



COLORADO

Department of Human Services

Colorado Commission for the Deaf, Hard of Hearing, and DeafBlind | Early Intervention
Colorado

**Colorado's Early Hearing Detection and Intervention (EHDI) Program
SUBGRANT APPLICATIONS
2021-2022**

Writing and Submitting a Quality Application

Instructions

Background

On April 1, 2020, a four-year grant was awarded to the Colorado Department of Human Services (Colorado Commission for the Deaf, Hard of Hearing and Deafblind and the Office of Early Childhood) by the Health Resources and Services Administration (HRSA) to support a review and refresh of the state's Early Hearing Detection and Intervention (EHDI) system. A novel aspect of our work is to create an advisory committee - The Colorado EHDI Alliance - which includes members of each organization that offers family-to-family support, representatives from state and community agencies involved in EHDI, parents of children who are deaf or hard of hearing (DHH), and DHH adults. Another novel aspect of the the HRSA grant is to distribute funds, via subgrants, in order to address these three priorities:

- Resources for Spanish-Speaking Families
- Family-to-Family Support
- Professional Development

This communique describes *how organizations and-community groups can apply for subgrants* to support activities and outcomes in the three above-mentioned areas. *Applicants may apply for grants in one or more of the above mentioned areas; however, applicants must submit a separate application for each content area.* There are funding limits for individual grant applications as outlined below. Subgrants will be available each year (2020-2024; although amounts may vary) and organizations may apply for funding each year.

This year, the funding period will start on August 1, 2021 and run through the end of this fiscal year, which is March 31, 2022. The subgrant limits associated with each priority are:

- Resources for Spanish-Speaking Families: Limit of \$2,000/subgrant application
- Organizations offering Family-to-Family Supports: Limit of \$3,500/subgrant application
- Professional Development: Limit of \$3,500/subgrant application



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In order to create a complete and competitive subgrant application, please follow these instructions.

1. Required Materials for Subgrant Application

- COEHDI Alliance Subgrant Application (Sections I-XI). This application is available on our website at: www.coehdi.org
- Budget Worksheet to accompany the budget narrative (Section XI in the application)
- Grant applications should be no more than 5 pages in length, single spaced, Times New Roman 12-point font, 1 inch margins.

2. Reporting

- Each subgrantee is responsible for the maintenance and reporting of subgrant activities.
- Each sub-grantee is responsible for reporting outcomes of subgrant activities to the Colorado EHDI Alliance at the end of the fiscal year (March, 2022). This report is due by April 30, 2022.

3. Funding

All grants are funded on a cost-reimbursable basis unless approval for advance payments by the Colorado Commission for the Deaf, Hard of Hearing and Deafblind (CCDHHDB) is made. To be reimbursed, grantees will submit quarterly invoices to the CCDHHDB for eligible grant expenses incurred in the previous month(s). Checks for approved expenses will be mailed approximately three weeks following receipt of the grantee's invoice.

4. Contractual Authority

All successful grant recipients must be willing to enter into a contractually binding agreement as prescribed by the Colorado Department of Human Services and the State of Colorado Fiscal Rules if needed. Adherence to confidentiality laws and proof of insurance are required if the recipient intends to provide direct services to clients through the grant proceeds.

5. Grant Submission

A subgrant application can be submitted electronically, in PDF format, to grants@coehdi.org



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6. Application Deadline

The deadline for receipt of all applications is **Wednesday, June 30, 2021 at 4:00 p.m. MDT**. Applications that do not arrive by this deadline will **not** be reviewed.

7. Applicant Assistance

One of the Principal Investigators of our EHDI grant is available to answer your questions and provide support. You can contact Cliff Moers at: cliff.moers@state.co.us

8. Application Timeline

Event/Task	Deadline
Distribution of grant applications	May 17, 2021
Application deadline	June 30, 2021
Applications reviewed by the Colorado EHDI Alliance Subcommittee	July 16, 2021
Award announcements	July 30, 2021

All dates are tentative and subject to change.

Tips

1. Clearly describe the activities of your group or organization. Share with the grant reviewers details about your program and the types of services you provide.
2. Clearly illustrate your statement of need and the population that will benefit from your activities. Clearly identify who will benefit from your proposed project. Explain why.
3. Share as much evidence, including data if it is available, to demonstrate that your proposed project will work.
4. Always keep the purpose of the grant in mind. Every funded project must clearly advance access to quality services for infants and toddlers who are deaf or hard of hearing, birth to 36 months of age, and their families.
5. Describe the ways in which your project will be sustained when the funding period ends.