**All applications (included in this RFA announcement) must be received by 5:00 p.m. Eastern Time on September 29th, 2023 through the DD Suite system. 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](mailto: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)**).**

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**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>

Please also see NCCDD’s 2023 Public Policy Priorities here:

<https://nccdd.org/public-policy/2023-public-policy-priorities.html>

**II. REQUEST FOR APPLICATIONS**

***INTENT:***

The North Carolina Council on Developmental Disabilities (NCCDD) intends to fund one or more Community Living Mini-Grants to advance NCCDD’s Community Living goal and support systems change activities or build capacity to enable individuals with intellectual and other developmental disabilities (I/DD) to live full and meaningful lives in the community. The amount of any one Community Living Mini-Grant will be no less than $5,000. No mini-grant would exceed $25,000.

***DELIVERABLES:***

Community Living Mini-Grants will support NCCDD’s Community Living goal (Goal 2) of its Five-Year State Plan:

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

**Throughout their lifespan transition and lifespan planning, more individuals with intellectual and developmental disabilities (I/DD) will access housing, transportation, healthcare, health and wellness; participate in employment and community life; and be respected, valued and supported in their communities.**  
  
**OBJECTIVE A:** Increase access to affordable, accessible, safe, and fully integrated housing that provides choice and flexibility regarding where and with whom they live.  
  
Measurement: More individuals with I/DD will choose where and with whom to live in their community.  
  
**OBJECTIVE B:** Increase individuals with I/DD’s access to transportation by identifying and implementing strategies to eliminate barriers through collaboration with transportation agencies, state and local agencies, organizations, and advocacy groups.  
  
Measurement: More individuals with I/DD will have transportation options to support community living and employment.  
  
**OBJECTIVE C:** Increase equitable access to home and community-based healthcare, preventative healthcare, wellness opportunities, and address unmet health-related resource needs through individual, family, and stakeholder education and provider capacity building.  
  
Measurement: More individuals with I/DD will have timely and equitable access to, and continuity of healthcare, preventative health, and wellness opportunities through system improvement and individual, family, and stakeholder education.  
  
**OBJECTIVE D:** Increase person and family-centered transition education and lifespan planning.  
  
Measurement: More individuals with I/DD will take part in transition and lifespan planning to address areas of employment, education, community living, and community relationships.  
  
**OBJECTIVE E:** Increase the knowledge, training, and support for professionals that provide services to people with I/DD.  
  
Measurement: More professionals in the field of I/DD will receive professional supports and training development to support and to advance rights, options, and opportunities, of individuals with I/DD.

Examples of Community Living Mini-Grants initiatives that could support the following types of activities that address the NCCDD’s Community Living goal and its objectives include:

* Research and detail the costs of people with I/DD living in the community compared to the cost of living in an institutional setting.
* Research actual affordable, accessible community-supported housing options currently available in North Carolina.
* Set up a statewide ADA paratransit system to help people with I/DD travel inexpensively and seamlessly from one region of the state to another.
* Consolidate data that supports clarifying the Registry of Unmet Needs and NC Medicaid Innovations Waiver slots to help everyone, including state government officials, people with I/DD, and family members of people with I/DD, better understand and act upon this data.
* Coordinate individuals/teams to facilitate strong Personal Support Networks for people with I/DD.

**Community Living 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 Community Living Mini-Grants in an amount ranging from $5,000 up to $25,000. All Community Living Mini-Grants must end by August 31st, 2024 and funds spent by that date. NCCDD has funds available for Community Living Mini-Grants, but the exact amount of funds available is in flux and will depend on approval by NCCDD’s Executive Committee.

Develop a detailed 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 any 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 no less than **$5,000.00 per project** and up to **$25,000.00 per project** for the period beginning no earlier than **November 1st, 2023** and ending **August 31st, 2024**. 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 Time on **September 29th, 2023**. Electronic submission is required, except as otherwise noted.
  3. Applications will be evaluated by an Application Review Committee and NCCDD’s 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:
     + **Week of August 28th, 2023**: 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)).
     + **September 6th, 2023**: Deadline for written RFA questions to be answered at the Bidders’ Workshop.
     + **September 7th, 2023**: Interested applicants may attend a Bidders’ Workshop on ZoomGov from 1:00 p.m.-3:00 p.m. If feasible, NCCDD may schedule an additional Bidders’ Workshop, Question & Answer Session, or Technical Assistance Session at a date and location to be determined. Check [www.nccdd.org](http://www.nccdd.org) for announcements.
     + **September 29th, 2023**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Time.
     + **October/November 2023**: Award announced.
     + **October/November 2023**: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.

**I. APPLICATION TO NCCDD**

**COMMUNITY LIVING MINI-GRANTS**

**Apply using DD Suite at:** <https://www.ddsuite.org/?nofa_id=2096>

Applying organization may also attach a Microsoft Word file or a PDF file to the Attachments section of DD Suite answering the following questions.

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

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

**e-mail** [**rfainfo@nccdd.org**](mailto:rfainfo@nccdd.org)

Name of Community-Based Organization:

Employer Identification Number (EIN) of Organization:

Contact Person and Title:

Address:

E-mail:

Phone:

Website:

1. Provide a brief summary (not to exceed three 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 advance NCCDD’s Community Living goal by improving a system or system(s) or building 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 and family members do you expect will benefit from the proposal over time, and what impact do you expect it to have? Briefly Explain. Please include any information about underserved individuals or populations within the I/DD community.

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 the contract for your organization, and will individuals with I/DD and family members of individuals with I/DD be involved in the planning or implementation of this initiative?

7. Will this initiative also increase employment, advocacy development, and/or meaningful inclusion for people with I/DD and their family members?

8. How much funding is your organization requesting? If NCCDD approves a lesser amount of funds, would you be able to accept a lesser amount to accomplish a proportional set of goals?

Submit a budget for this proposal using the Budget section in DD Suite.

See the **Calculating a Federal Grant Match document** on the RFA webpage for information on how to calculate the required match.

**Proof of submission: DD Suite will send you and NCCDD a notification when your organization submits its application.**

***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.**