



## SIX MONTH PROPOSAL TO CONTINUE LEADERSHIP TRAINING

### Primary Objectives

- Hire Leadership Coordinator
- Hold Additional Trainings

### Summary

This is a sole-source funding proposal for the North Carolina Council on Developmental Disabilities (NCCDD) to provide sole source funding in the amount of \$65,000 with a \$21,66.66 required match to Disability Rights North Carolina (DRNC) for six additional months of the leadership training entitled Ability Leadership Project of North Carolina (ALP-NC). The purpose of this six-month phase will be for DRNC to hire a coordinator for the leadership training and to conduct three additional trainings of the ALP-NC curriculum. This funding will be from FY 2021 funds and must be spent by August 31, 2022.

Over the next 18 to 36 months, NCCDD will work in partnership with DRNC to develop a competitive bid application for another organization to continue the ALP-NC leadership training. During this 18 to 36-month timeframe, it is anticipated that NCCDD will provide funding to DRNC to train leaders, work with the Center for Creative Leadership (CCL) to train trainers, and to improve the training curriculum and all processes involved in the training. The immediate next step in this 18 to 36-month process will be the work done in this six-month proposal.

### Background

**DRNC and CCL.** As North Carolina's Protection and Advocacy agency, DRNC not only valued the opportunity to provide quality training for the disability community but also saw the potential impact of a strong network of advocates fighting for the rights of people with disabilities across our state. When the DD Council identified and prioritized the need for a policy-based advocacy leadership development opportunity where people with I/DD, parents, professionals and other stakeholders train together, DRNC welcomed this partnership.

The Center for Creative Leadership, located in Greensboro, is recognized worldwide as a top-ranked, premier leadership development organization.

ALP-NC tapped into the expertise of CCL paired with DRNC's dedication to the goal of a fully integrated and accessible community – where people with disabilities have power, equal opportunity, and freedom to make their own decisions.

**ALP-NC.** Over the last three years, DRNC and CCL developed the ALP-NC leadership training and curriculum in partnership with NCCDD with NCCDD funding. ALP-NC is a unique and

innovative training developed with and for people with intellectual and other developmental disabilities (I/DD), family members and guardians, professionals, and other stakeholders. It was developed from scratch with substantial input, feedback, and evaluation from participants and trainers throughout the process. At this time, DRNC has the unique ability and skills to offer this training, work with CCL to train trainers, and further develop the curriculum. DRNC and NCCDD both desire for this training to be developed so that it can be led and taught by other entities and organizations in North Carolina after it is further developed.

The evolution of the project from its initial concept was, at times, challenging. Creating a curriculum that meets the accessibility needs and diverse learning and engagement styles of people with and without I/DD in the same space took time and great effort, re-writes and re-starts. Now, DRNC is ready to begin its first class in which former students are now the trainers. This next phase will require further evaluation and revision of the curriculum as needed as everyone involved works to improve the training. DRNC has a vested interest and investment in the ongoing success, growth and sustainability of the ALP-NC project and is committed to use the next six months as an opportunity to transition to a more supportive and advisory role.

The ALP-NC project grew from a concept that the best way to create change is to have people with and without disabilities work and learn together on how to be effective leaders and change agents.

To best accomplish this goal, research, planning, and focus groups led to ongoing revisions and adjustments. CCL and DRNC created a curriculum for the project that has been tested, tried, revised and tested again until we found what we feel is the best format to train and engage participants. The curriculum is offered in four one-day sessions spread out over three to four months with follow-up and small group work in between sessions. A group of trainers were recruited from the pilot class. This select group received in-depth training on the curriculum of the project and also on how to be effective facilitators and conversation leaders. They are now paid trainers working with our newest cohort. A model that can be replicated and grown exponentially.

### **Accomplishments**

To date the ALP-NC project has accomplished the following:

- Developed a unique curriculum where people with I/DD, parents, professionals and other stakeholders train together

- Produced materials and a facilitator guide that have been used, modified and improved upon to best meet the needs of a diverse group of participants and trainers with and without I/DD.
- Produced and piloted a Train-the-Trainer curriculum/program for facilitators of the leadership development training graduating six trained facilitators to carry on the work of the project.
- Began its first cohort in which facilitators with and without I/DD serve as co-leaders working collaboratively with the tools provided and guidance of the project developers.
- Developed a state-of-the-art website for use by participants and trainers with attention to accessibility, ease of use and expandability as the needs of the project progress.

### **PROPOSAL**

This initiative supports NCCDD's Goal 3 of the Council's Five-Year Plan: Increase advocacy for individuals with I/DD.

#### **Methodology:**

**During the next six months**, DRNC staff will continue to support the operations of the ALP-NC project as it hires and on-boards a dedicated coordinator. Corye Dunn will provide active and ongoing support to the trainers and participants of the three cohorts. 2022 Cohort 1 is currently in session and will take place on four Fridays in February – April. All five current trainers are working collectively as a way to build their strengths and confidence as facilitators. Two additional cohorts will be held in April through July. The trainers will work in smaller groups and have more responsibilities.

Susan McLean will manage, with the input of NCCDD and Corye, the request for applications, recruitment, selection process, onboarding, and all administrative tasks related to the coordinator position. She will also provide additional support to this project. Monica Resendiz and Ashley Swayze will provide additional administrative support as needed and serve as a facilitator (Monica) and producer (Ashley). Corye will train and supervise the coordinator and serve as an on-going resource.

#### **Sustainability of Initiative:**

**Trained by Base Curriculum:** Over the next six months we will work to best assure the sustainability of the project by growing our number of **trained ALP-NC leaders to 30**, with at least half being self-advocates.

**Train the Trainer Curriculum:** From this group we will identify the **next class of six (6) trainers** and position them to be prepared to participate in the next Train-the-Trainer session.

**Dedicated Project Coordinator:** Most importantly to the immediate sustainability, we will recruit, hire and train a dedicated project coordinator who will, with the supervision and ongoing support of DRNC, become responsible for the project as it progresses. The coordinator will work with the support of the project designers to organize trainings, coordinate trainers, and support participant engagement.

**Monitoring Activities:** Key to the development and continued success of the ALP-NC project is structured and continuous monitoring activities. Real-time feedback was required of the participants in the development stages to understand how well training was meeting intended objectives and inform future trainings; understand how well trainees were learning material and how comfortable they were with teaching the material; and to identify and customize additional supports, if needed. The project continues the practice of detailed participant feedback and has structured the ALP-NC website as a tool to collect this data in an accessible and user-friendly format. All data collected is available for immediate evaluation by the project coordinator to be easily shared in reports to the trainers and the Council.

#### **Initiative Work Plan**

Within the six-month period ALP-NC will

- Complete three leadership training sessions (cohort 1 – February – April; and cohorts 2 and 3 – April through July; each with 10-12 participants.
- Recruit, select and hire a dedicated project coordinator.
- Provide ongoing support and supervision for the coordinator.

#### **Project Budget**

This proposal is for **\$65,000** in funding with a \$21,666.66 match starting on March 1<sup>st</sup>, 2022 and ending August 31, 2022 to cover the cost of staffing the initiative, provide stipends to the trainers and to hire a project coordinator to be on-boarded during this project period and serve as the primary project manager under the supervisor of Corye Dunn.

# FUTURE INVESTMENT PROPOSAL 2/10/2022



## Roommate-Matching Service

Community Living Committee

### Initiative Goals and Timeline

Request for Authority to Draft RFA	February 2022
Anticipated Approval of Draft RFA	May 2022
Anticipated Release of RFA	May 2022
Anticipated Contractor Approval	August 2022
Anticipated Start Date	October 2022

### System Gap Addressed

During NCCDD's three-year Supported Living: Making the Difference initiative, family members of individuals with I/DD expressed an interest in seeing the State of North Carolina and its Department of Health and Human Services invest in a roommate-matching platform for people with intellectual and other developmental disabilities. One of the primary benefits of a roommate-matching platform or service is the ability to match a person with I/DD with a compatible person with a disability or other person who can act as a caregiver. Having a roommate reduces housing-related costs for each individual because they share the costs such as the rent and the utilities payments as well as the responsibilities such as cleaning. Bridges MN, a provider agency in Minnesota, shared an example by suggesting that one person might not be able to afford a one-bedroom apartment at \$900 per month, but two people could afford a two-bedroom apartment at \$1,200 per month where each person pays \$600 of the cost. However, despite the benefits of matching people to become roommates, North Carolina does not currently have any type of formal roommate-matching platform or service available that is known to the Council.

The cost of housing in North Carolina has increased, and many people with I/DD and their families have encountered difficulty finding a safe, affordable, and accessible place to live. Numerous North Carolina Department of Health and Human Services (DHHS) efforts are currently ongoing to address the housing-related and other needs of people with I/DD to be able to live in their communities. These include the Olmstead Plan Stakeholder Advisory efforts that resulted in a draft Olmstead Plan to implement in 2022 and 2023 and the launch of a statewide Strategic Housing Plan in July 2021. North Carolina is also undergoing Medicaid Transformation, launching the Standard Plans in 2021 and planning to launch the Tailored Plans in 2022, and DHHS has identified housing as a social determinant of health. This initiative is for up to \$90,000 per year with a required match.

### Background

NCCDD and NC Medicaid staff have had conversations with providers in other states that have developed these. Bridges MN in Minnesota developed the Rumi platform to match individuals with I/DD who have a disability waiver in that state with a live-in caregiver who can earn up to \$59,000 tax-free to provide a designated level of caregiving. A provision in the tax law ([26 U.S. Code Section 131](#)) allows individuals who receive family foster care payments to exclude these payments from gross income. Additionally, [IRS Notice 2014-7](#) provides guidance permitting this caregiving arrangement to be tax-free. Bridges MN has developed an initial platform and a Version 2.0 in 2021 and is currently working on launching the app. However, Bridges MN stated in October 2021 that they do not have concrete plans to launch the Rumi service in another state.

Meanwhile, Partners4Housing in Washington State developed a roommate-matching service that relies on matching individuals with I/DD with a roommate after filling out a Residential Assessment that identifies an

individual's support needs rather than diagnosis. Partners4Housing has also developed a roommate-matching pool where families can find a suitable match for their loved one with I/DD to create a shared living home, and the organization offers shared living development to help bring the shared living vision to life for families.

Partners4Housing has expanded into Arizona and has partners in other states, including The Marlene Meyerson JCCManhattan in New York. They offer a partnership model where they will train partners to provide this shared living development through 20 hours of remote training for up to eight people at a cost of \$5,000.

Additional roommate-matching services exist in states such as Ohio, Virginia, and California as well as national websites for people with disabilities such as Dwellability. See the attached list of resources that NCCDD has compiled.

## Description of Activities

1. Bring an existing roommate-matching platform or service to North Carolina without all of the startup costs or "sweat equity" needed to develop a new platform or portal. Or develop a new one if funding allows.
2. Identify a provider organization or multiple provider organizations to facilitate roommate matching and shared living development to assist individuals with I/DD in North Carolina who want a roommate to safely find a suitable, compatible roommate who may be another person with I/DD or a live-in caregiver. Provide adequate training for the provider organization to use the platform and serve as the connector creating matches, developing sustainable housing plans with the individuals and their families that take advantage of all available resources.
3. Assist people with I/DD in finding a compatible roommate who could be another person with I/DD, a live-in caregiver, or a companion who might not have a disability or a defined caregiving role. This matching process might also provide a safe, affordable, accessible place for the person with I/DD to live (if the person they match with already has housing with a room available).
4. Ensure that this service becomes available on a statewide basis available to all individuals with I/DD, regardless of waiver status or financial resources, who are looking for a roommate or a shared living arrangement, and that certain safety protocols are in place such as criminal history disclosures and background checks.
5. Provide funds to assist a designated number of individuals with I/DD and their families to access any such the portal or platform at no cost to them as a way to demonstrate the value of this service to North Carolinians with I/DD and their families who are desperate to find a safe and sustainable housing arrangement for their loved one.

## Achievements and Outcomes Expected

- More individuals with I/DD will have a safe, accessible, affordable, and accessible place to live with a roommate of their choice in the community.
- More individuals with I/DD will have the support they need to remain in a home of their choice in the community.

## Expected System Change as Result

- More individuals with I/DD will live in a home of their choice in the community with the supports they need.
- More individuals with I/DD will be fully included, respected, valued, and supported in their communities.

## Roommate-Matching Resources (Updated November 1<sup>st</sup>, 2021)

1. Rumi in Minnesota operated by Bridges MN: <https://meetmyrumi.com/>
2. Partners4Housing provides roommate-matching services in Washington State; Phoenix, Arizona; and now New York: <https://partners4housing.com/>
3. Roomsurf, an option for college students: <https://www.roomsurf.com/>
4. Dwellability: Its website says, "Home Sharing for People with Disabilities . . . By People with Disabilities." A national site that matches roommates: <https://www.dwellability.com/>
5. Ohio: Donna Layton said, "Ohio has been doing the waiver program for more than 25 years. They have the ability to have roommates through the County Board programs." See more at: <https://dodd.ohio.gov/wps/portal/gov/dodd/waivers-and-services/waivers/>
6. Virginia Housing and Supportive Services NOVA Housing Resource Guide: <https://www.novahss.org/about-the-roommate-i-match-service>
7. Jay Nolan Community Services in California: <https://jaynolan.org/company/job-opportunities/become-a-roommate/>

\*List compiled by Philip Woodward, North Carolina Council on Developmental Disabilities (NCCDD) Systems Change Manager. Please e-mail any additional resources to him at [philip.c.woodward@dhhs.nc.gov](mailto:philip.c.woodward@dhhs.nc.gov)



## **ECONOMIC IMPACT PROPOSAL**

### **\$25,000 in Council Funds to be Matched by \$30,000 from the Arc of North Carolina**

#### **Proposal for Economic Impact Study**

This is a proposal for the North Carolina Council on Developmental Disabilities to partner with The Arc of North Carolina to fund research on the state and local economic impact of the I/DD community and Direct Support Professionals. The purpose of this research and report would be to educate legislators and policy makers on the impact investments in the Registry of Unmet Needs and Direct Support Professional wages would have on the state and their local communities. NCCDD would spend up to \$25,000 from the FY 2021 and FY 2022 budgets. The Arc of North Carolina will spend up to \$30,000 for this project, which will include the necessary federal match.

An Economic Impact Study uses quantitative research to estimate the economic benefits, such as total dollars, jobs, taxes, and household income, created by a particular initiative, funding stream, or project. NCCDD and The Arc of North Carolina would work together on a final proposal to bring to the Executive Committee for final approval of this initiative.

The initiative would research the economic impact that funding I/DD Medicaid Waivers, other I/DD services, and payments to Direct Support Professionals, including increased wages, have on state and local communities in North Carolina. The primary purpose of such research would be to educate state legislators, policymakers, and leaders on the economic benefits of funding additional waivers and services as well as increasing DSP wages. The exact parameters of the research would be dependent on the amount of funding and negotiated with the organization doing the research.

#### **The Need for This Economic Impact Study**

North Carolina is currently in the midst of three separate, but inter-related, crises that impact the intellectual and developmental disability community. First, North Carolina has a waiting list of over 15,000 individuals for the Innovations Medicaid Waiver. Second, there is a Direct Support Professional workforce shortage. Third, the pandemic has increased the social isolation and needs of the I/DD community while at the same time exacerbated the workforce shortage by depleting the number of DSPs due to illness and economic competition for jobs.

Council staff continue to hear directly of crisis situations involving individuals who need I/DD services who are not able to obtain services due to the workforce crisis and the crisis involving the Registry of Unmet Needs. This Economic Impact Study could provide further



information to educate policymakers and leaders about why resolving these crises are so important.

Additionally, there are currently several studies, plans, and reports that have been requested by the General Assembly and the North Carolina Department of Health and Human Services, including a Report requested by the General Assembly on the direct support workforce capacity if the state funds 1,000 additional Innovations waivers in 2023-2024 Legislative Sessions. Additionally, there are several advocacy education efforts that could utilize this research and report in their work. This includes a Direct Support Professional grassroots advocacy group that meets once a week made up of parents and advocates with leadership by a former NCCDD Council Member.

Significant interest has been expressed in such a study by the DD Consortium, the Council's Public Policy Committee and other advocacy organizations for such a study.

### **The Funding**

This is a unique opportunity for the Council to have a one-to-one or greater match of funds by another leading I/DD organization in North Carolina. The Council has short-term funds available due to the pandemic that it needs to reallocate quickly. This would be an opportunity to not only spend these funds but to have these funds matched.

The funds would be used to engage the University of North Carolina at Greensboro (UNC-G) to perform this research in partnership with RTI International, "an independent, nonprofit research institute dedicated to improving the human condition." See more at: <https://www.rti.org/>. Meanwhile, UNC-G and Dr. Terri L. Shelton, the Vice Chancellor for Research and Engagement, have a long history with I/DD, with the university offering the Beyond Academics program, the first four-year program in North Carolina for students with I/DD interested in furthering their education. For more information, see:

<https://research.uncg.edu/vice-chancellor-terri-l-shelton/>  
<https://beyondacademics.uncg.edu/>

This research and report would support the core work of NCCDD. Our federal DD Act states that the "Council shall serve as an advocate for individuals with developmental disabilities." "Advocacy activities" are defined by federal regulation as "active support of policies and practices that promote systems change efforts and other activities that further advance self-determination and inclusion in all aspects of community living (including housing, education, employment, and other aspects) for individuals with developmental disabilities, and their families." The Council's role is to provide information to policymakers by supporting and conducting studies and analyses, gathering information, and developing and

disseminating model policies, information, approaches, strategies, and recommendations. It does not and cannot lobby.

This also fits within our Five-Year State Plan including the following:

**“GOAL 2 OBJECTIVE C:** Increase equitable access to home and community-based healthcare, preventative healthcare, wellness opportunities, and address unmet health-related resource needs through individual, family, and stakeholder education and provider capacity building.”

**“GOAL 3 OBJECTIVE C:** Increase understanding and awareness of policymakers, state leaders, and the larger community of the unmet needs of individuals with I/DD in North Carolina . . . .”

### **Anticipated Outcomes:**

The outcomes of this initiative will be dependent on the amount of funds and negotiated with the selected entity conducting the research and providing the report. The primary anticipated outcomes would include the following:

- Estimated state and local economic impact of Waiver services, other I/DD services, and Direct Support Professional wages.
- Analysis of geographic distribution of IDD, along with needs and resources.
- Contributions to the state economy and labor force – by people with IDD, their family members, their direct support staff and the organizations overseeing those services.
- Number of Direct Support Professionals currently working with the IDD population, supervisors, and organizations providing those supports.
- The amount of taxes contributed to the state by the IDD population, including people with IDD, family members, direct support staff, supervisors, etc.
- Amount of expendable income from the groups listed above.
- Projected future increase in the NC Innovations Waiver waiting list, areas of investment, training, and required education.
- Total number of people with IDD living in North Carolina.
- Total number of families having a family member with IDD in North Carolina.

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The documents posted on this site are XML renditions of published Federal Register documents. Each document posted on the site includes a link to the corresponding official PDF file on govinfo.gov. This prototype edition of the daily Federal Register on FederalRegister.gov will remain an unofficial informational resource until the Administrative Committee of the Federal Register (ACFR) issues a regulation granting it official legal status. For complete information about, and access to, our official publications and services, go to [About the Federal Register](#) on NARA’s archives.gov.

The OFR/GPO partnership is committed to presenting accurate and reliable regulatory information on FederalRegister.gov with the objective of establishing the XML-based Federal Register as an ACFR-sanctioned publication in the future. While every effort has been made to ensure that the material on FederalRegister.gov is accurately displayed, consistent with the official SGML-based PDF version on govinfo.gov, those relying on it for legal research should verify their results against an official edition of the Federal Register. Until the ACFR grants it official status, the XML rendition of the daily Federal Register on FederalRegister.gov does not provide legal notice to the public or judicial notice to the courts.

# Availability of Program Application Instructions for Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act, State Councils on Developmental Disabilities To Expand the Public Health Workforce

A Notice by the [Community Living Administration](#) on 01/12/2022

## DOCUMENT DETAILS

**Printed version:**

PDF (<https://www.govinfo.gov/content/pkg/FR-2022-01-12/pdf/2022-00400.pdf>)

**Publication Date:**

01/12/2022 (/documents/2022/01/12)

**Agencies:**

Administration for Community Living (<https://www.federalregister.gov/agencies/community-living-administration>)

**Dates:**

The deadline date for the submission of the Expanding the Public Health Workforce within Disability Networks: State Councils on Developmental Disabilities is 11:59 p.m. Eastern Time February 11, 2022.

**Document Type:**

Notice

**Document Citation:**

87 FR 1757

**Page:**

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as of 02/07/2022 at 4:15 am EST

## PUBLISHED DOCUMENT

*Title:* Expanding the Public Health Workforce within the Disability Networks: State Councils on Developmental Disabilities.

*Announcement Type:* Initial.

*Statutory Authority:* The statutory authority for grants under this program announcement is Section 2501 of the American Rescue Plan Act of 2021 (Pub. L. 117-2 (<https://www.govinfo.gov/link/plaw/117/public/2?link-type=html>)) and awards authorized under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C 15021 (<https://www.govinfo.gov/link/uscode/42/15021?type=usc&year=mostrecent&link-type=html>) *et seq.* ), State Councils, shall be provided funding under this opportunity.

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*Catalog of Federal Domestic Assistance (CFDA) Number:* 93.620.

## DATES:

The deadline date for the submission of the Expanding the Public Health Workforce within Disability Networks: State Councils on Developmental Disabilities is 11:59 p.m. Eastern Time February 11, 2022.

## I. Funding Opportunity Description

The Administration for Community Living (ACL) announced a new funding opportunity to expand the public health workforce within the disability networks. Public health promotes and protects the health of people and the communities where they live, learn, work, and play. The disability networks funded by the Administration for Community Living (ACL) play an essential role in that work. The disability networks consist of trusted organizations and programs that reach and provide services and supports to people with disabilities in every community throughout the nation, including those related to public health such as health and wellness education and information, counseling, case management and guidance related to health and social needs, as well as how to access those supports. These networks have over 50 years of community experience and possess intimate knowledge of the public health and other resources available and the needs of people with disabilities in their direct area.

As part of its ongoing COVID-19 response efforts, the Biden-Harris Administration is investing federal funds through the American Rescue Plan Act of 2021 (ARPA) <sup>[1]</sup> to recruit, hire, and train public health workers to respond to the pandemic and prepare for future public health challenges. Specifically, the Secretary of the U.S. Department of Health and Human Services (HHS) will “carry out activities related to establishing, expanding, and sustaining a public health workforce. . . ,” ARPA § 2501(a), and funds may be used to support costs, including wages and benefits, of a range of public health professionals including but not limited to social support professionals, community health workers, communication and policy experts and “. . . other positions as may be required to prevent, prepare for, and respond to COVID-19. . . ,” ARPA § 2501(b)(1).

To help advance these efforts, ACL has created the Expanding the Public Health Workforce within Disability Networks program. This program aims to increase through the support of wages and benefits the number of public health professionals within the disability networks to address the unique needs of individuals with disabilities. Public health professionals supported through this program may provide a wide range of public health services and supports, including provision of culturally affirmative and linguistically accessible information, access assistance for vaccines and boosters, transition and diversion from high-risk congregate settings to community living, provision and connections to health and wellness programs, activities that address social isolation and social determinants of health, and other activities that support the public health and wellbeing of people with disabilities.

State Councils on Developmental Disabilities (Councils)—the eligible entities for this opportunity—under the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) shall be provided funding to support new staff or increase the full-time equivalent (FTE) of existing staff under this opportunity to carry out public health services and supports. Although not required for funding, grantees are encouraged to explore options for funding to sustain the new FTE after the end of the grant. There is no cost sharing or matching requirement for this funding.

Award recipients will be required to submit annual progress reports in the form of a written summary on the number of full-time equivalents (FTEs) funded, type of public health professional(s) hired, and the activities they are engaged in to advance public health. To be eligible to receive this grant, the Councils must submit a Letter of Assurance to ACL containing all the assurances required, (see below, “Section III. Eligibility Criteria and Other Requirements” and “Section IV. Submission Information”). Councils that do not submit a Letter of Assurance or otherwise indicate no desire to receive funds, will be excluded from receiving funds.

ACL may extend deadlines based on the need of the COVID-19 response, *e.g.*, to meet unanticipated issues related to COVID-19 and/or to allow impacted Councils that missed the cut-off date to submit a letter of assurance for consideration. ACL intends to issue notices of award as soon as possible with an estimated start date of March 1, 2022. However, the actual award may be released earlier or later than that date. Because the total amount awarded to each grantee is contingent upon the total number of grantees applying for funding, grant awards will be issued after ACL receives responses from all eligible DDCs. Regardless of the date of award, the funding will be available until September 30, 2024. Grantees may use the funds over any period of time before this date but are encouraged to use the funding as soon as possible to have the greatest impact.

## **II. Award Information**

### **1. Funding Instrument Type**

These awards will be made in the form of new grants, evenly distributed to eligible entities.

### **2. Anticipated Total Funding per Budget Period**

Awards made under this announcement will have an estimated start date of March 1, 2022 and an end date of September 30, 2024.

The total available funding for this opportunity is \$4,480,000.

Eligible entities who do not complete assurance requirements below, or otherwise indicate no desire to receive funds will be excluded from receiving funds. This will have the effect of increasing the amount of funds available for eventual recipients. ACL will distribute the \$4,480,000 evenly to all eligible entities to ensure a sufficient level of funding to provide substantive support for the public health workforce, which equates to a minimum award of \$80,000. This figure is based on the current number of eligible entities and would rise if some eligible entities refuse or are deemed ineligible.

### **III. Eligibility Criteria and Other Requirements**

#### **1. Eligible Entities**

The eligible entity for these awards is designated by ACL as State Developmental Disabilities Councils authorized under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act.

#### **2. Match**

Cost Sharing or Matching is not required.

#### **3. Other Requirements**

##### **A. LETTER OF ASSURANCE**

A Letter of Assurance is required to be submitted by the eligible entity in order to receive an award. The Letter of Assurance must include the following:

1. Assurance that the award recipient is the agency or entity designated as the State DD Council in the state or territory under section 125 of the DD Act (42 U.S.C. 15025 (<https://www.govinfo.gov/link/uscode/42/15025?type=usc&year=mostrecent&link-type=html>)).

2. Assurance that funds will be spent in ways consistent with the purpose of  the funding to support the cost of wages and benefits for public health professionals, directly or through contract such as:

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- Case investigator,
- Contact tracer,
- Social support specialist,
- Community health worker,
- Public health nurse,
- Disease intervention specialist,
- Epidemiologist,
- Program manager,
- Laboratory personnel,
- Informaticians,
- Communication and policy experts,
- Other positions as may be required to prevent, prepare for, and respond to COVID-19.

3. Assurance to provide semi-annual federal financial reports and annual program reports that include the number and type of full-time equivalents hired, and activities performed to advance public health.

##### **B. DUNS NUMBER**

All grant applicants must obtain and keep current a D-U-N-S number from Dun and Bradstreet. It is a nine-digit identification number, which provides unique identifiers of single business entities. The D-U-N-S number can be obtained from: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm> (<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>).

### **C. INTERGOVERNMENTAL REVIEW**

Executive Order 12372, Intergovernmental Review of Federal Programs, is not applicable to these grant applications.

## **IV. Submission Information**

### **1. Letter of Assurance**

To receive funding, eligible entities must provide a Letter of Assurance containing all the information outlined in Section III above.

Letters of Assurance should be addressed to: Jennifer Johnson, Deputy Commissioner, Administration on Disabilities, Administration for Community Living.

Letters of Assurance should be submitted *electronically via email* to [PHWF@acl.hhs.gov](mailto:PHWF@acl.hhs.gov) (<mailto:PHWF@acl.hhs.gov>).

### **2. Submission Dates and Times**

To receive consideration, Letters of Assurance must be submitted by 11:59 p.m. Eastern Time on February 11, 2022. Letters of Assurance should be submitted electronically via email and have an electronic time stamp indicating the date/time submitted.

## **VII. Agency Contacts**

### **1. Programmatic and Submission Issues**

Direct programmatic and submission inquiries to [PHWF@acl.hhs.gov](mailto:PHWF@acl.hhs.gov) (<mailto:PHWF@acl.hhs.gov>).

Dated: January 6, 2022.

Alison Barkoff,

Principal Deputy Administrator.

## **Footnotes**

1. *American Rescue Plan Act of 2021, Public Law 117-2* (<https://www.govinfo.gov/link/plaw/117/public/2?link-type=html>), 135 Stat 4 (Mar. 11, 2021).  
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**NC Council on Developmental Disabilities  
Policy and Procedure Manual**

<b>SECTION: Contracts</b>	<b>DATE ISSUED/UPDATED: 8/1/1999, 3/24/08, 12/8/15</b>
<b>TOPIC: Sole Source Funding</b>	<b>BOARD APPROVED DATE: 5/13/16</b>

**POLICY:**

Occasionally, the nature of a Council objective may require the service of a specialized vendor, and no RFA is issued. Such objectives may include Council-initiated activities, conferences (dealt with under a separate policy), non-conference public events, and Council funds used as match for non-federal grant funds, among other activities. The purpose of this policy is to assist the Council in determining when such non-competitive awards should be made.

The issue of sole source funding arises when a need exists for services that are available from only one agency or organization, college or university, or unit of government. Sole source funding is an exception to the rule, but there are circumstances that may make it necessary or advisable.

One or more of the following factors should be considered in determining whether to pursue sole source funding:

**Key Factors**

- NCCDD staff have screened request to determine status and referred it to the appropriate committee.
- Committee has received information in advance.
- Primary population targeted meets federal Developmental Disability definition
- Activity is responsive to goals and objectives in the State Plan or Council elects to modify Plan.
- Activity differs significantly from those funded under request for application (RFA).
- Staff capacity is adequate to provide oversight and management of sole source activity.
- Only one (1) bona fide source of the service exists.
- Organization or agency is uniquely familiar with the service or activity to be evaluated.
- Need is such that a particular individual, agency or organizations skills, abilities, and experience make the entity uniquely qualified to fulfill the need.
- RFA was issued, but no satisfactory applications were received.
- Emergency or immediate action is necessary to achieve desired outcome in desired timeframe.
- Service(s) are necessary to complete a previously funded, on-going activity.

- Where Council elects to provide funds contingent on applicant/contractor's receipt of other non-federal funds.
- Enhances ADD Network collaboration.
- Other factors specific to circumstances.

Funding decisions will be made on a case-by-case basis, with strong preference given to committee review and full Council approval.

**PROCEDURES:**

1. Requests for sole source funding will be brought to the appropriate committee of the Council for review of this policy and key factors, and if appropriate, refer to the full Council for approval.