Georgia Council on Developmental Disabilities

Applicants Conference – October 13, 2020

AGENDA

- 11:00– 11:15 – Welcome GCDD Overview - Lisa F. Eaves

- 11:15 – 11:55 – Overview of DD Suite & Technical Portions of NOFAs – Lisa F. Eaves

- 11:55 – 12:15 – Advocacy Days Event Planner Program Requirements - Alyssa Lee

- 12:15 - 12:30 - Questions and Answers

The mission of the Georgia Council on Developmental Disabilities (GCDD) is to bring about social and policy changes that promote opportunities for persons with developmental disabilities and their families to live, learn, work, play and worship in Georgia communities.

PUBLIC POLICY ANALYSIS AND RESEARCH

ACTING TO CHANGE COMMUNITY

PROJECT IMPLEMENTATION AND FUNDING

PUBLIC INFORMATION AND ADVOCACY

GCDD Structure

Federal Gov't ACL
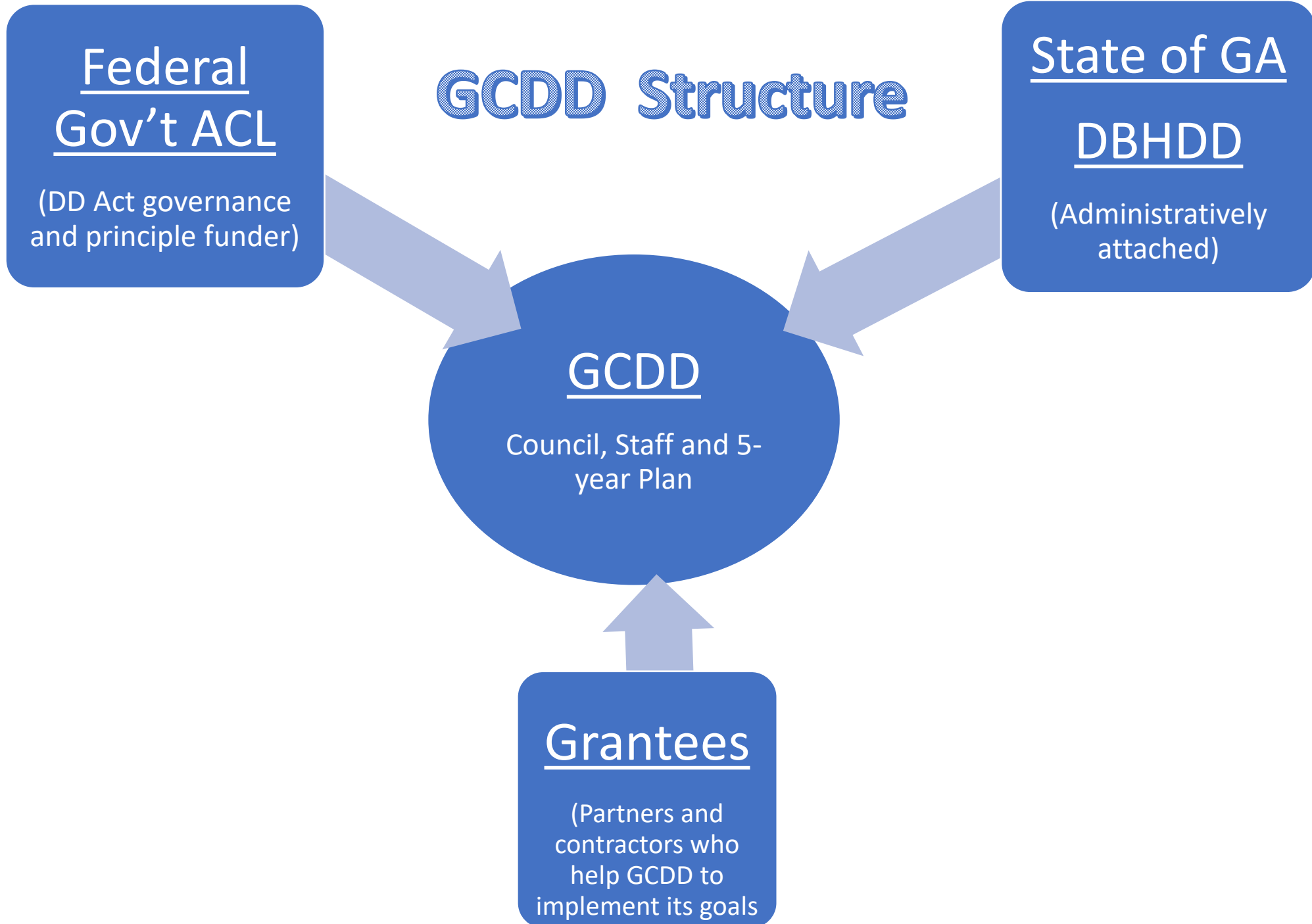(DD Act governance and principle funder)

State of GA DBHDD
(Administratively attached)

GCDD
Council, Staff and 5-year Plan

Grantees
(Partners and contractors who help GCDD to implement its goals)

DD Suite

- DD Suites Program is designed to help Councils collect, monitor, and manage outcome data from Council grants and activities.

- Web Based Program: http://ddsuite.org.

- Allows for most of the Grant process to be electronic and paperless.

- Improves communication internally and externally, as well as promotes improved teamwork.

- Offers fiscal reporting information and linkage.

Applying for the Grant

- Go to http://www.ddsuite.org.

- Before using DD Suite, a user must create an account. Next they can ask to join, or create, an organization. DO NOT JOIN GCDD. Use "Help" tab for assistance.

- Login, then apply for the NOFA listed under Georgia Council On Developmental Disabilities

- The first step in the application process is to list all demographic data and relevant organization staff, starting with the Project Director, the Financial Officer, and the Organization Director.
  - Project Director is the staff person responsible for overseeing the day to day operations of the project and is the primary contact person for the project.
  - Financial Officer bears the responsibility of preparing and submitting invoices for reimbursement, as well as preparing and submitting periodic finance reports to the Council.
  - Organization Director is the person with whom signatory authority rests, or the person who must sign all legal documents for your organization.

Project Outline

Executive Summary Provide a one paragraph abstract that clearly states the goal and major activities of the proposed project and the impact it will have on people with developmental disabilities (Limit: 2,500 characters, including spaces).

Qualifications Describe your organization's qualifications to implement the proposed project (Limit: 2,500 characters including spaces).

Detailed Narrative Provide a detailed narrative about the proposed project, including specific information on the methodology to be used and an overview of project activities (Limit: 10K characters).

Accomplishments What are the major expected accomplishments of the project, and how will successful completion of the project impact people with developmental disabilities? (Limit: 5K characters)

Project Workplan

The Work Plan will be the basis for reporting. Make sure that objectives and activities are directed toward the outcomes wanted for the project.

- ☑ **Overall Goal:** Describe what will occur for people with developmental disabilities and their families if the project is successful. The minimal accomplishment(s) the grantee believes they can achieve given the factors they control. Include any significant secondary effects or consequences which may be associated with reaching your performance target(s).

- ☑ **Federal Area of Emphasis:** Identify the federal areas of emphasis and corresponding outcomes developed by the Administration for Community Living (ACL).

- ☑ **Collaborators:** DD Network partners of the Georgia's Council on Developmental Disabilities and other collaborators.

- ☑ **Grant Type:** Federal Census data determines parts of the state that are considered in poverty or not in poverty.

- ☑ **Kind of Activity:** Identify the federal activities that Councils are allowed to support developed by the Administration for Community Living.

Project Workplan Continued

- Identifies specific objectives, activities, staff, and timelines.

  - ▣ **Objective:** The major outcomes that must occur to achieve the project goal. They are stated in action terms, such as to increase, decrease, etc.; and are measurable, attainable, and realistic.

  - ▣ **Activities:** Specific tasks conducted to achieve an objective.

  - ▣ **Staff:** Profile those individuals who will have the most responsibility for shaping your product, connecting to its target audience, and achieving performance targets.

  - ▣ **Timeline:** Identify the time period that you propose working on the objective and activity.

Project Budget

- **Personnel with Fringe -** Each position by title and name. Hourly rate and number of hours or percentage dedicated to the project.

- **Personnel without Fringe -** Provide the same information as above.

- **Consultant/Sub-contracted services -** Include name or function and the hourly rate.

- **Travel -** Transportation costs for personnel working on the project. Mileage, Hotels, Car Rental.

- **Supplies/Publications** List all supplies and publications necessary to support the project.

- **Space Occupancy** - Rental/Use of space outside of the College for programmatic activities.

- **Other Direct Costs** - Additional expenses incurred during the implementation of the project.

- **Indirect Costs** -- GCDD requires that all indirect costs are used as matching funds to the project. Indirect costs are expenses incurred by the organization in the conduct of projects and functions (e.g. administrative overhead). In rare cases (i.e. university or those applicants with a negotiated government rate) the applicant may charge indirect costs to the project of no more than 13%.

Application Tips

- The application can be completed in stages
- Remember to "Save" your work as you go

- Budget Amounts should be entered by line item in the "Funding" represents grand money from the Council
- Match represents your organization's cash or in-kind contributions to the project

- Use the "Help" tab located top right of home page
- "Validate" and "submit" once you have completed the entire application

Administrative Review

- The Operations & Contracts Director will screen each proposal. The screening will consist of:

    (1) determining if the Applicant is eligible to receive Council funds including determining if the Applicant meets eligibility requirements and is registered to do business in Georgia;

    (2) the budget is within the funding limits and includes the required match; and,

    (3) the required forms are attached (See Checklist).

- DD Suite will issue an automatic reply acknowledging receipt of your proposal immediately after successful submission. Applicant's determined ineligible will receive notification within 7 days of due date.

Selection/Evaluation Process

- GCDD Chairperson will appoint a selection committee.

- The Selection Committee may meet twice within 30 business days of the proposal due date. The purpose of the second meeting is to hear oral presentations.

- The criteria are scored by each member and a proposal is eligible to receive a maximum of 1000 points. Each criteria is rated either Exceptional (receives full points), Acceptable (receives half points), or Not Acceptable (Receives no points).

- Oral Presentations: The GCDD reserves the right to invite Applicants to present their technical solution. You will be requested to present if selected among the finalists. The presentations will take place November 9-13, 2020.

21PFS10 – VIRTUAL ADVOCACY DAYS EVENT PLANNER RFP CHECKLIST

☐	Complete all sections of the online Application in DD Suite (including OUTLINE, WORK PLAN, and BUDGET. (Be sure to hit "SUBMIT") ONLY ONLINE SUBMISSIONS WILL BE ACCEPTED. DO NOT MAIL OR FAX ANY REQUESTED ATTACHMENTS.
☐	Project Data Sheet – Appendix F - (COMPLETE AND SUBMIT AS ATTACHMENT)
☐	Proposal Certification – Appendix A (COMPLETE AND SUBMIT AS ATTACHMENT)
☐	Small or Minority Business Form- Appendix B (COMPLETE AND SUBMIT AS ATTACHMENT)
☐	Sales and Use Tax Registration – Appendix C (COMPLETE AND SUBMIT AS ATTACHMENT)

☐	SUBMIT EACH OF THE FOLLOWING AS A SEPARATE ATTACHMENT (PDF):
	     1. Resume
	     2. At least two examples of prior events planned from Portfolio
	     3. 2 References from previous customers/associates

☐	Grant Contract Template- Appendix D – Review Only – Note objections- DO NOT COMPLETE OR SUBMIT
☐	Federal Forms Appendix G – Review Only. Required only if your project is selected. (DO NOT COMPLETE OR SUBMIT)
☐	Audited organizational financial statements (Expenses, revenue and balance sheet) This is required only if you receive a grant award prior to signing a contract. (DO NOT SUBMIT)
☐	Federal W-9 This is required only if you receive a grant award prior to signing a contract. (DO NOT SUBMIT)

Important Dates

Date	Action Item
10/5	Applications/NoFAs posted to DD Suite by GCDD
10/16	Deadline for written Questions and requests for accommodation
10/23	Application Submission Deadline
10/ 26-28	Application Review By Operations and Contracts Director
10/ 28 – 11/4	Selection Committee Review and Selection of Finalists
11/9 - 13	Selection Committee interview/oral presentations
11/17	Notice of Intent to Award Posted on DD Suite
12/1	Project Start Date