APPENDIX A: NCDSS Family Support Application Checklist

✓	EMAIL #1	Page Limit / Points
	NCDSS Family Support Application Checklist	
	A. Cover Letter/Proposal Summary on Agency Letterhead	1 page / 5 points
	B. Organization Background and Capacity	2 pages / 15 points
	C. Needs Assessment (Problem Statement)	2 pages / 15 points
	D. Project Design 1. NC DSS Prevention Framework 2. Family Engagement and Leadership 3. Levels of Prevention and Target Population(s) 4. Promoting Protective Factors 5. Model Fidelity and Implementation Support 6. Evaluation 7. Collaboration with Community Agencies & Family Resource Centers	7 pages / 35 points
	E. Sustainability Plan	1 page /10 points
	EMAIL #2	
	F. Financial Assistance Contract Package A YEAR 1 (Excel Workbook) • Face Sheet (Tab 1) • Contract Budget – Year 1 (SFY 2026) (Tab 3) • Salary and Fringe – Year 1 (SFY 2026) (Tab 4) • If appropriate, Subcontractor Budget – Year 1 (SFY 2026) Tab 5 **Required Applicant Documents:** • Cost Allocation Plan, (if applicable) • Indirect Cost Letter if agency has an agreed up indirect cost rate that is less than 15% • If claiming zero or less than 15% indirect cost, submission on letterhead stating agency is declining the de minimis 15% rate • Proof of automobile insurance and a copy of policy (if providing transportation) • Funding Chart • Anticipated Revenue Summary	No page limit / 15 points Face Sheet – Excel Budget – Excel Submit all other documents as separate attachments, rather than a combined pdf.
	EMAIL #3	
	G. Supporting Documentation a. Board Member Profile **b.** Organization Chart **c.** Job Descriptions (for all staff listed in the budget) d. 3 Letters of Support, including one from a parent/caregiver or consumer	No page limit / 5 points Submit each attachment as a separate document, rather than a combined pdf.
	If awarded funding, the following grantee documents will be collected after award notification is announced.	
	Governmental Organizations and UNC System Entities: • State Certifications • Federal Certifications • FFATA Data Form **Non-Governmental Organizations** • State Certifications • Conflict of Interest Acknowledgement and Policy • Annual Conflict of Interest Verification • Annual IRS Tax Exemption Verification • Copy of IRS Tax Exemption Letter • No Overdue Tax Debts Certification • Federal Certifications • FFATA Data Form • SAM (System for Award Management) Registration Screenshot	