

Bidder's Workshop

In response to Notice of Funds Available/Request for Applications
(NOFA/RFA)

Wednesday, January 24, 2017

1:00 P.M. – 3:00 P.M.

RFA #: 2018-19.2.1a[R]: I Get Around – Improving Transportation Options
(State Plan Goal 2, Objective 1)

Released November 2018

30 Minutes	Registration Council Staff
05 Minutes	Welcome and Introductions Christopher Egan Executive Director
10 Minutes	Introduction to the NCCDD Melissa Swartz Planner/Evaluator III
1h 20 Minutes.....	Overview of Grant Application Process/DD Suite Submission Melissa Swartz Planner/Evaluator III
20 Minutes	Overview of Transportation RFA Intent Philip Woodward, Systems Change Manager
20 Minutes.....	Questions and Answer
2h Post Start.....	Adjourn

DD Suite 4.0 Grant Application Instructions

ACCOUNT SET-UP

Organizations have to set-up an account in DD Suite, a web-based data management system before applying for a grant. Once an account is set-up, users can access information about new council grants, current or pending grant applications, grant awards and periodic program and budget reports from any computer with Internet access.

Organizations with multiple users will be able to create accounts for each user and authorize multiple user access to grant applications and quarterly reports. Instructions for adding users to an account are listed below the Account Set-up instructions.

Users who do not have an account can view the Council's available grant opportunities by visiting www.ddsuite.org.

To create an account in DD Suite, follow the steps below:

1. Open a web browser and type in address bar: www.ddsuite.org
2. In the Grantee Section, click on the link "I need an account."
3. Complete the required fields (First Name, Last Name, Password, Verify Password, Official Job Title, Email and Phone). **DO NOT CLICK THE SUBMIT BUTTON**

NOTE: Passwords do not require special characters; however, they are CASE-sensitive and do not allow passwords that contain only numbers.

- a) If your organization is not listed, click out of the drop down box and click the link, "add it now." The screen will expand to enable users to add new organization information. Fields marked with an asterisk (*) are required.
4. Some fields consist of a drop-down box. For example, "TYPE" asks users to clarify the type of organization that is seeking an account.
5. **IMPORTANT:** Please make sure that you select the NC Council on Developmental Disabilities in the Receiving/Applying for grant funds from the drop down menu.
6. Complete all required fields and click "Submit." The system will highlight errors in RED.
7. Users will receive an e-mail message confirming their registration has been received. Users will be prompted to verify their account by accessing the e-mail account entered in the Account Registration form.
8. **An account will NOT be created until the user clicks the hyperlink contained in the e-mail to verify the account. Clicking the hyperlink in the e-mail will take users back to DD Suite. Users will now be able to log in using the e-mail and password created during set-up.**
9. Users who are applying for a non-published grant (continuation application or non-competitive allocations) will receive a hyperlink from program management staff via e-mail.

DD Suite 4.0 Grant Application Instructions

MULTIPLE USERS FOR THE SAME GRANT

DD Suite 4.0 enables multiple users within an organization to create an account, access grant materials and submit reports. Organizations wishing to provide grant access to sub-users can authorize each sub-user access to the grant.

To authorize sub-user access to the grant, follow the steps below.

1. The sub-user creates an account following the Account set-up process (there is no need to add your organization again; it should already be listed in the organization drop-down menu).
2. The sub-user will receive the message to verify their account by clicking the link in their personal e-mail. The sub-user's account is now ready for authorization.
3. The **authorized user** must log-in to DD Suite, and click the link "Update Accounts/Reset Password" under the Account Maintenance module. (Email addresses, phone and fax numbers and titles can be updated or changed on this screen also).
4. Click the user name that needs authorization
5. Click Authorize

NOTE: Once a user is authorized they will have access to all grant materials created by the organization.

The North Carolina Council on Developmental Disabilities

Introduction to the NCCDD

A Presentation for Bidders' Workshop
January 24, 2018

1

The North Carolina Council on Developmental Disabilities

The North Carolina Council on Developmental Disabilities (NCCDD) is part of a national network of 56 organizations that assist people with intellectual developmental disabilities (I/DD) and their families.

Funded by the US Administration on Intellectual and Developmental Disabilities (AIDD)

2

About DD Councils

The US Congress Created Councils on Developmental Disabilities

The Developmental Disabilities Bill of Rights and Assistance Act (DD Act); PL 106-402

3

Mission is in the DD Act

Ensure that people with I/DD and their families participate in the design of and have access to individualized services and supports that promote:

- Self-determination
- Productivity
- Integration, and
- Inclusion

In all aspects of community life

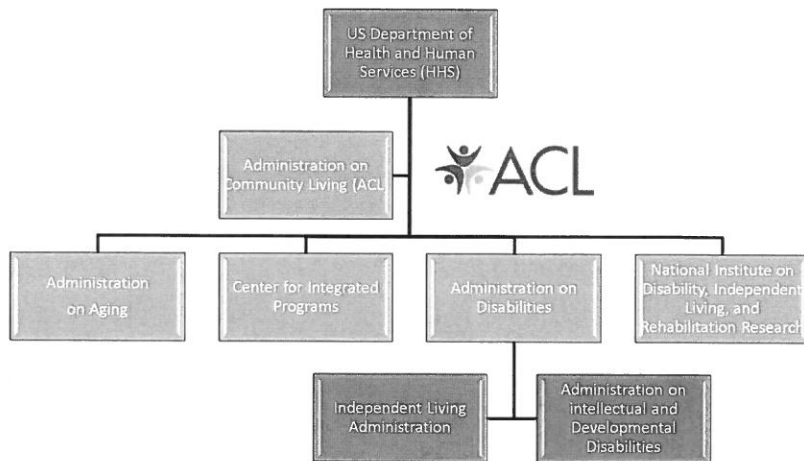
4

Funding and Accountability

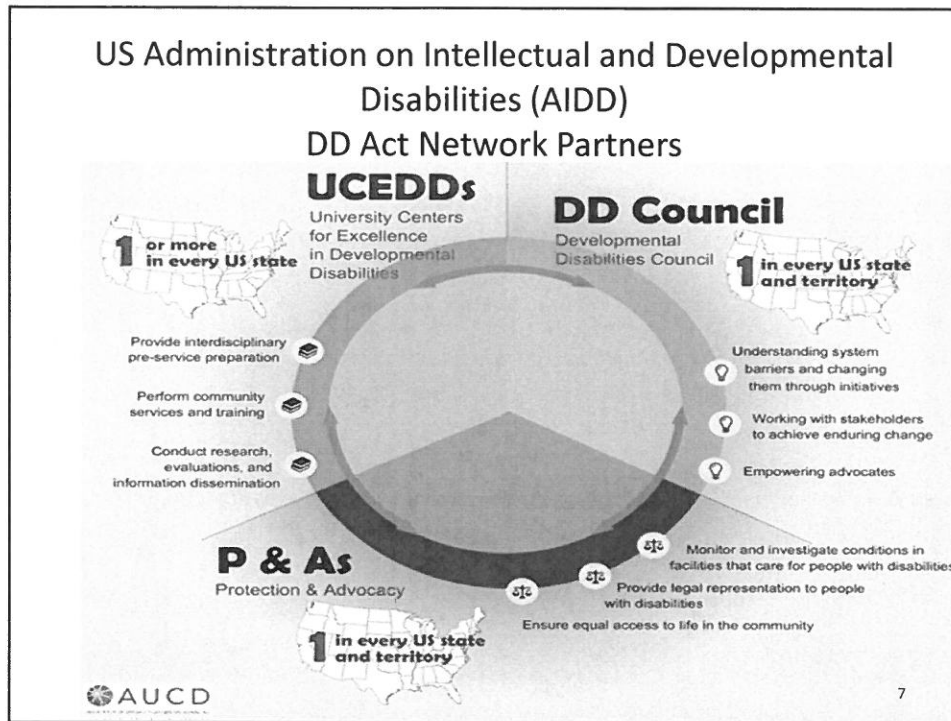
The Administration on Intellectual and Developmental Disabilities (AIDD) is the federal government organization that oversees the implementation of the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

5

Administration on Intellectual and Developmental Disabilities (AIDD)



ACL Overview:
<https://www.youtube.com/watch?v=my8gtWWxFJs>



AIDD/NC Network is also part of NCCDD

University Center on Excellence in Developmental Disabilities
Carolina Institute on Developmental Disabilities (Joe Piven/Deb Zuver)

Protection and Advocacy
Disability Rights North Carolina (Vicki Smith)

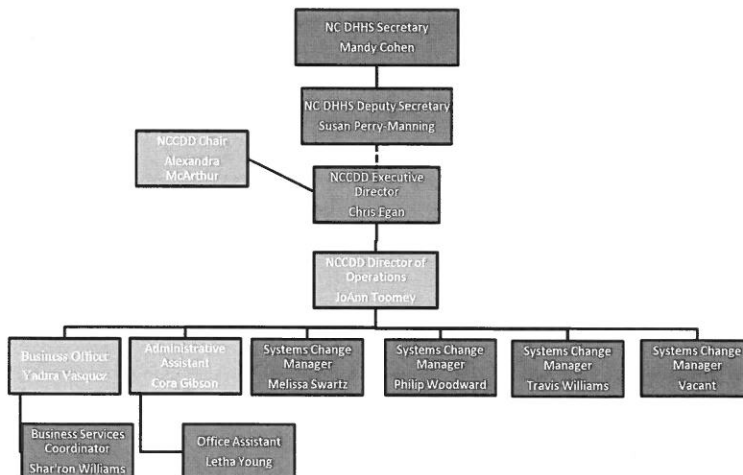
Federal Law, N.C.G.S., and NCCDD

Designated State agency

- The Office of the Secretary, NC Department of Health and Human Services (DHHS) is our organizational “home”
- The Council makes decisions independently of DHHS
- The Council supervises its executive director
- DHHS has an important, but limited role
 - o Ensure the NCCDD staff are hired and managed consistent with state law and
 - o receive,
 - o account for,
 - o and disburse Council funds.

9

Department of Health & Human Services NC Council on Developmental Disabilities



Who We Are

Council Members

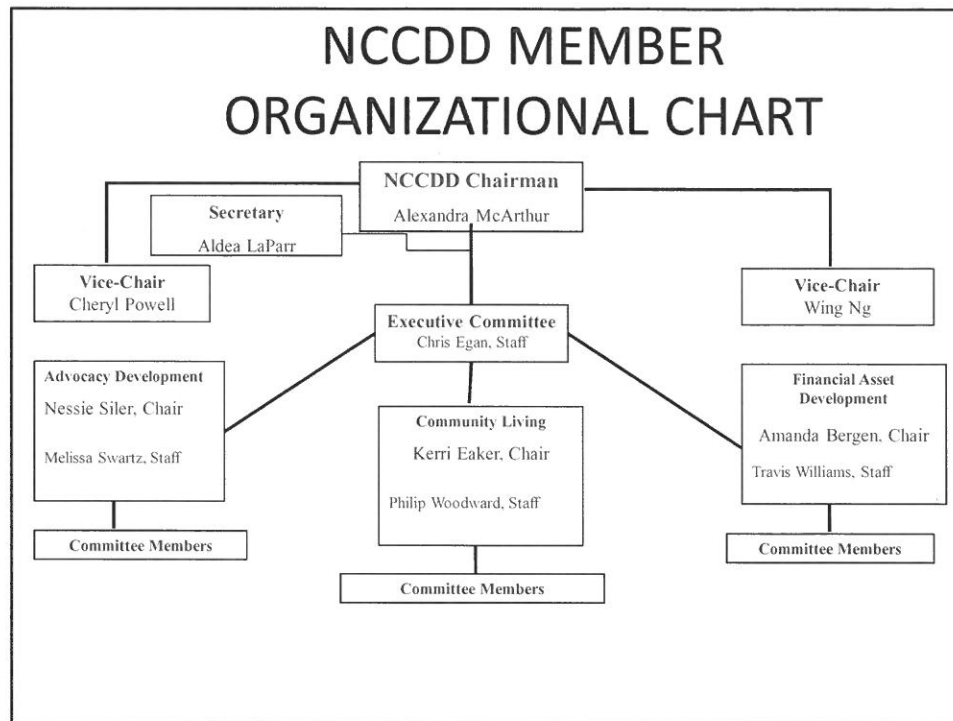
- Appointed by the Governor, with input from the Council
- Geographic, racial/ethnic diversity of state
- Not less than 60% people with I/DD, parents or guardians of children or adults with I/DD

11

The North Carolina Council on Developmental Disabilities

NCCDD is made of many experts: people with I/DD (“self-advocates”); families; representatives from Local Management Entities/Managed Care Organizations; providers; advocates; policymakers from three departments and the University of NC; and legislators.

12



NCCDD is Families and Self-Advocates

- | | |
|---------------------|--------------------|
| Amanda Bergen | Katie Holler |
| Katherine Boeck | Aldea LaParr |
| Eric Chavis | Alexandra McArthur |
| NaKima Clark | William Miller |
| Anna Cunningham | Wing Ng |
| Bryan Dooley | Cheryl Powell |
| Kerri Bennett Eaker | Nessie Siler |
| Jason Faircloth | James Stephenson |
| Myron Gavin | Daniel Smith |
| Joshua Gettinger | Kelly Woodall |
| Michael Groves | Paula Woodhouse |
| Brendon Hildreth | |

The NCCDD is also People from Agencies

NC General Assembly (Sen. Valerie Foushee and Rep. Verla Insko)

Department of Health & Human Services

- Office of the Secretary, DHHS (Dave Richard, Deputy Secretary)
- Division of Vocational Rehabilitation (Tara Myers/Jim Swain)
- Division of Medical Assistance (Sandy Terrell/Deb Goda)
- Division of MH/DD/SAS (Jason Vogler/Mya Lewis)
- Division of Public Health (Kelly Kimple/Danielle Matula)
- Division of Social Services (Wayne Black/Teresa Strom)
- Division of Aging and Adult Services (Mary Edwards/Joseph Breen)

Dept. of Public Safety, Division of Prisons (Vacant)

Department of Public Instruction (William Hussey/Dreama McCoy)

Local, non-governmental agencies (Peggy Terhune)

Non-profits concerned with people with developmental disabilities
(Christina Carter/Andrea Misenheimer)

Member of the General Public (Karen Armstrong)

15

Council Member Responsibilities

- **Carry out the provisions of the Developmental Disabilities Assistance and Bill of Rights Act (PL 106-402; DD Act)**
- **Gain support for the Council and its positions from people with I/DD, families, policy makers, other stakeholder organizations, and the general public**
- **Make sure that the Council is a member-driven, effective, efficient, accountable organization**

16

Five-Year State Plan

Based on the NCCDD's Five-Year State Plan, our 40 members decide how \$2 million in federal funds will be used.

17

What we do with Funds

- With member approval, release funds through competitive Requests for Applications (RFAs) and contracts
- These funds go to initiatives, across NC, that advance the Council's goals and objectives in the Five-Year Plan
- Conduct advocacy and policy activities
- Fund staff to manage initiatives and Council funds
- Collaborate with our NC AIDD Network Partners (Disability Rights NC, Carolina Institute on Developmental Disabilities)

Areas of Emphasis in the DD Act

- Formal and informal community supports
- Child care
- Education
- Employment
- Health
- Housing
- Quality assurance
- Recreation
- Transportation

Advancing the following activities...

19

Funding and Resource Distribution for:

- ❖ Outreach
- ❖ Training
- ❖ Technical Assistance
- ❖ Supporting and Educating Communities
- ❖ Interagency Collaboration and Coordination
- ❖ Coordination with Related Councils, Committees, and Programs
- ❖ Barrier Elimination, Systems Design and Redesign
- ❖ Coalition Development and Citizen Participation
- ❖ Informing Policymakers
- ❖ Demonstration of New Approaches to Services and Support
- ❖ Other Activities Consistent with DD Act

20

Contact Information

North Carolina Council On
Developmental Disabilities
3125 Poplarwood Court, Suite 200
Raleigh, NC 27604

www.nccdd.org

800-357-6916

or

919-850-2901

North Carolina Council on Developmental Disabilities

Bidders' Workshop
Conducted in the NCCDD Conference Room
January 24, 2018

Call in Number: (877) 848 - 7030
Access Code: 4460894

**This workshop is conducted in response to the Requests for Application
(RFA) Released
November 2017**

1

Requests for Application (RFA)

View Details on DD Council Web Site
nccdd.org
and
ddsuite.org

•RFA #: 2018-19.2.1a[R]: I Get Around – Improving Transportation Options
(State Plan Goal 2, Objective 1)

•)

2

General Information

- Grant application must be submitted via the DD Suite by **5:00 P.M., Wednesday, January 31, 2018.**
- Late applications will be refused.
- All submissions must follow DD Suite format.

Note: Internet Explorer (IE) 8, 9, and 10 are no longer compatible with DD Suite.

Bidder's Workshop

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20 Minutes	Questions and Answer
2h Post Start	Adjourn

Suggestions

- Get familiar with the DD Suite.
- Complete and save work in Word Format, then cut and paste in DD Suite.
- Save frequently in DD Suite.
- Get an early start.

5

www.ddsuite.org

Refer to DD Suite Grant Application Instructions [HANDOUT 2]

- North Carolina Notice of Fund Release

▪ New Users Must Create an Account

▪ Multiple Users for Single Grant

Apply for this Grant

Notice of Funds Available
North Carolina Council on Developmental Disabilities
2018-19.2.1a[R] | Get Around - Improving Transportation Options

Specifications

Posted	Applications Due	Start Date	End Date	Amount	Match	Poverty Match	Council Staff
Nov 13, 2017	Jan 31, 2018	Jul 01, 2018	Jun 30, 2019	\$150,000.00	\$50,000.00	\$0.00	Philip Woodward

General Information

Goal 2: By 2021, increase community living for individuals with intellectual and other developmental disabilities (IDD). Throughout their lifespan, more individuals with intellectual and developmental disabilities (IDD) will be fully included, respected, valued and supported in their communities.

Objective 2.1: More individuals with IDD will choose where and with whom to live in their community and will have transportation options to support community living and employment.

NCCDD 5 Year State Plan 2017 - 2021

Organization Staff

Application Info | Reply | Outline | Budget | Questions | Activities

Edit personnel assignment

Organization Role*

Person*

Email Preferences

General:

Budget Reports:

Programmatic Reports:

Initiative Outline Form Produces Scope of Work

- 7 Sections; multiple part questions
- Varying character limits

9

Initiative Outline Form (cont.) [HANDOUT 6]

The screenshot shows a web browser displaying the Initiative Outline Form. The page title is "NoFA: (2018-19.2.1a) | Get Around: Improving Transportation Options". Below the title, there are tabs for "Summary", "Notes/Information", "Sections", "People", "Outline Questions", "Budget Categories", and "Attachments". The main content is a table with the following columns: #, Description / Title, Limit, Question / Instruction, and Action.

#	Description / Title	Limit	Question / Instruction	Action
1	Executive Summary	2500	Identify and provide a descriptive summary of the purpose, nature, scope, and rationale for the evidence-based strategies, best practices and for planning policies/practices you will use as the basis or framework for the proposed initiative.	edit remove down
2	Qualification	2500	Describe the applicant agency (e.g., how, when, and why agency was established) and its mission. Attach an organizational chart. Describe applicant's capacity to implement the proposed initiative, including current and prior experience with relevant collaborators and people with IDD and their families.	edit remove down up
3	Detailed Narrative	4000	Describe the need for this initiative. Be sure to include relevant data, limitations of the data, current trends of which you are that may prompt the proposed initiative, and a description of the target population. The scope of work must include goals and objectives that are "SMART": specific, measurable, attainable, relevant, and time-bound relative to the overall intent of the initiative.	edit remove down up
4	Accomplishments	3000	Please indicate the outcome measures that will determine the extent to which the initiative is meeting the goals and objectives identified above.	edit remove down up
5	Methodology	2500	Describe the initiative's personnel, including roles and responsibilities. Describe proposed resources required (operational, informational, technical, etc.) as to type, amount, distribution, etc. Please provide a list of potential partners. Describe a plan that includes strategies for partnering with stakeholders.	edit remove down up
6	Sustainability of Initiative	2000	Describe how the applicant will promote or sustain the work of the initiative. Examples include organize, attend and/or present at local, regional, statewide or national conferences, webinars and/or other trainings as appropriate. Will the applicant develop a replicable model? Will materials such as guidebooks, brochures, etc. be created? Will the applicant employ internet strategies such as social media, blogs, etc.?	edit remove down up
7	Monitoring Activities	2500	Please provide a detailed description of how the applicant will monitor and evaluate performance activities and outcomes, as set out in your proposed scope of work. Describe how and when the applicant will assess or use proposed evaluation summaries to measure whether proposed objectives are achieved. Prepare a timeline for the initiative which includes all activities required to accomplish the key objectives. This will include target dates, as well as staff and agencies responsible for the proposed activities, where appropriate. This timeline will serve as the basis for monitoring progress and adjusting activities, as necessary. The timeline should contain information on the proposed start and completion dates of the key objectives and activities. This timeline should cover the entire 3-year grant period. THE APPLICANT'S BUDGET SUBMISSION, HOWEVER, WILL BE FOR ONE YEAR ONLY.	edit remove up

Initiative Outline Form (cont.)

Executive Summary (2,500 Characters)

- **Framework for proposed initiative**
 - Descriptive summary
 - Evidence-based, best/promising practice or policy

11

Initiative Outline Form (cont.)

Qualifications (2,500 Characters)

- **Describe Applicant Agency**
 - Describe qualifications, experience applicable to proposed initiative.
 - Organizational Structure for Initiative
Provide an organizational chart of the initiative, and how it fits within the applicant agency's organizational structure.
 - Current and past collaborative efforts related to proposed initiative.
 - Collaborative efforts including people with intellectual and other developmental disabilities and families.

12

Initiative Outline Form

(cont.)

Detailed Narratives

(4,000 Characters)

- **Describe Need for Initiative**

Describe relative data, data gaps, trends.

- **Describe Target Population**

Must target people with intellectual and other developmental disabilities.

13

Initiative Outline Form

(cont.)

Accomplishments

(3,000 Characters)

- **Outcome Measures**

Indicate outcome measures that will be used to determine extent initiative is meeting goals and objectives.

14

Initiative Outline Form

(cont.)

Methodology

(2,500 Characters)

- **Initiative Personnel**

Describe roles and responsibilities.

Sub-contractors

- **Proposed Resources**

Describe type, amount, distribution, etc.

E.g., operational, informational, technical

- **Potential Partners**

Describe plan for partnering with stakeholders.

15

Initiative Outline Form

(cont.)

Sustainability of Initiative

(2,000 Characters)

- **Preliminary Sustainability Plan**

- Comprehensive and appropriate

- Dissemination of materials, use of social media, blogs, presentations at conferences or webinars

16

Initiative Outline Form

(cont.)

Refer to Application Scoring Form (p.5)

Monitoring Activities

(2,500 Characters)

- **Monitoring and Evaluating**

Provide a detailed description of how applicant will monitor and evaluate performance activities and outcomes.

Describe how and when applicant will assess or use proposed evaluation tools to measure whether objectives are achieved.

Include timeline; target dates; and responsible initiative staff/agency partner.

17

Initiative Outline Form

(cont.)

- **Timeline Must Reflect Three Years**

Describe goals, objectives, activities, and outcomes for proposed initiative reflecting 3 years.

Note: Information in Workplan Section reflects 3 years. Budget Information in Initiative Budget Section should only reflect 1 year.

18

Initiative Work Plan

Reflect 3 years

- **Objective**
 - List each objective separately.
- **Activity**
 - Define the activities necessary to achieving the objective.
- **Timeline**
 - Projected start and completion date for each activity of an objective should cover three years.
- **Responsible Person**
 - Identify person(s) responsible for completing each activity.
- **Performance Measures**
 - Identify corresponding performance measures for each objective/activity.

19

Initiative Work Plan

Application Info People Outline Budget Objectives Activities Performance Measure: IF41.1, IF4.12s Support Docs Guidelines

Objectives

Application Workplans must include at least one Objective with at least one Activity.

Id	Description	Start Date	End Date	Action
< no Objectives established for this application >				
add objective				

20

Initiative Work Plan

Performance Measures

(Refer to AIDD DD Council Performance Measures [Handout 11 and 11b])

Application Info | People | Outline | Budget | Objectives | Activities | Performance Measure: IFA1.1, IFA 1.2s | Support Docs | Guidelines

Select Objective: 1, xx

Performance Measure: IFA1.1, IFA 1.2s

Code	Description	IDD Target	FAM Target	OTR Target	Action
+ no performance measure (fa1.1, fa1.2s) defined for this objective +					
add performance measure: del.1, fa1.2					

Application Info | People | Outline | Budget | Objectives | Activities | Performance Measure: IFA1.1, IFA 1.2s | Support Docs | Guidelines

Add Performance Measure: IFA1.1, IFA 1.2 for Objective 1:

xx

Performance Measure: IFA1.1, IFA 1.2s

IA 1.1 The number of people with developmental disabilities who participated in Council supporte...

Individuals w/ DD:

Families w/ DD:

Number or Others affected:

2002-2016 National Partnership of DD Councils

Budget/Budget Narrative

DD Suite 4.0 - Welcome back, Melissa

Grant Application: (2015-16-01) **Rehinking Guardianship: Building A Case For Less Restrictive Alternatives**
North Carolina Council on Developmental Disabilities

Project Info and Staff → Project Outline Form → Initiative Work Plan → Project Budget → Supporting Documentation and Notes → Review and Submit

Note that these budget summary numbers are updated after SAVE

Application Budget Summary	Council Funds	Match Funds	Project Costs
Staff Salaries	\$0 00	\$0 00	\$0 00
Staff Fringe Benefits	\$0 00	\$0 00	\$0 00
Supplies & Materials	\$0 00	\$0 00	\$0 00
Equipment	\$0 00	\$0 00	\$0 00
Staff Travel	\$0 00	\$0 00	\$0 00
Utilities	\$0 00	\$0 00	\$0 00
Contracted Services	\$0 00	\$0 00	\$0 00
Media/Communications	\$0 00	\$0 00	\$0 00
Rent/Cost of Space	\$0 00	\$0 00	\$0 00
Professional Services	\$0 00	\$0 00	\$0 00
Dues/Subscriptions	\$0 00	\$0 00	\$0 00
Other	\$0 00	\$0 00	\$0 00
Indirect Cost	\$0 00	\$0 00	\$0 00
Grand Total	\$0 00	\$0 00	\$0 00

Staff Salaries
Salaries/Wages only for staff hired

Project Costs	Council Funds	Match Funds	Match Source	Match Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Cash"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Cash"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Cash"/>

Add additional staff salaries

Budget/Budget Narrative

- **Budget Categories**
 - Provide detailed budget information on each line item (see handout 9).
 - Indirect costs (see handout 10).
 - allowable only with approved, indirect, cost rate documentation.
- **Total Program Cost**
 - The sum of matching share & NCCDD funds required to fund the initiative.

23

Budget/Budget Narrative

- **Matching Share**
 - Cash
 - “In-kind” (e.g., cost of office space or staff time contributed by grantee).
 - At 25%, your minimum share of the budget is:
 - \$50,000.00: *I Get Around – Improving Transportation Options*

24

CONTRACT ATTACHMENTS

(Refer to Handout 7)

Required if Application Approved by Council
(Including:)

- **Assurances:** Applicant Agreement Details
- **Conflict of Interest :**Provide Authorizing Organization Conflict of Interest Policy
- **Not for Profit Organizations:** Provide copy of current tax letter from IRS (i.e., 501(c)3 documentation)
- **Refer to handouts for comprehensive list**

25

CONTRACT ATTACHMENTS

(cont.)

Endorsements (*Not Required*)

- Letters of endorsements and support indicating coordination/collaboration from agencies and organizations at the state and community level described as initiative partners.

26

Grant Award

I Get Around – Improving Transportation Options

To carry out the intent of this objective, the NCCDD will make available an award of up to \$150,000 per year with required minimum of 25% non-federal matching funds (minimum of \$50,000), for up to 3 years, with Year 1 beginning July 1, 2018 and ending June 30, 2019. The intent of this RFA is to provide up to \$450,000 over the course of the initiative's three-year period.

27

Award Process

- Grant application reviews committee will make recommendation to the NCCDD
- NCCDD will determine grant awards at November Council Meeting
- Implementation of grant will be July 1, 2018

28

QUESTIONS
(Q & A Posted on nccdd.org)
&
CONTACT INFORMATION

RFAinfo@nccdd.org
RFA & Application Content

North Carolina Council on Developmental Disabilities
3125 Poplarwood Court, Suite 200
Raleigh, NC 27604

www.nccdd.org
800-357-6916
or
919-850-2901

29

*Thank you for participating
today, and for responding to
our Council's Request for
Applications.*

30

