

# NOTICE OF FUNDS AVAILABLE

## Summary Information:

- 1) Awarding Agency Name: The Ohio Developmental Disabilities Council
- 2) Funding Opportunity Title: DD Awareness and Advocacy Day Grant
- 3) This is a new announcement.
- 4) This project number is assigned as #17PP01CR17
- 5) This project's CFDA number is #93-630
- 6) All applications for this project are due at 5:00 p.m. Eastern Standard Time on Tuesday, August 9, 2016. The awarded project is scheduled to begin on October 1, 2016 and run until September 30, 2021.

(a) – This Notice of Funding Availability is being posted on Tuesday, June 7, 2016. In accordance with 2 CFR, Section 200.203 (b), this award is being posted no less than 60 days prior to the deadline for applications.

(b) Full Text of NOFA

### 1) Program Description:

The DD Awareness and Advocacy Day Grant is a project that will be responsible for planning and conducting a single-day event at the Ohio Statehouse. The grantee will be responsible for working with the Ohio Developmental Disabilities Council, Ohio Department of Developmental Disabilities, DD Act partners, and other stakeholders in the field of disabilities to coordinate a single event that promotes Developmental Disabilities Awareness Month and enables individuals with disabilities, family members, and professionals in the field to meet with state policymakers and their staff to engage in active systems advocacy on important public policy issues. The project will manage event planning, registration, catering, legislative meetings, event program, event materials, and other responsibilities needed to conduct a successful Awareness and Advocacy Day. A complete description of this project, known as the State Plan Language, is included as part of the Notice of Funds Available on [www.ddsuite.org](http://www.ddsuite.org).

Funding for this project is made available through the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402.

### 2) Federal Award Information:

This is a grant project and will be funded on an annual basis for a period of five years, beginning on October 1, 2016 and ending on September 30, 2021. The project will be subject to an annual review of progress (continuation review) prior to grant renewal. Continuation reviews are not subject to a competitive review of other applications. Federal funding for this project will equal \$38,000 per year, with a matching requirement of \$12,666. The source

for matching funds or cost sharing on all DD Council projects can be cash or in-kind contributions. Match or cost sharing cannot be derived from federal funds.

3) Eligibility Information:

There are no restrictions on the type of entity that may apply for and receive this award. This includes eligibility for state governments, local governments, Native American tribal organizations, non-profit organizations, for-profit businesses, and individuals.

Pursuant to Section 5123.35 of the Ohio Revised Code, an award may be provided to a state agency that has a representative on the Council, university center of excellence on developmental disabilities, or state protection and advocacy organization under specific circumstances. Any other organization that includes a representative on the Council will not be considered.

All applications must include matching funds. Matching funds may be cash or in-kind contributions. Statewide projects are required to provide match equal to 25 percent of the total award. Projects located in areas defined as a poverty area are permitted to provide a match equal to 10 percent of the total award. More information about funding restrictions may be found in the following section.

Applicants who cannot comply with the requirements of the DD Council Assurances, which can be found at [www.ddc.ohio.gov](http://www.ddc.ohio.gov), will not be awarded.

4) Application and Submission Information:

All applications must be submitted using the online grant submission website known as DD Suite. The website address is [www.ddsuite.org](http://www.ddsuite.org). In order to create and submit an application in DD Suite, each applicant will be required to create an account. The creation of an account in DD Suite requires an e-mail address and contact information. More information about how to create an account and submit an application can be found at [www.ddsuite.org/TA](http://www.ddsuite.org/TA).

Applicants can request more information about the application by writing to the Ohio Developmental Disabilities Council, 899 E. Broad St., Ste. 203, Columbus, OH 43205.

All applications will be required to include an executive summary, a description of the applying entity's qualifications, a narrative description of the proposed project, a description of efforts to reach underserved communities, a description of efforts to include people with developmental disabilities in the project, a work plan that identifies outcomes, activities for each outcome, timelines and staff responsible for each activity, a detailed budget and budget justification. Each section of the application that requires a narrative description will be subject to the following character limits:

- Executive Summary: 2,500 Characters
- Qualifications: 5,000 Characters

- Project Narrative: 25,000 Characters
- Outreach to Un/Underserved Communities: 5,000 Characters
- Inclusion of Individuals with Disabilities: 5,000 Characters
- Budget Justification: 7,500 Characters

All applications must include three (3) letters of recommendation, the resume of the project director, and the name and addresses of the organization's board members (if the applicant is an organization with a governing board), proof of non-profit status (if the applicant is a non-profit organization) and a signed copy of the Council's Assurances form, which will be available on the DD Suite application website. These materials can be uploaded as part of the application submission in DD Suite.

Successful applicants will be required to submit the following materials with appropriate signatures: a) Standard Terms and Conditions for Executive Order 2011-12K; and b) Standard Affirmation and Disclosure Form for Grants; and c) Federal Funding Accountability and Transparency Act Form; and d) New Vendor Information Form; and e) Federal Form W-9.

All applicants, with the exception of individuals or an entity exempted under 2 CFR 25.110 (b) or (c), or has an exception approved under 2 CFR 25.110 (d), must be registered in the System for Award Management (SAM) before submitting their application and must include a valid Dun and Bradstreet Universal Number System (DUNS) number in the application. Applicants are also required to maintain an active SAM registration with current information at all times that an application is pending or the applicant holds this federal award. The Ohio Developmental Disabilities Council may not make an award to an applicant until the applicant has complied with the requirements of DUNS and SAM. In the case of an applicant who does not meet the applicable requirements of DUNS and SAM, the Ohio Developmental Disabilities Council may award this grant to another applicant.

The deadline for all applications for this project is 5:00 p.m. Eastern Standard Time on Tuesday, August 9, 2016. The time and date for all applications is recorded electronically by DD Suite and will be considered the acceptable proof of the time and date of submission. Applications submitted after the deadline will not be considered.

Applicants will receive an e-mail from DD Suite, sent to the project director, fiscal officer, and organization director, confirming receipt of the proposal.

All DD Council projects are subject to the following funding restrictions:

- Allowable Project Costs include audits, bonding, books and periodicals, communications, consultant services, fringe benefits, insurance, printing or copying, publications, rentals, equipment, salaries and wages, supplies, taxes, transportation, and travel that is subject to the maximum allowable travel rates permitted by the state of Ohio.
- The following project costs are not permitted: bad debts, construction, contingency funds or savings, entertainment, fines and penalties, organizational fundraising, interest costs, land or buildings, lobbying.

- Funds may not be used to schedule an event or activity that is in conflict with a meeting of the Ohio Developmental Disabilities Council, as provided on the council's website at [www.ddc.ohio.gov](http://www.ddc.ohio.gov).

Applications will only be accepted through the online DD Suite website. Information about how to create an account in DD Suite and how to submit an application can be found at [www.ddsuite.org](http://www.ddsuite.org). Applicants who experience technical difficulties may contact Paul Jarvis at (614) 644-5545 or by e-mail at [paul.jarvis@dodd.ohio.gov](mailto:paul.jarvis@dodd.ohio.gov).

5) Application Review Information:

Applications for this project will be evaluated by a grant review panel that consists of five (5) individuals: three external reviewers with knowledge of the subject matter and two Ohio Developmental Disabilities Council members. Panel members are selected prior to the issuance of this Notice of Funds Available. Panel members must confirm, by signature, they do not have a fiduciary or pecuniary conflict of interest in the project.

Each panel member will independently review and score each application using the DD Council's competitive review evaluation score sheet. During the competitive grant review, the scores for each project will be collected and tabulated. Low scoring proposals may be eliminated without further consideration or discussion. Following a discussion of any remaining proposals, the review panel may select an application for award. Decisions of the grant review panel require a majority vote of the panel.

Applications may be awarded up to 100 points by a reviewer using the competitive review evaluation score sheet. Each score sheet consists of seven sections and includes a scoring range for each section. The sections of the score sheet have a corresponding section to the application, as follows:

- a. Executive Summary (0-5 Points): Applicants are asked to provide a one paragraph abstract that clearly identifies the goals and major activities of the project. Reviewers are asked if the applicant's response clearly states the goal and major activities of the project.
- b. Qualifications (0-5 Points): Applicants are asked to describe their organization's qualifications to implement the proposed project. Applicants are also asked to include a description of their organization's mission and philosophy. Reviewers are asked to score the project based on the organization's mission and philosophy, experience providing culturally competent services or support to individuals with developmental disabilities and their family members, experience as an advocate on behalf of individuals with developmental disabilities and their families, the knowledge and expertise that qualifies the applicant to successfully conduct the project, the knowledge and expertise of the project personnel, and how many current grants are held by the applicant. Reviewers may also consider the required letters of recommendation and the resume of the project director.
- c. Project Narrative (0-45 Points): Applicants are asked to describe the project and how it will accomplish the outcome statement and how it will achieve the performance targets provided in the project description. Applicants are also asked to describe what strategies

will be used to verify data generated by the project. Applicants are also asked to describe what impact the project will have on individuals with developmental disabilities.

Reviewers are asked to score this section based on how well the applicant describes methods to reach the outcome statement and performance targets, how effective the strategy the verify data will be, and to what degree the project activities will have an impact on individuals with developmental disabilities.

- d. Outreach to Un/Underserved Communities (0-15 Points): Applicants are asked to identify the un/underserved communities in their project area, to identify which un/underserved population the project will target for inclusion in activities, to identify the needs and barriers to service of the identified population, to identify the affirmative or proactive activities the applicant will conduct to reach the identified population, to list key community partners or organizations to assist with the identified population, to describe plans to sustain this activity, to identify how progress towards reaching the identified population will be measured, to identify how barriers towards progress will be addressed, and, if possible, to describe how the project can identify and report on disparities among the identified population. Reviewers are asked to rate the responses provided to each of the sub-questions.
- e. Inclusion of Individuals with Developmental Disabilities (0-15 Points): Applicants are asked to describe how the project will include individuals with disabilities and family members in the project's activities and to identify if there are paid or unpaid roles for individuals with disabilities. Reviewers are asked to score the section based on whether they believe the project includes appropriate efforts to include individuals with disabilities and their family members in project activities.
- f. Budget & Budget Explanation (0-5 Points): Applicants are asked to provide a proposed budget based on eight (8) categories which include Personnel with Fringe Benefits, Personnel without Fringe Benefits, Contracted or Subcontracted Services, Travel, Supplies and Publications, Space or Rental Costs, Other Direct Costs, Volunteer Services or Indirect Costs. Applicants are also asked to include an explanation or justification for how budget items were estimated or calculated. Reviewers will examine this section for appropriateness.
- g. Project Outcomes and Activities (0-10 Pointes): Applicants are asked to identify outcomes that will be achieved throughout a grant year, to describe activities that will be performed to achieve each outcome, to identify project staff who will be responsible for each activity, and to provide a clear timeline of expected achievement of activities and outcomes. Applicants are also asked to identify performance measures they intend to achieve through project activities and outcomes. Reviewers are asked to score this section based on whether the project includes the appropriate performance targets and target numbers, whether each activity and performance target is relevant to the outcome, and whether the application adequately describes responsibilities for activities and outcomes and provides a clear timeline.

The authority to award or decline an application for this project lies with the grant review panel.

6) Federal Award Administration Information:

Successful applications will be notified in writing within 5 business days of the scheduled grant review. This notification is considered a pre-award notification and is not an authorization to begin work on the project. This notification may include additional terms and conditions that must be satisfied prior to a Notice of Grant Award. Once all terms and conditions are satisfied, the successful applicant will receive a Notice of Grant Award signed by the executive director of the Ohio Developmental Disabilities Council that includes the Project Title, Project Number, Federal Funding Award, Matching Funding Requirement, and instructions on how to accept the award in DD Suite.

Applications that are not successful will be notified in writing within 5 business days of the scheduled grant review.

The successful applicant will be required to submit periodic program and expense reports. Program and expense reports are due on the last business day of the month that follows the end of a project reporting period. Projects that receive a federal award of \$15,000 or less are required to submit a program and expense report once per year. Projects that receive a federal award of \$50,000 or less are required to submit program and expense reports twice per year. Projects that receive a federal award of \$50,001 or more are required to submit program and expense reports on a quarterly basis.

7) Contact Information:

All inquiries related to the programmatic requirements of this project may be directed to Paul Jarvis at (614) 644-5545, or by e-mail at [paul.jarvis@dodd.ohio.gov](mailto:paul.jarvis@dodd.ohio.gov). Inquiries related to the fiscal requirements of this project may be directed to Robin Shipp at (614) 644-5544, or by e-mail at [robin.shipp@dodd.ohio.gov](mailto:robin.shipp@dodd.ohio.gov).

Inquiries may also be sent by fax to (614) 466-0298, or by mail to 899 E. Broad St., Ste. 203, Columbus, OH 43205.

8) Optional Information:

The Ohio Developmental Disabilities Council is not required to make an award for this project. Any award made by the Council is subject to the availability of federal funds.

All information provided by the applicant, including the ideas, concepts or any proprietary information contained in the application will be retained as a public record.