

One-Year Grant Project Application Instructions



VT DEVELOPMENTAL DISABILITIES COUNCIL

The Mission of VTDDDC is to help build connections and supports that bring people with developmental disabilities and their families into the heart of Vermont communities.



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INTRODUCTION

The Vermont Developmental Disabilities Council is a state-wide, 23-member Council created under the federal Developmental Disabilities Assistance and Bill of Rights Act [DD Act]. Sixty percent of VTDDC members are people with developmental disabilities or family members who are appointed by the Governor; other members are representatives from state and nonprofit agencies.

VTDDC receives federal funding to support advocacy and improve services and supports for people with developmental disabilities. With these federal dollars, VTDDC funds activities to increase the availability of individual and family-centered supports and to promote independence, self-determination and community inclusion. VTDDC also advocates for and works to increase public awareness of issues affecting people with disabilities and their families.

VTDDC follows the federal definition of developmental disability:

A disability that begins before age 22 that substantially affects three or more activities of daily life such as self-care, communication, movement, learning, self-direction, independent living, and employment.

(For the complete legal definition from the Developmental Disabilities Assistance and Bill of Rights Act of 2000 go to <http://www.acf.hhs.gov/programs/add/DDAct/DDACT2.html>)

VTDDC works to fulfill the four values embedded in the purpose of the DD Act:

To enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life.

ABOUT THE APPLICATION & AWARD PROCESS

VTDDC is accepting applications for its grant award competition. Separate **Requests for Proposals** [RFPs] describe the purpose and scope of work of each project; their time frame; and application deadlines. Copies of the **RFPs** and **Application Forms** are available on-line at www.ddc.vermont.gov, by email: vtddc@state.vt.us; or by telephone: 802- 828-1310 or toll free 888-317-2006.

VTDDC members will be involved in the review and evaluation of all applications. VTDDC may request additional information from applicants during the review and selection process. Applicants selected for potential funding may be invited to attend a finalist meeting and asked to revise some or all of the application as a condition of an award. Recommended final awards are presented to the full Council for approval.

Applicants approved for final grant awards may be required to file their applications on-line in order to generate project agreements and reporting forms. Technical assistance will be available.

WHO CAN APPLY

There are no restrictions on who can apply. However, in order to meet all federal and state award requirements it might be necessary for groups to partner with an experienced nonprofit corporation or government agency to act as the financial and administrative agent for the award. (See Section 6.) If you have questions related to this please contact VTDDC by e-mail at kirsten.murphy@state.vt.us

HOW TO USE THE APPLICATION FORM

The following instructions are intended to help you use our electronic Application Form. Please let us know as soon as possible if you need alternative formats.

Instructions for Completing the Application Form

1. Project and Applicant Information

Applicant Information – Please accurately fill in the following

Applicant Information

- Fill in information about your group and who will be your contact person.

- Choose type of applicant from this list:

Nonprofit, School District, County, Government Corporation, Tribal Government, For-profit, City / Town, State, Special or Regional Authority, State P & A Agency, University Center, or Other.

Name of Project

- Choose a title that lets people know what the Project is about.

Dates

- When you expect it to start and end.

Amount Requested

- Put in the totals from the Budget you complete on the last page of the Application.

- Fiscal agent: Let us know here if another organization will act as the fiscal or administrative agent for an award.

Certification

- This assures that you will be able to meet all requirements for the award.

2. Narrative Questions

The questions provide an opportunity for you to describe why the Project needs to happen, how it will get done, and why you are the ones to do it. Try to be as specific as possible so that it is clear what will happen, who will do it, and when.

2.1) Provide a *one paragraph* summary that clearly states the project's goal.

- Describe where you expect to get to by doing the Project.

2.2) Describe your organization's qualifications to implement the proposed project.

- Describe any skills, experience or knowledge that will contribute to the success of the Project.

2.3 a) What is the problem, issue or concern?

- Describe what the Project will address, and why it needs to get done at this time. Make sure to connect this to the Request for Proposal.

b) What is the connection between the Project and VTDDC's State Plan Goals and Objectives?

- VTDDC built its current State Plan with input from many people with developmental disabilities and their family members. Projects funded need to help in realizing the Plan. Please take a look at the Plan (Appendix I) and identify at least one Goal and Objective that your Project will work on.

c) What will you do?

- Be as specific as you can be about what you will do, who will do it, and when.

d) How will you know?

- You need to give specifics on how you will know that what you are doing is getting you to the Goal. It should be something you will be able to measure. For example, you train 10 people with developmental disabilities in self-advocacy and then 5 of them speak with legislators about their concerns. You create a DVD that is shown to 15 community groups and people with developmental disabilities join 3 of them. (See Appendix II for ideas.)

e) What role will people with developmental disabilities play?

- Describe how people with developmental disabilities will be part of your project. Take a look at VTDDC's Mission on the cover. Does the Project help bring people with developmental disabilities into the heart of Vermont communities?

2.4 a) How will the Project benefit people?

- Please describe how you think this Project will help people over time.

b) What do you expect to happen to the Project after VTDDC funding ends?

- Will the Project's work be finished? If not, how can its work continue?

3. Project Budget Plan

Applicants selected for funding are required to provide a non-federal match totaling 25% of project expenses. Matching funds can be provided through a direct financial contribution by the organization, non-federal revenue from other organizations, or in-kind contributions such as volunteer time, supplies, space, etc. donated to the project.

Funding may not be used for:

- Construction, litigation or lobbying.
- Activities that duplicate, replace or supplant federal, state or private funds.
- Activities in places that are not accessible to people with disabilities.

The Budget Plan has boxes for cost categories. For each itemized category, specify the total project costs and the expenses charged to Council funds. Under the column "Matching Funds" identify the type and where the matching funds are from. (Cash, in-kind, etc.)

Budget Summary Section – Fill this in last after completing the details for each cost category.

Budget Itemization Section – Itemize costs for the project under the following categories:

1. Staff – Please list totaling cost of staff employed for the projects duration.
2. Consultation/Subcontracted Services – As described at question 2.2. Examples include Sign Language Interpreter and subcontractor positions.
3. Travel – Provide transportation costs for personnel working on the project. The mileage allowance embeds gas, tolls, and parking fees. If the applicant organization's current reimbursement rate is lower than the federal rate, the lower rate must be used.
4. Supplies/Publications - List all supplies and publications necessary to support the project.
5. Other Direct Costs - List separately all other direct costs not already provided for that will be incurred during the project (e.g., telephone, postage, travel stipends for people with disabilities or family members, etc.).
6. Indirect Costs - Indirect costs are expenses that are incurred by the organization in the conduct of a number of projects and functions. The applicant may charge indirect costs to the project of no more than 10% of the subtotal for personnel, travel, supplies and other direct costs **only**. When calculating the indirect cost base to be charged to VTDDC, add the four categories above and multiply by 0.10. Do not include expenses for consultation/subcontracted services or space occupancy. If the applicant has an established indirect cost rate with a federal agency, the applicant must use that rate; the portion of that rate which exceeds 10% can be used as a non-federal match.

Explanation Notes : Provide an explanation for any budget items that are out of the ordinary and/or need clarification.

HOW APPLICATIONS WILL BE EVALUATED

Applicants need to use the required form and follow the instructions.

VTDDC will review each proposal with an eye on whether:

- Applicant demonstrates commitment to the Project & knowledge and experience to carry it out.
- There is coordination/collaboration with other organizations.
- The Project fits with the purpose of the Request For Proposal
- The Project is consistent with VTDDC's Mission; State Plan, and values in the federal DD Act.
- The Goal makes sense to work on at this time.
- The Project is an innovative use of resources
- There is a clear plan and activity steps to reach the Goal.
- There is meaningful participation of people with developmental disabilities.
- There are measurable products and/or outcomes and a way to evaluate.
- The budget is cost-effective with expenses that relate to project activities.
- There is a potential for systems change and continuation when funding ends.

4. AWARD REQUIREMENTS

Please review the information below. By signing the application cover sheet you are assuring that you can meet the requirements which will be part of any agreement with VTDDC, including:

- Submit timely program and budget reports using VTDDC forms.
- Make presentations at VTDDC meetings on request.
- Participate in consumer satisfaction surveys.
- Credit VTDDC in media and project publicity.
- Provide draft copies of publications, videotapes or other products for VTDDC approval. VTDDC will also retain royalty-free, nonexclusive, and irrevocable rights of use.

FUNDING: Applicants selected for funding are required to provide a non-federal match totaling 25% of project expenses. Matching funds can be provided through a direct financial contribution by the organization, non-federal revenue from other organizations, or in-kind contributions such as staff or volunteer time, supplies, space, etc., provided by the applicant or a third party.

Funding may not be used for:

- Construction, litigation or lobbying.
- Activities that duplicate, replace or supplant federal, state or private funds.
- Activities in places that are not accessible to people with disabilities.

ASSURANCES: The applicants chosen for funding must be able to provide assurances that they can meet state, federal and agency requirements as a condition of an award, including compliance with the Americans with Disabilities Act; Federal OMB Circular 133 and other audit requirements; and Section 507 of Public Law 103-333 on American-made goods.

Please also check the document *Information on Award Requirements* available at: www.ddc.vermont.gov

5. SUBMITTING THE APPLICATION

Putting the Application Together

- Be sure you have responded to all questions and completed all parts of the application.
- Be sure you have identified all project staff.
- You may attach only one file and it must be in .pdf format. This includes:
 - ◆ Qualifications or resumes for all project staff identified (up to two pages per person).
 - ◆ Current annual organizational budget.
- You may include other supporting documents as part of the single pdf file. However, please note that the file will be sent and reviewed by our members, who appreciate information that is concise.

Please send an electronic version to vtddc@state.vt.us, and mail or arrange for delivery of the original application (and five copies) to reach VTDDC by the deadline in the Request for Proposal.

To arrange delivery, call: 802-828-1310 or 888-317-2006 or **email** vtddc@state.vt.us

Please note that **mail service** for our temporary location in Berlin is routed through Waterbury. There will not be anyone there to receive it, and it will take extra time to reach us.

The mailing address is:

VT Developmental Disabilities Council
103 South Main Street
One North, Suite 117
Waterbury, VT 05671-0206

Vermont Developmental Disabilities Council State Plan Goals & Objectives ~ 2012 to 2016

GOAL 1

At every stage of life Vermonters with developmental disabilities and their families will have easy access to information about services and supports in common everyday language.

1. Identify key areas of information needs and the best formats to reach the most people.
2. Implement a sustainable and successful statewide model for independent information, support and advocacy for people with developmental disabilities and families to navigate service systems and get the information and services they need.
3. Work together with state agencies, providers and schools to provide consistent, accessible information to people with developmental disabilities and their families about key programs, supports and transitions.

GOAL 2

Vermont Developmental Disabilities Council will support more Vermonters with developmental disabilities and their families to have strong voices to ensure quality of service and freedom from abuse, neglect and exploitation.

1. Provide funding to support and strengthen a state organization led by individuals with developmental disabilities.
2. Support a sustainable family organization that focuses on information, resources and advocacy across the life span.
3. Improve and increase leadership training opportunities for people with developmental disabilities and family members.
4. Expand participation of self-advocates and families in cross-disability coalitions that address key issues that affect their lives.
5. Provide training and information on Vermont's disability service systems that increases the number of self-advocates and families who can advocate for themselves and be active at the local and state level to address access to services, quality of services, and essential rights.
6. Increase opportunities for Vermonters with developmental disabilities and family members to enhance their knowledge about specific disabilities and the disability movement as well as their ability to advocate for themselves through scholarships to attend conferences, trainings and other disability-related events.

GOAL 3

All individuals with developmental disabilities and their families will have equitable access to flexible, individualized quality services and supports.

1. Identify and develop an advocacy plan with at least three other key organizations to advocate for a robust system that provides quality individualized services, protects essential rights and addresses barriers to adequate funding to support people with developmental disabilities and their families across the life span.
2. Increase the range of choices by promoting at least two flexible service and support options for all ages across programs.
3. Support Development of an advocacy plan by at least two key family organizations to ensure that the integrated family initiative address disparities in access to respite and flexible supports, as well as disparities in treatment of different kinds of families ~ foster, natural and adopted.
4. Identify and promote at least two (2) housing and home support options that encourage independence; choice about where and with whom to live; and about how people spend their time.
5. Improve and increase opportunities to expand the level of expertise of a range of professionals and direct support staff to be able to deliver high quality service coordination, specialized services and other resources and supports.

GOAL 4

All across Vermont people with developmental disabilities will have more positive, supportive relationships that will help them be well and be part of activities that bring them into the heart of their communities.

1. More direct service and developmental home providers will be educated by self-advocates and supported to have a better understanding of the people they work for and be able to offer a broader range of activities that reflect people's interests.
2. Collaborate with at least one partner organization to educate physicians and other health care providers to have a better understanding of how to connect with people with developmental disabilities so that the Blueprint for Health can provide an increased number of welcoming primary care medical homes.
3. Outreach and education will support more community members to be able to welcome Vermonters who happen to have a developmental disability into a broader range of activities.
4. Outreach and education will support more bus drivers and other transportation providers to be welcoming and to be able to serve Vermonters who happen to have a developmental disability.
5. Identify and support initiatives to promote positive perceptions of people with developmental disabilities at the local and state-wide level.

GOAL 5

More Vermonters with developmental disabilities will be employed for more hours and more pay in jobs they choose.

1. Develop and implement an advocacy plan so that Vermont becomes an Employment First state through collaboration with key stakeholders.
2. Identify and promote best practices and programs to increase hours, pay and benefits of people with developmental disabilities.
3. Identify and promote best practices and programs for transition age students with developmental disabilities to increase their range of work experiences during school and their rate and hours of employment upon graduation.