



Orientation and Technical Assistance
Request for Applications(RFA)
DD Council Grants for FYs 2024-25
November 9, 2023
11:00 AM-12:30 PM

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Mission

The Developmental Disabilities Council of the District of Columbia seeks to strengthen the voice and presence of people with developmental disabilities and their families in DC to support greater independence, inclusion, empowerment, and the pursuit of life they choose.

We strive to create change that eliminates discrimination and removes barriers to achieve full inclusion, diversity, and equity through our advocacy.



What is the DC Developmental Disabilities Council (DD Council)?

- We are a federally mandated and funded body established by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 - Public Law 106-402 (DD Act).
- The DD Council has 23 members appointed by the Mayor, the majority of whom are people with DD and family members. The remaining members represent government and community organizations that play an important role in services, support, and advocacy for people with disabilities.
- We create a Five-Year State Plan that guides our activities and advocacy efforts, including how to award grant funding.
- The DD Council has full-time staff who are DC government employees. These staff support Councilmembers and implement the Five-Year State Plan.
- The DD Council is awarded federal grant funds by the U.S. Department of Health and Human Services, Administration for Community Living, and subgrants these funds in accordance with regulations published at 45 CFR Part 75.

What is a developmental disability (DD)?

A disability that is known before the age of 22. In other words, it is a disability that affects some areas of human development.

Some examples of DD include:

- Autism
- Cerebral palsy
- Down Syndrome
- Intellectual Disabilities
- Spina Bifida
- Many others!



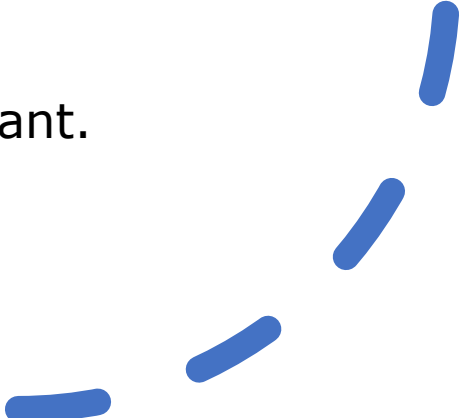
Some people with DD never get a formal diagnosis, so when we talk about DD, we include people who do not have a diagnosis but may self-identify as having DD.

Today's Orientation

What is the purpose of the DD Council Grants FYs 2024 and 2025?

- Provide leadership and advocacy training for people with developmental disabilities (DD) and their families.
- Provide technical assistance and capacity-building to expand the practice in competitive integrated employment (CIE).
- Support educational programs for people with developmental disabilities (DD) and their families on health, education, and community living.

How do you access the grant application and navigate on DD Suite?

- We will provide information on the application process and the state plan criteria for grants.
 - How to create an account in the DD Suite platform and apply for the grant.
 - Answer any questions and provide Technical Assistance by request.
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DD Council Five-Year State Plan 2022-2026

Goal 1: Self-Determination, Advocacy, and
Leadership

Goal 2: Employment

Goal 3: Community Living



2022-2026 DDC STATE PLAN



The State Plan - Specific Criteria for FYs 2024 and 2025

Goal 1: Self-Determination, Advocacy, and Leadership



2022-2026 DDC STATE PLAN

1.1.2, 1.1.3 - Peer-to-peer training of people with developmental disabilities (DD) in advocacy and leadership.

1.2.3, 1.2.4 - Training in advocacy and ongoing support groups in Spanish for Latino/a/x families

1.3.1, 1.3.3 - Peer-to-peer training of families of people with DD in advocacy and leadership, including policy advocacy and systems change.

Impact: People with developmental disabilities have increased self-determination and led system change to assure equity and inclusion for people with DD and disabilities in society.

The State Plan - Specific Criteria for FYs 2024 and 2025

Goal 2: Employment



2022-2026 DDC STATE PLAN

2.1.9 - Provide technical assistance to direct support professionals and providers in building capacity and expanding the use of evidence-based practices in competitive integrated employment (CIE).

2.2.3 - Pilot an employment-focused mentorship program to support people with DD to obtain competitive jobs

Impact: People with developmental disabilities have competitive integrated employment, experience self-sufficiency, and productivity, and contribute to their communities.

The State Plan - Specific Criteria for FYs 2024 and 2025

Goal 3: Community Living



2022-2026 DDC STATE PLAN

3.2.1 Educational programs for people with DD and their families to have healthy and safe relationships; to recognize abuse, bullying, neglect, sexual or financial exploitation, and violation of legal or human rights; and develop skills to create personal safety plans to live well in their community.

3.2.2 Engage with an underserved cultural and linguistic community to increase knowledge about disability rights, advocacy, and disability and mental health services and support in the community.

3.3.1 Training to develop skills and knowledge in navigating and advocating in the education and disability service system for a successful transition from school to adulthood.

3.3.2 Develop a parent-to-parent support network.

Impact: People with developmental disabilities and their families receive culturally linguistic competence services and support that give them a better quality of life and build inclusive communities.



RFA -Required Information

1. Available Funding for Awards: The total amount available for the Grants FYs 2024 and 2025 period is approximately \$125,000. The DDC grant award amount shall not exceed \$50,000. Grant funding will be awarded by March 2024 and last through September 30, 2025.
2. Cost Sharing or Match: Applicants must include a 25% match in their proposal, which may be provided as cash, in-kind contributions, volunteer hours, etc.
3. Submission Dates and Location: All DDC Grants FYs 2024 and 2025 applications require use and access to the DD Suite-Grant Management System platform. Applications must be received on November 30, 2023, by 11:59 p.m. EST. Applications received after this time will not be accepted. The grant application can be found at https://www.ddsuite.org/?nofa_id=2103
4. Eligible Organizations:
 - Public and private entities, nonprofit organizations, education institutions, community-based organizations, faith-based organizations, and fiscally sponsored unincorporated groups.
 - Applicants must be able to provide a Clean Hands Certificate from the Office of Tax and Revenue (OTR) Additional information: <https://otr.cfo.dc.gov/page/certificate-clean-hands>
 - Grantees must also obtain a Basic Business License from the DC Department of Licensing and Consumer Protection (DLCP). <https://dlcp.dc.gov/>

RFA -Required Information

1. Basic Information

- Name of organization or group
- Name of project
- Contact's name
- Contact's email and phone
- Amount you are seeking
- Add additional information as an Attachment

2. Overview of the Project

- Description of your innovative project
- Information regarding timeline, cultural and linguistic competence
- How your project supports inclusion
- Collaborative initiatives with partners
- Sustainability strategy for the project.

RFA -Required Information (b)

3. Connection to State Plan

Describe how your project supports one or more of the following:

- Goal 1: Self-determination, advocacy, and leadership
 - GR-1.1.2, 1.1.3
 - GR-1.2.3, 1.2.4
 - GR-1.3.1, 1.3.3
- Goal 2: Employment
 - GR-3.2.1
 - GR-3.2.2
- Goal 3: Community living
 - GR-3.2.1
 - GR-3.2.2
 - GR-3.3.1
 - GR-3.3.2

4. Connection to Council Mission

- Description of your innovative project
- Information regarding timeline, cultural and linguistic competence
- How your project supports inclusion
- Collaborative initiatives with partners
- Sustainability strategy for the project.



RFA -Required Information (c)

5. Budget Narrative

- Provide a detailed budget, and
- Brief narrative explaining the expenses listed in your budget.
- Include how the 25% match will be obtained. Make sure to add the match in the application in the budget section.

6. Work Plan & Evaluation Plan

- Include a description of the action plan that specifies the project's objectives, activities, and performance measures.
- Include an evaluation plan that specifies how you will measure the success of this project. (Outline)
- Add additional information as an Attachment



Evaluation Criteria - Applications will be rated on a 100-point scale with the following categories and possible points:

- a. Connection to the DD Council mission and goals - 20 points
- b. Innovativeness - 20 points
- c. Support for Inclusion - 20 points
- d. Cultural and Linguistic Competence Elements - 10 points
- e. Evaluation Plan Quality - 10 points
- f. Budget Plan Quality and Feasibility - 10 points
- g. Overall Quality of Application - 10 points



Key Dates

- Request for Applications (RFA) is available starting November 3, 2023
- Orientation and Technical Assistance starting November 9, 2023
- Deadline for submission in DD Suite - November 30, 2023, at 11:59 pm
- Anticipate Award (s) announced - January 31, 2024
- Orientation Part 2 (How to report in DD Suite) and Technical Assistance - February 22, 2024
- Earliest start date - March 1, 2024
- Project end date & Closeout (12-18 months following start date) - September 30, 2025

All applications must be submitted through the DD Suite.

How do you apply and navigate in DD Suite?



GETTING TO YOUR DASHBOARD

Logging in and Selecting
Your Organization
Modules
Administration-Notifications

MODIFICATIONS

Request for Modifications and
Grantee Edit
Programmatic and Budget
Modifications

YOUR GRANT HAS BEEN AWARDED... NOW WHAT?

Finding your Project
Periodic Reporting
Program Reports
Summary Reports

EXPENSE / BUDGET REPORTS

Modify Budget
Recording Funding and Match
Download the budget
Technical Assistance

Christine Joyal, Adm. Services Coordinator
Massachusetts Developmental Disabilities Council



THANK YOU!

- **Connect With Us:**

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- Phone: (202) 724-8612 | TTY: 711
- Website: <https://ddc.dc.gov/>
- Grant Application:
https://www.ddsuite.org/?nofa_id=2103