**Request for Applications**

RFA – 2021-CC 1

**TITLE:** **COVID 19-REGISTRY OF UNMET NEEDS RELIEF**

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

**ISSUE DATE: February 5th, 2021**

**DEADLINE DATE: March 5th, 2021**

**All applications (included in this RFA announcement) must be received by 5:00 pm EST on March 5th, 2021 as an attachment in an e-mail. Please notify at least two weeks in advance of the due date 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:

North Carolina Council on Developmental Disabilities

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

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**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.**

**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 (2017-2021). 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 2021, increase financial security through asset development for individuals with intellectual and other developmental disabilities.

GOAL 2: By 2021, increase community living for individuals with intellectual and other developmental disabilities.

GOAL 3: By 2021, 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 an initiative to determine and meet needs of individuals with intellectual and other developmental disabilities (I/DD) who are on the Registry of Unmet Needs whose unmet needs were exacerbated by the COVID-19 pandemic and to recommend future advocacy and initiatives to the Council related to the Registry of Unmet Needs.

***DELIVERABLES:***

This initiative would provide certain types of relief for individuals on the Registry of Unmet Needs whose unmet needs were exacerbated by the COVID-19 pandemic. The successful applicant will be an organization that can demonstrate innovated ways to use this funding to meet unmet needs in a way that could foster future systems change to assist these individuals and their families in being more prepared to meet these needs during a future emergency, including a pandemic.

Develop a brief report based on the organization’s experiences and experiences of individuals on the Registry of Unmet Needs with whom the organization works describing what the most critical needs are of these individuals are, which of these needs were exacerbated by the COVID-19 pandemic, which of these needs will continue to be exacerbated after the pandemic ends, and recommendations for the North Carolina Council on Developmental Disabilities for advocacy for system improvements to better meet the needs of individuals on the Registry of Unmet Needs. Make recommendations to the Council on other future advocacy and initiatives to meet the needs of individuals on the Registry of Unmet Needs.

Examples of ways to use these funds include but are not limited to:

* A prescription drug delivery program for people with I/DD unable to get to their pharmacy or unable to find someone to pick up their prescriptions for them (if their family member, Direct Support Professional, or natural supports are sick or otherwise unable to pick them up). Develop a method to ensure that people with I/DD will always receive their prescriptions in a timely manner to avoid them missing required doses prescribed for their health and well-being.
* An innovative transportation pilot program that will demonstrate new approaches to providing transportation services to individuals with I/DD who are unable to drive. Such a pilot could assist these individuals in accessing their pharmacy, their grocery store, a local park to exercise at, or non-emergency healthcare when regular transportation services or family members, friends, and other natural supports are not available to provide transportation for the individual. NCCDD has long sought ways to remove transportation barriers for people with I/DD.

* An education campaign for people with I/DD and their families to avoid being evicted from their homes. The COVID-19 pandemic has caused severe economic hardship for many Americans, and a looming eviction crisis remains possible as individuals who have lost their jobs or seen their hours reduced have been unable to pay many of their bills, including their rent or their mortgage. While national moratoriums on evictions have been extended at least through March 31st, 2021, all of the back rent or mortgage will be due once the government lifts the moratorium. However, seeing people become homeless will likely exacerbate the pandemic, so more education is needed to help families and tenants understand their rights when working with landlords.
* Remote natural supports/Personal Support Network development education for people with I/DD who are isolated at home.  Some people with I/DD are home all day with few friends or natural supports in their lives and could benefit from having more now even if they connect with their natural supports remotely only (by phone or through Zoom, for example) until it becomes safe for people to gather in person again.  New natural supports can also assist with meal and prescription drug delivery or a ride to a medical appointment when the individual cannot find anybody else is available to assist with these tasks. Having natural supports to talk to and creatively find safe ways to socialize with can also improve the mental health of people with I/DD.
* Improve access to telehealth and telework. Individuals with I/DD who are isolating at home might have difficulty accessing healthcare or difficulty being able to work remotely. Find innovative ways to educate individuals on simple technology they can download and how to use it so that they can connect successfully to their healthcare providers, their teletherapists, and their employers in order to maximize their productivity while they are home.
* Improve exercise and wellness. Some individuals with I/DD who are isolating at home may lack exercise opportunities. Where they may have taken scheduled walks in the park with friends or other natural supports or gone to a gym to work out, they may now face isolation at home with few opportunities to exercise. Foster innovative ways to exercise through remote instruction as well as exercising in small spaces with everyday objects that people might not typically use as exercise equipment. Such a program would also help individuals feel less lonely through connecting with other people leading or participating in an exercise program designed to help them maintain optimal health and wellness during the pandemic and after the pandemic ends.

Please note that NCCDD funds **cannot** be used for:

* Direct financial aid to individuals and families.
* The purchase of gift cards for individuals.
* The purchase of technology or internet services for individuals.
* The purchase of food, beverages, groceries, or prescriptions for individuals.
* Paying an individual’s rent, mortgage, utility, credit card, medical, or other bills.

The successful applicant should be prepared to report on the outcomes of the activities performed, including gathering stories and photographs, videos, or other media that demonstrate both the impact of the activities on individuals with I/DD and the greater systems change or Collective Impact that results from the activities. Successful activities will be activities that teach lessons on how to meet these needs the next time a pandemic or other emergency occurs so that these individuals and their families will feel more prepared and will more resiliently weather the emergency safely. These lessons will also remain valuable during normal times while these individuals continue to wait to receive Innovations Waiver services to the point of lessening their need or their dependence on receiving formal services to lead the lives they want to live.

***CONTRACTOR RESPONSIBILITIES/FUNDING:***

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 **$50,000.00** for the period beginning **April 1st, 2021** and ending **September 30th, 2021** with required minimum of 25% non-federal matching funds ($16,667).

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 Standard Time on **March 5th, 2021**. Electronic submission is required, except as otherwise noted.
	3. Applications will be evaluated by an RFA Review Committee. The recommendations of this committee will be reviewed by the NCCDD, 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:
		+ **February 5th, 2021**: 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)).
		+ **March 5th, 2021**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Standard Time.
		+ **March 15th, 2021**: Award announced.
		+ **April 1st, 2021**: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.

**RFA Process Question and Answer Session**

**Thursday, February 18th, 2021**

**1:30 pm to 3:00 pm**

Join staff of the NC Council on Developmental Disabilities (NCCDD) on Zoom to hear about two funding opportunities available **NOW.** This virtual question and answer session will allow participants to ask questions about the intent of the grant releases, how to apply, and timing of the request for applications (RFA) process. If you cannot attend the on February 18th but have questions, please write to RFAinfo@nccdd.org.  Following the Q & A Session all questions and responses will be posted to the NCCDD website here: [https://www.nccdd.org//initiatives/apply-here-for-open-rfas.html](https://www.nccdd.org/initiatives/apply-here-for-open-rfas.html).  We look forward to seeing you! See Zoom connection detail below.

Link: <https://www.zoomgov.com/j/1605602373?pwd=N2w0TTZMTUJYaUZxVnJwcEx5OWN3Zz09>

Meeting ID: 160 560 2373

Passcode: NCCDDRFA

Call-in Phone Number: 1 646 828 7666

**VI. APPLICATION TO NCCDD**

**COVID 19-REGISTRY OF UNMET NEEDS RELIEF**

**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 1-919-527-6500**

Date:

 Name of NC Community-Based Organization:

 EIN of organization: Website:

 Contact Person and title:

 Address:

 Email: Phone:

***On a separate page, please answer the following questions:***

 1. Provide a brief summary (two paragraphs) of the innovative work you will do to meet needs of individuals who are on the Registry of Unmet Needs whose unmet needs were exacerbated by the COVID-19 Pandemic.

2. Briefly describe (in a paragraph) your organization’s experience and work with individuals with I/DD on the Registry of Unmet Needs.

3. Describe how you will develop a brief report on what the most critical needs are of individuals on the Registry of Unmet Needs, which were exacerbated by the COVID-19 pandemic, which of these needs will continue to be exacerbated after the pandemic ends, and recommendations for the Council for advocacy for systems improvements to better meet the needs of individuals on the Registry of Unmet Needs.

4. Explain the need or gap in services and how the funds will help meet the need or address the gap in services.

5. How many people with I/DD do you expect will benefit from this initiative?

6. Describe expected outcomes: What will happen as a result of this initiative?

7. 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?)

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

*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):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **NC COUNCIL ON DEVELOPMENTAL DISABILITIES (NCCDD) - BUDGET** |
| ***PROJECT TITLE/AGENCY NAME:*** |  |  |   |
|   | NCCDD FUNDS |   | TOTAL |
| POSITION OR DESCRIPTION | REQUIRED | MATCH | PROGRAM COST |
| **STAFF SALARIES/WAGES**(Description: Salaries/Wages only for staff hired by the applicant organization to work specifically on the initiative. This may include professional staff, interns, paraprofessionals, and/or part-time/hourly employees.) |
| ***Justification - Description is needed for anything over $3,000.00 Add pages or lines as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **STAFF FRINGE BENEFITS** (Description: Fringe Benefits only for staff hired working on the initiative may include FICA, Unemployment, Worker's Compensation, Health Insurance and/or Retirement Benefits.) |
| ***Justification - Description is needed for anything over $3,000.00 Add pages or lines as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **SUPPLIES & MATERIALS**(Description: Supplies and materials may include consumable items that are essential to the program. Examples of allowable supplies include office supplies, computer supplies, medical supplies, furniture, directories and/or journals.) |
| ***Justification - Description is needed for anything over $3,000.00 For example, Office supplies - pens/penicals, folders, note books, case of papers, etcs. Add pages or lines as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **STAFF TRAVEL** (Description: Travel costs for staff hired as identified in the budget that is deemed reasonable and necessary.) |
| ***Justification - Description is needed for anything over $3,000.00 Add pages or lines as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **CONTRACTED SERVICES/SUBCONTRACTING**(Description: Contracted Services may include essential services which cannot be met by other program staff which specifically relate to the work of the program. The Contracted Services line item must be itemized based on the subcontract agreement. A copy of the contract must be included.) |
| ***Justification - Description is needed for anything over $3,000.00 Attach pages as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **OTHER** (Description: The Other category may include audit services, service payment such as stipends, costs incurred for conferences, postage/mail, internet, printing/copies, training/meetings, cleaning/janitorial, license fees, incentives, participants insurance and bonding and any other services or expenses that will not fit into another category.) |
| ***Justification - Description is needed for anything over $3,000.00 Add pages or lines as necessary.*** |
|   | $0.00  | $0.00  | $0.00  |
|   | $0.00  | $0.00  | $0.00  |
| SUBTOTAL | $0.00  | $0.00  | $0.00  |
| **TOTAL** | **$0.00**  | **$0.00**  | **$0.00**  |