**Request for Applications**

RFA #: 2025.2.D

**Proactive Approaches to Justice for People with I/DD**

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

**ISSUE DATE: April 15th, 2024**

**DEADLINE DATE: May 31st, 2024**

# **Receipt of applications online at** [www.ddsuite.org](http://www.ddsuite.org) **is required. All applications must be received by 5:00 p.m. Eastern Time on May 31st, 2024. Please advise 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:

**Mailing Address:**

NCCDD-RFA

North Carolina Council on Developmental Disabilities

3109 Poplarwood Court, Suite 109

Raleigh, NC 27604

**Via Email:**

RFAinfo@nccdd.org

**Delivery Information:**

Applicants for this RFA are required to submit the application electronically in the DD Suite online database found at [www.ddsuite.org](http://www.ddsuite.org). NCCDD will not accept paper copies.

**Table of Contents**

1. Introduction Page 3
2. NCCDD Background Page 4
3. RFA Background, Deliverables, and Grantee Responsibilities Page 5
4. Applicant Eligibility... Page 12

Use of Funds

Performance Monitoring/Quality Assurance

1. Application Procurement Process and Application Review…….. Page 14

 VI. Attachments To Be Completed upon Award…………………….. Page 15

1. **INTRODUCTION**

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 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 complete RFA package is available through DD Suite ([www.ddsuite.org](https://www.ddsuite.org/?nofa_id=1247)) or may be requested in alternate formats or by mail. Please complete and submit the Notification of Intent to Apply if your organization or agency intends to apply.

Applications are welcomed from any individual organized as a business entity, 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 individual, organization, agency, for-profit or non-profit demonstrating an expertise in the focus area of this initiative. A non-profit private entity must submit proof of its 501(c)(3) status with a [**current IRS determination letter**](http://501c3go.com/irs/need-copy-of-501c3-letter/)**.** The Council will not consider applications submitted by organizations that do not meet these eligibility requirements.

Private non-profit and for-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.secretary.state.nc.us/corporations).

1. **BACKGROUND**

NCCDD

The North Carolina Council on Developmental Disabilities, authorized under Public Law 106-402, the DD Act is one of 56 entities of its type in the United States and its territories. The NCCDD is an independent agency located in the NC DHHS. Its activities are governed by a 40-member body, appointed by the Governor, and at least 60 percent comprised of people with intellectual and 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 provide assurance 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 Department of Health and Human Services (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.

This RFA will address **Goal 2, Objective D**.

**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.

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

**III. RFA BACKGROUND, DELIVERABLES, AND GRANTEE RESPONSIBILITIES**

***INTENT:***

The North Carolina Council on Developmental Disabilities (NCCDD) seeks to invest in proactive approaches to criminal justice for people with intellectual and other developmental disabilities (I/DD) to keep them safe and to keep them out of the criminal justice system during interactions with law enforcement officials and/or first responders in emergency situations and in times of crisis.

***BACKGROUND:***

**National**

According to the Prison Policy Initiative’s Research Library, 40% of people in state prisons have a disability. This study reports that one-fourth of these individuals in prison have cognitive disabilities such as autism, Down syndrome, and learning disabilities. In 2020, NCCDD reported in a previous Request for Applications that there are 2.2 million adults in the United States prison system, of which 750,000 are individuals with disabilities. People with disabilities are at a higher risk than people without disabilities of entering the justice system. Thirty-two percent of federal prisoners and 40% of people in jail self-report that they have at least one disability including visual, hearing, ambulatory, cognitive, self-care, and independent living (Bureau of Justice Statistics, 2015).

**North Carolina:**

A report by the North Carolina Sentencing and Policy Advisory Commission (April 2018) indicated that of 47,613 individuals released or on probation from North Carolina state prisons between 2013-2015 the recidivism rate was forty-one percent; three-fourths with a recidivist arrest occurring within 13 months of follow-up. These statistical reports lack reflection of diverse demographic information by presenting only gender and Black ethnicity/race data. Thus, disability-related data is not readily available. NCCDD funded a *Justice: Release, Reentry, and Reintegration* initiative with the Alliance of Disability Advocates Center for Independent Living from 2020-2023 to assist individuals with I/DD in transitioning successfully back to living in the community after incarceration. The initiative developed Individualized Reentry Plans for 234 individuals with I/DD with an 88.9% success rate as of September 30th, 2023. The purpose of this RFA is to support a new initiative to help individuals with I/DD avoid incarceration at the outset by preventing situations that would lead to their arrest or by diverting them to other, more appropriate programs.

An article from November 2nd, 2020 about the Marshall Project discusses the failure of prison officials to properly identify people with I/DD in a number of states. Such a failure often means that individuals with I/DD will not obtain the support or the Americans with Disabilities Act (ADA) accommodations that they need while in prison. Disability Rights North Carolina supervising attorney Susan Politt stated, “It mirrors or echoes what goes on in society. People with disabilities are often hidden and not seen. They get out in worse condition than when they go in.” View the article here: <https://www.themarshallproject.org/2020/11/02/prison-is-even-worse-when-you-have-a-disability-like-autism>

In addition to the problems people with I/DD face in prison, many counties in North Carolina have long used a system where law enforcement officers transport patients who are subject to involuntary commitment orders to a hospital with appropriate treatment or an available psychiatric bed. However, this experience that often involves law enforcement handcuffing individuals to transport them can traumatize these individuals while also criminalizing the experience: <https://www.northcarolinahealthnews.org/2022/05/23/sheriffs-want-out-of-involuntary-commitment/>. This article points out studies showing that people with mental illness are more likely to be injured or killed by law enforcement during an encounter with them.

In 2023, the State of North Carolina made an unprecedented investment in behavioral health, including funds to provide services for people experiencing a mental health or substance use crisis and funds to help individuals with complex behavioral health conditions avoid incarceration. These funds can also support individuals with I/DD. Also, in 2023, North Carolina launched the 988 Suicide and Crisis Lifeline and in February 2024 a Peer Warmline where people experiencing a behavioral health crisis can talk with a peer who has lived experience. Read more here:

<https://www.ncdhhs.gov/news/press-releases/2023/10/10/world-mental-health-day-nc-celebrates-historic-835m-investment-behavioral-health>

<https://www.ncdhhs.gov/news/press-releases/2024/02/19/nc-launches-additional-phone-support-people-experiencing-mental-illness-or-substance-use-disorder>

Existing trainings for law enforcement officers and first responders may not always include people with I/DD or devote a sufficient amount of time to help law enforcement officers and first responders better understand people with I/DD. An examination of a Mecklenburg County Crisis Intervention Team five-day Crisis Intervention Training (CIT) schedule for October 30th, 2023 through November 3rd, 2023 showed 50 minutes scheduled for “Intellectual & Developmental Disabilities” on Day 1 and 50 minutes for “Let’s Talk About it-The Autism Center” on Day 5. Meanwhile, a Cabarrus County CIT agenda for October 9th-13th showed one hour for “Neuro Development D/O in Youth” on Day 1 and two hours for “Deaf Blind HOH Community” on Day 3. (These two documents are available on the RFA webpage for reference.) These disparities demonstrate that law enforcement officers and first responders may receive different information depending on which county they work in or which county offers the training they participate in. These disparities do not guarantee that all law enforcement officers and first responders in North Carolina will receive consistent, useful information that they need to properly interact with people with I/DD during crisis situations.

In preparing for this RFA, Council members learned about more extensive trainings designed to improve relationships between law enforcement officers and their communities and reduce unnecessary harm and trauma that could potentially occur when a situation arises involving an individual with I/DD or some other type of disability. Likewise, there are parallel efforts to train 911 call centers and 988 call centers on sending appropriate personnel to respond to various situations, and 988 is an alternative to 911 that people can call when they or a family member is experiencing a crisis that does not rise to the level of an emergency that would warrant sending the police to respond.

**Proposed Purpose:**

**Over the course of three years, develop a training, adapt a training, or utilize a curriculum and provide training for law enforcement and some or all of the following groups: first responders, crisis response teams, individuals with I/DD, family members of individuals with I/DD, and caregivers, incorporating some or all of the objectives listed below. Applicants who successfully demonstrate how they will meet most or all of the objectives will be scored higher than those who do not.**

1. During Year 1 of this initiative, conduct an inventory of available trainings related to I/DD for law enforcement and/or related crisis response in North Carolina and nationally and conduct a gap analysis of what is needed for law enforcement and/or related crisis response to determine where training and education needs exist in North Carolina. NCCDD staff will share any research findings regarding available trainings, potential partners, and other support for the gap analysis with the successful applicant at the time that this initiative starts. NCCDD can also make connections with local and state leaders with whom it has connections.
2. Develop, adapt, or utilize a training for law enforcement, first responders, and related personnel. Provide training and other methods to increase awareness of people with I/DD and their needs, especially during times of crisis.
3. Ensure that law enforcement officers, first responders, 988 call center staff, crisis response teams, and other government and non-government officials have the knowledge that they need to interact appropriately with people with I/DD to support individuals with I/DD who may be in crisis or at risk of crisis to best respond to their needs and to lessen unnecessary involvement in the criminal justice system.
4. Demonstrate the value of this initiative through gathering stories that detail the impact that this greater awareness of the I/DD community and its needs makes on reducing the injury rate, death rate, and incarceration rate when a person with I/DD interacts with law enforcement officers and first responders. Such outcomes go beyond merely tracking the number of individuals participating in any trainings that this initiative delivers. Share any outcomes on a public website or in a publication with widespread distribution to law enforcement agencies and first responders.
5. Establish and operationalize activities to facilitate outreach to and inclusion of the Hispanic/Latino I/DD communities. NCCDD can help facilitate connections.
6. REQUIRED: Deliver a final report with recommendations that will highlight the impact of this initiative and advise on permanently funding this program and including it in training curriculums for law enforcement officers, first responders, and crisis response teams.

***DELIVERABLES:***

Depending on their proposed initiative, the successful applicant chosen by the NCCDD will complete some or all of the following deliverables. (Applicants who successfully demonstrate how they will deliver most or all of the deliverables will receive a higher score than those who do not.)

1. During Year 1 of this initiative, conduct an inventory of available trainings in North Carolina and nationally related to I/DD for law enforcement and other related crisis response and a gap analysis of what is needed for law enforcement and other related crisis response to determine where training and education needs exist in North Carolina and deliver a report of the inventory and the gap analysis and recommendations for trainings this initiative should conduct in years 2 and 3 of this initiative and work with NCCDD staff to develop a plan for trainings in years two and three. The gap analysis and proposed trainings could also include education for individuals with I/DD and caregivers on interactions with law enforcement and other first responders.
2. The successful applicant will pilot a training in an area or areas of North Carolina that need this training while conducting the inventory and gap analysis. The successful applicant will work with NCCDD staff to discuss the inventory and gap analysis and develop a plan for trainings in years two and three.
3. Effectively train and educate law enforcement officers, first responders, and others involved in crisis response in North Carolina on people with I/DD and their needs in order to reduce the occurrence of negative interactions and increase the occurrence of positive interactions. The successful applicant can do this through in-person, virtual, or hybrid trainings; any combination of these types of trainings; and/or other methods that will provide both the general awareness and the in-depth education that law enforcement officers and first responders need to interact appropriately and safely with people with I/DD at all times.
	1. These trainings can also be open to 988 crisis center staff, school resource officers, crisis response teams, probation officers, judges, prosecutors, public defenders, and other government and non-government officials who play some role in the criminal justice system or in keeping people safe during times of emergency and crisis.
4. As part of this initiative, the trainers could also train people with I/DD on how to stay safe and interact appropriately with law enforcement officers and first responders in any situation that could arise anywhere within the community.
5. Develop measurable outcomes beyond tracking the number of individuals who participate in a training or a learning opportunity through this initiative. This deliverable includes opportunities to follow up with training participants to provide refresher trainings or to measure ways that they are demonstrating what they learned during a training or other learning session.
6. Wherever possible, capitalize on opportunities to collaborate with state officials on the investments that the North Carolina General Assembly made in its 2023-2024 budget, including new investments in the crisis continuum/system, “$20 million over two years to fund a non-law enforcement pilot program for transportation patients for voluntary and involuntary psychiatric admissions,” and “$99 million over two years for community-based, pre-arrest diversion programs and programs to help people reentering the community after incarceration.” See more information here: <https://www.northcarolinahealthnews.org/2023/10/06/state-officials-tout-once-in-a-lifetime-investment-in-north-carolinas-mental-health-services/>
7. REQUIRED: Deliver a final report with recommendations to the North Carolina Council on Developmental Disabilities, North Carolina Department of Health and Human Services, the North Carolina Department of Public Safety, the North Carolina Department of Adult Correction, and local law enforcement on the lessons learned and recommendations for possible permanent additions to law enforcement and other crisis response training curriculums in North Carolina, possible funding options for such training, and any recommendations for related programs that will assist in creating a culture of positive interactions between law enforcement officials and people with I/DD in North Carolina. The final report could also include policy recommendations such as establishing protocols to properly identify and accommodate someone with I/DD who might be arrested or creating diversion programs and other appropriate alternatives to incarceration for people with I/DD. It could also include a one-page document or wallet-sized card with tips, phone numbers and helpful information for law enforcement and first responders.

**Expected Outcomes:** More members of the community, especially law enforcement officers and first responders, will have a great awareness of the needs of people with I/DD and a heightened understanding of how to interact properly with people with I/DD to avoid escalating situations to the point where the officer may feel the need to arrest the individual with I/DD. Where an individual with I/DD may have committed a crime that warrants an arrest, law enforcement officers will better understand how to interact with the individual throughout the process and communicate information about the individual to other people working in the justice system. Such interaction will include ensuring that they communicate clearly so that the individual whom they arrest will understand all commands and so that the individual does not get injured or killed during the process.

More individuals with I/DD and other disabilities will live in the community free from abuse, neglect, discrimination, exploitation, or assault. More formerly incarcerated individuals with I/DD and other disabilities will transition into and live in the community with the supports and services necessary to thrive with a lower threat of facing harm from law enforcement officials.

In releasing these funds, the North Carolina Council on Developmental Disabilities (NCCDD) seeks to make an important investment in strengthening communities through creating greater awareness of people with I/DD and their needs in times of crisis and times of emergency and through creating more trust between people with I/DD, their caregivers, and law enforcement officials charged with protecting these communities.

Any prospective applicant that might propose using an existing training curriculum or developing a training curriculum should be aware of the Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC) guidance on intellectual property and copyrights:

<https://itacchelp.org/wp-content/uploads/2021/12/FY-2020-TA-Brief-intellectual-property.pdf>

Please note the following from the above guidance:

* “Ownership for intellectual property paid for by Federal funds rests with the DD Council.”
* “. . . HHS [the federal Department of Health and Human Services] reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and authorize others to do so.”
* “The DD Council reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for federal or state government purposes.”

Please note the successful applicant can negotiate with NCCDD on shared ownership or licensing rights to any trainings that can be included in any contract. Also, NCCDD would not necessarily have any ownership rights to trainings developed prior to this initiative.

Also, the applicant selected for the **Proactive Approaches to Justice for People with I/DD** initiative will be expected to establish and operationalize activities to facilitate outreach to and inclusion of the Hispanic/Latino I/DD community. The 2022-2026 state plans of Councils on Developmental Disabilities must identify disparity among a subpopulation of the state’s I/DD community and address that disparity. The NCCDD identified a barrier to services and supports for the Hispanic/Latino community caused by language access issues in response to the Administration for Community Living’s (ACL) mandate. Outreach to, and collaboration with, the Hispanic/Latino community to increase engagement and involvement is the Council’s proposed intent.

In addition, the Council has identified **Collective Impact** as the model to be used during the 2022-2026 Five-Year Plan to develop, implement, and evaluate initiatives to produce systems change; therefore, the applicant selected for the **Proactive Approaches to Justice for People with I/DD** initiative will be expected to operationalize activities to facilitate the five essential elements to a Collective Impact project, including:

1. Common Agenda:

All participants **share a vision for change** that includes a common understanding of the problem and a joint approach to solving the problem through agreed upon actions.

1. Shared Measurement:

All participating organizations **agree on the ways success will be measured and reported**, with a short list of common indicators identified and used for learning and improvement.

1. Mutually Reinforcing Activities:

A diverse set of stakeholders, typically across sectors, coordinate a set of differentiated activities through a **mutually reinforcing plan of action**.

1. Continuous Communication:

All players engage in **frequent and structured open communication** to build trust, assure mutual objectives, and create common motivation.

1. Backbone Support:

An **independent, funded staff dedicated to the initiative** provides ongoing support by guiding the initiative’s vision and strategy, supporting aligned activities, establishing shared measurement practices, building public will, advancing policy, and mobilizing resources.

Examples of when communities are ready or near-ready for Collective Impact:

* There is a “champion” for this cause who has the ability to engage and encourage multiple sectors in the community and is willing to use that ability to help the community solve this problem;
* There is some local funding available to begin this effort or in-kind resources (protected time for selected staff members) to begin working to obtain funding;
* There is a history of other kinds of successful collaboration in the community among at least some of the relevant stakeholders;
* The general public is aware of this problem and cares about it or can be readily made aware and will care if they are aware.

***Priority will be given to organizations that offer:***

* Clear evidence of the agency’s capacity to carry out the proposed initiative.
* Evidence of a history of providing related services that are demonstrated to be person-centered.
* Documentation of collaborative relationships in the I/DD field. This should include letters of commitment from partnering organizations and other collaborating agencies.
* That their work and the response in the RFA demonstrates a clear understanding of the Collective Impact model of system change.

The funding for this RFA is offered within the range of $110,000.00 per year with required minimum of 25% non-federal matching funds ($36,667) for a period of up to three years with Year 1 potentially to begin on October 1st, 2024. Within these parameters, an applicant shall propose a three-year work plan clearly identifying the outputs and outcomes for each year. **The Year 1 budget is the only budget to be entered into the DD Suite application.** Continuation of funding during the initial period will be dependent upon the Office of Intellectual and Developmental Disability (OIDD) funding. Upon approval for continuation funding, the scope of work for the upcoming year will be jointly reviewed and revised by the NCCDD staff and grantee 30 days prior to the start of the upcoming year.

**What is 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.”

**IV. APPLICANT ELIGIBILITY**

Applications are welcomed from any individual organized as a business entity, university, non-profit, for-profit, or government agency that demonstrates that their organization 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 an IRS determination letter dated in the current year. The Council will not consider applications submitted by organizations that do not meet eligibility to apply for funding.

All non-government 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.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/corporations)).

Any organization that receives funding from NCCDD must register in the electronic Vendor Portal (eVP) as a service provider in eProcurement to receive payment: <https://evp.nc.gov/>. There is no cost to register. If an organization is already registered, then the organization should check with their eProcurement main contact to ensure that their location is entered correctly to receive payment.

All grantees must provide a Unique Entity Indentifier (UEI) in Sam.gov.

Grantees do not need to submit a copy of their SAM registration, just the UEI number. Full registration is not required. Full registration is for organizations receiving funds directly (as a prime awardee) from the federal government, but this is not happening with the funds for this initiative: <https://sam.gov/content/entity-registration>

**Completed Applications**

NCCDD has the right to reject any application that is incomplete. To be considered complete, an application must contain:

* All parts of the DD Suite application completed.
* A budget for Year 1 that shows both the DD Council funds and the required match funds. The successful applicant should enter a number in each line item or enter $0 if the applicant plans to allot funds to a specific line item. The required match must equal at least 25% of the total funds put toward this initiative.
* Any attachments that the applicant chooses to attach to supplement the application. This can include letters of commitment and letters of endorsement.
* Upon submitting an application through DD Suite, the applicant should receive an e-mail from no-reply@ddsuite.org confirming the submission.

**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.**

Grantees will be expected to conform to the required state and federal regulations concerning the administration and performance of any award:

[NCGS 143C-6-23: State grant funds: administration, oversight and reporting requirements](https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_143c/gs_143c-6-23.html)

[2 CFR Part 200--Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)

**Performance Monitoring/Quality Assurance**

To meet the requirements of the initiative, the grantee must collaborate with NCCDD staff to:

* participate in trainings and meetings;
* participate in initiative evaluation;
* participate in the NCCDD federally mandated Periodic Performance Review and;
* participate in other activities identified or conducted by NCCDD.

Performance and quality assurance of this contract will be conducted as follows:

* NCCDD will conduct monitoring activities during each contract period and will utilize the grantee’s objectives as its assurance criteria for meeting outcomes.
* The grantee must submit a quarterly progress report through DD Suite and a monthly expenditure report to NCCDD.
* The grantee must submit an annual Performance Measures summary form.
* The grantee must submit an end of year progress report.
* The grantee must be available to present at the quarterly NCCDD meetings.

**V. 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. Written questions concerning the specifications in this RFA will be received until **May 17th, 2024** via email at RFAinfo@nccdd.org. A summary of all questions and answers will be posted on the NCCDD website (www.nccdd.org) and DD Suite within 5 business days after the Grant Application Workshop on **April 22nd, 2024** and e-mailed to all agencies and organizations submitting an intent to apply.
	3. Applications are due by 5:00 PM Eastern Time on **May 31st, 2024**. Electronic submission is required. Complete the application and attach/upload all necessary documents in DD Suite before submitting. The complete RFA package and instructions are available through the DD Suite electronic submission program ([www.ddsuite.org/](http://www.ddsuite.org/)).
	4. Applications will be evaluated by an RFA Application 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.
	5. 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.
* **April 15th, 2024**: 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)).
* **April 22nd, 2024**: Interested applicants may attend a Grant Application Workshop.  (NCCDD may schedule an additional Grant Application Workshop at a date and location to be determined.  Check [www.nccdd.org](http://www.nccdd.org) for announcements.)
* **May 17th, 2024**: Deadline for written RFA questions.
* **May 31st, 2024**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Time.
* **August 9th, 2024**: Award announced.
* **October 1st, 2024:** Contract begins.

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

All of these documents must be completed if your agency is awarded the contract for this initiative prior to the execution of the contract:

* Project Profile page
* NCCDD Assurances
* Notice of Certain Reporting and Audit Requirements
* Conflict of Interest Policy/Letter (Grantee’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 W-9 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
* Federal Funding Accountability and Transparency Act (FFATA) Form
* Unique Entity ID (UEI) registration printout
* 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)
* Vendor Registration as a Service Provider in eProcurement
* Proof of Insurance, if applicable

Applicants are encouraged, but not required, to submit these 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 before signing the contract. The NCCDD will not execute a contract until it is in receipt of all attachments. Failure to provide these timely may result in disqualification for funding.