**DCF Request for Proposal (RFP)**

**Kansas Council on Developmental Disabilities 5-year plan**

**Vendor Questions**

Q1: Are the public-school systems teaching pre – k through 12th eligible to apply?

A1: Yes. Eligible applicant agencies include: – State and local government agencies; non-profit, not-for-profit and for-profit organizations, including faith-based and community organizations; associations; universities and colleges; and hospitals.

Public school systems are funded and governed by state and local government agencies, so they would count as an eligible applicant.

Q2: Can an agency, if already receiving grant funding from KCDD for two of their programs, submit a new proposal for those two same programs under this new grant?

A2: Agencies currently receiving grant funding from KCDD, and have already renewed funding for their program should not submit a new proposal for the same program. Should any changes need to be made to currently funded programs, the agency should submit a proposal to amend the current program via normal channels at the appropriate time.

Q3: Our most recent taxes and financial statements are from 2016, can we submit those or is it required to submit taxes from 2017?

A3: Yes; RFP states your most current documents.

Q4: Funds for this grant are reimbursed to award recipients, correct?  When will funds be reimbursed (annually, quarterly, monthly, weekly, etc)?

A4: Funds are disbursed after completion of activities and milestones; grantees are required to submit quarterly reports and final yearly report, including funds spent for quarterly activities. Grantees will be reimbursed on a quarterly basis for services performed.

Q5: We have a history of working with vocational rehabilitation and have had positive outcomes with those participants.  Can you clarify will clients/participants be referred to our agency if funded or will we be solely responsible for finding participants and getting them to participate in services.

A5: KCDD makes efforts to raise awareness about opportunities available to Kansans with disabilities, their families, and support networks, however, grantees have sole responsibility for finding participants and getting them to participate in services.

As a note of further clarification, KCDD, per federal regulation, does not fund direct services, nor is it allowed to supplant funding or services that would/should be provided by the state or other entity.

Q6: The grant does not specify; which expenses are allowed.  Can you send a list of allowable expenses, can salaries for instructors be included?

A6: Please refer to the linked presentation provided by ITAAC (Information and Technical Assistance Center for Councils on Developmental Disabilities) for information on allowable costs as per federal regulations. Slides 16-31 discuss allowable costs for Councils and subrecipients: <https://itacchelp.org/wp-content/uploads/2018/08/ACCESS_CLPresentation-2018-TAI-Fiscal-Management-Session.pdf>

Q7: The grant states there is a maximum funding of $100,000 per goal area.  We plan to education and employment assistance, does that mean we can have a maximum budget of $200,000?

A7: It is the Council intent to award up to $100,000 in each goal area. The Council reserves the right to fully fund a goal area, partially fund a goal area, or not fund a goal area. Applicants do not have a limit on their maximum budget, but should be aware that the Council may award zero, one, or more awards per goal area up to a total of $100,000 per goal area. All proposals should have, at a minimum, a 25% non-federal match.

Q8: Can matched funds be in the form of facility use and volunteer hours or does it have to be financial pledges?

A8: The Information and Technical Assistance Center for Councils on Developmental Disabilities (ITAAC) explains matched funds as such:

What does it mean to match funds?

“Match” is the non‐federal share of costs that the grantee or the grantee’s partners are

required to contribute to accomplish the purposes of the grant.

What are matching funds?

– Non‐federal public or private funds

– Funds that are not used as match for any other federal program

– Unrecovered indirect costs

– Either cash or in‐kind, fairly evaluated

Q9: Can you please clearly define “soft match” and give examples of and accounting expectations for award Amount p.6

A9: A soft match can include an in-kind donation of goods or services in lieu of a hard cash match. Accounting for soft matches should include fair market value for the goods or services provided that are necessary for the implementation of the project.

Q10: Will the council be awarding up to $400,000 with up to $100,000 for each goal area?

A10: The Council anticipates awarding up to $200,000 total this grant period, however, this amount is subject to change depending upon the proposals received. The Council may award up to $100,000 for each goal area.

Q11: Will this mean that more than one proposal per grant goal could be awarded up to that $100,000 amount?

A11: Yes.

Q12: Can our narrative include tables that are single-spaced?

A12: All narratives should be in an accessible format.

Q13: Is the match intended to be 25% of total project costs or 25% of amount requested?

A13: The match should be at least 25% of the amount requested from the Council.   
 Match calculation for Council subrecipient guidance formula:  
 Funds requested divided by 75% (.75) = Total subrecipient funds  
 Total subrecipient funds minus funds requested = subrecipient match  
 Verify accuracy: Total subrecipient funds x 25% (.25) = Subrecipient match  
  
 Example: $10,000 requested funds  
 $10,000 requested funds divided by 75% = $13,333.33 total subrecipient funds  
 $13,333.33 total Subrecipient funds minus $10,000.00 funds requested = $3,333.33 subrecipient match Verify accuracy: Total subrecipient funds ($13,333.33) x 25%= $3,333.33 subrecipient match

Q14: Are we allowed to attach additional relevant documents (e.g., sample training curricula)?

A14: Yes.

Q15: Is this grant open to new applicants or only those who received grants last year?

A15: Yes. This grant is open to all eligible application agencies/entities. See Q1.

Q16: Do all objectives need to be addressed under each goal area?  Should funding request reflect the number of objectives addressed?

A16: No. Not all objectives need to be addressed under each goal area. The Council is seeking innovative solutions to addressing goals and objectives in its five year plan. Applications should reflect which goals and objectives are addressed in the proposal. The Council will not consider applications which do not address any of the Council’s stated goals or objectives.

Q17: If addressing two different goal areas, could more than $100,000 be requested? Could up to $100,000 per goal area be requested?

A17: Applicants are free to request whatever amount is appropriate for their proposal. Applicants should consider that this is a competitive grant process and that the Council will consider applications and awards within the guidelines set forth in questions 10 and 11.

Q18: Should a title page be included?  What do you wish to see on it?

A18: Please review p. 8-10 of the RFP to review what should be included in the grant application and the rubric used to score each application. Please use Attachment A in the RFP (Grant Application Info Sheet –Excel file) as your title page.

Q19: How should we number the attachments as they are protected?  Would hand written work?

A19: Applicants may number attachments and supporting documents in a manner consistent with their application/narrative.

Q20: Debarment Letter – Do we need to set-up an account to search for this record?

A20: No, the link provided with in the RFP will allow you to do a general search.

Q21: What specifically are you looking for when referring to Licensing/accreditation/certification documentation?

A21: Applicants who choose reference licensing/accreditation/certification in support of their application should provide supporting documentation.

Q22: Do you have a sample Board Member Conflict-of-interest form?

A22: Please refer to Section 2.8 of the Kansas Council on Developmental Disabilities Bylaws found at: <https://kcdd.org/the-council/council-by-laws-policies>

Please note that applicants also have a duty to subordinate personal interests to the welfare of KCDD and those we serve. Conflicting interests can be financial, personal relationships, status or power.

All applicants, board members and employees are prohibited from knowingly receiving gifts, fees, loans, or favors from suppliers, contractors, consultants, or financial agencies, which might be perceived as obligating or inducing the board member or employee to compromise responsibilities to negotiate, inspect or audit, purchase or award contracts, with the best interest of KCDD in mind.

Applicants who serve on the KCDD Board may request a Board Member Conflict of Interest Form from KCDD staff via the following email: [kcdd@kcdd.org](mailto:kcdd@kcdd.org)

Q23: Is there a sample delegation of authority for the Board of Directors?

A23: An applicant agency’s Organizational Chart will suffice, if applicable.

Q24: Should letters of support be from only entities that will be subcontracted, or should partner agencies also be included?  Is there a minimum number of letters required?

A24: Letters of support should be provided by any agency/entity that applicant plans to partner with for the project. There is no minimum number of letters required, however, the letters of support should cover the scope of proposed project.

Q25: Do you have a sample logic model framework you would like grantees to use for this grant?

A25: A logic model should include **Inputs** (who is doing the work)**, Activities** (what is being done/proposed), **Outputs** (how many people, policies, or services are affected), **Outcomes** (what change occurs due to the activities), and **Impacts** (how that change affects people’s lives).

The logic model can be presented in any format that the applicant feels best expresses the intent of their application. Suggested formats include: Charts/diagrams; bullet points; written narrative, etc.

Q26: The grant application requires a Delegation of Authority from Board of Directors and a Logic Model. What are you looking for in regard to these two requests?

A26: Please refer to the Answers to Questions 23 & 25.

Q27: Under the Management Structure (10 out of 75 points) the grant application asks to “Identify the staff team supporting the project, including the name, title and affiliation of each member…” We are a fairly large organization serving 150+ adults with IDD. Consequently, we have a large staff including full-time, part-time and as-needed staff. Do you want a listing of all the staff members or key staff members in leadership positions for the project?

A27: Please identify key staff members in either leadership positions and/or in positions responsible for implementation of the project.