

Components of DD Suite Grant Application [w/DD Suite Character Limits]

PROJECT OUTLINE

[2500]**Executive Summary:** Provides a brief summary of the purpose, nature, scope and rationale for the evidence-based strategies, best practices and/or promising policies/practices applicant will use as the basis or framework for the proposed initiative.

[2500]**Qualifications:** Provides history and mission of applicant agency. Includes an attached organizational chart. Describes capacity to implement proposed initiative, including experience, relevant collaborative efforts and experience working in partnership with people with I/DD and their families.

[4000]**Detailed Narrative:** Describes why this initiative should exist, including relevant data, current trends. Describes population that will be the focus of initiative (Must include people with I/DD and families).

[3000]**Accomplishments:** Outlines outcome measures that will determine the extent to which the initiative is meeting its goals and objectives

[2500]**Methodology:** Describes personnel required for initiative, including roles and responsibilities. Outlines proposed resources required (operational, informational, technical etc.) as to type, amount, distribution, etc. Includes a listing of potential partners and strategies for partnering with stakeholders.

[2000]**Sustainability of Initiative:** Describes how applicant will promote or sustain the work for the initiative. This could include organizing, attending or presenting at local, regional statewide or national conferences, webinars and other trainings. Also may include replication if applicable and creation of guidebooks, brochures and the use of social media.

[2500]**Monitoring Activities:** Describes how applicant will monitor and evaluate activities and outcomes as outlined in the Descriptive Summary. Includes a timeline that lists all activities, target dates and responsible staff.

INITIATIVE WORK PLAN

Includes goals, objective timelines, activities and performance measures.

PROJECT BUDGET

This describes the cost of the project per line item. Costs are identified in Council funds and matching funds, and should be reasonable in relation to Project Outline and Work Plan.

ATTACHMENTS relevant attachments included in the review packet which may include Organizational chart and letters of endorsement from agencies, organizations, and individuals important for the implementation of the initiative.

CONTRACT ATTACHMENTS LIST

- 00 DD Suite Application Package
- 01 Assurances
- 02 Conflict of Interest (Entity's Form)
- 02a Conflict of Interest Verification - Annual (Conditional)
- 03 Notice of Certain Reporting and Audit Requirements
- 04 Project Profile
- 05 IRS Determination Letter and 501 C (3) Requirements
- 05a IRS Tax Exemption Verification - Annual (Conditional)
- 06 Verification of 501 C (3) Status Form
- 07 Federal Certifications: (Contractor Certifications Required by Federal Law) One form includes:
 - a. Certification Regarding Nondiscrimination
 - b. Certification Regarding Lobbying and Lobbying Disclosure Form
 - c. Certification Regarding Debarment, Suspension, Ineligibility
 - d. Certification Regarding Drug Free Workplace
 - e. Certification Regarding Environmental Tobacco Smoke
- 08 Identify Individuals [Authority] to Sign Contract
- 09 Identify Individuals [Authority] to Sign Expenditure Reports
- 10 **DUNS Letter Verification Instruction (Conditional) [Data Universal Numbering System]**
- 11 State Grant Certification: No Overdue Tax Debts
- 12 State Certification: (Contractor Certifications Required by NC Law) One form includes:
 - a. Verification of Work Authorization of Employees
 - b. Retailer's Obligation to Collect Tax
 - c. Department of Public Safety Study...Measuring Illegal Immigration...E-verify
- 13 Proof of Insurance Verification Form (Conditional) - Optional
- 14 Copies of Subcontracts (if applicable)