



North Carolina Department of Health and Human Services Division of Social Services

2410 Mail Service Center • Raleigh, North Carolina 27699-2410
Courier # 56-20-25

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

May 2, 2007

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Work First Program Managers and Supervisors

SUBJECT: Work First Demonstration Grant Proposals


As promised in the Dear County Director letter dated March 16, 2007, we are providing you with some guidance tools for completing your state fiscal year (SFY) 2007-08 Demonstration Grant proposals. These tools provide suggested information to include in your proposal. We have a sample proposal outline, sample expenditure budget format and a proposal checklist form attached for your reference as you prepare your proposals. **Please note that in-kind or county funds are not required to receive grant funds.**

In addition, remember that all Work First Demonstration Grant expenditures require compliance with Federal and State fiscal guidelines. If your grant proposal and/or amendment includes the purchase of office furniture, equipment or other direct charge purchases, please remember to adhere to direct charging and expensing guidelines found in the DSS Fiscal Manual. The manual may be accessed at <http://info.dhhs.state.nc.us/olm/manuals/oc/fsc/man/>. These purchases must be authorized by the Division of Social Services and the DHHS Controller's Office prior to acquisition. Also, as part of your automation request, all computer hardware and software purchases must be approved by Will Brown, Chief of Information Systems Support for the Division of Social Services. It is recommended that you discuss Federal and State fiscal guidelines with your fiscal department for more details. Please copy Johnice Tabron, Work First Field Staff Supervisor, Judy Lawrence, Work First Demonstration Grant Consultant, and your Work First Representative on all requests sent to the Controller's Office or to Mr. Will Brown.

All Work First Demonstration Grant Proposals for SFY 07-08 are due by **May 31, 2007 by 5:00 P.M.** We encourage you to submit your proposals as soon possible. Please direct all Work First Demonstration Grant questions to Judy Lawrence at (336) 227-2063 or to Johnice Tabron at (919) 733-7831. If you have not mailed or emailed your Work First Demonstration Grant Proposal already, **please email all proposals to Judy.Lawrence@ncmail.net and mail all hard copies of grants to Johnice Tabron, NC Division of Social Services, 2439 Mail Services Center, Raleigh, NC 27699-2439.** Please mail three (3) original hard copies with the director's signature to Johnice Tabron and email (1) soft copy to Judy Lawrence of all required information.

We thank you for your hard work and dedication as we work to increase the Work First Participation for the State of North Carolina.

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

Attachments:

1. [Demonstration Grant Checklist](#)
2. [Demonstration Grant Sample Outline](#)
3. [Demonstration Grant Sample Expenditure Budget Format](#)

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Hank Bowers
Family Support & Child Welfare Services Team Leaders
Children s Program Representatives
Work First Representatives
Local Business Liaisons

FSCWS-36-07