

# North Dakota State Council on Developmental Disabilities 2017 Grants Manual

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**This document is “only” to be used as an informational guide regarding grant announcements issued by the North Dakota State Council on Developmental Disabilities (NDSCDD). Anyone interested in applying for NDSCDD grants must adhere to North Dakota’s state procurement procedures.**

## **GENERAL INFORMATION**

The Council is a federally funded, self-governing organization charged with identifying the most pressing needs of people with developmental disabilities (DD) in North Dakota. The NDSCDD was established by state statute in 1978, under Chapter 25-01-01.1 of the North Dakota Century Code in accordance with the federal Developmental Disabilities Assistance Bill of Rights Act (the DD Act).

The NDSCDD is mandated to engage in advocacy, capacity building, and systemic change activities. The primary role of the NDSCDD is to "assure that individuals with DD and their families have access to culturally competent services, supports, and other assistance and opportunities to promote independence, productivity, and integration and inclusion in the community". The NDSCDD may contract or provide grants to public or private organizations to implement the NDSCDD’s goals, which are outlined in the Five-Year State Plan; award of funds are subject to availability.

## **GRANT FUNDS**

The awarded grants will begin on March 15, 2017 because it is the first year of the new five-year plan. In 2017, grants will begin at varying times during the year. Grant periods are typically 12 months in duration however, a shorter or longer period may be considered. NDSCDD grants are 100% federally funded by the U.S. Department of Health and Human Services, Administration for Community Living, Administration on Intellectual and Developmental Disabilities. The NDSCDD is authorized under the DD Act of 2000, PL 106-402, October 30, 2000, to receive federal funds and act as an agent for systems change, capacity building, and advocacy on behalf of people with DD and their families.

## **ELIGIBLE TO APPLY FOR NDSCDD GRANTS**

- ✓ State or other public agencies
- ✓ Non-profit organizations
- ✓ For-profit organizations

No organization may participate in the NDSCDD’s grant projects in any capacity if the organization has been debarred, suspended, or otherwise found to be ineligible for participation in federal grant programs.

## **NDSCDD PROJECTS**

The NDSCDD promotes the development of a person and family-centered, comprehensive system of services and supports designed to achieve independence, productivity, and integration and inclusion in the community for individuals with DD. The **primary purpose** of NDSCDD-funded projects is to effect change to policies, programs, and systems through the development of consumer-driven model programs that show effective approaches to a particular need, can be self-sustaining, and redirect or expand the scope of existing community programs.

In addition to demonstration projects, the NDSCDD may fund, consistent with federal law, projects related to: outreach; training; technical assistance; supporting and educating communities;

interagency collaboration and coordination; barrier elimination, systems design, and redesign; coalition development and citizen participation; or informing policymakers. Please refer to the NDSCDD's website ([www.nd.gov/scdd](http://www.nd.gov/scdd)) for examples of previously funded projects.

The NDSCDD **does not** fund:

- ✓ existing projects or services that are a part of an organization's current program or operating budget;
- ✓ projects that would supplant, or replace, existing federal, state, or local dollars to conduct such a project;
- ✓ projects which have a federal, state, or local mandate to be delivered by the applicant organization; or
- ✓ projects which include capital expenditures for the acquisition of land or buildings, new construction, or major repair.

The NDSCDD's 2017-2021 Five Year State Plan outlines the NDSCDD's goals and objectives. The grants that the NDSCDD will fund must advance the State Plan goals and objectives. A copy of the NDSCDD's State Plan can be found at ([www.nd.gov/scdd](http://www.nd.gov/scdd)). In addition, the NDSCDD conducts activities and funds initiatives in "Areas of Emphasis" as defined within the DD Act.

You can obtain a copy of the DD Act at [http://www.acl.gov/Programs/AIDD/DDA\\_BOR\\_ACT\\_2000/index.aspx](http://www.acl.gov/Programs/AIDD/DDA_BOR_ACT_2000/index.aspx)

## **AREAS OF EMPHASIS INCLUDE:**

**Quality Assurance** – Activities and initiatives that focus on making communities a safe place to live

**Education and Early Intervention** – Activities and initiatives that support educational and transition opportunities for persons with DD and their families in the community

**Child Care-Related** – Activities and initiatives that support children and families in school, before-school, after-school, and out-of-school in their communities

**Health-Related** – Activities and initiatives that promote health and wellness in one's community

**Employment-Related** – Activities and initiatives that support community employment and jobs

**Housing-Related** – Activities and initiatives that support people living in their community

**Transportation-Related** – Activities and initiatives that support people having transportation where and when they want to go in their community

**Recreation-Related** – Activities and initiatives that support inclusive recreational, leisure, and social community events

**Formal and Informal Community Supports** – All other activities and initiatives that have creative strategies enabling individuals with DD to become a valued member of their community

The NDSCDD submits a Program Performance Report (PPR) annually to its federal oversight agency, the Administration on Intellectual and Developmental Disabilities. The PPR includes a summary of all projects and activities conducted during the year, including projects implemented by NDSCDD grantees. In addition, the NDSCDD reports the cumulative total of "Performance Measures" for all projects and activities. These measures are used to determine the NDSCDD's success in meeting its goals and objectives, and are used by the federal oversight agency in performance reports to the administration and congress. The NDSCDD's grantees are required to regularly collect and report data on performance measures.

## **PREPARING A PROPOSAL FOLLOWING**

The **sealed** proposal (with return address on envelope) must be sent to the Council office. Late proposals will not be accepted for any reason and will be returned to the sender. Faxed or e-mailed proposals will not be accepted and will be returned to the sender.

- ✓ Abstract (not to exceed two pages)
- ✓ Application Cover Page
- ✓ Project Narrative (not to exceed 10 pages)
- ✓ Work Plan
- ✓ Collaboration Plan or Letters of Support (if applicable)
- ✓ Budget and Justification Narrative

All proposals must include the following required elements. These areas will be evaluated completely in the review process along with overall project design. Any proposal that omits required elements or fails to adhere to the prescribed format or submission requirements described herein may result in a lower evaluation score.

1. **Abstract/Overview:** All proposals must include an abstract that provides an overview with a brief description that clearly states the goal and major activities of the proposed project, the impact it will have on people with DD, and justification as to why funding from the NDSCDD is crucial to success (not to exceed two pages).
2. **Application Cover Page:** Use the "Application Cover Page" form for the cover sheet for the proposal. Have the Application Cover Page signed by an official authorized by the agency or organization.
3. **Project Narrative:** All proposals must include the following required elements. These areas will be evaluated completely in the review process along with overall project design. Any proposal that omits required elements or fails to adhere to the prescribed format or submission requirements described herein may result in a lower evaluation score.

Applicants should provide a project narrative, which outlines the project. Thorough review of the Scope of Project is essential to ensure that grantees planned activities will achieve the desired outcomes (not to exceed 10 pages).

### **Overview (3 Maximum Points)**

The proposal contains a brief overview of the project.

### **Identification of the Problem or Need (8 Maximum Points)**

The proposal describes the current problems or gaps in services that exist in North Dakota. In addition, the proposal has evidence that supports the problems or gaps in services. The

problems and/or gaps in services are linked to the NDSCDD's goals, objectives, and federal emphasis areas.

**Project Goals (12 Maximum Points)**

The proposal contains a narrative description of the goals to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the solicitation, and reflects the mission of the NDSCDD. There is a clear described relationship between the project goals and the need for the proposal.

**Evaluation (14 Maximum Points)**

The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of how the provider will monitor the progress of the work and accomplishment of outcomes. How the provider will identify and address any project issues, problems, or concerns, as they emerge. The evaluation plan should describe the methodology planned for assessing project activities and products, including establishing baselines, as well as determining both individual outcomes and the systemic impact. Finally, how the provider will evaluate the effectiveness of the project will be clearly defined.

**NDSCDD Evaluation Requirements**

Every grantee must engage in program evaluation activities for their grant project. This is in addition to and separate from the Customer Satisfaction Survey requirement when receiving a NDSCDD grant. Therefore, every NDSCDD grant that is approved is required to have an Evaluation Plan, with subsequent activities that identify:

- The data that will be collected,
- The performance outcome measures that will be examined,
- The methods that will be used to collect the data on the outcome measures, and
- The method used to convey the results to the NDSCDD.

**Federal Performance Measures**

The first level of evaluation that grantees must report are "outputs". Examples of outputs include: number of trainings held, number of people trained, number of people served, number of visitors to a web site, number of presentations given, number of events attended, number of brochures handed out, list of partners in a project, number of policy makers a grantee met with, number of policies changed, etc. Outputs often show up in the grantee's Work Plan as grant project activities reported to the NDSCDD.

The next level of program evaluation is "outcome measurement". Outcomes are changes in skill, knowledge, practice, and behavior. For example, for a Youth Leadership Training, one might believe that the outcomes would be increased sense of self confidence, an increased level of self-determining behavior, and increased skills to be a self-advocate.

In order to measure an outcome, the grantee must decide ahead of time what outcomes they think their project will impact, and then develop a method to measure that change. The methods to measure that kind of change usually involve some form of self-assessment by participants in the project.

The grantee is REQUIRED to take one of two routes to meet the Program Evaluation requirements for a NDSCDD grant.

Route 1 –

If the grantee does not know what outcomes to measure when applying for the grant, they MUST have in their Work Plan, in addition to their other project objectives and activities, which will contain the output data to share with NDSCDD, one Objective labeled Program Evaluation Plan. Then there must be the following seven activities listed: 1) Meet with NDSCDD staff during first quarter to develop Program Evaluation Plan; 2) Develop Program Evaluation Plan; 3) Revise Work Plan to reflect development of Program Evaluation Plan; 4) Receive final approval from NDSCDD on changes to grant Work Plan; 5) Implement Program Evaluation Plan in 2nd, 3rd, and 4th quarters as outlined in revised Objective; 6) Provide a 2nd quarter update on activities; and 7) Submit final Program Evaluation Report to the NDSCDD no later than October 15th of the grant year (project should end September 30<sup>th</sup>).

Route 2 –

If the grantee already knows what outcomes they will be reporting on, then they must have an Objective labeled Program Evaluation Plan, and that Objective must be followed by all the Activities required to show what outcomes will be measured, how they will be measured, when they will be measured, that there is a 2nd quarter update on activities, and that the final Program Evaluation Report will be submitted to the NDSCDD by the end of the grant year.

**Activities and Methods (12 Maximum Points)**

The proposal contains a narrative description of the activities to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the RFP and reflect the mission of the NDSCDD. The project deliverables with project timelines should be clearly defined.

**Resources and Key Personnel (8 Maximum Points)**

The proposal contains a narrative description outlining the grantees facilities, equipment and supplies, and/or other resources to support the implementation of the project.

The proposal identifies the person(s) who will complete the activities of the project, and identifies their qualifications. Included in this information would be current or future job descriptions that would identify the individuals experience, knowledge, and skills.

**Coordination and Cooperation (8 Maximum Points)**

The proposal lists relevant partners who would contribute to the success of the project, and describes the roles of the partners in the project. Letters of support are provided by relevant partners, if applicable, to the project. Letters should be from individuals/agencies that will be directly supporting the project with time, money, or resources, not letters that support purely the idea of the project.

**Sustainability (8 Maximum Points)**

The proposal will contain a narrative description identifying the total length of the project. In addition, the applicant will discuss the steps necessary to keep the project in operation when the NDSCDD funding has ended. Include a description of the actions to be carried out in order to seek other sources of funding to continue the project and documentation of commitments made by other agencies and/or organizations for the project and provide details on continuation funding and other funding assurance after the end of NDSCDD funding.

### **Budget and Justification (15 Maximum Points)**

The proposal includes a proposed line item budget, accompanied by a detailed budget narrative, on a separate sheet of paper. The budget justification should explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable, and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. It must also include the match, with a description of the match source.

### **Dissemination Plan (2 Maximum Points)**

The proposal will describe products or results that will be produced by the project. In addition, the description will include how, when, and to whom these products or results will be distributed.

### **Principal Officers/Board Members (1 Maximum Point)**

The proposal will have a description of the principal officers or board members of the agency/organization.

### **Application Merit (9 Maximum Points)**

- Applicant provides evidence that the problems or gaps in services are significant for North Dakota.
- Applicant provides evidence that the project is new and innovative.
- Applicant provides evidence that the project can be realistically completed.
- Applicant provides evidence that the project concept will impact the problems, needs, or gaps in services, and demonstrates that the concept meets needs or fills a gap in services for North Dakota.
- Applicant proposes to address an issue or specific population that is not now being addressed adequately.
- Applicant possesses unique characteristics that distinguish the applicant from other applicants and organizations in the community.
- Does this project build capacity, advance advocacy, or promote systems change to benefit people with DD and their families?
- How does this project impact individuals with DD?
- Does the proposal outline the major expected accomplishments of the project?

4. **Work Plan:** Complete one work plan for each service objective. Provide a systematic plan for accomplishing this work, including specific timeframes and person(s) responsible. The work plan must state the goals, objectives, and activities contained in the proposed project and the specific outcomes expected from the project. Applicants must use the Work Plan template provided by the NDSCDD.

**Project Goal** — Identify the overall project goal and briefly explain how it will achieve the Scope of Project described in this proposal.

**Objectives** — Identify the project objectives that are specific and measurable and will achieve the selected outcomes.

**Activities** — For each project objective, include: a list of all activities (specific tasks, including any project deliverables and products) that will achieve the objective; strategies for each activity; an explanation of how each activity will be accomplished; realistic start and end dates for accomplishing each activity; and the primary personnel

who will carry out each activity. Any project products should include dissemination plans for potential project replication.

**Outputs/Outcomes and/or Performance Measures** — For each activity, state the expected Outputs/Outcomes and/or Performance Measure(s). For each Performance Measure, state the expected target (number), how you will reach the target, and how you will collect and report the data accurately to the NDSCDD. Ensure that you have included any required outcomes as stated in the Scope of Project section.

5. **Collaboration Plan:** Describe the role and level of involvement with other agencies in implementing this project. Include copies of letters of support from agencies/entities that will be directly collaborating on the project, proposed agreements, or subcontracts, if applicable.
6. **Budget:** The narrative must include a description of each line item by expenditures category for the Total Project Costs (distinguishing between grant and match-funds). Applicants must use the Budget and Justification document provided by the NDSCDD (Attachment E). Also, please ensure that you have reviewed the grants manual on allowable and unallowable budget items. The budget must include identification of sources for match and estimate of future funding.
  - **Budget Justification:** Include all costs associated with conducting the project based on the Budget Guidelines.
  - **Budget Narrative:** Provide justification for each budget line item. Provide the basis used to calculate the projected figures for both NDSCDD and match funds.

All dollar amounts must be rounded to the nearest dollar. If indirect costs are included, applicant shall submit a copy of the current approved Indirect Cost Rate Agreement or Cost Allocation Plan to the North Dakota Department of Human Services, Fiscal Administration Division, for review and approval. Items included in applicant's indirect rate cannot be duplicated in other budget line items.

Please note – The NDSCDD only provides equipment funding up to \$500, which must be used directly to consumer service purposes. NDSCDD does not fund capital improvement projects or acquisitions of vehicles and will carefully scrutinize any computer or office equipment requests.

Documentation of match calculations must show how the value placed on non-federal cash or in-kind match contributions were derived.

Examples of documenting match include:

- Full description of the item or service
- The area, expressed value per square foot
- Rationale for determination of the match value
- Name of the contributor
- Dates when donations are made
- In case of discounts – an acknowledgment by the provider that the discount is based on the nature of the Program Activity and is not available to the general public

Any Application that does not contain a completed Budget and Justification document, may be considered nonresponsive and may be rejected. Any application with the total amount of NDSCDD funds requested exceeding 70% of the total project costs or a total match dollar amount under the required 30% minimum may be considered nonresponsive and may be rejected.

**The following are the Expenditure Categories:**

***Personnel*** — List each position by job title. Each salaried position should include the annual salary and estimated amount of time (percentage) to be spent on the project. For hourly personnel, each position should include the hourly rate and estimated number of hours to be spent on the project. For existing personnel, please explain how funding this position is not supplanting federal, state, or local funds. For all personnel (current or new), clearly describe each person's role/responsibilities on the project. Fringe benefits for personnel have a separate line item in this category.

***Contractual (Volunteer Costs and Consultants)*** — Show each type of expense related to volunteers or subcontracts with consultants. Include, for each consultant, the rate of pay and frequency (e.g., \$ per hour, or per day). Volunteer services used as matching funds should be valued at current market value for the service provided.

***Travel*** — List all travel related expenses for personnel, volunteers, consultants, or clients, including purpose of travel and the rate or unit of reimbursement for those expenses. All travel expenses must adhere to North Dakota State Travel Regulations.

***Rental Space or Equipment*** — List all equipment or space rental fees for specific grant activities.

***Consumable Materials and Supplies*** — List all consumable materials and supplies.

***Other Costs*** — Anything not included in above categories, such as meeting expenses, including reasonable accommodations and indirect costs for match.

**Match Requirement:** All grantees are required to contribute a minimum matching share of 30% of the Total Project Costs. Matching funds may be in-kind or cash and must be non-federal funds, such as state, local, or private funds. The NDSCDD will fund up to 70% of the Total Project Costs.

**If Total Project Costs = \$100,000, then:**

**Grant Funds:           70% x \$100,000 = \$70,000**

**Match Funds:         30% x \$100,000 = \$30,000**

**Or, to determine the Total Project Costs based on grant funds requested, divide the grant funds requested by 70%. For example, if you are requesting \$70,000 in grant funds:**

**\$70,000 divided by 70% = \$100,000 Total Project Costs**

If the applicant is a Government entity, or if a Government entity is assisting with or participating in the applicant's project, **the applicant shall submit a statement certifying that none of the funding (including, but not limited to, cash, supplies, and/or employee time) for the project comes from any federal source.**

## **TIPS FOR PREPARING YOUR PROPOSAL**

- ✓ Utilize the forms provided by the NDSCDD; utilizing alternate forms may disqualify your proposal from being considered by the NDSCDD.
- ✓ Respond directly to the expectations outlined in the Scope of Project.
- ✓ Use clear and concise language. Responses that are unnecessarily long or include too much jargon may negatively affect your review score.
- ✓ Ensure that your proposal has been reviewed by key members of your organization for clarity and completeness.

## **SUBMITTING A PROPOSAL**

1. Address all **sealed** proposals to:  
Julianne Horntvedt, Procurement Officer  
North Dakota State Council on Developmental Disabilities  
Department of Human Services  
**Solicitation #**  
1500 E. Capitol Ave.  
Bismarck ND 58501
2. The **sealed** proposal (with return address on envelope) must be received by **4:00 p.m.** Late proposals will not be accepted for any reason and will be returned to the sender. Faxed or e-mailed proposals will not be accepted and will be returned to the sender.
3. Submit the original, signed proposal along with two copies and a thumb drive containing an e-copy of the proposal, with both MS Word and a PDF version.
  - Make photocopies one sided
  - Do not staple the original or copies of the proposal
  - Do not use binders, notebooks, or report covers for the proposal
  - DO NOT attach agency annual reports, program manuals, or other lengthy publications to the grant proposal
4. Follow the guidelines listed below when submitting the proposal:
  - ✓ Ensure the solicitation number is included on each required document
  - ✓ Include a project abstract/overview, which **should not** exceed two pages
  - ✓ Include the "Application Cover Page", utilizing blue ink to sign the document

- ✓ Include the project narrative, which should not exceed 10 pages
- ✓ Ensure the project narrative pages are numbered
- ✓ Margins should be 1 inch
- ✓ Single or 1.5 line spacing
- ✓ Utilize, at a minimum, an 11 pitch font
- ✓ Include the Budget and Justification Form
- ✓ Include the Work Plan Form
- ✓ Include letters of support, if applicable
- ✓ All documents should be on 8 ½ by 11 inch paper

The project narrative does not include the project abstract/overview, application cover page, work plan, or budget and justification form.

Any costs for developing a proposal are the responsibility of the applicant and will not be reimbursed by the NDSCDD.

**Please note:** All proposals must include the following required elements. These areas will be evaluated completely in the review process along with overall project design. Any proposal that omits required elements or fails to adhere to the prescribed format or submission requirements described herein, may result in a lower evaluation score.

**All funding decisions are subject to the availability of funds under the Basic State Grant from the U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Intellectual and Developmental Disabilities.**

## **PROPOSAL REVIEW**

Upon receipt of the application, the procurement officer shall review the application to determine whether the application is responsive to all material requirements of this solicitation.

Applications will be evaluated by the NDSCDD's Executive Committee, using evaluation criteria identified in the Evaluation Tool document, attached as Attachment F. The Evaluation Tool document is the scoring tool used to score an application. The total number of points used to score an application is 100 points.

The purpose of the Executive Committee is to select and recommend for funding those proposals that best meet the NDSCDD's request to conduct a certain project and to ensure it fits within the NDSCDD's goals outlined in the NDSCDD Five-Year State Plan. An evaluation meeting will typically be held a few weeks after the proposal due date. The Executive Committee is comprised of members of the NDSCDD.

The maximum possible score for any proposal is 100 points. **Proposals that score less than 75 points are ineligible for award under this solicitation, and will not be reviewed by the NDSCDD Full Council.** While developing the proposal, please refer to the scoring criteria found on Attachment F to ensure completion. Each member of the Executive Committee will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged for each section and a final score will be assigned to the proposal. The original proposals and the comprised evaluation tool, with the Executive Committee's recommendations, will be sent to all NDSCDD members to review prior to the September meeting. The NDSCDD makes the final determination as to whether an

application is funded under the provisions and policies of the NDSCDD.

## **CONTINUATION GRANTS**

NDSCDD projects may be eligible for additional funding after the first year. Continuation funding is not automatic. Consideration for additional funding will include: a review of the grant project's accomplishments; progress toward state goals and objectives; financial management of grant funds; compliance with reporting requirements; and a grant proposal with the supporting documents required by all grant proposals. The grantee will submit the required documentation for additional funding during the grant cycle.

Questions grantee should ask if they intend to submit a request for continuation funding:

1. For which year of the project is the applicant requesting funding?
2. Did we accomplish the goals from the prior year of funding? If all the goals were not met, state what was not accomplished and why?
3. Has the organization been put on probation or suspension by the NDSCDD in the past? If yes, explain why and how the probation or suspension has been resolved?
4. How is the current year of funding going to help you accomplish the original goals and objectives of the project?
5. Explain the impact the additional funding will have on the project.
6. What has been done to secure long-term funding for the project after the NDSCDD's funding ends?
7. Have there been changes in the administration of the project over the last year? If yes, have you kept the NDSCDD informed of these changes?
8. Have there been changes in the direction of the project over the last year? If yes, have you kept the NDSCDD informed of these changes?
9. Have there been problems implementing the project and has the NDSCDD been informed of these concerns? If so, please explain.
10. What would be the effect on the project if the NDSCDD reduced the level of funding awarded?

## **NOTICE OF APPLICATION SELECTION**

NDSCDD shall issue a Notice of Application Selection that includes the names and addresses of all applicants who submitted responsive applications and identifies the selected applications. The scores and placement of applicants will not be part of the notice.

The selected applicant named in the notice is advised not to begin work, purchase materials, or enter into any subcontracts relating to the project until both the applicant and NDSCDD sign a contract resulting from this solicitation.

## **GRANT NOTIFICATION**

A letter notifies applicants of those selected and not selected and will be distributed after the full NDSCDD vote. Unsuccessful applicants for grants may request a meeting with NDSCDD staff to discuss the reasons for the rejection. Records of approved applications are available at the NDSCDD's office for review.

A contract will be written with the NDSCDD after notification of application acceptance. It takes approximately 60 working days from notification of acceptance to contract execution.

Funds are disbursed as services are provided, and the contractor will utilize a State Form Number (SFN) 1763 for reimbursement. The successful applicant will be expected to comply with the State of North Dakota's audit requirements.

**Any product, list, or service produced by the grantee will become the property of the NDSCDD unless using pre-existing materials or curricula exist. The grantee should address how it intends to recognize the NDSCDD in its project if they receive an award.**

The NDSCDD reserves the right to suspend the contract in whole or in part if it appears to the NDSCDD that the contractor is failing to substantially comply with the quality of service or the specified completion schedule of its duties.

### **REQUESTS FOR REIMBURSEMENT**

All grantees must submit a request for reimbursement at least quarterly, utilizing SFN 1763. Grantees may choose to submit on a month-by-month basis. All requests for reimbursement must include the appropriate documentation, including: time-sheets, receipts for any incurred costs, sign in sheets for meetings and training, etc.

Grantees will be subject to the following funding restrictions:

1. The NDSCDD will only fund up to 70% of the cost of a project.
2. Grantees are responsible to provide funds for the additional costs of the grant projects/activities from non-federal resources.
3. Donated time and services may be included as an in-kind match.

### **REPORTING REQUIREMENTS**

Grantees must submit quarterly program and fiscal reports. All final performance, fiscal, and other reports required are due within **15 days of the end of the contract.**

Grantees are required to specify objectives and activities in quantifiable terms and link those objectives and activities in the initial work plan. The narrative portion of the quarterly report includes a report on the accomplishments under these objectives. The Executive Director will review these quarterly reports upon receipt and act upon any non-compliance or non-performance issues through negotiation and other necessary actions. In addition, the reports will be sent to the Executive Committee for review. Activities are monitored according to the approved work plan, tasks, and products. The Executive Director will approve all revisions to a project work plan; including, performance measures, staffing patterns, or budget, provided the changes are within the total budget and general Scope of Project approved by the NDSCDD. Any revision will be reported to the Executive Committee.

Narrative quarterly reports to the NDSCDD also include statements on progress, including design, implementation, and evaluation. The final report needs to include the statistics corresponding to the performance measures listed in the contract. In addition, copies of the customer/consumer satisfaction survey must be included in the report. Finally, the project must include a success story that is a result of the project activity.

Financial audits, as applicable, are due according to the auditor's deadline.

## **NDSCDD ACKNOWLEDGEMENT**

1. All written materials, conference flyers, publications, and audio-visual materials (including website postings) must state the following:

***Funded by The North Dakota State Council on Developmental Disabilities***

2. This acknowledgement is also necessary on products published with other funds if those funds will be claimed as match for a NDSCDD project.
3. In addition to the required statement, if the grantee's logo appears on the product, the NDSCDD logo shall appear in the same size and be given the same prominence.
4. If this statement/logo is not included on the product, cost may be disallowed.

## **TERMINATION OR SUSPENSION OF GRANTS**

If a grantee fails to comply with the terms of the grant, the Executive Director may suspend the grant, pending corrective action. The Executive Director will notify the Executive Committee of any grantees being suspended. The NDSCDD will follow the Department of Human Services protocol to address any issues or concerns.

## **CONFLICT OF INTEREST**

State law mandates that NDSCDD members as "special State employees" avoid any conflict of interest and/or "appearance of conflict of interest". Therefore, NDSCDD and committee members and interested persons attending our meetings must avoid any use of their special status or inside information to benefit or appear to benefit themselves, their associates, businesses, private or nonprofit councils, or organizations with which they or their families are affiliated.

## **PUBLIC DOCUMENTS AND GUIDELINES**

NDSCDD and Designated State Agency documents (e.g., correspondence, minutes, RFPs, reports) are public documents. There is one important exception: applications are preliminary, internal working documents and are not available to the public. Any NDSCDD member or person who attended the committee meetings where guidelines for a specific RFP were discussed may neither reproduce them, nor discuss their content with anyone, except staff, to avoid the appearance of giving "inside information" to prospective applicants.

## **SOLE SOURCE GRANTS**

Only when agencies and/or nonprofit organizations have the singular expertise or the primary statutory authority and responsibility required to conduct an activity or project in response to a state plan objective, can a non-competitive contract be approved and awarded. In such a case, the NDSCDD develops a clear and convincing justification as to the merits of the agencies selected to implement the objective. This is a relatively rare occurrence.

## **TECHNICAL ASSISTANCE FOR APPLICANTS**

Questions regarding the **grants administration or general guidelines** should be directed to Julianne Horntvedt, Procurement Officer, at 701-328-4847 or by e-mail at [jhorntvedt@nd.gov](mailto:jhorntvedt@nd.gov). It is extremely important that all applicants thoroughly review the **Grants Manual** to ensure awareness of the terms, conditions, assurances, and certifications that must be agreed to when accepting a

grant award and conducting a grant project. The Grants Manual includes the minimum administrative, financial, and program requirements for grantees, including the reporting of federally required performance measures and participation in consumer satisfaction surveys. Other important information includes funding conditions, such as allowable/unallowable grant expenditures, and the match requirement for grantees.

## **GLOSSARY OF TERMS**

**Goal:** A goal states the best possible outcome for people. Goals are simple, clear, and optimistic – e.g. “All people with disabilities will have integrated jobs in their community.”

**Objective:** Objectives are steps needed to reach the goal. They describe a concrete change in people’s actions or condition. Objectives are concrete, measurable, optimistic, but realistic – e.g. “The number of people with disabilities working in integrated jobs in the community will double in 2016.”

**Outcome:** Results of an activity, plan, process or program, accomplishment/impact – e.g. “Increase the number of individuals registered to vote.”

**Project Work Plan:** A project work plan defines the tasks you need to complete in order to fulfill the requirements/deliverables of the project. The written plan includes: project purpose, goals, objectives, specific activities, outcomes, deliverables, and target dates.

**Developmental disability** means a severe, chronic disability of an individual that:

- “(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;
- (ii) is manifested before the individual attains age 22;
- (iii) is likely to continue indefinitely;
- (iv) results in substantial functional limitations in three or more of the following areas of major life activity:
  - (I) Self-care; (II) Receptive and expressive language; (III) Learning; (IV) Mobility;
  - (V) Self-direction; (VI) Capacity for independent living; (VII) Economic self-sufficiency; and
- (v) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.”

“An individual from birth to age nine, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting three or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.”

**Advocacy activities:** Active support of policies and practices that promote self-determination and inclusion in the community and workforce for individuals with developmental disabilities and their families.

**Capacity building activities:** A system for sustaining and expanding the successful delivery of services, supports, and other assistance to individuals with developmental disabilities.

**Systematic change activities:** Sustainable, transferable, and replicable change in some aspect of service or support availability, design, or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families.

**Sustainability Plan:** The applicants plan to continue the goals, services, supports, or other intended activity of the RFP beyond the end date of the NDSCDD's funding. The Sustainability Plan should be focused on continuance of intent, activities, and outcomes through any combination of strategies, actions, and resources.

#### **Disclaimer**

**The NDSCDD reserves the right to reject any and all proposals that do not, on their face, meet general or specific eligibility guidelines or that do not contain all information required. Awarding of all grants is contingent upon receipt of funds allocated to the NDSCDD through the DD Act.**