



Georgia Council on Developmental Disabilities

Applicants' Conference

August 7, 2018

10:00 am - 12:00 pm

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Agenda

- 10:00– 10:15 – Welcome GCDD Overview (Lisa)
- 10:15 – 11:15 – Overview of DD Suite & Technical Portions of NOFAs – (Kate & Lisa)
- 11:15 – 11:45 – Q & A -Advocacy Days Event Planner (Dawn & Hanna)



Council Mission and Vision: Why We Exist

The mission of the Georgia Council on Developmental Disabilities 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.

The GCDD envisions a state in which all persons are included in all facets of community life, have choices while exercising control over their lives and are encouraged to achieve their full potential.



Strategic Values: We Value

- People with developmental disabilities with their own gifts and talents, and as independent contributors to a collaborative community.
- Available, accessible, flexible, and responsive services, which enhance people's participation in the community.
- Educated and supported families who make significant contributions to caring for and assisting people with developmental disabilities in preparing for their futures.
- Public policy founded on sound research, accurate information, and best practices in alignment with the principles of the Developmental Disabilities Act.
- Public advocacy that is founded on the development of relationships with stakeholders and the legislative community.
- Communities, which are designed to be inclusive, allowing for full participation by all people, physically, economically, organizationally, and environmentally.
- Communities that educate, respect, promote, and protect the rights of people, thus offering a wealth of opportunities, and which have the capacity to find solutions.

Core Functions

PUBLIC
POLICY
ANALYSIS
AND
RESEARCH

ACTING TO
CHANGE
COMMUNITY

PROJECT
IMPLEMENTATION
AND FUNDING

PUBLIC
INFORMATION AND
ADVOCACY



Who Makes Up the Council?

- ▣ 60% - Individuals with Developmental Disabilities and Family Members
- ▣ Required Agencies
 - Rehab Act
 - IDEA
 - Older Americans Act
 - Title V and XIX of Social Security Act
- ▣ Protection and Advocacy Agency
- ▣ Centers for Excellence in Disability
- ▣ Advisory Members



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OVERVIEW GCDD 5-Year Plan

I. Education: GCDD will increase opportunities for children with intellectual/developmental disabilities to be fully included in classrooms and actively involved in their local school community.

- **Budget: \$101,5000**
- **Federal Areas of Emphasis:**
 - Education and Early Intervention
 - Quality Assurance
 - Citizen Participation
 - Informing Policymakers



OVERVIEW GCDD 5-Year Plan

II. Employment: GCDD will work with individuals with intellectual/developmental disabilities, families, and community entities to develop and strengthen opportunities that result in people having meaningful employment based on unique skills, interests, and talents in the marketplace and earning a livable wage with career advancement opportunities.

• **Budget: \$149,500**

• **Federal Areas of Emphasis:**

- Employment
- Quality Assurance

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OVERVIEW GCDD 5-Year Plan

III. Formal Community Supports: GCDD will support demonstration of new practices and advocate for public policies that support universal access to quality long-term supports and services that are integrated into typical formal and informal support systems.

- **Budget: \$291,000**
- **Federal Areas of Emphasis:**
 - Formal and Informal Supports
 - Housing
 - Transportation
 - Quality Assurance



OVERVIEW GCDD 5-Year Plan

IV. Real Communities: GCDD's Real Communities Initiative will strengthen and support local projects planned and implemented by a network of partners with and without disabilities that result in improvements for all people in their communities.

• **Budget: \$468,260**

• **Federal Areas of Emphasis:**

- Formal and Informal Supports
- Housing
- Transportation
- Quality Assurance



OVERVIEW GCDD 5-Year Plan

V. Self-Advocacy: GCDD will strengthen the knowledge of individuals with intellectual and developmental disabilities to promote/encourage informed decision making and increase participation in advocacy and policy making activities.

- **Budget: \$163,000**
- **Federal Areas of Emphasis:**
 - Formal and Informal Supports
 - Quality Assurance

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Proposal Process/DD Suites

- ▣ 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.

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Applying for the Grant

- Go to <http://www.ddsuite.org>.
- Click on Georgia Council on Developmental Disabilities Notices.
- Before using DD Suite, a user must create an account and verify their password. Next they can ask to join, or create, an organization. DO NOT JOIN GCDD. Use “Help” tab for assistance.
- The first step in the application process is to list all 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 person with whom signatory authority rests, or the person who must sign all legal documents for your organization.



Grant Projects: Project Data Sheet

- Contains basic contact information
- **Applicant Information** –
 - Personal Information for person creating account
 - Organizational information
 - Type of Applicant – The type of applicant i.e., Non-profit, School District, County)
 - Organizational location
- **Contact Information** – The appropriate individuals with whom the Council will communicate
 - Identify Project Director, Financial Officer, and Organizational Director (who can legally enter into a contractual agreement).



Project Outline

- Executive Summary: Clearly state the project goal, the major activities, and the impact it will have. Applicant understands the needs that exists and demonstrates how it will address that need. Problem described in terms of the target population or community that will be addressed.
- Qualifications and Capacity: Describe your qualifications to implement the proposed project, include experience working with people with developmental disabilities. If you are an organization state organization's mission, the priority this project has for the agency, provide examples of similar projects, and list resources that will contribute to the project. Identify and describe the specific qualifications and credentials of staff whose time will be dedicated to the proposed project. All applicants should identify the two most similar projects undertaken and the extent to which they stated and achieved performance targets. Please address your individual/organization's cultural competency in this narrative. Include also 2 signed reference letters from previous clients or associates.



Project Outline – Continued

- ▣ 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. Answers to the following questions:
 1. What challenges do you anticipate in this work and how will you overcome them?
 2. What other constraints do you have on your time?

- ▣ Evaluation: Provide a detailed narrative of the evaluation plan for your proposed project. Address the key outcomes anticipated for the project. Outcomes should refer to the results of the project, not the activities to be implemented. Describe how the Applicant will determine if the outcomes are achieved and how activities will continue after the project is completed.

Grant Projects: Project Work Plan

- ▣ **Part 1:** Overview of the proposed project and expected accomplishments. 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.

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Part 2: Step by Step Work Plan

- 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.

Grant Projects: Project Budget Plan

- ▣ Line item budget for the project including the total project costs and the expenses charged, program cost details matching funds, a budget narrative description, and justification of each line item.
- ▣ **Budget Itemization Section**
 - ▣ Personnel with Fringe Benefits - Each position by title and name. Hourly rate and number of hours dedicated for the project.
 - ▣ Personnel without Fringe Benefits - Provide the same information as above.
 - ▣ Regular Operating Expenses - List all supplies and publications necessary to support the project. Direct costs not provided incurred during the project (e.g., telephone, postage, travel stipends for people with disabilities or family members, etc.).
 - ▣ Contracts, Fees and Per diems - Consultation/Subcontracted Services. Under "Rate," include the hourly rate. Must be approved by GCDD Staff.
 - ▣ Travel – Transportation costs for personnel working on the project.
 - ▣ Indirect Costs - Indirect costs are expenses incurred by the organization in the conduct of projects and functions. The Applicant may charge indirect costs to the project of no more than 13% of the subtotal for personnel, travel, supplies, and other direct costs. GCDD prefers that all indirect costs are matching funds to the project.

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Matching Funds

- **Match** funding is non-federal resources that are leveraged against funding. Often referred to as “Local Match,” The DD Act requires that states match the federal grant by 25%. This funding may come from private corporations, non-profits, and/or state dollars, but may not include any federal dollars. The State of Georgia is required to match the GCDD grant of \$2.1 million in the amount of approximately \$475,000.00, which calculates to be 25% of the grant award.
 - Matches by contractors are required for most grants and typically range between 10% and 25%. Matches in the lower range are allowable when the target populations of particular projects reside in poverty areas, are minorities, and/or unserved or underserved disability groups.
 - In all instances, the match amount cannot exceed the Grant Award. If a grantee fails to satisfy the minimum match obligation, as outlined in the *NoFA*, by the end of the approved budget period, the grantee must return the portion of the federal award not properly matched to the GCDD.

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Sources for Match

- *In-Kind match* reporting should be for the value of volunteered services, donated childcare, lunches, editing of videos, meeting space from other businesses, etc., but not funds.
- In-Kind matches are:
 - identifiable from the grantee's records for compliance;
 - not included as match for any other federally assisted program;
 - necessary and reasonable for proper and efficient accomplishment of program objectives.
- Contractors must document their match/in-kind on form #5125, DBHDD, Report of Certified or In-kind Cost. Program Managers will submit a report to the Fiscal Director on a monthly basis detailing how the matching requirements for each contract are being met.
- If part of the non-federal match includes any in-kind volunteer hours, they must meet the following criteria: The rate charged must be based on the pay rate for professionals released from the Georgia Department of Labor. If an individual is being paid to participate in an activity, this cannot be counted as volunteer hours



Monthly Programmatic and Budget Reporting

- Monthly Programmatic Report
 - A template is automatically generated from data collected on the Project Work Plan.
- Project Performance Measures Report
 - Automatically generated, detailing by period, as well as cumulatively, all the Performance Measures reported.
- Monthly Budget Report
 - A template is automatically generated from data collected on the Project Budget Plan.
- Project Expenses Report
 - Automatically generated, detailing by period, as well as cumulatively, all the project expenses reported.

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Selection 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).

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Selection Continued

- Using the Solicitation Evaluation Form, members will identify the most critical factors contributing to the value or success of the proposed solutions to the issues identified. Among the criteria used are the following:
 - Does the abstract clearly state goals and major activities?
 - Is the Applicant qualified or experienced to complete the goals and activities?
 - Does the application satisfactorily describe the impact of activities of the project will have on people with developmental disabilities?
 - Is each required goal and outcome addressed? Are the goals and outcomes satisfactory?
 - Does the application adequately describe who will be responsible for each activity and a timeframe for completion?
 - Is the proposed budget consistent with the goals and activities identified in the project?
 - Does the budget justification for each item include how amounts were determined?

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Selection Cont.

- 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 September 4-13, 2018.

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Important Dates

- Questions about the NoFA and its requirements can be submitted until August 8, 2018 through e-mail to Lisa Eaves. Answers will be posted on GCDD's website within three business days.
- Technical Assistance concerning the submission of a proposal through DD Suites will be available until 3:00 p.m. on August 20 by phone (404-657-2128).
- Proposals must be submitted through DD Suites by 11:59 p.m. on August 20, 2018. GCDD will not accept or review any proposals received after this time.
- Staff will review each application to make sure all materials are submitted (August 21-24). If you are missing anything your proposal will be eliminated. (See checklist for required attachments.)
- By September 13, 2018 the Selection Committee will review applications and budget proposals and hear oral presentations if necessary.
- GCDD will announce the successful Applicant by September 17, 2018.
- Signed Contract by October 1, 2018.



Questions and Answers



Contact Information

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