



Transforming Lives. Building Community Well-Being.

Network Communication Bulletin #317

To: All Providers
From: Khristine Brewington, MS, LCMHCS, LCAS, CCS, CCJP
VP of Network Management
Date: September 5, 2023
Subject: NCCDD Releases New RFA for Community Living Mini-Grants

NCCDD RELEASES NEW RFA FOR COMMUNITY LIVING MINI-GRANTS

[Community Living RFA](#)

**APPLY FOR
NCCDD'S
NEW RFA!**

**COMMUNITY LIVING
MINI-GRANTS**

DEADLINE DATE: SEPTEMBER 29, 2023

BIDDERS' WORKSHOP DATE: SEPTEMBER 7, 2023
REGISTER VIA EMAIL: RFAINFO@NCCDD.ORG

The poster is a vertical rectangle with a blue background. At the top, the text "APPLY FOR NCCDD'S NEW RFA!" is written in white and yellow. Below this, a green horizontal band contains the text "COMMUNITY LIVING MINI-GRANTS" in white. Underneath the green band are three small square photographs: a woman at a table, a young man and woman smiling, and a group of people at an event. At the bottom, a white box contains the text "DEADLINE DATE: SEPTEMBER 29, 2023" in red. Below that, the text "BIDDERS' WORKSHOP DATE: SEPTEMBER 7, 2023" and "REGISTER VIA EMAIL: RFAINFO@NCCDD.ORG" is written in white.

The North Carolina Council on Developmental Disabilities (NCCDD) seeks applications through a Request for Applications (RFA) for several mini-grants to increase community living options for individuals with intellectual and other developmental disabilities (I/DD). This initiative will help the NCCDD achieve the following goals outlined in its [Five-Year State Plan 2022-2026](#) to increase:

- 🌱 Community living for individuals with I/DD;
- 🌱 Access to transportation by identifying and implementing strategies to eliminate barriers through collaboration with transportation agencies, state and local agencies, organizations, and advocacy groups;
- 🌱 Equitable access to home and community-based healthcare, preventative healthcare, wellness opportunities, and address unmet health-related resource needs through individual, family, and stakeholder education and provider capacity building;
- 🌱 Person and family-centered transition education and lifespan planning; and/or
- 🌱 The knowledge, training, and support for professionals that provide services to people with I/DD.

The funding for this Request for Applications (RFA) will be no less than \$5,000 per project and up to \$25,000 per project for the period beginning no earlier than November 1, 2023, and ending August 31, 2024. There is a minimum of 25% non-federal matching funds requirement, and the actual amount depends on how much funding the applicant requests.

All applications must be received by 5:00 pm (ET) on September 29, 2023. Please [apply on DD Suite](#)

BIDDERS' WORKSHOP & INFORMATIONAL CONFERENCE SCHEDULED FOR THURSDAY, SEPTEMBER 7, 2023

The North Carolina Council on Developmental Disabilities is inviting you to a scheduled Zoom meeting to attend a Bidders Workshop to discuss the Community Living Mini-Grants Request for Applications (RFA) process. Please email [Philip Woodward](#) or (919) 518-9525, Video Phone or (984) 920-8212, Caption Call phone.

The Bidders' Workshop session will occur on Thursday, September 7, 2023 from 1:00 PM to 3:00 PM (ET). Anyone interested in attending should RSVP by e-mail at RFAinfo@nccdd.org by September 6, 2023. NCCDD may also host an additional

Question & Answer or Technical Assistance session with more information about it coming later.

Interested applicants are encouraged to attend the Bidders' Workshop. The Bidders' Workshop will occur virtually through ZoomGov:

NCCDD ZoomGov03 is inviting you to a scheduled ZoomGov meeting.

 [Join ZoomGov Meeting](#)

Meeting ID: 161 969 5213

Passcode: 341975

Dial by your location

-  +1 669 254 5252 US (San Jose)
-  +1 646 964 1167 US (US Spanish Line)
-  +1 646 828 7666 US (New York)
-  +1 669 216 1590 US (San Jose)
-  +1 415 449 4000 US (US Spanish Line)
-  +1 551 285 1373 US (New Jersey)

 [Relay Conference Captioning \(available for Deaf and Hard of Hearing participants\)](#)

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BIDDERS' WORKSHOP PACKAGE LIST

1. Agenda (will be provided before the workshop)
2. DD Suite Account Set-up Instructions
3. PowerPoint Slides: Intro to NCCDD
4. PowerPoint Slides: Bidders' Workshop
5. Copy of the RFA
6. Components of DD Suite Grant Application
7. Comprehensive Contracts Attachments List
8. Application Review Scoring Form
9. Budget Line Item Explanation Sheet
10. Indirect Cost
11. Performance Measures
12. Contact Information from Intent to Apply (will be provided after Sept. 7th)
13. General Q & A – Bidders' Workshop (will be provided after Sept. 7th)
14. Bidders' Workshop Q&A (will be provided after Sept. 7th)

REQUEST FOR APPLICATIONS

A Request for Applications (RFA) is the way the NCCDD asks for proposals for initiatives that will help the Council achieve the goals outlined in its [Five-Year State Plan](#).

All applications must be received by 5:00 pm (ET) on September 29, 2023. Please apply on DD Suite: https://www.ddsuite.org/?nofa_id=2096

Following the Q & A Session on September 7, 2023, all questions and responses will be posted here.

Important Dates to Consider:

- 🌱 **Week of August 28, 2023:** Request for applications distributed to eligible applicants and posted on the North Carolina Council on Developmental Disabilities website (nccdd.org)
- 🌱 **September 6, 2023:** Deadline for written RFA questions to be answered at the Bidders' Workshop.
- 🌱 **September 7, 2023:** Interested applicants may attend a Bidders' Workshop on ZoomGov from 1:00 p.m.-3:00 p.m. If feasible, NCCDD may schedule an additional Bidders' Workshop, Question & Answer Session, or Technical Assistance Session at a date and location to be determined. Check nccdd.org for announcements.
- 🌱 **September 29, 2023:** Applications due to the NCCDD by close of business, 5:00 PM Eastern Time.
- 🌱 **October/November 2023:** Award announced.
- 🌱 **October/November 2023:** Contract begins.

A Request for Applications (RFA) is the way the North Carolina Council on Developmental Disabilities (NCCDD) asks for proposals for initiatives that will help the Council achieve the goals outlined in its [Five-Year State Plan](#).

General Information Documents (click on items below for RFA Information)

1. [DD Suite Grant Application Instructions \(doc\)](#)
2. [Introduction to NCCDD \(ppt\)](#)
3. [Components of NCCDD Grant Application](#)
4. [Comprehensive Contract Attachments List \(docx\)](#)
5. [Application Scoring Form \(pdf\)](#)
6. [Budget Line Item Descriptions \(pdf\)](#)
7. [General Indirect Cost Instructions \(doc\)](#)

8. [DD Suite Current Performance Measures \(pdf\)](#)
9. [OIDD Council Performance Measures \(docx\)](#)
10. [Collective Impact Overview \(ppt\)](#)
11. [NCCDD Match Examples \(pdf\)](#)
12. [Calculating a Federal Grant Match - August 2023](#)

References: Additional Resources to which the RFA Refers (Click on item below for additional RFA Information)

1. [RFA#2024.2 Community Living Mini-Grants](#)
2. [Calculating a Federal Grant Match - August 2023](#)

RFA – 2024.2: COMMUNITY LIVING MINI-GRANTS

1. [Community Living Mini-Grants](#)

Required Contractor Documents (An organization receiving a funding award from NCCDD must submit these documents prior to the contract starting):

1. [Project Profile \(doc\)](#)
2. [Assurances \(pdf\)](#)
3. [State Certifications \(pdf\)](#)
4. [Federal Certifications \(pdf\)](#)
5. [An NCCDD contractor must be registered with the North Carolina Secretary of State.](#)
6. An NCCDD contractor must obtain a Unique Entity ID by going to sam.gov.
7. An NCCDD contractor that is a non-profit organization must submit an updated tax exemption or [501\(c\)\(3\) Determinations](#) Letter by going to [IRS- Charities Non-Profits: Tax Exempt Organization Search](#).

The following three required attachments are documents that the applicant must edit, so NCCDD is posting a Word version of each. If you need any other documents in Word format for accessibility or other reasons, please contact RFAinfo@nccdd.org to let us know.

1. [Authorization Letter to Sign Contracts \(docx\)](#)
2. [Authorization Letter to Sign Contract Expenditure Reports \(docx\)](#)
3. [State Grant Certification – No Overdue Tax Debts \(docx\)](#)