

## Instructions for Submission of Proposals

1. **Applicants must complete and submit all required documents by 5:00 p.m. on Thursday, March 1, 2012 for an Application to be considered for funding.**
2. Documents should be typewritten and submitted using the forms provided. If additional space is needed, please attach additional information, properly identifying the portion of the Proposal to which the information pertains, in a MS-Word format. **TO THE EXTENT POSSIBLE, PLEASE KEEP YOUR ANSWERS CONFINED TO THE SPACE PROVIDED, USING A FONT SIZE NO SMALLER THAN 10.**
3. Applicants must provide one (1) original and nine (9) collated sets of all required documents and Attachments (attachments are further discussed in Subsections 5 – 8 below). **Due to required signatures, electronic submission of a proposal is not permitted.**
4. The Applicant Organization must submit a completed Proposal Summary for the service to be provided. If more than one service is to be provided by a single applicant, please submit a separate Proposal Summary for each service.
5. In addition to the Proposal Summary, the Applicant Organization must submit a Proposed Budget for the program/services as **Attachment A**. Submit only one combined Budget Proposal for all services proposed. Budget Proposals must be submitted using the Excel form included in the Proposal Package. Please check math to ensure calculations are correct. Total revenues and total expenses should equal.
6. The following documents must be submitted from each Applicant Organization and labeled as **Attachment B**:
  - (a) **ONE** copy of the Applicant Organization's most recent independent certified Audit, including the year-end Income Statement and Balance Sheet on which the Audit is based. This submission is for the Application process only and does not relieve the Applicant Organization from submitting audits or meeting other financial reporting requirements required by the Area Agency on Aging or Henderson County;
  - (b) **ONE** copy of the Applicant Organization's response to the Audit Findings and any remedial action plan, if a response or action plan was submitted.
7. If the Applicant Organization was a recipient of Home and Community Care Block Grant funds (HCCBG) in a prior year, the following documents must be submitted from each Applicant Organization and labeled as **Attachment C**:
  - (a) A copy of the Area Agency on Aging's most recent Program Monitoring Review letter and covered service; and
  - (b) A copy of the Applicant Organization's response to the Program Monitoring Review letter and any remedial action plan, if a response or action plan was submitted.
8. If the Applicant Organization desires to submit any additional supporting information such as brochures, etc., such information should be submitted and labeled as **Attachment D**.
9. Proposals must be submitted to:

**Henderson County HCCBG Advisory Committee  
Attention: Darlene Burgess, Internal Auditor  
1 Historic Courthouse Square, Suite 2  
Hendersonville, NC 28792**

**NOTE: WHEN FUNDING AWARDS ARE FINAL, PROVIDERS WHO RECEIVE FUNDS WILL BE REQUIRED TO COMPLETE ADDITIONAL BUDGET FORMS, CERTIFICATIONS, AND RELATED GRANT DOCUMENTS REQUIRED FOR THE RECEIPT OF HCCBG FUNDING.**

### **REFERENCES FOR ADDITIONAL RESOURCES**

HCCBG Descriptions of Allowable Services and other related information is available on the website for the North Carolina Division of Aging and Adult Services at: <http://www.dhhs.state.nc.us/aging/manual/hccbg/bgmanual.htm>