GCDD BIDDER'S CONFERENCE
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>> Hi, folks, thanks for joining the GCDD Applicants Conference. We're going to mute you as listeners and we'll take questions via the web platform.
>> Hello?
>> Hello. How are you?
>> Oh, I'm fine. I'm just -- I was trying to log in on the computer and it kept telling me that I couldn't do that, so I'm just doing it on the phone. This is Robin.
>> Hey, Robin.
>> So where are we?
>> We're having technical difficulties as well.
>> Oh, okay.
>> They haven't missed anything yet.
>> That's good to know.
>> They got kicked out.
>> You got what?
>> We got kicked out of the system.
>> Oh, dear. Okay. Well, at least I can hear you anyway. So...
>> We'll be with you soon, okay?
>> All right, sure, thank you.
>> Thank you.
   [background chatter]
   >> Good afternoon, everybody. We're getting started. We're having technical difficulties, but we're going to at least verbally go through everything so that everyone that is on the phone and everyone that is in person will get a good idea of what is going on.

   So welcome to the Applicants Conference. For the first time in many, many years, GCDD has put out six NOFAs, notice of funds available, at one time. So this is an exciting time for us. We are looking into many new things. I wanted to go over first the agenda. So we'll advance the slides so we will know what is going to happen.

   We have two sessions today. The first session from 12:30 to 2:30, and I'm just going to go over that agenda right now. We have the welcome and overview of GCDD. We have an overview of using DD Suite and the technical portions of the NOFA. And then we will have the question and answer period. And during this first session, we're only going to have questions for three NOFAs, the public held and Medicaid advocacy...

\>\> Can we switch school of prison to the first one since I have to leave at 2:00 o'clock, instead of the last one?

\>\> Okay, school to prison pipeline will be first, order of questions. Second will be public health and Medicaid advocacy, and last we will do story collection, but it's all within that time frame, and the questions and answers for that NOFA will be 25 minutes each. So each will have its own questions section.

So without further ado, and especially since we're a little late. I'm going to turn it over to Eric Jacobson, a great executive director, and he's going to tell you about GCDD, and we'll go from there.

\>\> Great, good afternoon, everybody. Again, I apologize again for the technical difficulties that we're having with our system, and we are trying to work to straighten it out. And just so that we can just kind of know what is going on, can we just have an indication of how many people we have on the telephone real quick?

\>\> It's Robin, I'm here.

\>\> Okay.

\>\> This is Laura billion Georgians for Healthy future.

\>\> This is Laura Gardner with research and pack consulting.

\>\> Anybody else?

Three people on the phone?

So I know most of you on the phone and I know most of you in the room. So that should be really easy, so at least I don't have to introduce who I am. Let me tell you quickly then about who the council is, I think most of you know, so I won't spend a lot of time on that, but the Council is a federal and State entity. So what does that mean? It means that we're actually created by both federal and state law. Federal law is the Developmental Disabilities Bill of Rights and Assistance Act. It was originally passed in the early 1970s, and essentially the act says that the role of DD councils across the country and the territories is to create systemic change in states through advocacy and capacity building, so that people with developmental disabilities and their families are independent -- or I would say interdependent, that we are economically self-sufficient or productive, included and integrated in our communities and self-determined in our lives.

Those are the outcomes that we're really looking for in terms of everything that we do as an organization.

In Georgia, as we looked at really kind of those things that the federal DD act says that we're supposed to do really we said that our mission is to bring about social and policy changes that promote opportunities for individuals with developmental disabilities and their families, to live, learn, work and play and worship in Georgia communities and that we envision a state in which all persons are included in all facets of community life, having choices while exercising control and are encouraged to achieve their full potential. And I think what you'll see in the request for proposals that we'll be discussing today, all of those things are talked about within that. If you'll advance the slide.

The value that the Council has adopted and the members -- and I should have said that the DD Act actually talks about who the members of the Council are, and it says 60% of members have to be individuals with developmental disabilities and their families.

It even breaks it down further and says that one-third of those members have to be individuals with developmental disabilities, one-third are family members, and one-third are a combination. It then says that the remaining members can be -- or have to be -- actually, some of the state agencies that implement federal policy, including Vocational Rehabilitation Agency, the Medicaid Agency, the agency that implements IDEA, or the Department of Education, title V, maternal and child health, which in the state of George is the Department of Public Health. The Older Americans Act, Division of Aging Services. I think I've got all those covered if I got it right. Rehab, IDEA, older Americans, maternal child health and Medicaid. In addition we have what we call our sister agencies, which are protection advocacy agencies, Georgia Advocacy Office in the state of Georgia and then the two University Centers for Developmental Disabilities in Georgia, the Center for Leadership and Disability of Georgia State University and the Institute for Human Development and Disability at the University of Georgia. All those agencies are required to be on the Council and those members, in addition to other folks that can be appointed to the Council decided we would go back one, came up with the values that we really said make up who we are and kind of how we operated as an organization. So values are that we believe people with developmental disabilities with their own gifts and talents, we value people as independent contributors, so collaborative community. We value available accessible flexible and responsive services which enhance people's participation in community. We value an educated supported families who made significant contributions to caring for and assisting people with developmental disabilities in preparing for their futures.

We value public advocacy that is founded on the development of relationships with stakeholders in the legislative community. And we value communities designed to be inclusive, allowing for full participation by all people physically, economically, organizationally and environmentally. Finally we value communities that educate, respect, promote and protect the rights of people thus offering a wealth of opportunities and which can find solutions. With all of that, the Council members said -- go up to -- if you look at all that, what is it we can do in the state of Georgia? We said, if we look at what we do and who we are, resources we bring to the table, we think we can create change, and act as a change agent within the state of Georgia. And we do that through three primary things. First of all, by creating and supporting public policy analysis and research, and so a lot of what you're going to be looking at today in either the first session or the second session is how do we create public policy change? How is it that we can use our resources both as people, people resources and money resources, and research resources as a way to create policy change in the state of Georgia? We think we can do that through public information and advocacy. We provide information to people and we also support advocacy efforts. And if any of you have been keeping up in the news, I know I, for one, used to think up until January that I was going to go to bed at 10:00 every night and now I find myself going to bed at 1:00 every night, and I find myself staying up later and later to watch the news because I'm wondering what is going to happen with Medicaid on the federal level. And so we try to find out how we can create advocacy for people with developmental disabilities and other disabilities, and so we are trying to push advocacy as an issue.

And finally, a lot of what we're going to be talking about today is that we have some discretionary funds that we can use to look at what best practices are out there, and we're able to do project implementation and funding.

So we think with all of that, that's how we create the change necessary to address those outcomes that we have said earlier.

So if you'll go...

I'm being told I'm out of time, but I need to go over this one last piece, and that is -- actually, the federal government -- this is really important -- the federal government says to us that every five years we have to submit a strategic plan. And the strategic plan is how are we going to use those federal dollars that we're going to -- that we're allocated? We're allocated approximately $2 million annually in order to address the things that we see as important, and that's after we talk to people across the state. I'm not going to go into major details about what the strategic plan says, but we're actually about to start in two weeks, October 1st, we work on a federal fiscal year, which is October 1st to September 30th. We're about to start the second year of our five-year plan. And we have identified a number of areas that we think are important. The first is education, and our goal in education is that we'll increase opportunities for children with intellectual disabilities to be fully included in classrooms and actively involved in the local school communities.

Our second area of -- or second goal we're working on is on employment, and our goal there is that GCDD will work with individuals with intellectual and developmental disabilities, families and community entities to develop and strengthen opportunities that result in people having meaningful employment base -- meaningful employment based on unique skills, interests and talents in the marketplace and earning a livable wage with career advancement opportunities.

Next, please.

The next one is formal community support. 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 in typical, formal and informal support systems.

Next.

And the real communities, we're not going to talk about real communities today, but one of our goals is that 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, all people in their communities.

And so what I do want to say just briefly is that these are the goals that GCDD has adopted. It doesn't mean that there aren't other goals out there that are important. It's the one that GCDD has adopted, and these are the things that we're going to be focused on and we'll be working on. So as an example, I'll use employment as an example. The goal is focused on the idea that people are working in an integrated types of employment opportunities. That means we're to be focused on those type of employment opportunities and that that's based on what the DD Act says we ought to be focused on. It doesn't mean that people that are in workshops and other kinds of places are wrong. It just means that that's what we're focused on and that's where we put our resources both again individual -- people resources as well as monetary resources. So that's where you'll see our money and our time spent.

So I'll stop there. Questions or no questions? I'm looking at you, Lisa.

No questions. You can't ask me any questions.

Don't ask me any questions. I'll turn it over to Lisa. You got the system fix?

>> For folks on the phone, there will be a new link and I'm going to read that to you, that you'll be able to connect to if you want to see this presentation live.

>> It is http://bit.ly/Bidders.

>> Does everyone have the link? We're going to move forward.

>> You'll see Georgia Council on Developmental Disabilities. If you click on that...

So there is where you will see our six NOFAs that I spoke about.

Click on Georgia council for developmental disabilities and you will see all the NOFAs listed there?

And from this point, just if you could click on the first one, which is public health for Medicaid advocacy.

This is a very important page. What I would suggest that you do -- and if you don't mind just scrolling, so you can see.

I suggest you print it out.

Print that entire first page of whichever grant you are applying to.

So you will see in the right-hand corner, apply for this grant.

So after you print everything out, you decide, I can do that. I want to go for it.

You will hit "apply for this grant." So if you will do that for us.

Now, this is very important. You get a message. You must belong to an organization to access this page

This is the message that you will get. In order to apply for anything -- any of our grants in DD Suites, you must first set up an account and belong to an organization.

So we're going to close out of this. Before we close out of this, you're wondering how you set up an account or how to set up an organization. So in the very top right-hand corner, you see dashboard, account, log out and help. Two important tabs that I want -- Kate is already a user, so it's not going to say "sign up." But there will be a sign-up when you create an account or the help desk.

So let's click on...

Because everybody can use the help desk. And I suggest that you use the help tab. You can ask a question in the search bar, search help.

The help tab, and also the left-hand side, and I -- the first -- the second one is accounts and organizations. We're not going to go through all of that. I'm just pointing out key things, the help tab, accounts and organization, and/or help manuals, if you -- go further down. Three down. Help manuals. It will walk you through every single step of applying for a grant.

So I just want everyone to feel comfortable with knowing you go to DD Suite.org, knowing all the information you need is on the front page even before you have an account. So you can just read about each NOFA on your own. If you decide you want to apply, you hit the "apply" button, but before you can apply, you must create an account. If at any time you need any help, you hit the help tab and go to the help manual.

If you still need help, I am here to help you, along with Gabriel Melnik, who we will be managing and helping people to -- again, the help tab has diagrams and step-by-step instruction us. So I hope that was helpful to everyone here.

We're going to close out of that and go back to our slide presentation. And we are...

We're loading the presentation again.

Okay. I can actually go on. As you're applying to this grant, there are several things...

We can't keep this and DD Suite open at the same time?

>> No.

>> Okay, you can't. But can bring one up and... okay.

All right. So we're going to go on with applying for the grant. As you're in the application there are four things that you will need to fill out. Actually, when you're in DD Suite, there's the basic information about the organization, which will be the project director, the financial officer, the organization director, those kinds of things, and all of this is explained in detail in the PowerPoint presentation.

This is where we are. So the first thing it's going to ask you is to list all relevant organizational staff, starting with the project director, financial officer, and the organization director. And what roles they play in your grant described in details here in the presentation.

And this presentation will be available on our website for review, and those of you who are here in person, if you want us to print a copy before you leave, we'll do that as well.

Okay. But you will be able to reference that to this presentation. Next slide.

So the project data sheet is an actually an attachment that you will see in DD Suite. And it's something that you have to turn in to us. So it will be the project data sheet, which will give us more information about your organization. You can advance the slide.

So within DD Suite, one of the main things is almost the important thing about your application, the project outline. Everyone has to fill out a project outline. Within the outline there is an executive summary within the outline that you have to list your organization qualifications.

Within the outline you have to give a detailed narrative about your project and the methodology and activities that you will be using. And within DD Suites and within the outline, accomplishments.

...

You have specific activities. These are tasks that will achieve the objective. You have the staff, who will be working on that objective, and you have a time line. And which period of time within a year, is it going to take a month, two weeks, six weeks? You have a time line within your work plan. So part of your DD Suite application is an outline of the overall project. You tell us all the wonderful things you're going to do, but also there's a work plan where you're going to break down activities.

So for the budget plan, you will not be submitting -- we're not taking paper, but just spreadsheets and all kinds of other things. Your budget must be in DD Suite. We have kind of -- we set up a template for you within the budget plan, and within that budget plan, there's the personnel with fringe be benefits, the personnel without fringe benefits.

Regular operating expenses, and this will be just about everything that it takes to run your project. Your contract fees and per diems, if you're subcontracting with anyone else on the project, your travel costs for staff and people working on the project. Your indirect costs, and we will talk a little bit more about that at a later time. But each thing must be outlined within the budget. To have a full and meaningful budget.

Next we'll talk about matching funds. If I could toggle back and forth I could show you a grant at DD Suites, again, where you would see -- so for public health, Medicaid, advocacy... do you know the grant amount? 30,000. And the match?

>> 7,500.

>> So the grant amount of council funds is $30,000. That means the Georgia Council on Developmental Disabilities is giving $30,000 to the project.

What we're asking you for in matching funds is $7,500. Which makes the total project cost, which you will see in the budget $37,500. So a big question for everyone is, match, where are we going to get $7,500 from? And I'm applying to you for money, so why are you asking me for money? Is that a question sometimes? But most of us are probably used to match if we've had federal funds.

Basically we're required by the federal government to require a 25% match on all projects. And, again, the amounts are set, so you don't have to come up with -- you have to come up with a budget that fits these amounts, the 30,000 and the 7500. So you don't have to start from scratch. But we're required by law that we receive -- we receive a grant from the federal government to operate of about $2.1 million. Of that 2.1 million, at the end of every year, we have to show matching funds to the federal government of approximately $475,000.

So each of our sub-grantees, when they add their match in, it allows us to meet our 25 percentage requirement of a match. So all of your matches help us to have our one big match for our $2.1 million grant. We put that percent on everything we give and this way we can make sure we meet this requirement of the federal government. So if we go to the next slide...

If you're wondering, how will you meet this match requirement, we match funds in kind. So that would be volunteer services, donated child care, lunches, editing, videos, meeting space, et cetera.

So in-kind is anything that you can put a dollar value to, whether you were charged for it or not.

And you will have to keep a track of that. You will have to keep track of that.

Okay. And we do ask that you estimate for your budget, for the purpose of this application, where your in-kind moneys will come from, whether it will be volunteer or whatever.

This is just telling you why we have to do it. Volunteer hours, you have to deep your sheet. You can't say volunteer hours, for example, some are very valuable. It's $200 an hour just to meet the hours. It has to be comparable to what I do.

So if I need to answer the phones for you for a day and you put down my volunteer hours as 20 hours at $200 an hour, yes, you would meet your match. But that's kind of shady to answer the phone for $200 an hour. So it has to be, you know, according to that particular job. So, like, $10 an hour is what you could charge as a match, for example.

Next slide.

And we're going to go through this slide very quickly called monthly programmatic and budget reports. If you are awarded a grant, you will be required to report to us monthly on all of your activities and on all of or your spending. The good part is it's all done in DD Suites. So you don't have to come up with how to keep track of your budgets. You don't have to come up with program reports and making them pretty and putting lots of things in them. Everything is already pre-set in DD Suites, and we just ask that you follow the format in -- as a matter of fact, GCDD is a reimbursement system only, which means you as an organization must have the money to put out first, so no one in here, for the first grant we were talking about, is going to receive $30,000 at one time. Okay? You're going to report to us monthly and tell us how much you spent on the project in a given month. You're going to send those reports in and we will send you a check.

So it's reimbursement. There are no upfront funds given for any reason. Is that right, Eric?

>> That's correct.

>> Okay. I think that covers it. So now you're probably wondering -- that was the DD Suites piece, that's the application. You've got your outline, your work plan and your budget. You also have to submit to us your project data sheet. That pretty much covers your application. Now, the good part about DD Suites, if you leave something blank, it won't allow you to submit the application. So you're not going to be able to submit the application until all of our requirements are complete. So you won't have to wonder if that portion of your application is complete, because if you don't do a work plan, it won't allow you to submit.

If you don't do an outline, it won't allow you to submit. If you don't do a budget, it won't allow you to submit.

Number two. It could be on three or four by now, but I'll call it two. Number two, you can work on this every day up until October the 6th, but you must hit the "save" button each time. If you do not, you will be starting over each time. But if you save your work as you go, every time you go into it, everything will still be there and you can keep working on it. And you'll know there will be something on the screen that will say "in progress," which means you've been in the grant and you're working on it. And you're wondering, well, if I submit my grant, how will I know that they got it? I don't trust computers. And I don't... [chuckles]... no.

It will tell you, application has been submitted. It will also send you an email with the date and time that it has been submitted. And I will receive that email saying an application has been submitted. So until it says "submit," it has not been submitted.

But you can work on it as long as you want, as often as you want, just by hitting the save button. Sound good?

All right. To the selection process.

Our chairperson, who is Mitzi, will set up a selection committee, and this committee will meet twice within 45 business days of the proposal date. And the second meeting of that committee will be to hear oral presentations. So if you make it down to the final list for your particular grant, you may be called in, more than likely here, to talk about your presentation in person.

Primarily because everything may or may not have been adequately explained in DD Suites, and sometimes it's good to hear people talk about their proposals before making the final selection. But that will only be for finalists.

So this committee is set up and then it's scored by members of the committee. Staff are not involved in scoring. So there's no reason to call us. There's no reason to send us gifts or flowers, because we have no control or input, vote, all of that good stuff, into who will receive the grant.

So this is done by a committee of the council members. But I will let you know that each proposal can receive a maximum of 1,000 points for a technical score, and the way that that 1,000 points is divided up is if you answered every question and your proposal is just outstanding, you will receive 1,000 points. If it is acceptable, you will receive 500 points. If it was just not good, you will receive 0 points.

Next slide.

Okay. Our selection continued. So with the -- there will be an evaluation form for the selection committee team, and what they're looking for is does the outline clearly state the goals and major activities? If they're qualified and has experience to complete the activities? Does the application satisfactorily describe the impact of activities on the project, people with 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 time frame for completion? Is the proposed budget consistent with the goals and activities identified in the project?

So, in other words, your -- you can make up a bunch of activities, but your budget has to match your activity. You can't have a budget and do one thing and activity to do another thing.

And with budget, justification for each item includes how amounts were determined. I talked a little about that when we say for staff, we're going to pay someone $200 an hour when it's really a $10 an hour task. All those things are considered when we look at the budget. It's not just bottom line numbers. It's the overall project.

Next.

Okay. We talked a little about oral presentations, and 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 between November 1st and November 10th.

So if you think you've got a great proposal, block that time out right now, so you'll know that you'll be available between that time.

As soon as you're selected as a finalist, though, you will be notified of the exact date and time.

Okay. Important dates. So questions about the NOFA? That's the whole first page I showed you in DD Suite. Tall requirements can be submitted through September 22nd, 2017 through an email. We can only take questions by email. So we cannot answer any questions on the phone, unless it's technical nature such as how do I get a log-in in DD Suite or something like that, but questions about the proposal itself can only be received through email.

And my contact information is at the end of this slide, which everyone will see or everyone will get a copy of.

Now, the answers to these questions, any questions received by email will be posted on our website. So three business days after the 22nd, which I believe is the 27th is the actual business day, because there's the weekend in there, will be posted on the website. So every question that was asked and every answer that we will give will -- so everybody is on an equal playing field and will see the answers. No one will have been given any inside or secret information. Everyone will have access to the same information.

The next thing is technical assistance earning submission of a proposal through DD Suite will be available up until 4:00 p.m. the date that the applications are due. And I have listed my phone number there.

Although -- and I'm going to go back to DD Suite after I go through this to show the TA side, if I can get to it, and I'll make some more references there, so someone can...

The first review is done by staff to make sure that everything you have -- that you have submitted everything that is required for the grant. So if something is missing, you will not be called. You will not receive a letter. You will not receive an email.

If it's missing, you will not be considered.

So only completed applications will be considered.

So I do the first review for completion and basic qualifications. Proposals must be submitted through DD Suite October 6. One thing with computers, the dog didn't eat your homework. And DD Suite will not allow you to hit the submit button after October 6th, so it cuts it off itself. We don't have to worry about, but I did...

Yeah, so that will be done. And by November 10, the selection committee will review applications and budget proposals and hear oral presentations if necessary.

We will announce the successful applicant by November 13th. And between November 13th, if you are selected as a finalist and December 1st, we will work with you on fine-tuning your application in DD Suites, your goals and objectives, because this is what you will have to report on for the following full year. So we will work with you on that. We will get actual contract documents signed. The State of Georgia only does business through a contract. So after a proposal phase, you're a finalist, then awarded. Once you receive the notice of award, we meet with you to sign a contract. That will take two to three weeks to get all that paperwork done, and then if you like, you can start your project on December 1st, 2017. It can start after then if you feel like you need more time. We will discuss that during contract negotiations, but it will not start before December 1st, 2017.

Next slide.

So we're going to get to the questions right after that. Next slide.

So here is my contact information. My telephone number, 404-657-2128. And my email is Lisa.eaves@GCDD.ga.gov. We have DDsuites.org there, so you can view the questions, et cetera.

If we can go into DD Suites, as you're doing that, on the part I just reviewed, the DD Suites, actually applying for the grant... how am I on time?

Okay. Is there any specific question on that? That was not clear? On something that I reviewed?

Okay.

\>\> [speaker is off microphone]

\>\> I'm going to try to go over that a little now to help explain.

If you already have -- if your organization, to answer that question -- so basic question is about the organization. Do you put the organization in or does it come up or how does that work?

So if your organization -- and you can be an organization, even as an individual. You can be an independent consultant or your own organization, but generally if you're working for an organization, you would choose the organization that you work for. If you work for yourself, then you are your own organization. But to answer your question, if you've ever applied to a grant at the Georgia Council, your information is in the system. And we want you to -- if you have not already, to join your organization. Do not join GCDD. You must join your organization and then the administrator -- if you already have an existing organization and you need to join it, then someone in your organization has to approve you to speak on their behalf or to be a part of this. If your organization has never applied for a grant through GCDD, then you have to create an organization and then join the organization that you have created. And all of that is explained in detail in the help tab and in the help manual. But so you know, you can be an independent organization. So say your organization is huge, like UGA. So a big organization. As an organization, UGA may be in DD Suites already. But it is not -- you are not attached to UGA, and if you're applying on behalf of UGA, you have to get position to join their organization. Does that make sense to everybody?

I know it makes sense to Gabby, but...

So I just want to show -- can we click on the notices again?

I'm going to open the first one again. I'm going to scroll down to the bottom.

Something that I didn't address.

Supporting documents. Now, in addition to everything that you fill out in DD Suites, we're also asking for you to have these documents attached. There's an attachment link when in the application. So you fill it out and attach it. It's appendix A, which is actually a certification of the application that everything you said is true and real and, you know, you're good people.

The small business and minority tax form is something the state makes us fill out.

The sales and use tax registration form, something the state makes us fill out.

You've got the contract. There's only a template and it is only for you to view, so you know that if you enter into a contract with us, what you're going to be required to do. So the standard contract language. You do not have to submit this. I'm going to give you something else to help you.

The project data sheet, we need that and there are some federal forms.

I had mercy on me and you. I'm not going to require anyone applying for the grant to fill out the 12 federal forms. Only if you are a finalist or if you are selected you will be required to fill out -- but you need to review them again so you can see what you're getting yourself into. But the Feds have lots of forms, lots of requirements, so that's there for your reference. But what I recently added -- so if you haven't been into DD Suites since yesterday, I'm going to ask you to open this, Kate, is the checklist. Hopefully this will help you. For each grant that I have out there on the site, I have created a checklist of everything that you have to turn in.

So this way you don't have to fish through the grant and wonder if you did it or not, okay?

So hopefully...

Okay. So this is just for an example and just for the public health and Medicaid advocacy. Actually all of them start off with this language, but keep it there, Kate.

The top line says you must complete all sections of the application in DD Suites and the outline, work plan and budget. I gave you a tip. Be sure to submit. Only online submissions will be accepted. We will not accept faxes or personal drop-offs. Check number one, you've done DD Suite.

Number two, the project data sheet.

Number 3, appendix A, the proposal certification. I have complete and submit as an attachment. I've told you exactly what to do with it. Small or minority business forms, you'll see on the contract I stated you can note objections. This is described within the NOFA. If there's something -- a lot of universities have things that they can agree -- they can't agree to because of their laws and rules, so they will note that they can't agree to this part of the contract.

So you just want to beware of those things. You will note those objections.

Where am I? Here I am.

Federal forms. Again, do not complete or submit.

Now, there is some additional information for this NOFA only, public health and Medicaid advocacy, that you need to submit. We want a monthly time line of the project. We want references from two previous associates, and we want answers to the following questions. Like a little essay back in grade school.

[chuckles]

No, it's very important information that we're asking for that will just be on top of everything -- yes, on top of everything you've done in DD Suites, submit each of the following as a separate attachment. Any questions on that? And so for every grant, especially for people on the phone, and others, we have listed this checklist. It's the last thing on the first page of the notebook. You print that checklist out and you go for it. And my last tip is, do not wait until the last minute. Start working on it now. DD Suites technical problems, if I involves technical support team in Massachusetts can take a little while. We cannot wait until October 6 and fix everyone's problem. So we're asking that you start working on it early

The things you have to collect and submit, these signature things, all of these things that someone in your office may have to sign, your executive director. Gets those things done now and just stack them up and submit them all at one time. Don't wait until the last day to try to get your executive signature on something.

These are just my tips. Hopefully it helps. We are now ready for questions for -- you should have received a question sheet. Did everyone receive a question sheet?

Oh, no, go to pipeline first. If you come up... so if you have a written question for pipeline, we'll read the question and answer it for those here and for those online.

So Eric, a couple minutes.
>> Great. So let me just tell you a little bit. So one of the things that the Feds asked us to do in this last strategic plan was to identify what they call the targeted disparity area.

And as the Council was having conversations around our plan, this was about the same time that some of the -- some you may be familiar with the conversations that were happening around Gnet at the same time in the school and the Department of Education, Gnet was or is the separate -- what I would call a separate school system, especially if the kid has behavioral issues, where kids are segregated from other kids and really placed in a separate school, because of behavioral issues, and what we identified really was there was an awful lot of kids especially young African males that were placed in a separate school, they were getting substandard educational opportunities and often what we identified was that those kids were ending up in jail after they were graduating or before. They weren't even graduating. They were already ending up in jail.

    So the Council said that was going to be our targeted disparity, a group that was unserved, a group that was really finding itself in a position where because of the lack of services or poor services that it was receiving, that we thought this was a population that we could have an impact on. That we could spend some time understanding what was happening and try to have an impact that we could try to keep kids from ending up in jail just because they had a disability, just because they happened to be a certain color, just because they happened to be of a certain age, this intersection of things coming together, factors coming together that were resulting in kids ending up in jail. And I think this is a conversation that is going on across the country. So we wanted to put some resources in understanding the issue and trying to make some change in communities across Georgia in order to keep, especially young African American males, ending up in prison because of a disability and because really a lack of educational opportunities. So that's what we're going to be doing over the next four years, is really the first year of this project is related to creating a coalition and begin to bring people together to understand the issue better and then really to figure out where we are moving there.

    We think then what the methodology that we want to see used in this is kind of restorative practices and see how that kind of is allowed to kind of help the situation or direct the situation, although we're not tied to it, it's really what we think might do the best job that bringing communities together to kind of work their way through the process and then so the first year kind of -- what we hope is to see civil rights organizations as well as disability organizations coming together to address the issue and then after year one begin implementation of a variety of different ways to address it and maybe pilot it in one community and then move to other communities after that.

    So that's really what we're trying to address with school-to-prison pipeline projects. So questions?

    Okay.
>> Anyone here or on the phone interested in applying for that one? Just curious.

>> Well, Kim is involved and I'm not. I just want you to know that right now.
    [chuckles]

>> We're not going to sit here for 20 more minutes and go... let's wait for the next one.

Keep moving. Sound good to everybody?

>> Yeah, thank you very much.

>> I'm going to ask you to come up and talk about public health and advocacy and then they can ask questions and we'll go to the next one.

>> Hello everyone. This is Dawn with GCDD. Can everyone on the phone hear me?

>> Yes, ma'am.

>> Okay, great. So...

Just trying to get our snacks, y'all.

We're going to talk about the med said advocacy, RST. Officially, the gist of this one is we want folks to apply, and there will be -- we want them to come up with two curriculums. One is going to be a training and advocacy curriculum around the role of Medicaid. We want those trainings -- four of them to be in person and across the state in the four quadrants. These four quadrants are just general representations. Essentially the point is we don't want them to be Metro focused and we want to give the entire state some love.

The fifth training that we want to do would be one that would be online, and then we're going to talk about the second part.

>> Sure. The first trainings that Dawn was talking about, four, three in person and one online, targeted to everyone in Georgia and the role Medicaid plays in people's lives.

Then there's a separate training curriculum that we envision probably being in some type of multimedia, online webinar, video. We're looking for creativity here to focus on specific advocacy skills.

So, you know, maybe it's writing a small training on writing a letter to the editor of your local newspaper. Maybe it's utilizing social media, you know, how to best map that. Maybe it's how to plan a rally. I mean, these are more specific advocacy skills, whereas the training Dawn was talking about are more education on Medicaid and how you -- general advocacy skills.

And like some said, we drew a map of the four quadrants. They're a rough estimate. Don't get hung up on where they are exactly. The goal is to have four trainings in person taking place across the state all outside the Metro Atlanta area, that one webinar version of the training that would cover anybody in the Metro Atlanta area unable to attend one of these trainings elsewhere in the state or if you can't physically get to one of the trainings for whatever reason. I want to call your attention to -- and this is all, as Lisa said, online on DD Suites, but just be of note of what you do need to submit, because there are some extra things that we want to see on just the normal package for this particular one. Be sure you submit all of those things. And know our overall goal for this is we know that people across the state of Georgia don't understand Medicaid, so we want to educate people on Medicaid and get more people who can educate law makers about Medicaid. But I don't want you to get confused. The purpose is not for you the contractor to be educating law makers. It's for you to educate people in Georgia's communities about Medicaid. We are the Georgia Council on Developmental Disabilities, so we obviously really recognize the role Medicaid plays in the lives of people with disabilities but we want this training to also focus on the role that Medicaid plays in the many populations that it serves.

Minimum qualifications are five years' experience working with marginalized populations, capacity for traveling throughout the state with some frequency, five years' experience in public health education, and Medicaid and federal state policy more specifically, and five years of experience with public health advocacy.

GCDD has approved $30,000 for this project, and then there would be a $7,500 contractor match. Again, it could be in kind.

Are there any questions?

>> This is Laura Culver with Georgians for a Healthy Future. The map is not available on DD Suites. Is there a way to add it an attachment, the regional map?

>> We'll make that an attachment. We'll get it right away, but basically we took the State of Georgia and divided it in half vertically and another time in half horizontally to give you an idea. But we'll make sure that gets online.

Any other questions?

>> Moving on...

>> We're going to move to story collection. This focuses on the fact that GCDD wants to build our story bank of individuals with developmental disabilities to experience different issue that we want to be able to highlight. The primary audiences for the stories, this particular RT is focused on -- highly focused on Georgia State and Federal law makers as an audience, but also the media as well as people with disabilities, their family members, advocates, disability organizations and just a general audience interested in disability issues.

The idea is that from -- at the conclusion of this project, we would have stories from 75 individuals with disabilities across the state, and at least one individual being from each of Georgia's state senate districts. Topically speaking, we are interested in the following topics. We want to identify and do stories on individuals who are on the DD waiver wait list, that is to say they're now encapsulating with -- primarily we would like to identify those on the waiting list in situations in a district where it's absolutely not possible to find someone who is on the waiting list, we would then want to focus on those who are already receiving the waiver and how that waiver impacts their life positively. We also want to look at stories of individuals who are employed in competitive integrated studies, and we want to identify stories on individuals in the independent Medicare waiver program, as well as individuals who are interested in and participating in the inclusive post-secondary education program. Those are primarily the focus of the stories that we want to highlight.

You want to talk about...

>> And it's kind of, when somebody is going out and talking with people, collecting these stories, most people are going to fit in a few boxes. Somebody might be on the waiting list for a waiver and they may also be interested in employment. So it's not that somebody might only fit in one category. We would want the story to collect all of that. And I also just want to make sure everybody knows that for this RFP, there is an attachment called "terms defined" and that gives you an overview of what a lot of topics

are. Obviously we encourage you to do your own research, but it should help get you started. I know if you're not familiar with them...

We're also looking to -- while you're collecting stories, should you hear of people who fall into a variety of categories, we would want you to just make note of that, not necessarily to capture, but, for an example, somebody with an intellectual disability who maybe has -- or somebody who is a family member of someone with an intellectual disability who is... [audio interference]

If you happen to find these people, there's a whole list. I will say that this RFP has a lot of requirements, so I encourage you to read it closely. For each person that is interviewed, we want to kind of come away with three things. We want to come away with a long format story around 1,000 to 800 words. We want to come away also with a short story, around 500 to 800 words. The short story would be -- maybe it's a more condensed version of the long format story. Sometimes it's really useful to share 1,000 words, and sometimes it's too much. We want to be able to share that smaller version as well.

We also would like six to 12 illustrated photographs with extended captions. Photographs -- there should be illustrating compelling aspects of the story. One is a head shot and the rest are largely up to you. Kind of illustrate the story that you're telling.

I think... I just want to clarify, the secondary -- I'll call them secondary topics that Hannah referred to, like one example of an individual with an intellectual disability who might be facing a capital punishment. That is one of a list of secondary topics that we would not expect a story to be collected, but we're wanting to create a database, a secondary topic, that was one, and the Family Care Act was another.

And we listed secondary issues in that paragraph, but the idea is -- and we will put the -- the Council has made a selection. We will work whoever is chosen to make sure they understand completely what stories we're looking for, but I wanted you to understand that part of the intent in addition to collecting a story is coming across people who fit into these other categories and we might be able to go back at some later time and collect those stories. I just wanted to kind of explain the purpose of that piece and make sure that was there.

We know this is a large project, funding all over the state. We certainly encourage people to think about applying in teams or agencies, but individuals are also welcome to apply.

I will open it up to any questions.
>> [speaker is off microphone]

It mentions the recipient will be responsible for identifying the... [off microphone]... and that you will work closely... [off microphone].
>> So the question was that in the RFP it says that the GCDD will provide limited support and resources for identifying potential individuals. The ultimate responsibility will rest with contractor. Contact the individuals. Consultant needs to work closely with GCDD staff with individuals to ensure quality and compelling narratives, and the question is what that might look like.

In terms of finding the potential individuals to be interviewed, we envision helping connect the contractor with a variety of our contacts across Georgia and then the contractor would potentially reach out to them and say, who do you know in your

community? We will do our very best to help, but part of the reason we want this project is we're looking to put a face to the disability community, especially in these rural areas where many of our legislators are from, and we often have a hard time producing a story from somebody who is not in one of the major metropolitan areas of Georgia.

In terms of vetting, the main thing -- I think we just want to make sure that -- say we are -- say the topic is employment. At GCDD we are committed to the idea that people can work and integrated employment at or above minimum wage, and that's in contrast to vocational work or a sheltered workshop. So we would want to be involved to the extent that, you know, we're not holding up an employment story of somebody who is in a sheltered workshop. That's not just -- no judgment on the individual. It is simply that when we're talking about employment, we have a specific value system that we want to highlight.

>> [speaker is off microphone]

>> I think that when we get to that point, we'll just have to see. It depends on who is selected, you know, if we have worked with that individual before and, you know, I think we have to -- that's why we wait at that point to see both how our comfort level is as well as the comfort level of whoever the Council selects to see what makes sense. Because our goal is not to micro-manage the work. We just want to ensure our values are uplift and a certain quality standard of the story are upheld, if that makes sense.

We have to set up a story to be continuously submitted. It wouldn't be at the end of all 75 stories are handed over to GCDD.

So I would imagine, you know, perhaps there is more discussion going on towards the beginning of the contract. As everybody settles in and people are more comfortable. Again, I reiterate Dawn's point. The answer is we don't want to micro-manage anything. And we would rely a lot upon the contractor's own process to better understand how we could fit into that and not be disruptive in any way.

But essentially what I think I just want people to understand about this particular piece is just we -- while we will make -- back to your first question. We make every effort to reach out to our partner organization or connections that we have, we will certainly make every effort. It is obviously going to be on that consultant or team to do whatever footwork is necessary going into the community to the extent that it's necessary to identify the people, because that frankly is part of the point of this contract. Or RFP.
>> I have a follow-up to that. I can see where the relationships that exist with those who are employed or current recipients of programs are involved, you know, in the educational programs might be somewhat easy to find. But the folks who are on the waiting list for services, I would imagine would be significantly more difficult to track down. So I just wanted to make sure I understood that there weren't any other resources for recruitment other than sort of, you know, snowball networking approaches.
>> So we are looking -- this is kind of a larger effort. GCDD is actually still kind of our own database of the waiting list, because as you point out, it's very hard to identify... [audio interference]... but being able to produce those is very challenging. We have it where our goal is that there should be stories from every senate district, like 56.

We know there will be districts that that's just not possible in, especially in some of our more rural areas. There's a couple districts where there's like nine people waiting. If those people aren't hooked into other networks we may never find them in this contract period. And that's okay. Should that arise, we will -- that's why we have these other topics that, you know, if you can't -- the goal is to find people on the waiting list as at least one of the stories, from each district. If that's not possible, there is a list that we think would be easier to find and those would be defaults. While looking for somebody on the waiting list, I actually probably will identify many other people who will fit the other categories. Does that answer your question?

I wish we had sort of an easy fix for that. And that's the goal of this work, you know, that we don't have any kind of magical connection to that information or ways to get that information. So it really is kind of doing our best with the connections that we can find, and we imagine that potentially going into communities, there will be people that we are unaware of, that we could try to hook in to find.

Other questions?

>> Dawn, this is Robin. I have a question for you. Logistically, you know, photographers have to be there, and you -- there's a lot of time that basically needs to be invested in getting the kind of compelling images that y'all require. So I guess my question is, what if you can bring some of the skill set to the table for that -- for what you require but some of the rest of it might need to be partnered by another entity? I mean, how would you go about matching up -- because they're too separate things. They're both telling a story, one visually and one with words, but it seems to me with time constraints and travel and everything else, maybe there could be some way to match up those who do one thing because that's their gift with somebody who has the other gift, and match them together somehow.

>> Well, I'll give my thought on this and then I will, you know, open it up to Hannah and Kate, who are also in the room, to give their thoughts on this, but we know that this is a big project, and that is one -- while, of course, we encourage individuals to apply, we encourage partnering together of relationships among people. For example, if you are an individual who has one of those skill sets and you want to reach out to someone or another entity who you imagine might have that other skill set that you don't, and perhaps apply together, that would be one way that could work. It could also potentially work that perhaps an organization who has multiple skill sets with multiple individuals might apply to bring those varying skill sets. Those are kind of my thoughts. Hannah, Casey, do you have additional thoughts on that?

>> To contract out, we would urge you contracting out to any large degree, but, you know, I know that a lot of times journalists aren't the ones to take the photos, but perhaps they're involved in working with a photographer. So you certainly do have that option to kind of subcontract that piece out. You would still need to demonstrate through your application, though, that you have the qualifications and skills and experience necessary to kind of assure us that if you're not taking the photo, that you have a good discernment and that the photos taken are good quality. But there's no reason you couldn't subcontract that portion out. But, again, if you're not necessarily -- if you're not partnering with somebody, then you would be -- if you choose to subcontract out, you alone would be responsible for their quality.

>> Right. That just kind of is flipping that around a little bit. If your skill -- if your gift is making pictures that tell the story but writing is painful, you need to find somebody for whom writing is their gift. Now, how would -- within the community, I mean, we're all under the same tent, so to speak, and I had no idea who else is interested, because I'm on the phone and I have no idea who else might be interested in partnering up. Is there a way where you can share who all may be interested that may want to partner with -- and join forces? Because I don't know all these different individuals or organizations. I know a few, but not all of them.

>> This is Lisa. Each individual has to apply on their own or has to own the project for themselves. And that was previously mentioned. If you want to partner or subcontract, you would be for finding the people to help you. But you have to see the whole project as yours.

>> Right.

>> And completing that project. I would say if you have a big deficit and a major portion of the project, then you probably are not the one to coordinate or to lead that project. Whereas maybe if an organization applied and you were interested in a piece of it. But we're not at liberty also from a rule standpoint to divulge who is applying, what they're presenting. We can't match that up, because it's a competitive process. You need to work with Jo, she's really good... because we would be influencing who would be eligible for the grant.

So, again, you need to see it as your project. And if I can handle this project, who would I get to help me?

We cannot take care of it for you.

>> Okay. All right. Thank you.

>> Any other questions?

>> Well, in summary we were going to close Session 1 if no one has any more questions. I do want to say, Kate, you can jump in if you need to, that the questions that were asked today and answered will be available as part of this entire Applicants Conference in a few days. Gives us until Monday at the latest so you can review at your leisure.

A word-for-word transcript will be available.

Questions that come in after today that will only come to me, Lisa Eaves will then be posted and answered separately on the website. So the Applicants Conference, word-for-word will be posted, and then at a later date we will have additional questions that came in and those answers.

I hope that is helpful to everyone here and online.

And Kate has some more technical stuff.

>> Kate Brady:Thank you all for bearing with us. You are able to download the presentation that you just saw. So it's available on the bottom left of your screen in a files box. It also will be available on our website. And then I think, Lisa, you covered the...

So we're going to disconnect this phone line, but this web link will remain active for those that want to rejoin at 3:00 o'clock for Session 2.

>> Thank you!

Please stand by. This event will begin at 3:00 p.m. ET

>> Hello, folks!

>> Hello!
>> You're dialed into the GCDD Applicants Conference. We'll start right at 3:00. We do have a new webinar link, if anyone try to connect via computer and had difficulty.
>> Yes, this is Elias, and Hannah sent me the link, so I'm connected there as well.
>> Wonderful, Elias. Thank you.
>> Thank you so much
>> Anyone else on the line need that?
    All right. We'll give another check in a few minutes. Thanks so much.
>> Great. Thank you!

>> Hey, Elias, this is Gabby!
>> Hey, how are you?
>> I'm good. I just wanted to say hi.
>> Hi, it's been a while.
>> Absolutely.
>> How have you been?

>> I've been solid preparing for the Jewish holidays coming up. How have you been?
>> Oh, yeah. I'm good. Doing good. Staying busy.
>> Right.
>> Yes, yes.

    Please stand by. This event will begin at 3:00 p.m. ET.

>> Hi, folks, this is Kate Brady at GCDD. We'll get started in just a few minutes on the Applicants Conference that you've joined.
    Has anybody on the line had difficulty with the web-based portion of this conference?

>> Hey, Kate. It's Katie Chandler. Yes, I am having difficulty with the web-based portion.
>> Okay, great. Katie, let me, if you don't mind, let me give you a new link. We had some difficulty earlier this afternoon with our original webinar link, and so we've replaced it, and it's much shorter.
>> Okay.
>> Hey, it's Ruby!
>> You have friends in the room.
>> Hi!

>> All right, Katie, so let me know if you can't hear me, but it's http:...

>> Wait a second. Sorry.
   [music playing in background]

>> Http -- it doesn't have an S?
>> No S. Just a colon. And then //bit.ly/bidders. And that should work better for you.
>> No, no, that brought up Stephanie's website.
   Okay, let me try that again.

>> We'll get started in a few minutes.
   Katie is on the line and having difficulty with the bit.ly link.

>> Kate, this is Michele. Katie and I are together. Can you... did you get it?

   Can you do it one more time?

>> Oh, absolutely. So the Adobe Connect link is http://bit.ly/bidders.

>> Thank you.
>> Thank you.
>> Good afternoon, everyone. This is session 2 for the Georgia Council on Developmental Disabilities. The Applicants Conference. And we have some people who were here for our first session and we're going to switch up the schedule a little bit, but we'll still get everyone caught up. First we're going to do just a general overview of the Georgia Council. I mentioned in the first session that we for the first time in five years or more advertising six NOFAs at one time. It's the first time we've done this in a long time. We have some funds available, and it's a really exciting time for us, so we're glad that you all have joined us. So we're going to do a brief overview of GCDD. Then we're going to actually go over each, requests, the details of each, and ask questions, and then we're going to spend time talking technical aspects of applying for the grant through the DD Suites system. First an overview of GCDD, then we're going to ask specific questions for each NOFA. We'll announce them, the order in which we'll ask questions, and then answers will be given. And then we're going to do an overview of how to apply for the NOFAs through our DD Suites system. I'm going to turn this portion over to Kate, deputy director here at GCDD, to talk about who we are and what we do.
>> Kate Brady:Okay, can everyone hear me on the phone?

>> Yep.
>> All right. I'll take that one "yes." Thank you.
   All right. So the Council has a mission oriented around social and policy change and our mission is for those to be included in their families, in their community life, in their workplace, and in their places of worship. And all of our work is oriented towards those ends. We value in specific the concept that all people, including people with developmental disabilities have their own gifts and talents and contribute to the community and that having available and accessible services will enhance and really

are the keys to a successful engagement with the community. We are committed to education and supporting families all over the state in their efforts to care for and support individuals that they love and care about. And we work in the areas of policy with focus on research and promoting best practices that align with the DD Act.

So our core functions are public policy analysis and research, and then project implementation and funding. That's why you are here to discuss and partner around, and public information and advocacy. And if you're not following us on Facebook and Twitter and checking our website, please do. There are many, many important issues now that we are working on and we would love to have your support and the support of your community.

So all of these core functions serve to comprise our strategies for community change.

So the Council is made up of 60% of individuals with developmental disabilities and their families. We also have some required partners, the Rehab Act, requires that we have GVRA present. IDEA requires that we have the older Americans act, and title V and centers for excellence and disability and appointed advisory members.

I don't know how much you want to spend time on the five-year plan.

The five-year plan is the driving force for the request or proposal that you all are interested in now. We have various federal areas of emphasis, and in this five-year plan we are focused on education, specifically increasing opportunities for children with IDEA labels to be included in classrooms and actively involved in their social -- excuse me, in their school community.

Also we're focused on employment. Specifically working with individuals, families and community entities to strengthen opportunities that result in people having meaningful employment. So pertinent to know there that we contrast that with subminimum wage employment, segregated employment, sheltered workshops.

And then formal community supports. So to us what formal community supports are those publicly funded systems such as the DD and Medicaid waiver system, rehabilitation system, the Social Security system, and these comprise the publicly funded systems. So informal support systems, of course, that drive from that network and our vision is to better align those funded systems with the practices and values that we know are in the best interest of people with developmental disabilities.

Real communities, GCDD's Real Communities initiative focuses on supporting local projects planned and implemented by a specific network of partners in a specific place that come together around the work that deliberately includes people with or without disabilities., with the unique emphasis on improving the lives of all community members, and this project is based in the values of asset-based community development.

Self-advocacy is our fifth focus area. GCDD is committed to strengthening the impact and knowledge of individuals with IDD labels to promote and have informed decision making and to influence the policies that affect their life and the lives of the people they care about. We'll talk a little more about that in this session because we're going to talk about some funding opportunities in that area.

All right. We're going to pause this for now.

>> Actually, Kate, I'm going to ask you to go into DD Suites and we'll talk about the NOFAs directly from there, discuss and them and how to access them, kind of doing a conglomeration.

>> Okay, sounds great. Hang on. Let's do that.

>> So those who are following along on the phone, if you want to log into DD Suites.org to follow along, it may be easy for you.

>> There we are.

>> So all you do is type in DD Suite.org and you should be on the home page.

So you see a list of all available. Various councils are listed there, but the Georgia Council is listed first. Now, this could change if the Colorado or California Council decided to post some NOFRs, because it's alphabetical by council, but right now we're on top. You go to the home page and we're the first ones there and you will see all six listed. But what we're going to talk about in this session is 18.4, expanding self-advocacy. We're going to talk about that in detail right now and then get questions. And I'll still give you some more DD Suite hints. Start here. On this first page you see notice of funds available. You're expanding self-advocacy. You are seeing the upper right hand corner, apply for this grant. That is where if you are interested, that you will eventually hit that button, but we're not going to go back.

I wanted to show everything you need to know about the grant is on the first page. You don't have to log in or do anything extra. Everything you need to know, even before you apply, the day it was posted, the date the application is due, the date we expect the project to start, the date we expect the project to end, the amount that is offered for this particular project is $60,000. We'll talk about it in detail later, $15,000, there is no property match, and right now on the Council staff assigned to this number, basically meaning that we cannot contact any of the staff of GCDD about the NOFA except myself. This is to keep everybody clean and honest.

So that's listed there. Then, again, everything you need to know about this RFP and this notice is listed on the page. So I would suggest that you control + P, however you choose to print, and print this entire thing out and just use it as a reference. That's my suggestion. And Katie, if you'll scroll down, I'm going to go ahead -- we're going to do simultaneous stuff here, so we can all get out of class early.

Anybody want to beat the traffic that is here?

[chuckles]

So we're definitely going to work on that.

>> I'm leaving here to drive to Texas.

>> Oh, gosh.

>> You will see at the very bottom of that first page, scroll and scroll and scroll, we told you everything you need to know and stuff you don't want to know and stuff you wish -- it's all there. But the most important stuff is in this section, or one of the most important things, something that is really going to help you is in this section right here.

So that's a very bottom section. Under supporting documents, you will see some highlighted attachment.

So, Kate, if you will click on the last... expanding self-advocacy checklist.

Each grant that you will open will have the last thing attached there is going to be a checklist.

>> This document you mean?
Here it comes.
>> Okay, there we go. So you will see expanding self-advocacy checklist. And although we're going to discuss each grant individually, I'm only going to go over this part one time.

So I have created a checklist for each of the six NOFAs that we have, so you know exactly what you have to submit in order to have a complete application. So the first thing you'll need to submit -- I'll go over this in more detail later. Complete all the sections of the application in DD Suite. Those sections include an outline, a word plan and a budget. Those are included in DD Suite. You're going to hit "submit." If you do not hit "submit," we will not receive it.

Also, you can work on your application as you go, and it will say "in progress." Tip-tip-tip number one! Make sure you save as you go along. If you do not save it, you will be starting over every single time. But you can work on it from now until October 6th as much as you like. As long as you hit save, every time you go back in, anything you added in... we do not want to wait until the last day to upload and do everything at one time.

Please break it down, do a little bit each day. I sound like a mother. A little bit each day, and it will get done by the due date.

My father used to say, procrastination is [indiscernible]... anybody have an old-fashioned dad.

Procrastination is deceit of time.

So we want to get started on the notebooks right away. That's the DD Suite portion.

There's another sheet that has been attached in the attachment section, supporting document section called the project data sheet. It's already attached. You just need to pull it up, fill it out and reattach it to your application.

There's another sheet called the proposal certification. In the proposal certification, you complete that and attach it to your grant.

Everywhere where you have to complete and submit, I tell you, complete and submit. And you check it off once it's done. And you can work on that today. You can get all these little things out of the way, even before you do the proposal.

Then the small and minority business form required by the state, so we have to have it. Complete it, get it ready, attach it. Another thing you got done.

Sales and use tax form, complete it, submit it, another thing done. You're working your way through.

Now we have a grant contract template. This is for review only. If you are selected to receive the grant, you have to enter into a contract with GCDD and the State of Georgia. We are giving you a sample of what the contract will look like. So if there's something in that contract ahead of time that you know that your organization -- I know a lot of times colleges and universities have certain clauses that they can't agree to.

You're to note those upfront, for example, and if you make it to the final stage, we will already know what your objectives are and make the contract process go a lot smoother.

But do not complete or submit. It is for review only.

The next thing is the federal form. It is 12 separate forms. But I have saved you and me from reading it all. This is also review only. Again, if you enter into a contract with us, you will have to fill out all these forms. But if you're not selected, you're not required to fill out those forms. But you may want to know what it will look like.

So that is for information only. Do not complete or submit. But you do need to review it.

Lastly, this section is very important. In addition to these forms and anything that you fill out in DD Suite, we're asking for some special attachments for this grant.

So expanding self-advocacy, we are asking for a time line of the project by quarter with proposed deliverables, mostly target dates for activities. We're also asking for five reference letters from two customers or associates. We are also asking for a self-advocacy curriculum, including materials, activities and audiences.

And you must answer the following two questions: What challenges do you anticipate in this work? And how will you overcome them? And what other constraints do you have on your time?

So in addition to everything you have to do, that section right there is something that is specific only for this grant. So each grant will have its checklist. So make sure you do those things and you will be complete, and the process will be pretty easy.

Like I said, we'll get into specifics of DD Suite at a later time if you need help there.

Checklist will be your best friend. At the bottom of the main page, it should get you well on your way. I'm going to ask Kate to talk about the RFP, what GCDD is looking for. You can then ask any questions you have specifically on this RFP. I'll ask that you not ask how to create an organization in DD Suite or how do I put my... we're going to cover that another time. We're only talking about what other requirements for this RFP. Sound good?

All right, Kate.

>> Okay. So as you can see on the screen, we have $60,000 available and require 20% match, 60,000, and we are looking to grow a robust self-advocacy effort in Georgia. And specifically one that builds upon our current resources and that is geared at sustainability self-sufficiency for self-advocacy organization.

You'll notice in the RFP that we have curriculums, and that will be a big part of what we evaluate. We would like to see support methodologies that pro moat informed advocacy. And you notice we talk a lot about collective interest and we're excited to see the way that new partnerships will grow the way this work happens in the state. We are interested in looking at work that is self-advocacy across IDD labels, as is the Council mission, but also work that bridges those socioeconomics and disability label lines. We would like to see a comprehensive plan for the growth of self-advocacy with a training plan that builds the capacity of self-advocates. We want to see training delivered to interested persons and what we said were all four quadrants of the state. So that means not a focus on the Metro area. We're asking you to at minimum commit to one in-person training in four places in Georgia and make that training available through

alternative formats, so that it can be in the future made available for remote participation.

And we would be open to seeing a variety of creative approaches to the format. You know, the videos, brief webinars. And in looking for in terms of outcomes, we're looking for an increase in self-advocacy strategies to participate in the training. And an increase in the number of organized groups of people to identify as having a disability who are actively participating in self-initiated advocacy efforts.

That's pretty key for us.

We're looking at a measurable increase in the number of people and their families that report that they're engaged in self-advocacy efforts, and a measurable increase in the number of events that are advocacy events that are advocacy oriented held throughout the state throughout the year.

So that's the sum of it. I'd be really happy to take questions in the room or on the phone, and please know I don't remember if we already said that not only is the webinar being recorded, but it's also being live transcribed, so we will have a summary of questions that will make results on your websites. First, questions asked today in the sessions and subsequently questions that are submitted.

>> Questions on self-advocacy, specifically what we're looking for on this proposal.
>> [off microphone]
>> They're actually right here in the notebook. I was trying to be super literal, you know, for the purposes of the text, right? So measurable increase in the awareness of self-advocacy strategy to participate, measurable increase in the number of organized groups of people who identify as having a disability who are actively participating in self-initiated efforts, and a measurable increase in the number of people with DD labels and their families engaged in programs. And then measurable increase in number of events -- advocacy events held across the state.

>> So this presentation -- first of all, when you go in DD Suite, you're going to see this on the front page, whether you apply or not. You don't have to actually apply. You will see all this information.

But the presentation indicates that it's being transcribed, so it will also be on our website, and the link, and you can receive copies of the -- a copy of the PowerPoint will be on the website as well as if you want a hard copy today, I can get you that as well.

So no other questions?

>> Hey, Kate, there's a couple in the box.
>> Oh, thank you.

That was Katie. Thank you. More detail about the curriculum? And the expectations around the curriculum?

You know, I can't be terribly descriptive about that, actually. We do want to see the curriculum materials, activities involved, specifically who you imagine the audience is, what the objectives of various stages within the curriculum are, but I can't be any more specific about that. We'd be thrilled to see you submit around a partnerships using curriculums that exist or ones that you've written or ones that are situated in known best practices around self-advocacy. That's about all I can say.

>> So, Kate, so do you want that actual curriculum or just the ideas behind how it will be developed?

>> We want the actual curriculum. So that's a really key point. Thank you for that question. And the distinction that we're after here is that this project is not oriented at the development of a curriculum, but rather the delivering of training.

So when you're building a scope of work, and because you'll notice we've asked for the full curriculum, the time spent in the recipient's time shouldn't be focused on curriculum development but rather training execution.

>> And it's listed in the attachment or the checklist as something we want you to attach and submit.

>> Thank you for that question.

>> Kate, this is Michele. I guess I'm a bit confused. So is this a curriculum that needs to be developed around training? Is this a curriculum that needs to be developed around teaching self-advocacy skills? I mean, I guess that's what I'm not clear about.

>> It's for teaching those things in a curriculum that you imagine growth of self-advocacy in Georgia.

>> Okay. Thanks.

>> Training and teaching people living with developmental disabilities?

>> And their families and those people in their lives. But this is focused on self-advocacy specifically, right? So they're supposed to identify it in that way.

>> All right, let's go back. Again, you are welcome to re-read the specifics of this RFP section of the notice of funds available. You will see if you're looking at DD Suite, the Notice of Funds Available. Number one is an introduction and number 2 will be the actual RFP, which is what we want out of the proposal. So look in section 2. If you still have questions after this webinar, feel free to submit your questions by email to myself.

All this is in the presentation. But submit those questions and we will still answer additional questions after today.

>> Does everybody see the answers to everybody's questions?

>> Yes, they do. That's the function of publishing them. So all questions today will be made available to folks here now and the others.

>> So the questions asked today will be in this transcript and online immediately. The questions asked subsequently, there will be a deadline up until which you can ask questions. I believe it's September 22nd. They will be responded to in writing and three business days and posted on our website for everyone to see.

>> That's what you were getting at, I'm sorry.

>> I'm just reiterating.

>> Shall we take a look now at supported decision making request for proposal, which is up on your screen, I hope, in the share screen there. You'll see that GCDD is offering $40,000 with the required $10,000 match, and this RFP has two parts. We are interested in moving Georgia away from guardianship and towards supported decision making, and specifically looking at Georgia statutes that would better enable -- to have access to supported decision making. So what we're hoping to see in the successful

submission will be training, for those that which to support individuals in decision making processes, as well as advisory committee that provides overall direction for the project and then any recommendation that that group discovers around what would need to happen in Georgia to shift the guardianship code to promote self-determination, well-being and the rights of individuals with disabilities. The expected outcomes of this RFP are that we see an increase in knowledge around supported decision-making as an alternative to guardianship, that we see a decrease in the number of individuals with DD labels who use their federal lives as adults as the court appointing a guardian, and that by the end of the project, based on substantial research effort to understand those best practices in other states, we have a strategy around changing the codes and policies here in Georgia for supported decision-making.

Any questions about this RFP online or on the phone?

>> Do you want to see proposed changes in the code, proposed changes in practices, other kinds of things?

>> We do. But we have an operating theory that there may be some kind of key leverage points there within the code based on what we've learned about other states. That's the emphasis. You'll see the key activities is research and inspiration how that change occurred in other states. So work on that effort, if it was recommended that the work happen at the level of policy and practice, I think that would be an important discovery and recommendation.

>> I wanted to see if developing the training is accepted as included as part of the work and it wasn't expected to be already developed?

>> Indeed, we are not asking to be able to evaluate your curriculum.

>> And a separate question, in the required -- it describes this particular focus of a pilot, and I was just looking for any additional insight why it was characterized as a pilot.

>> Great question. I just want to find that. I'm trying to be mindful to stick to the language, so I want to find that language.

>> And just looking -- Eric was supposed to present this RFP today but he had to leave on somewhat of an emergency. He had to leave. So Kate is doing her best to substitute for Eric right now.

>> I just want to make reference to the language so that I don't...

>> And if we're not fully satisfied with the answer, please write down the question and we will get a full answer to the question with Eric and the other minds.

>> [off microphone]

>> Right, [indiscernible]... right?

As far as I understand, division for the pilot permits kind of the idea that this project might happen at two scales, if you will. So one in which we're looking nationally at what is happening in other environments around changing or at least promoting supported decision-making. And then another that says in a smaller scale, to have a particular setting or a particular group of people, offer training and conversations and kind of more local investigation of the possibilities within a specific pilot effort, to push that forward. And that kind of comes out of our other theories, believing there are key leverage points in the court system but also knowing there is some real barriers in specific communities and some real fears amongst family and that working locally might kind of inform some more strategy.

Yes?

>> [off microphone]

>> You're good at math. We have something that is called the general match of 25%, and then we have a poverty match, which is only 10% requirement. And I may go into more detail about that when we talk about matching, but there are two. So five of the six, like the 25% level. One of the six, which is school-to-prison pipeline, is only a 10% match requirement. But for all of these, whatever match requirement we put, that's what we mean.

>> [off microphone]

>> Thank you. Any other questions on the supported decision-making RFP?

>> Unlike some of the other ones you talked about, there doesn't seem to be an expectation in this early phase of what may or may not end up being a longer term venture of having outcomes -- I mean, there's an outcome of increased knowledge and an outcome of recommendations to change the statute, but there doesn't seem to be an outcome, for example, of no longer will have a guardian or guardian who would, say, okay, we'll go there. You know, there doesn't seem to be that. So I just want to be sure that we're all clear if that's really your intention.

>> So this is year one of what we imagine may be a multi-year effort for if Council, is also a kind of shift that we expect wouldn't get made practically speaking in one year. And, again, the pilot approach and the kind of investigative phase 1 and I think it's fair to say that we anticipate releasing additional funding in future years around the same kind of work and move to kind of a phase 2 approach on making those recommended changes and being able to see folks actually move out of guardianship and into...

>> I wanted to make sure when you got into [indiscernible], the pilot wasn't about how many people did you in an incredibly short period of time come to a fundamental change in the way they're thinking in surrendering guardianship.

>> I'm terribly frightened, but I think for the live transcript... [indiscernible].

>> And I do know for a fact that we started to list the actual amounts for year one, year two and year three, so it is going to ramp up and it does -- or we do see this as phase 1 of an ongoing project.

>> Thank you.

>> Is that true for all the projects or is that specifically for...

>> They don't all have the exact same kind of ramp- up vision, I don't think.

>> So each contract, once we get to the contract level, it's for one year only, and we talk about future funding and future years, as we get to that point, but this one was designed with the vision of it's an incremental process. But all of them can continue for more than one year.

>> Okay. Any other questions? I think we may now go look at the employment support technical assistance RFP. And you'll see here that GCDD has $30,000 for the $7,500 match requirement. This RFP is specifically focused on the provision of technical assistance around best practice employment and we're specifically interested in thinking about how we provide ongoing support to folks who have core skills in the provision of

evidence-based approaches to employment support and how we ensure that when folks attend trainings, conferences, that they feel, ongoing mechanism for continuing their learning and refining their skills.

So orientation of the RFP, the expected outputs are that you will convene stakeholders invested in employment services and supports who have been previously trained and want support for implementation. Produce and disseminate any resource materials or webinars to aid service providers, individuals and families, and support the implementation of any pilot that provides emerging and best practice employment.

So you'll see the outcomes there are increased number of people with disabilities receiving best practice employment supports, increased numbers of individuals and providers who report that their knowledge of the employment process has increased. And the increased rate of actions post-conference training recorded by conference participants.

I'll stop there and see if folks have questions about the employment.

It's late in the day and people might be asleep.

>> [indiscernible]
>> I'm sorry that all of you on the phone can't see the [indiscernible]...
[chuckles]
>> So you said in the beginning and I took it as an overarching goal for all of these, which may not be true, but you were looking for unique collaborations and so forth. Are you anticipating -- are you hoping in this one that maybe some of the usual subsets, like you engage VR in a different way, for example, or you've gotten [indiscernible]... or something, is any aspect of that maybe in the ball game? Are you really hoping to get unique in the sense of, you go out there and engage people who may not even know what it is and has never gotten anybody a job? Is that not in the --
>> Oh, it is. That's a good question. And it kind of points to the minimum qualifications. So we are looking for submissions from folks who is experience working with individuals for five years minimum, experience delivering training and support in the field and best practice, and preference will be given to organizations or applicants that have built-in capacity, the same project the initial year.

Experience managing state-wide initiatives, capacities for training. Those are the big ones.

So in this vision, because we went with a real focus on ongoing technical assistance, we would be thrilled to see partnerships so that a variety of skill sets are there, but we do envision our funding as a kind of feed for other potential funders to join in their commitments to improving employment in the state. And so that demands a certain level of capacity.
>> Yeah, I don't want to be too presumptuous, but we do know of some more funding that is becoming available for this particular grant. So you are looking for people who have the capacity to ramp up and handle even larger amounts. You can respond to this specific request with this amount, what you can do, but additional funding will be coming.

Eric said we could say that, right?

I'm not in trouble.

[chuckles]

>> Are there any other questions? Okay.

So there are no questions in the feed, so if you want to switch gears, we can look at... oh, yes, please.

>> Is there a whole verification at the end of what essentially looks like a planning grid, that there might be people actually employed?

>> Oh, in this? Absolutely. Absolutely., because our vision is really that it has been provided to... [indiscernible].

The actual on the ground support.

So for your purposes, Lisa, would you like to return to the PowerPoint?

>> Sure.

>> We have some going out because they've heard this riveting part of the presentation.

>> I'll make it short and sweet. I covered some of it as we were talking now.

[background chatter]

>> Maybe emergency might have been too strong of a word.

>> You're soft spoken and that is coming out.

>> I'm so sorry.

>> That's okay.

>> [off microphone]

>> So we're going to go through, for those online...

>> 13 people.

>> Wonderful. So we're kind of getting restarted. We want to talk a little more in detail about DD Suite. Some of you may have heard of I, some of you may have used it, but basically I just wanted to reassure everybody that is nothing to be afraid of. It's just an electronic version of a way that we track applications. We get the -- paper applications are gone and gone forever. So we track all of our outcomes, all of our financial data, all of our information, everything we need to know about a grantee is in DD Suite. It's a wonderful tool, so I'm encouraging everybody not to be afraid to use it and certainly not DD Suite dissuade you from applying for the grant.

And so as you're in it, if you're coming up against problems, I'm going to try to give you a few tips today. If you're coming up against problems, we will try to help you through any technical aspects so you can complete your proposal in time. Okay?

So we can advance that slide.

So the first thing -- and we kind of went over some of this -- is applying for the grant. You go to ddsuite.org and hit the "apply for the grant" tab. But what it's going to tell you is that you cannot apply for the grant until you have an account and until you join and/or create an organization. So what that means is, if you are part of an organization that has received a grant from GCDD before, your organization should already be in DD Suite. If your organization has not applied to GCDD before, you will have to create an organization. We suggest that the project director create the organization because they're going to be the administrator for everyone else in their organization or for DD Suite.

So the first thing you have to do before you can do anything else is to create an account that you as an individual user, after creating your account you either join an

organization that already exists or you create an organization because you've never received funding from us.

Please do not join -- or ask to join GCDD. That request will come to me and I will deny the request. Because we're not asking you to join us. We're asking you to create or join the organization that will be applying for the grant. And I know it sounds a little funny, but I've already gotten four join requests to GCDD. So that's why I'm emphasizing that.

Okay. So once you do that -- now, I wanted to point out the help tab in DD Suite. It's in the upper right-hand corner. It's the help tab. It's a very important tab. I think I'm going to wait to actually show you -- it shouldn't take that long.

>> It won't. You want to show it, right?

Okay. So this is --

>> Yeah, we can do it from there. Upper right-hand corner. What you're going to see on the left, after you hit the help tab, on the left-hand --

>> We can show them here is what it looks like. You're on the home page. Would that be helpful? And then it's up here.

>> The same place on every page. So it doesn't ever move.

So once you engage the help tab, it's a list of contents over here. And what I recommend for you to get started is the accounts and organization tab, which will tell you for new grantees, how to create an account and an organization. And another way that you can do the search button up at the top, search button at the top, if you're at ddsuites.org, or any page once you engage the help tab, if you have a question, just say "create new organization" or whatever you want to say there. And it will pop up with an answer.

>> [off microphone]
>> Yes.
>> It's a mechanism by which your organization exists in the system and then tells our organization you want funding.

And it is confusing. You're applying to us.

>> And we're an organization.
>> We want to give your organization an opportunity to apply for funding.
>> Right. So after you create a user name and your account and you join the organization. Again, going back to the help tab, another very important tab on the left-hand side is the... help manual.

It's like everything we need to know step by step by step. We can print it. All this information can be printed off, so you don't even have to stay on the screen. You can print it off and after you print it, you can go through the steps. There are diagrams. This is going to show you how to reset your password. That is important also because sometimes your organization exists within the system but you don't know your organization's credentials, or you apply for a grant four years ago and you don't remember your credentials.

So tells you how to reset your password and everything you need to know. To is help tab, help tab, help tab is your friend!

>> [off microphone]

>> I don't think it is, but it tells you how to...

>> I'm pretty sure it does not.

>> It tells you...

>> [off microphone]

>> So we're going to close out the help tab.

So I think I showed you this before, how you go to the Georgia Council on Developmental Disabilities. You pick whichever grant. And you can apply for more than one grant, especially if you're a large organization, you've got a team that can work on, you know, two of these, feel free to apply for more than one. If you qualify. So you'll see all the information there. I think that's pretty clear. I think we're about done. I went over the checklist. I think we're about done with all the help I can give you now on DD Suite.

We'll go back to the presentation.

Okay. So one of the first things that you will see when you actually get into the grant is a question... [indiscernible]...

>> Oh, yeah.

>> You have to tell us who is involved with your organization, so who is going to be the project director, who is going to be the financial officer, who is going to be the -- who is the organization's director, and it kind of gives you a description of who each of these people are, and so it's important to know who has the signatory authority for your organization.

So you can't just put a person with a director title. For example, I'm a director's title, but I'm not the signator for GCDD.

>> [off microphone]

>> No, all of these are one person only.

Just one person in the organization, director. That's why I said, within your organization, people may have the title of director, but if you kind of read the description or designate who you want to have those responsibilities. Because that's who we'll be looking to.

Okay?

So the next slide. We have something called a Project Data Sheet and it's basically a bunch of information. It's just not a very long -- it's about your organization, including your ICIN number, your address and email address. That's one of the attachments to the grant and you have to submit that outside of -- through DD Suite but as an attachment. But it's already within the DD Suite as one of the supporting documents.

>> [off microphone]

>> It is.

All right. One of the most important things for your completing the application online in DD Suite is the project outline. This is where you get a chance to shine, to really tell us about you, the project and what you can do.

So the first thing is the executive summary. The second thing is qualifications of your organization. And I'm not going to read all this to you. The detailed narrative, and the accomplishments. And the accomplishments we see as what outcomes do you have for the project, not what your organization has accomplished in the past.

So that would be listing more of the qualifications. But we have these four things. This is mainly your chance to write. It is not limited writing. So here is my tip.

For executive summary you have 5,000 characters. For qualifications you have 10,000. Detailed narrative, you have 10,000. Accomplishments, you have 5,000. What I would suggest is that you take the question and see what it's asking and then draft your response in Word. Microsoft Word. Microsoft Word will give you a word count. It will also spell check it for you. And it has it all ready. And when you're satisfied with it, copy it from Word and paste it into that section in DD Suite. The reason I say that, if you just type and answer the question, if you get to the character limit, whether you're in the middle of a word or sentence, it's going to stop. Whereas if you do it in Word, Microsoft Word first, you know where you are, if you've looked and saw you repeated yourself a couple times, take those sentences out, get it all cleaned up, get it spell-checked. DD Suite does not spell check. And while you're not graded on spelling, no one wants to read a proposal where people can't spell. So we're suggesting that you copy and paste. These are tips. It's up to you.

The next slide.

Okay. This is something within DD Suite called a Project Work Plan. You have an overall goal. You have a federal area of emphasis, any collaborators you're working with, what type of grant, whether it's poverty or not poverty. And the next part is for each objective. You identify an objective, and for each objective you identify an activity. For each activity you tell us what staff you have to work on that activity, and a time line. When will this activity start and when will this activity end?

So that's part of the work plan. Do as best as you can on the work plan. Again, you're going to shine in the outline, because that's the written summary. The work plan is more goals than objectives, breaking your outline down into specific goals and objectives.

But if you are selected as a finalist and an awardee, we will work with you on crafting the best goals and objectives before entering into the contract and before it becomes solidified.

So the goals and objectives you establish now may not be the final goals and objectives that you do for the project, but we want you to give the best stab at creating goals, objectives and time lines for your portfolio.

Within DD Suite -- remember we're not dealing with paper. There's an outline, which is a written summary. There's a work plan, which is a step-by-step action plan so to speak. Then there's a budget. So we already set in the budget the amount of the grants and the amount of the match. And you have to fill out each of those categories. The template is online. It will cover personnel with fringe benefits, personnel without fringe benefits, regular operating expenses. Contractors fees, if you have subcontractors, that would come, per diem, travel, indirect costs. That is in the budget and you write down how you plan to use the money. Both the Council funds and the match must be listed in the budget and come up to a total. If it doesn't, you can't really -- you can go over if you like, but some reds might come up. We suggest you stick within the budget that is given.

All right. Everybody's favorite, matching funds, we talked about this a little earlier. We received a $2.1 million grant from the federal government to operate as GCDD, and then we offer grants to the community.

But the federal government says we'll give you $2.1 million but we need to show that you or Georgia Council is invested. So we have to show $475,000 worth of match from the grant we receive every year. So the way we do that is to put that 25% on each grant that we offer so that we can meet our federal match requirement. Somebody is like, where do we get the match from or what is the match, what is included and not included? So there's in kind match. Someone offered volunteer services, they offer lunches, they do a particular job, such as editing videos. If there's meeting space given in kind, you place a value on -- even though you're not paying for it, you place a value on it and put that value within your proposal.

Now, the value must be quote/unquote reasonable and customary. So we can't -- you got a car donated for -- to help you transport, and the car, you know, it's worth $3,000. You can't put your whole match -- you know, so thousand dollars of the car on there -- $10,000 of the car on there.

And the value of the car is only $3,000. And any example that you -- or any in kind match, it needs to be a reasonable value.

[audio disconnected]

[audio reconnected]

>> So the important thing I need to mention about this is that all GCDD funds are reimbursed funds only. So the organization has to put up the money first. You give us a report for that month. So say it's a $30,000 grant. It's the first month. You spent $3,000. You complete both your programs and expense reports and you submit that to us and say, we spent $3,000 and this is what we did, and this is what goals we met, and we approve that, or not, and then we will send you the $3,000.

So we do not give the entire grant amount upfront. The moneys are given monthly after each report is submitted.

So if reports are not submitted, the funds are not disbursed.

So reporting is a big part of what we do. I don't think I emphasized that the first time.
>> Next slide.
>> Yep, next slide.

You may be wondering about the selection process. Our chairperson of the GCDD Council will appoint a selection committee. That selection committee will meet twice within the 45 business days of the due date for the proposal and the first one is a paper review of all the proposals. The second meeting is an in-person meeting with the final, which we call oral presentations.

So finalists will be called in for oral presentations to better get a handle and meet the people engaged in the project.

So can you go back?

>> Okay.
>> The second bullet here is the criteria. Each proposal is worth 1,000 points, the technical part of the proposal is worth 1,000 points. If you do an outstanding job -- this is mostly on your outline, your work plan, you get -- you receive all the points. If you do a good job, you receive half the points. So 500 points. If you did not do such a good

job, you do not receive any points. So there are only three ratings. Exceptional, acceptable, and not acceptable.

So a little more what we're looking for when we review applications -- I say "we," but let me make this clear. The staff are not involved in the selection of grantees. Only the Council members actually vote on and for each application.

So what they will be looking for is the abstract or outline, state the goals and major activities. Is the applicant qualified or experienced to meet the goals and activities? That's why it's important to fill out the outline.

Brag on yourself. It's just the truth.

Because this is what they're evaluating your proposal on.

Does the application satisfactory describe the impact of activities of the project 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 the time frame for completion? Is the proposed budget consistent with the goals and activities that identified in project? Does the budget justification for each item include how the amounts were determined?

So we're looking for real numbers. Not made-up numbers. And also your project plan you need to match your budget plan.

You can't do a budget from some other project, but then you've got some other stuff in your plan that is not addressed in the budget. So they have to work together.

Okay, so we talked a little about oral presentations. If you're called as a finalist, it's between the week of November 1st and the 10th.

And so if you think you have a great proposal, I suggest you write these dates in your calendar so you will be available to come. And I just want to review some important dates. We had questions already about the NOFA today. Again, which will be posted on the website as part of the Applicants Conference. The entire Applicants Conference will be transcribed and available on the GCDD website. However, if you leave here, either by phone or whatever, and you decide, there's still something I want to know, you would email me, Lisa Eaves and I'll give details in a little bit on that. You email me and we have a format for the question, which you cite which section you have a question about and, of course, who you are, so we can respond properly.

We will accept those questions through September 22nd. So anything received up until September 22nd we will review and we will answer. Anything received after September 22nd we will not answer. Now, after September 22nd, three business days we will have the answers to any questions asked posted separately from this session on our website. So everyone has equal access for all questions and all answers.

If you do have technical questions, if you're stuck on DD Suite, you got logged out, something terrible happened, you can ask technical questions up until 4:00 o'clock on October 6.

And you can ask those questions either by phone or through email. You can email me. If you say "I cannot log in," of course, I'm going to say, did you try all the steps in the help desk? And if you have another problem I'm going show you how we can resolve that too. But those questions can be continue to be asked, technical questions.

Staff or myself will review each application to make sure that all materials are submitted. So I showed you at the beginning a checklist, and I'm going to be reviewing the checklist and your application and see that everything was submitted. If something was not submitted that was required, your application will not be considered. You will not receive a phone call. You will not receive an email. We've tried to provide all the tools upfront that we require, and it's up to you to make sure that you submit those things. So your application will not be considered if it's incomplete. Incomplete is -- complete will mean the DD Suite application as well as all required submissions and everything on the checklist.

Okay. And proposals must be submitted in DD Suite by 11:59, which is up to midnight only October 6. I will not be up and waiting for them, but DD Suite will allow you to continue to submit up until 11:59. At midnight on October 7th, you will not be able to hit submit. If you miss that window, you miss that window. It's in fairness to everyone. DD Suite will not even allow you to hit the button, so there will be nothing I can do after that.

We will not accept faxes. We will not accept paper applications.

They must go through DD Suite on the 6th. Please do not wait until 11:58 and call and say there's a problem.

By November 10th, the selection committee will review all applications, budget proposals and hear the oral presentations if necessary. And we will announce the successful applicant by November 13th. Between November 13th and December 1st we will be working with you on contract documents, negotiating the actual contract, formalizing your objectives and making sure that everything is set between your organization and our organization, everybody is happy. We will then enter into a full contract and we can start work on or after December 1st, 17, but not before.

So my contact information is in the presentation. It is both phone number and my email address as well as our web address. We're going to post things there. As well as how to access DD Suite. So everything you need should be there. But if we have left something out and if we can help, we'll he before the 22nd. Technical questions up until the 26th. Encourage you to use the help tab. We encourage you to get started as soon as possible. I would encourage you to -- all the forms that the organization has to sign, just get those out of the way. I would encourage you to review everything in DD Suites, to print out as much as you can so you kind of see what is expected of you and then just go back in and work on it a little bit at a time. You must, must, must -- I think I said this, but I want to be sure -- hit the save button as you go along or else you have to start over.

    In line or in person.
>> Or on the phone.
    [Laughter]
    Any questions on the phone?

>> Lisa, can you hear me?

>> Yes.

>> This is Bonnie Fury. I wondered if I -- in working with Project Search, am I eligible to submit a grant request?

[no audio]

>> That helps, I have groups interested in doing one and then a different for the other. Thank you so much.

   [chuckles]

>> It would be organization driven and you're just a part of that organization.

>> Okay. Good. Thank you so much.

>> Any other questions?

   Well, we're going to call this Applicants Conference with a gavel. We've been talking since 12:30. I hope that it was all good and thank you so much. And go get that money!

>> Thank you!

>> We appreciate y'all.

>> When can we get a copy of the --

>> It should...

>> Bye-bye!