UCEDD 5-Year Grant Applications
Updated 3/28/2018

Administration on Intellectual and Developmental Disabilities
Administration for Community Living
U.S. Department of Health and Human Services

Program Announcement

- Timeline:
  - Targeted publication date: February 16, 2018
  - Target application due date: April 16, 2018
- Access announcement via www.grants.gov
  - Funding Opportunity Number: HHS-ACL-AIDD DDUC
  - CFDA Number: 93.632
- Hard copies of the announcement will _NOT_ be mailed out

Type of Submission

- SF 424:

  – New application – NOT A CONTINUATION!!

  – Do not use your old grant number

  – Provide the Congressional Districts

Grant Submission*

The NEW applications should be submitted in grants.gov via Workspace:

https://www.grants.gov/web/grants/applicants/workspace-overview.html

*Updated 3/28/2018

Project Description

- Must not exceed 60 double-spaced pages
- The 60 page Project Description Does Not include the abstract, table of contents, appendix, budget and budget narrative, or standard forms.
- Appendix must not exceed 40 pages
- 12 point font
- Margins one inch
- Pages numbered
- Tables can be single spaced, however, used with DISCRETION

Page Limits

Project Narrative	60 double spaced pages max	
Table of Contents		Not counted
Abstract	Counted	
Appendix	**40 single spaced pages max**	
Project Work Plan	Counted	
Org Chart	Counted	
Logic Model	Counted	
Budget Narrative		Not Counted
Letters of Commitment	Counted	
Resumes	Counted	
UCEDD-University MOU		Not counted
References		Not counted
Indirect Cost Rate Agreement, Assurances - include a commitment statement from UCEDDs to maintain DD Act compliance for the duration of the project period(see AIDD PPT sl 22 on URC) Lobbying Certificates, Tax Exempt Documents		Not counted

Focus of the Application

- Important to describe the UCEDD

- View the 5-year application as the UCEDD's strategic plan

- Do not necessarily focus on specific projects and activities; however they are important because support implementation of the goals and objectives

- Consider the audience

Project Description

- Project Relevance and Current Need
- Approach
- Evaluation
- Organizational Capacity
- Budget and Budget Justification

Project Relevance and Current Need

- Document needs assessment/planning studies- Portrait of the State

- Input and engagement of the CAC

- Coordination with DDC, P&A, and any other UCEDD(s) in the State & other state agencies in development of 5 year plan goals and activities

Approach

- Five-Year Plan
- Organizational structure and Experience
- Consumer Advisory Committee (CAC)
- Coordinated Activities with the State Developmental Disabilities Network
- Program Accountability
- DD Act Assurances

Five-Year Plan

- Outline a projected measurable goal for one or more area(s) of emphasis for each core function
- Describe how the goals and the goal-related activities:
  - Are based on data-driven strategic planning and diversity action plan
  - Were developed in collaboration with the CAC
  - Will be reviewed & revised annually
  - Will be implemented in a manner consistent with the objectives of the DD Act re: Diversity

Five-Year Plan

- Describe how the UCEDD will carry out each of the 4 UCEDD core functions

- Describe how the core funding is used as a resource to support program infrastructure and how it will be utilized to leverage additional public and private funds to achieve projected goals and objectives

Interdisciplinary Pre-Service Preparation and Continuing Education

- May include the preparation and continuing education of leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities to achieve the purpose of the DD Act.

Community Services

- Provision of Community Services that
  - Provide training or technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community
  - May provide services, supports, and assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community through demonstration and model activities

Research

- Conduct of research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families

Information Dissemination

- Dissemination of information related to activities undertaken to address the purpose of the DD Act, especially dissemination of information that demonstrates that the national network of UCEDDs is a national and international resource that includes specific substantive areas of expertise that may be accessed & applied in diverse settings and circumstances

Areas of Emphasis

- Identify at least one for each core function

- Must relate to the objectives and needs for assistance

Organizational Structure and Experience

- Describe the organizational structure of the UCEDD, including an organizational chart and a conceptual overview of the program framework

- Provide overview of the management structure of the center

- Describe how the UCEDD manages implementation of the four UCEDD core function

Organizational Structure and Experience

- Document the establishment and independence of the UCEDD

- Describe the qualifications of the faculty and staff assigned to the UCEDD grant

- The application should also explain what action the UCEDD will take to employ qualified individuals with developmental disabilities and individuals from culturally and linguistically diverse backgrounds

Consumer Advisory Committee

- Describe how the UCEDD will maintain a CAC that reflects the DD Act requirements
- Show evidence of CAC input in the development of plan
- Discuss how CAC is involved in the annual review of the plan
- Acknowledge name if different

Coordinated Activities of the DD Network

- UCEDD 5-year plan must complement that of the DDC, P&A, and other UCEDD in the State (as appropriate)
- Show evidence of coordination e.g.,
  - Was DDC/ P&A data used?
  - Were the DDC state plan and, or P&A SGP reviewed?
  - Were meetings held to discuss the UCEDD 5-year plan?

Program Accountability

- Describe how UCEDD will comply with the accountability requirements outlined in the DD Act including those related to diversity.

DD Act Assurances

- Required by Section 154(a)(3) of the DD Act

- Basic program requirements for UCEDDs

- Include as separate document in the application package

- Does not count against the 60 pages

Project Impact

- Plan for evaluating the overall effectiveness of the UCEDD

- This does not mean individual UCEDD projects

- Use qualitative and quantitative information

- Utilize the logic model as appropriate including diversity goals and activities

Budget

- The <u>ESTIMATED</u> core award amount is $ 547,000

- Must include funds to pay for travel expenses to attend AIDD-sponsored Project Director's meeting in Washington, DC.

- May include funds to pay for the following:
  - travel of data coordinators to attend an annual training on NIRS
  - Activities of the CAC

- All other costs must be related to the implementation of the four core functions and the operation or administration of the Center

Budget

- Narrative will be a separate document – not part of the project description

- Must provide detailed narrative that supports the 5-year plan

- Must show calculations for arriving at categorical costs over each year of the 5-year period!

Lessons Learned: Objectives and Need for Assistance Section

- Specific timeline for project activities and accomplishments
- Input from and meaningful engagement of the CAC
- Relationship between the CAC input and the goals in the approach section
- Accuracy in the data and planning studies to support need for assistance (e.g., numbers didn't add up or were outdated)
- Adequacy of data/planning studies to support need for assistance
- Connection between the need and goals in the approach section

Lessons Learned: Approach Section

- Description of how materials, projects, and activities would meet principles of universal design
- Feasibility in the proposed plan
- A clear plan for and/or explicit description of the interdisciplinary pre-service preparation and continuing education program and the core curriculum
- A description of the recruitment and involvement of individuals from culturally and linguistically diverse backgrounds in the training program
- A plan for educating members of the State legislature
- An explanation of the role of UCEDD clinics in supporting inclusion and integration of individuals with DD in the community

Lessons Learned: Evaluation Section

- Detail in the evaluation plan and the use of measurable benchmarks for assessing progress
- A descriptive meaningful role of the CAC in the annual review of the UCEDD's progress
- Methods for identifying emerging trends
- Measures for evaluating impact

Lessons Learned: Organizational Profile

- A detailed plan for employing individuals with DD and people from culturally and linguistically diverse backgrounds

- A clear description of the UCEDD organizational structure

Lessons Learned: Overall

- Responsiveness to the program announcement requirements

- Following format requirements – don't overuse tables

- Evidence of working with the CAC

Lessons Learned: Budget Section

- Supplanting funds
- Level of budget detail
- Detailed methods for arriving at the cost estimates
- 5 Year budgets

Resources

- UCEDD Resource Center website at: http://www.aucd.org/template/page.cfm?id=518
  - Historical Documents/Past FOA's
  - Samples from the Network
  - Additional Resources
  - Archived webinars

Application Review Process

- Follow requirements in Section 154(c) of the DD Act
  - Peer Review
  - Supplemental Review
  - Recommendation for Funding

Close out Procedure

- The close-out package is due **90 days** after the last day of the grant (June 30), and Must be received No later than **September 29.**

- UCEDDs are required to submit a close-out package that includes the following:

- A Final Financial Status Report

- Property Inventory and Disposition Statement

- Final Program Progress Report

- UCEDD grant close out procedure and final progress report guideline can be access from URC at http://www.aucd.org/template/page.cfm?id=518.

Questions