



North Carolina Department of Health and Human Services  
Division of Budget and Analysis

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Governor

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Secretary

James B. Slate, Jr.  
Division Director

**MEMORANDUM #2015-01**

DATE: December 31, 2015

TO: Division Directors  
Office Directors  
Division Budget Officers

FROM: Jim Slate *Jim Slate*

SUBJECT: Revised DHHS Grant Proposal Worksheet

In 2013 the DHHS Grant Proposal Worksheet was created to identify grantor requirements, proposed division uses and the linkage of grant activities to DHHS services and results. This has been used over the past two years to assess the impact of grant funds on the achievement of the Department's goals, service objectives, priorities, and to create a Department-wide database of grant funded activities.

Feedback from divisions over the last year highlighted a need to create a more streamlined version of the worksheet that was less burdensome for staff to complete but also continued to collect meaningful information to evaluate the impacts of grants department-wide. Staff in Budget and Analysis worked with the Deputy Secretaries and the Division of Public Health to develop and pilot the revised forms: one in support of new grant applications and one for renewals. Please have staff use these forms immediately.

The appropriate form should be completed and submitted immediately after you receive notice of a new grant opportunity or notice of renewal for an existing grant. A form will not be completed for block grants. These forms will be submitted in Word and PDF once signatures are obtained to Beth Coberly in Budget and Analysis at [beth.coberly@dhhs.nc.gov](mailto:beth.coberly@dhhs.nc.gov).

It is important for you to ensure that your internal processes and coordination (e.g. between program/service staff, budget office and management) are adequate and timely to allow for submission to us for review and notification of approval/denial from the Department. These steps precede your ability to submit a BD606A and Grant Application to Floyd Jones, DHHS Grants Coordinator.

Thank you for your cooperation.

Attachment

CC: Marjorie Donaldson Division Grant Coordinators B&A Analysts  
Floyd Jones Beth Coberly

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