**Request for Applications**

RFA #: 2020 - 21 - 3.2a

**Justice: Release, Reentry, and Reintegration**

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

**ISSUE DATE: February 25th, 2020**

**DEADLINE DATE: April 15th, 2020**

# **Receipt of applications online at** [www.ddsuite.org](http://www.ddsuite.org) **is preferred, but not required. All applications must be received by 5:00 pm EDT on April 15th, 2020. 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

3125 Poplarwood Court, Suite 200

Raleigh, NC 27604

**Via Email:**

[RFAinfo@nccdd.org](mailto:Kelly.Bohlander@dhhs.nc.gov)

**Delivery Information:**

Applicants for this RFA are strongly encouraged to submit the application electronically in the DD Suite online database found at [www.ddsuite.org](http://www.ddsuite.org). Applicants that submit in hard copy are responsible for including all required elements in the submission packet.

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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](mailto:RFAinfo@nccdd.org?subject=Intent%20to%20Apply:%20I%20Get%20Around%20_%20Improving%20Transportation%20Options%20RFA&body=My%20Organization%20intends%20to%20apply%20for%20the%20RFA.%20%20The%20contact%20information%20is%20listed%20below.%0D%0D%0DName(s):%20%0D%0DOrganization%20Name:%20%0D%0DAddress:%20%0D%0DCity/State/Zip%20Code:%20%0D%0DTelephone%20Number:%20%0D%0DFAX%20%23:%20%0D%0DE-mail%20Address:%20%0D%0D) if your organization or agency intends to apply.

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 organization, agency, or non-profit demonstrating an expertise in the focus area of this initiative. To be eligible, the non-profit private entity that is awarded this contract must submit proof of 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 agencies that do not meet eligibility to apply for funding.

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, and 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 DHHS. Its activities are governed by a 40-member body, appointed by the Governor, and comprised of at least 60 percent 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 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 Department of Health and Human Services (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.

This RFA will address **Goal 3**.

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 CONTRACTOR RESPONSIBILITIES**

***INTENT:***

The North Carolina Council on Developmental Disabilities (NCCDD) seeks to make an important investment in transition outcomes after incarceration for individuals with intellectual and other developmental disabilities (I/DD). This RFA focuses on recidivism reduction (rearrest, reconviction, or reincarceration) by expanding successful reintegration practices into the community from incarceration for individuals with I/DD.

Transitioning from incarceration into, and living in the community with the supports and services necessary to thrive, will be a component of this RFA.

***BACKGROUND:***

**National**

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).

Incarcerated people with disabilities need training in skills to successfully reintegrate into society and time served should become time for preparation. Integral parts of the successful transition from incarceration to home and preventing re-engagement in criminal behavior after release involves assisting individuals in getting a job and achieving educational goals, finding a stable place to live, staying off drugs, addressing mental/behavioral and other health, and family issues. An additional integral feature of successful transition is establishing a positive support network.

**North Carolina:**

*Statistics:* A report by the North Carolina Sentencing and Policy Advisory Commission (April 2018) indicated that of 47,613 individuals released or on probation from NC 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 available.

Resource:

Department of Public Safety Annual Statistical Report (SFY 2016 - 2017) [<https://randp.doc.state.nc.us/pubdocs/0007081.PDF>]

*There is a human and financial cost to incarceration*

*NC Legislation:* TheNC *Justice Reinvestment Act (June 2011).* Justice reinvestment is a data-driven approach to improve public safety, reduce corrections spending, and reinvest savings in strategies that can decrease crime and reduce recidivism (see Council of State Governments Justice Center, Justice Reinvestment in North Carolina: Three Years Later [New York: Council of State Governments Justice Center, 2014]). Aligned with responses to improve public safety and reduce corrections spending, this legislation initiated targeted activities for successful transition from incarceration by the NC Justice System.

*NC Justice System Response 1:* In 2017 the State Reentry Council Collaborative (SRCC) was established by the North Carolina General Assembly and Governor Roy Cooper. The SRCC is managed by the North Carolina Department of Public Safety. The SRCC works to facilitate an easier transition back into society for people leaving prison, jail, or any other form of incarceration by coordinating existing local and statewide resources (e.g., local reentry councils); identifying and working to address gaps in resources and policy; and advocating to remove stigmas and reduce the barriers to successful reentry. Members of the SRCC include: NC Department of Justice; Administrative Office of the Courts; NC Department of Health and Human Services; NC Department of Commerce, Division of Workforce Solutions; NC Community College System; and NC Department of Transportation, Division of Motor Vehicles.

*NC Justice System Response 2:* TheNorth Carolina Reentry Action Plan(February 2018) was prepared by theNorth Carolina Department of Public Safety, Division of Adult Correction and Juvenile Justice, in partnership with the Office of the Governor with the goal of coordinating reentry planning and preparation initiatives. The Reentry Action Plan indicates that keys to success will be development in areas where local reentry councils are operational and in the planning stages. In addition, repurposing prison facilities for reentry purposes is identified as key. The Reentry Action Plan goal is for eighteen (18) adult prisons to become designated reentry facilities that will concentrate on providing comprehensive pre-release planning and preparation for incarcerated individuals. This process started on June 1, 2017.

*Supporting NC Justice System Activities*: To support the reentry action plan for SFY 2019, the North Carolina Governor’s Crime Commission (GCC) released the Justice Assistance Grant (JAG) Request for Applications (RFA). The GCC RFA deliverables target employment, transportation, higher education, and the resolution of legal obligations as critical to successful reentry for formerly incarcerated individuals.

*NCCDD investment to support and expand:* This NCCDD RFA aims to support and expand efforts based on the North Carolina Reentry Action Plan(February 2018) and mirrors deliverables of the GCC Justice Assistance Grant for Non-Residential Reentry Priority.The distinction ofthis investment by the NCCDD is that the target population are individuals with I/DD and other disabilities, including both behavioral and mental health support needs. The 2018 Reentry Action Plan includes strategies related to substance use and mental health treatment and aftercare, as well as “helping justice-involved individuals with social and lifestyle changes necessary for their transition back into their communities”. Recognizing and addressing underserved populations are an evaluation component in the GCC grants. However, it is anticipated that the unique and individualized needs of formerly incarcerated individuals with I/DD and other disabilities will be more effectively addressed as the prioritized target population.

***DELIVERABLES:***

**Expected Outcomes:** More individuals with I/DD and other disabilities will transition into and 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.

In releasing these funds, the North Carolina Council on Developmental Disabilities (NCCDD) seeks to make an important investment in recidivism reduction by expanding successful reintegration practices into community for formerly incarcerated individuals with I/DD and other disabilities. The NCCDD seekscommunity-based organizations for formal engagement in reentry activities supporting objectives of the February 2018 North Carolina Reentry Action Plan and the GCC Justice Assistance Grant for Non-Residential Reentry Priority (July 2019).

Resources:

North Carolina Reentry Action Plan: <https://files.nc.gov/ncdps/documents/files/NC%20Reentry%20Action%20Plan%20Final%20Feb%2018.pdf>

North Carolina Governor’s Crime Commission Justice Assistance Grant RFA:

<https://files.nc.gov/ncdps/documents/files/2019_JAG_RFA_FINAL_.pdf>

***FEATURES OF A SUCCESSFUL APPLICATION:***

***Program Participants***will experience

* Culturally competent (inclusive, diverse) and individualized skill-building and support programming.
* Personal and service network building and maintenance support - including peer support.
* Continuity/seamless support of needed services.
* Accessibility advocacy, advocacy to remove stigmas and reduce the barriers to successful reentry.
* Research supported well-being and esteem-building strategies.

***Re-entry Programs demonstrate*** (including but not limited to)

* Individualized and culturally competent success plans.
* Partnerships and collaborations to meet individualized needs in areas including education, employment and income earning, transportation, and health.
* Partners and collaborators to build community capacity, including but not limited to organizations and entities in the areas of education, employment and income earning, transportation, and health.
* Mechanisms to build and maintain social support networks.
* Peer support and the opportunity for participants to become peer supports.
* Support to resolve legal obligations.

***CONTRACTOR RESPONSIBILITIES*:**

To minimally include:

* **Advocacy and Barrier Reductions**
* Allparticipants of the initiative will have I/DD or I/DD *and* behavioral and mental health support needs.
* Providing individualized, culturally competent, advocacy and supports to participants that begin pre-release.
* Increase the inclusivity of culturally competent reentry programs statewide to include individuals with intellectual and other developmental disabilities.
* Ensure participant gender representation will be proportionate to gender representation in the prison system.
* Focus should primarily include adult justice systems but does not exclude juvenile systems.
* Demonstrate strategies for barrier, stigma, and recidivism reduction.
* **Collaboration/Partnerships**
* Identify/Engage and utilize or strengthen existing partners.
* Establish new partnerships and collaborators.
* Build, then maintain continuity among partners.
* Engage meaningful and responsive communication and collaboration with representatives of the justice system, particularly supervising Probation/Parole Officers, prison-based Social Workers, prison-based Case Managers, etc.
* Provide peer support.
* **Ease of access to practical support resources and resources\* that contribute to a sense of self-esteem, purpose, and contribution, such as:**
* Social support networks
* Access to peer support
* Education opportunities/higher education
* Employment opportunities/apprenticeships
* Income earning options
* Transportation
* Health/behavioral services

\* *DPS system controls related to flexibility of time available for transitioning individuals as well as transition support personnel must be considered.*

* **Demonstrate capacity and qualifications to resolve legal obligations pre-transition and during program engagement** including but not limited to:
* Expunctions, certificates of relief, driver’s license fees and fines, pending charges, and outstanding warrants.
* **Evaluation**: Data tracking; reporting; corrective action (if needed)
* Performance of individual and appropriateness of individualized plan.
* Objective and activity performance and outcomes measures.
* Mechanism to collect data on all initiative aspects for continuous improvement, program expansion/replication, and sustainability.

***ADDITIONAL CONTRACTOR RESPONSIBILITIES:***

Specific to this request for application (RFA), the successful applicant and its initiative personnel are obligated to meet additional DPS requirements related to background checks and alcohol and drug free workplace requirements.

**Requirements for Working in a Prison Facility**

**BACKGROUND CHECKS.** The Applicant and its personnel are required to provide or undergo background checks at the Applicant’s expense. As part of the NCCDD award evaluation process, information obtained during background checks may be used to make decisions regarding suitability for security clearance and eligibility for access to NCDPS facilities. Due to security requirements at NCDPS facilities, undesirable background check results of applicants, applicant personnel, and prospective applicant subcontractors shall be considered and evaluated as part of the award process. The following details must be provided for the Applicant, its personnel, and any prospective subcontractors:

a) Any **criminal felony conviction,** or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of Applicant, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Applicant has knowledge or a statement that it is aware of none;

b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Applicant of which it has knowledge or a statement it is aware of none;

c) Any **regulatory sanctions** levied against Applicant or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none.  As used herein, the term “regulatory sanctions” includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

d) Any **regulatory investigations** pending against Applicant or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Applicant has knowledge or a statement that there are none.

e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Applicant during the three (3) years preceding submission of its proposal here in or a statement that there are none.

Applicant’s responses to these requests shall be considered to be continuing representations, and Applicant’s failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Applicant or its then current officers, directors or persons providing Services under this contract during its term may shall result in revocation of the privilege to enter NCDPS facilities.  The provisions of this paragraph shall also apply to any subcontractor utilized by Applicant to perform Services under this contract.

**NCDPS ALCOHOL/DRUG FREE WORK PLACEREQUIREMENTS.** The contractor shall use reasonable and good faith efforts to ensure that employees/staff are aware of the Department’s policy. The contractor understands that its employees/staff are required to abide by these standards. The contractor further understands that possession, use, manufacture, or distribution of illegal drugs or alcohol in violation of this policy, by employees/staff participating in the performance of this contract, may result in immediate termination of this contract.

It is the policy of the Department of Public Safety to provide a work environment free of alcohol and drugs in order to ensure the safety and well-being of employees, correctional clientele, and the general public. All employees, volunteers, staff, contractors, and service providers of the Department of Public Safety shall abide by this policy.

All employees, volunteers, staff, contractors, and service providers of NCDPS are expected to be physically and mentally prepared and able to perform their assigned duties throughout the workday. No person shall report to the work site impaired by or suffering from the effects of drugs or alcohol.

Contractors, volunteers, and non-employee service providers are subject to the immediate and permanent revocation of their privilege to access NCDPS facilities for reasons including but not limited to:

• Reporting for work under the influence or the effects of alcohol and/or drugs

• Manufacturing, distributing, or dispensing controlled substances (drugs/alcohol) at the work site or away from the work site

• Utilizing “over the counter” medication to the point of impairment while at the work site

• Possessing of an illegal substance in any situation, either at or away from the work site

Employees, volunteers, staff, contractors, and service providers of NCDPS who are arrested, detained, or served a warrant for any alcohol/drug related incident, at the work site or away from the work site, shall within 24 hours notify the NCDPS work unit supervisor of the same in writing.  “NCDPS work unit supervisor” is the NCDPS staff person in charge of the work unit, such as the Warden, Superintendent, Branch Manager, or designee.

Also, the applicant selected for the **Justice: Release, Reentry, and Reintegration**

initiative will be expected to establish and operationalize activities to facilitate outreach to and inclusion of the Hispanic/Latino I/DD community. The 2017-2021 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 2017-2021 Five-Year Plan to develop, implement, and evaluate initiatives to produce systems change; therefore, the applicant selected for the **Justice: Release, Reentry, and Reintegration** 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 $195,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years with Year 1 potentially to begin July 1 or August 1, 2020. 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 Disabilities 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 contractor 90 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 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.secretary.state.nc.us/corporations](http://www.secretary.state.nc.us/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.**

**Performance Monitoring/Quality Assurance**

To meet the requirements of the initiative, the contractor 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 contractor’s objectives as its assurance criteria for meeting outcomes.
* The contractor must submit a quarterly progress report through DD Suite, and a monthly expenditure report to NCCDD.
* The contractor must submit an Annual Performance Measure Summary form.
* The contractor must submit an End of Year Progress Report.
* The contractor 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 **March 4th, 2020** via [email](mailto:RFAinfo@nccdd.org?subject=mailto:RFAinfo@nccdd.org?subject=RFA%20Question%20-%20%20INITIATIVE%20NAME%20RFA) at [RFAinfo@nccdd.org.](mailto: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 Bidders’ Workshop on **March 11th, 2020** and e-mailed to all agencies and organizations completing the Intent to Apply Form.
  3. Applications are due by 5:00 PM Eastern Daylight Time on **April 15th, 2020**. Electronic submission is required, except as otherwise noted. Complete 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 (ddsuite.org/).
  4. 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.
  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.
* **February 24th, 2020**: 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 4th, 2020**:  Deadline for written RFA questions.
* **March 11th, 2020**: Interested applicants may attend a Bidders’ Workshop.  (NCCDD may schedule an additional Bidders’ Workshop at a date and location to be determined.  Check [www.nccdd.org](http://www.nccdd.org) for announcements).
* **April 15th, 2020**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Standard Time.
* **May 8th, 2020**: Award announced.
* **July 1st or August 1st, 2020:** Contract begins.

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

See DD Suite to download these attachments - all of these documents must be completed if your agency is awarded the contract for this RFA prior to the execution of the contract:

* Project Profile page
* 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. 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.