



REQUEST | PROPOSAL ▲ APPLICATION ▲ INFORMATION

RFA GENERAL DEFINITIONS	
Abstract	A brief summary that clearly describes your proposed project.
Budget Narrative	Serves to explain how the costs are estimated and justifies the need for the cost. A budget narrative may also be used to explain any unusual line items in the budget.
Budget	An estimate of income and expenditures for a set period of time.
Conflict of Interest	<p>Occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation.</p> <p>Attestation that the undersigned entity has policies and procedures in place to ensure that our Board of Directors/Trustees or other governing persons, officers, employees or agents responsible for the administration or delivery of MH/SA/IDD services sign a conflict of interest statement, attestation, or certification at the time of hire and annually thereafter certifying that the Board of Directors/Trustees or other governing persons, officers, employees or agents is free from any conflict of interest in administering or delivering Medicaid services.</p>
Curriculum Vitae (CV) / Résumé	A short document that describes your education, work experience, etc.
Declaration of Medicaid/Medicare Status	Attestation which states an organization’s standing with the North Carolina State and Federal Medicaid and Medicare.
Financial Statements	Records that outline the financial activities of an organization. Financial statements are meant to present the financial information of the organization as clearly and concisely as possible for both the entity and for readers. Financial statements usually include: income statements, balance sheet, statements of retained earnings and cash flows, as well as other possible statements.

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Fiscal Year Audit	An official inspection of an organization's accounts conducted within the organization's fiscal year.
Job Descriptions	A formal account of an employee's responsibilities.
Letter of Commitment	Defines the relationship between a professional organization and other organizations as it relates to the submission of the application. This letter states the terms and conditions of the commitment, principally addressing the scope of the commitment and the terms of compensation for the organization.
Needs Statement	Description of situation or problem your application will address, including supporting evidence.
No Overdue Tax Debts	Attestation that states that an organization does not have any overdue tax debts at the federal, state or local level.
Organizational Chart	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.
Project Narrative	A detailed description in which provides details of a project for which an organization is applying for approval. It covers detailed statements, objectives, methods, desired outcomes, etc.
Request for Application (RFA)	A formal announcement of an opportunity to apply for a grant. A RFA specifies the requirements for applying for the grant.
Timeline	A schedule of activities or events; a timetable. A representation or exhibit of key events within a particular period of time, consisting of illustrative visual material accompanied by written commentary, arranged chronologically.