**Components of DD Suite Grant Application**

**Historically Black Colleges and Universities (HBCUs) Inclusive Postsecondary Education (IPSE) Planning #2025.1.A**

**OUTLINE QUESTIONS**

[DD Suite Character Limit of 5,000 Characters for Each Question]

1. Executive Summary: Identify and provide a descriptive summary of the purpose, nature, scope, and rationale for the proposed initiative. Be sure to include evidence-based strategies, best practices, and /or promising policies/practices this applicant will use as the basis or framework for the proposed initiative.
2. Qualifications: Describe the applicant agency/organization (e.g., how, when, and why the agency was established) and its mission. Feel free to attach an organizational chart in the Attachments section. Describe applicant’s capacity to implement the proposed initiative, including current and prior experience with the area to be addressed. Describe any current and past collaborative efforts with other public or private organizations for the focus area, especially as related to intellectual and other developmental disabilities and inclusive of experience working in partnership with people with I/DD and their families. Discuss why this applicant is qualified to undertake this initiative and to develop and implement the required strategies.
3. Detailed Narrative: Describe the need for this initiative and what the applicant will do. Be sure to include relevant data, limitations of the data, current trends of which you are aware that may promote the proposed initiative, and a description of the target population. Please note: all initiatives will utilize SMART goals for developing, implementing, and evaluating initiatives. The proposed scope of work must include goals and objectives that are “SMART”: specific, measurable, attainable, relevant, and time-bound relative to the overall intent of the initiative.
4. Accomplishments: Please indicate the outcome measures that will determine the extent to which the initiative is meeting the goals and objectives identified above. Remember that measuring the impact of innovations/systems change is often difficult, but using SMART goals provides a way to measure innovations/systems initiatives.
5. Methodology: Describe a plan that includes strategies to carry out the work. Describe the initiative’s personnel, including roles and responsibilities. Describe proposed resources required (operational, informational, technical, etc.) as to type, amount, distribution, etc. Please provide a list of potential partners. Describe a plan that includes strategies for partnering with stakeholders.
6. Sustainability of Initiative: Describe how the applicant will promote or sustain the work of the initiative after NCCDD’s funding ends. Examples could include organizing, attending, and/or presenting at local, regional, statewide, or national conferences, webinars, and/or other trainings as appropriate. Will the applicant develop a replicable model? Will informational materials such as guidebooks and brochures be created and updated? Will the applicant employ strategies to share the outcomes and find partners willing to sustain this work after the proposed initiative ends?
7. Monitoring and Evaluation: Please provide a detailed description of how the contractor will monitor and evaluate the performance activities and outcomes as set out in the proposed scope of work. Describe how and when the contractor will assess or use proposed evaluation summaries to measure whether proposed objectives are achieved. Prepare a timeline for the initiative which includes all activities required to accomplish the key objectives. This will include target dates, as well as staff and agencies/organizations/subcontractors responsible for the proposed activities, where appropriate. This timeline will serve as the basis for monitoring progress and adjusting activities as necessary. The timeline should contain information on the proposed start and completion dates of the key objectives and activities. This timeline should cover the three-year period. HOWEVER, THE APPLICANT’S BUDGET SUBMISSION WILL BE FOR ACTIVITIES IN YEAR 1 ONLY!

**PROJECT BUDGET**

This describes the cost of the project per line item. Costs are identified in Council funds and matching funds and should be reasonable in relation to Project Outline and the Work Plan.

**WORK PLAN**

Applicants should submit a four-year Work Plan where they create objectives and activities under each objective. When creating an objective and when creating an activity, applicants must select a start date and an end date for each objective and each activity. Applicants should use their best effort to make projections for the start date and end date of each objective and each activity based on an April 1st, 2025 start date for Year 1 of this initiative.

The Work Plan section will ask applicants to select relevant Performance Measures. NCCDD will not require applicants to select Performance Measures on their applications. Applicants can select relevant Performance Measures and propose a number for each Performance Measure if they want to. However, NCCDD staff will work with the successful applicant to select relevant Performance Measures and reasonable numbers when developing the contract to do this work. The Performance Measures are an important part of NCCDD’s Annual Program Performance Report (APPR) that NCCDD must submit to the federal government each year.

**ATTACHMENTS**

Relevant attachments may includeorganizational chart and letters of endorsement from agencies, organizations, and individuals important for the implementation of the initiative. NCCDD will consider any attachment to be part of the application.