**RFA – 2022-CC1: Summer Mini-Grants**

**Q&A Document from the Question & Answer Session May 24th, 2022 and Questions Received by E-mail as of May 31st, 2022**

**Why is there such a quick turnaround for these applications?**

Answer: The NCCDD has short-term funds available and a short timeframe for spending these funds (a successful applicant needs to spend these by September 9th), so that is why NCCDD is using an expedited application process.

**Can only non-profit organizations apply for these Mini-Grants?**

Answer: No, the RFA says, “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 Sate to conduct business in North Carolina, or be willing to complete the registration process in conjunction with the execution of contract documents (see [www.sosnc.gov/corporations)](http://www.sosnc.gov/corporations%29).”

**Does an applicant need to have the subcontract in hand upon submission?**

Answer: The NCCDD prefers that the successful applicant have any subcontracts in hand upon submission, but the NCCDD understands that is not always possible, so a successful applicant that wants to use a subcontractor must submit a copy of the subcontract as soon as it is available.

**Can the training be focused on the direct care staff and/or other staff to understand people with I/DD?**

Answer: As long as the training will support systems change activities or build capacity for enable individuals with I/DD to live full and meaningful lives in the community and as long as it ties to the NCCDD’s Five-Year State Plan Goals and Objectives, then the NCCDD will consider this proposal. In addition, the RFA states, “Summer NC-I/DD Mini-Grants could not be used for direct services, the purchase of equipment, gift cards, lobbying, and other prohibited activities…” and NCCDD assurances includes the following, though is not limited to just the following:

* To certify that the NCCDD funds used for this grant do not replace or supplant, in any way, non-federal funds for already existing services.
* To certify that the NCCDD funds are not used for activities that the grantee is already mandated by law to provide.
* To participate in program, fiscal and administrative monitoring, and to make records and staff time available to the NCCDD.
* To participate in an evaluation conducted by the NCCDD, or an evaluation conducted by a third party in coordination with the NCCDD, to evaluate the impact of the grant.
* That it is expressly understood and agreed that the services provided by this grant for which funds have been received from the NCCDD, or for which funds have been designated as match for funds received from the NCCDD, shall consist exclusively of those services specified in the contract. The NCCDD will not be responsible for reimbursement of pre-award expenses.

**Can funds be used to create a summer position for carrying out trainings and goals?**

Answer: As long as the training will support systems change activities or build capacity for enable individuals with I/DD to live full and meaningful lives in the community and as long as it ties to the NCCDD’s Five-Year State Plan Goals and Objectives, then the NCCDD will consider this proposal. In addition, the RFA states, “Summer NC-I/DD Mini-Grants could not be used for direct services, the purchase of equipment, gift cards, lobbying, and other prohibited activities…”

**Can funds be used to cover the costs of existing projects?**

Answer: NCCDD funds cannot supplant funds otherwise available for the task(s) but can solely supplement them. An existing project that is not fully funded would be eligible for the amount needed to fully implement this project.

**How do we show availability of matching funds? Does an organization need to provide proof that they have the match in their bank account?**

Answer: The NCCDD does not require applicants to provide proof that they have matching funds available to them. Any applicant that is awarded funding will be required to provide the minimum required match by the time the contract ends.

**Do we need to follow a certain format to submit the application correctly?**

Answer: The applicant should submit a Microsoft Word document with the contact information questions on Pages 6-7 of the RFA plus all eight questions from Page 7 of the RFA and the applicant’s response to each question in the space below each question. The applicant can use as much space as needed. The document should also have the applicant’s response to the Budget section on Page 8 with the appropriate budget lines filled in. There are no formatting rules or restrictions as long as all of the questions are answered and all of the budget information is provided in the Word document that the applicants submits by e-mail to RFAInfo@nccdd.org.

**If non-profit “staff” are volunteer, how do we calculate that?**

Answer: The Independent Sector website shows the hourly volunteer rate for each state in 2021. As of May 24th, 2022, it was showing the 2021 rate for North Carolina as $27.63 per hour. Access it here: <https://independentsector.org/resource/vovt_state_2022/>

**How do we calculate the required non-federal match?**

Answer: The required minimum non-federal match is 25% of the **total** funding going toward the particular project (includes the NCCDD funding and the required match funding). For example, if the applicant requests $25,000 from the NCCDD, the minimum required match will be $8,333 for a total project amount of $33,333. Use the Calculate a Federal Match Grant document (Item #10 under the RFA Question & Answer Session Materials and Information section on the RFA webpage).

**Should I, a retired individual, apply for a Mini-Grant in order to assist a non-profit organization with a project, or should the non-profit organization apply and list me as a “staff” person on the application?**

Answer: The NCCDD suggests that you have a conversation with the organization to determine who should actually apply for the funds. You will need to decide who has the capacity to accept and manage these funds from the NCCDD. Multiple entities or individuals can partner on an application, but one of them should take the lead in submitting the application and applying for these funds.

**Do we need to spend this money by September 9th, 2022 or September 30th, 2022?**

A successful applicant who receives a Mini-Grant must spend the funds by September 9th, 2022. NCCDD must spend these funds by September 30th and requires the September 9th deadline to process the invoice paperwork for the grantee.

**Is this a reimbursement grant?  Will we have to spend funds before we receive the award if we are awarded?**

Answer: This is a reimbursement grant. NCCDD’s contractors spend the money that they are awarded and then submit a Request for Reimbursement form. No applicant should spend any money under the purpose of this Summer Mini-Grants RFA unless NCCDD formally awards a Mini-Grant to them. NCCDD will notify all applicants of the award decisions in writing.

**I am helping a university faculty member develop her application for the NCCDD Summer Mini Grant, and I want to be sure I have the Indirect Cost Information right. Should the rate be limited to 15% or should we use our federally negotiated rate? The “General Indirect Cost Instructions” document on the RFA page make it seem like we should recover our full rate, but the “Budget Line Item Descriptions” document says there is a 15% cap – I just want to be sure.**

Answer: Please see this “Negotiating Indirect Cost Rate with College/University Sub-grantees” information document at: [Indirect Cost Rate Negotiation with College/University Sub-grantees (ACL, AoD Memorandum) - ITACC (itacchelp.org)](https://itacchelp.org/indirect-cost-rate-negotiation-with-college-university-subgrantees/)

**Are the attachments required as part of applications or only if approved for funding?**

Answer: The attachments listed in Section V on Page 6 of the RFA are required only if approved for funding. An applicant does not need to submit these with their application by May 31st. If awarded funding, the applicant should be prepared to submit these attachments as soon as possible.

**We host a summer Driving and Community Mobility Bootcamp for young adults with autism spectrum disorder. Would this qualify for the Summer Mini-Grants funding?**

Answer: As stated in the RFA, the NCCDD will consider any proposal within the parameters of its Five-Year State Plan that will help people with I/DD live full and meaningful lives in the community.

**The RFA states:**

***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.***

**Our 501(c) 3 determination letter was sent/received in a different year.  Are we still eligible to apply?**

Answer: Yes, we are making a one-time exception on this RFA due to the quick turnaround time on the RFA submissions and since the NCCDD realizes that not all non-profit organizations will have a 501(c)3 letter dated in the current year. As such, we will accept what the non-profit organizations possess on-hand at this time.  However, if a non-profit organization is awarded a Summer Mini-Grant, then, prior to submitting their first request for reimbursement to the NCCDD, the organization must contact the IRS and request an updated copy of this letter dated in the current year.  A non-profit organization may call the IRS at 1-877-829-5500 (Monday through Friday 8:00 a.m.-5:00 p.m.) to request this letter.