

Louisiana Developmental Disabilities Council



Funding Manual

Updated November 6, 2024

Application for Funding Guidelines

The Council sets funding priorities based on its Five-Year State Plan. When funding a new initiative, the Council creates a Solicitation of Proposals (SOP) to announce the available funds for that specific project. The SOPs are sent to state agencies and private organizations on the Council's mailing list. Each SOP may have different requirements depending on the project, but the following guidelines apply to all SOPs:

1. Reading the SOP

Goal

The SOP provides a brief statement of its intended purpose. Please visit our website at www.laddc.org to view the Council's mission and values as well as the federal law that governs DD Councils; the Developmental Disabilities Assistance and Bill of Rights Act of 2000 ([PL 106-402](#)).

Project Purpose and Target Population

Indicates the Council's expected scope of the project. When preparing your proposal, carefully consider the overall need and expected outcomes for the project along with the SOP's requirements for the target population. If the required scope of the project is statewide, give thought to how the project will be coordinated from one area of the state to another. It could be beneficial to include an explanation of how project partners in one area of the state will coordinate efforts with partners in another area of the state. If the scope of your project is local or regional, it is advisable to provide a rationale of how the location of your project was chosen.

Funding Period

Funding follows the federal fiscal year, beginning October 1. Be sure to include dates for the "Project Period" on the Application for Funding Cover Sheet. Also, when writing the proposal, use these dates to prepare your timeline of project activities.

Funded Amount

Proposals requesting a funding amount higher than the maximum amount specified in the SOP will not be considered.

Project Responsibilities

This section of the SOP lists the major activities you will need to include in the work plan of your proposal. It is imperative your proposal addresses all activities listed in the SOP.

Contractor Requirements

Carefully consider this section of the SOP when describing your organization's qualifications.

Reply Procedure

Pay close attention to this section of the SOP. Proposals submitted past the deadline will not be considered. Some SOPs will specify a page limit for the proposal or for a particular section of the proposal. It is very important to comply with these limitations. Unless the SOP you are responding to specifies otherwise, follow these general formatting tips:

- Size 12 Times New Roman or Arial
- Include page numbers.
- Use headings to distinguish different sections of the proposal.
- Send all attachments as a Microsoft Word document or in Adobe (pdf) format.

2. APPLYING FOR FUNDING and WRITING THE PROPOSAL

W-9 Tax Form

A completed W-9 tax form must be sent in your application packet. A link to this tax form is available at the end of this document or you can visit the IRS website at: <http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf>

Board Resolution

A Board Resolution or Disclosure of Ownership verifying the authority to enter into contracts must be sent in your application packet. An example is linked at the end of this document.

All proposals received will be made available to the public. Please ensure the W-9 Tax Form and Board Resolution are separated from the other proposal documents. They will not be shared publicly but are still necessary for contractual purposes.

Application for Funding Cover Sheet

Complete the form linked at the end of the document and include it with your application packet.

Project Summary

The Summary should be no more than one page in length. It should clearly and concisely summarize how the project activities will accomplish the Council's expected outcomes for the project.

Ensure that the goals and objectives outlined in the proposal are realistic and achievable, with a high likelihood of resulting in the project's targeted outcomes. The proposed activities are specific and clearly articulated, and the timelines provided are appropriate for accomplishing the goals and objectives. Additionally, the proposal demonstrates a strong understanding and commitment to the principles of full inclusion, particularly for individuals with disabilities, including those with the most intense support needs.

Components of the Summary should include:

- 1) the need for the project,
- 2) the goals and objectives to be met and methods to be used, and
- 3) a brief description of the evaluation process.

Preferred consideration will be given to proposals including a description of how the project can be sustained at the conclusion of Council funding.

Qualifications of Applicant:

- This section of the proposal should include detailed information about your organization, the Project Director and/or other staff who will directly participate in the project. This section should also provide information about how individuals with disabilities and their family members (or other identified targeted populations) will participate in the project. If the project will partner with other organizations, provide a brief description of these organizations as well.
- Include information that demonstrates:
 - the organization and project staff's previous experience with similar projects,
 - the organization and project staff's previous experience collaborating with individuals with disabilities and their family members,
 - unique characteristics or experiences that distinguish your organization, your project staff and/or other project partners, and
 - the organization's fiscal stability and capability of managing contract dollars.

Project Work Plan

The Project Work Plan should be subdivided with headings to distinguish one subpart from another.

Components of a Work Plan: Statement of Need, Goals/Objectives, Outcomes, Action Plan, Timeline, Evaluation Strategies, and Budget Details.

Statement of Need

- Explain the purpose of the project and how it will meet the current unmet needs of individuals with developmental disabilities.
- Provide a brief, but detailed, description of the need(s) to be addressed by the project. Whenever possible, cite publications, research, or survey results relevant to these needs.
- Describe both the short-term and long-term benefits of the project – will the project have a long-term impact on advocacy, capacity building and/or systems change?
- Explain how the project will promote the self-determination, independence, productivity, integration and inclusion of individuals with developmental disabilities in all facets of community life.
- Clearly identify the target population and include the number of individuals with developmental disabilities that will benefit from this project. Explain why this target population was chosen for the project. Describe any benefits the project will have for currently unserved or underserved populations (i.e. persons from minority ethnic backgrounds, persons living in rural or poverty areas, etc.)

- Include the number of individuals with developmental disabilities that will benefit from the project.
- This section of the Work Plan may also be a good place to describe collaboration with individuals with developmental disabilities and other project partners.

Goals/Objectives

- A goal is a statement of an expected outcome for the project. An objective refers to a method or step in accomplishing that goal.
- The number of goals/objectives will vary depending on the complexity of your proposal. Be sure to address all the expected outcomes listed in the SOP.
- Ensure that goals/objectives reflect the expected outcomes from the project and meet the overall need(s) to be addressed by the project.
- Ensure that goals/objectives are specific and clearly stated.
- Include a goal/objective to address continuation of the project after the funding period and/or replicability of the project by another organization.

Outcomes

- Use this section to expand on the expected outcomes stated in the SOP. Make sure they reflect the goals/objectives you develop for your proposal.
- Ensure outcomes are specific and clearly stated. Outcomes must also be measurable.
- Notice the difference between the two sample outcome statements below; the second sample is an example of a specific, clearly stated and measurable outcome:
 - A. Sample Outcome: Students with disabilities will have increased access to inclusive education options.
 - B. Sample Outcome: Fifty (50) elementary school students with disabilities will receive the supports necessary to transition to regular education classrooms by the end of the project.

Action Plan

Consider the following steps in developing your action plan:

- 1) Start with the first goal you have identified for your proposal. What steps must you take in order to accomplish this goal?
- 2) List each step in chronological order.
- 3) Specify who will complete each step.
- 4) Describe how the step will be completed.
- 5) Repeat steps "1" through "4" for each of the remaining goals identified for your proposal.

The action plan should clearly demonstrate the connection between the proposal's goals/objectives, outcomes, and evaluation strategies. The following sample chart is one tool that may assist you in organizing the action plan:

Goals	Outcomes	Action Steps	Participants	Evaluation Strategies
Each school will adopt strategies that effectively support students with disabilities in inclusive settings and activities.	The number of students supported in inclusive settings and activities will increase by 20%.	1. Develop a curriculum to educate teachers and administrators on the principles and benefits of Inclusive education.	Project Director; Advisory Committee (includes parents of students with DD)	1. Minutes from Advisory Committee meetings 2. Copy of curriculum
		2. Implement the curriculum to educate teachers and administrators	Project Director; Consultants	Results from pre and post tests taken by teachers and administrators

Timeline

The timeline for the activity outlines a clear and detailed plan for execution, ensuring all key points are addressed. It specifies the start and end dates, with intermediate milestones to track progress. Each phase of the activity is broken down into manageable steps, with assigned responsibilities for team members to ensure accountability. The timeline is designed to align with the project’s overall goals and objectives, allowing sufficient time for each task to be completed thoroughly and efficiently. Additionally, it includes buffer periods to account for potential delays and ensure that the activity stays on track.

Below is an example horizontal bar chart which demonstrates when project activities will occur.

Project activity	Oct. 2024	Nov.	Dec.	Jan. 2025	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept
Create Advisory Committee												
Develop Curriculum												
Implement Curriculum												
Meet with School Improvement Teams												

Evaluation Strategies

Your proposal must include a plan for evaluating the progress and outcome of your project. There are required questions for participant registration linked at the end of the document. This information is required for federal reporting. The evaluation plan includes specific information to be collected from all participants, detailing both the types of data to be gathered and the timelines for collection. This plan is designed to accurately assess whether the project's outcomes align with and effectively address the needs outlined in the proposal's "Statement of Need."

Budget Form and Narrative

Complete the budget form, located on the Council's website and include it with your application packet. Also include a detailed budget narrative that provides a clear justification for each budget category and explains the necessity and rationale behind each expenditure. It should also include comprehensive details about how the funds will be allocated and utilized throughout the project. This thorough breakdown ensures transparency and demonstrates how the budget supports the project's goals and objectives.

Diversity Inclusion

Describe how the organization will conduct outreach to diverse communities, detailing strategies for engaging a wide range of groups relative to abilities, race, ethnicity, sexual orientation, gender, and all marginalized communities. It explains how the organization will ensure inclusive participation across various dimensions, including abilities, race, ethnicity, sexual orientation, gender, and other marginalized communities. This approach highlights the commitment to creating equitable opportunities and fostering meaningful involvement from all targeted populations.

Letters of Support

Include letters of support from individuals (outside of your organization) and from other organizations who will participate in the project. If an individual or organization agreed to provide match or perform a service, include a letter of support from them stating this commitment.

Council Responsibilities

Grant Monitoring

Grant monitoring allows the Council to exercise oversight of the contractor's performance of the grant. Each contract will have one Council staff assigned for monitoring. A staff member is assigned to verify contractors are complying with the terms and conditions of their grant, ensure funds are being expended appropriately, review contractor reporting, and determine if contractors need technical assistance to assist with managing their grants conducts monitoring activities.

Under CFR §75.352(b), the federal regulation describes the requirements of the awarding agency to evaluate each contractor's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the award for purposes of determining the appropriate contractor monitoring. To comply with this requirement, the Council completes a risk assessment for each grant.

A risk-based monitoring system is used to assess the risks of contractors and determine appropriate strategies for monitoring the risks. Based on the risk assessment, an individual risk level is determined for each contractor to ensure an accurate representation of potential risk for each. The risk level determines the intensity of the monitoring and oversight to be conducted.

- High Risk: close monitoring, follow-up, and oversight to mitigate risk or for improvement based on an approved corrective action plan.
- Moderate Risk: reasonable level of monitoring, follow-up and oversight to evaluate and mitigate risk or for improvement.
- Low Risk: generally indicates that the program is at lower risk for potential waste, mismanagement, noncompliance, or fraud.

The contractor's risk level may adjust each fiscal year based on the risk factors and risk indicators.

The Council employs different methods and monitoring activities to conduct grant monitoring. Routine reviews include:

- Comparisons of activities performed to work plan timelines.
- Reviews of financial records to ensure:
 - expenditures billed conform to the approved budget, including reasonable and allowable costs;
 - required match contributions are met; and
 - rate of expenditure is reasonable relative to the work plan and budget period.
- Reviews of monthly and/or quarterly program performance reports.
- Reviews of annual required audit reports.

The Council routinely uses other methods of oversight including phone calls, email, financial reports, audit and other reports, approval requests, memos, letters, meetings, trainings, and technical assistance.

Surveys/Evaluations

Participant registration must include federally required demographic data (on resource page) and must be completed by participants for all activities. A Council created online evaluation shall be given to participants after each training/event. Evaluation link(s) will be provided by contract monitor prior to the start of the contract activities. Results of evaluation(s) will be sent to contractors upon request.

Contractor Responsibilities

Documentation

All records of grant activities must be made available to the Council. Contractors are required to provide monthly and final reports and maintain documentation onsite to show project activities have been performed according to the work plan and meeting the intent of the SOP.

No program cost is allowable without documentation. Documentation of direct costs, charged to either the federal or match side of the budget, must show relevance and application to the program.

Materials

Any materials or products developed for the project, including presentations, publications, or articles, must be approved by Council staff before they are distributed. Contractors should allow at least 10 days for staff to review and approve materials. All materials for the project created for public distribution must include the Council's logo.

Sharing Information

Through dissemination, a project may influence future service-delivery systems and/or provide important information to individuals with disabilities, their families and policymakers. A wide variety of dissemination techniques may be considered to individualize each project, such as flyers, project websites, etc. but all activities shall be widely promoted for each contract activity at least 5 days in advance.

All materials, such as PowerPoints, Brochures, Curricula developed by the program or project, Manuals, Promotional materials (fliers, advertisements), etc. must include the Council's logo:



Additionally, when posting on social media about the project, the contractor should "tag" the Council's social media accounts on Facebook and Twitter.

Information on the Council, LaCAN, and Partners in Policymaking® programs must be shared with each participant in each activity. A statement is needed indicating how this information was provided.

Monthly Report

Contractors are required to submit a monthly report to the Council detailing work completed and progress toward achieving the goals and objectives outlined in the project work plan.

In each monthly report, the contractor reports project activities that occurred during the reporting period. Failure to comply with this reporting requirement may result in a delay of funds, payment hold, or denial of future funding.

The Contractor will submit the following to the Council no later than the 10th day of the month following the month in which the activity was completed (with the exception of June, which will be due July 1):

- a. invoices
- b. sales receipts
- c. payroll stubs
- d. mileage logs (ex. MapQuest) (must adhere to [Louisiana State Travel Guide](#))
- e. activity reports
- f. Evaluations, surveys, and other documentation of program performance outcomes required by the Administration on Intellectual and Developmental Disabilities (AIDD).
- g. success stories and pictures detailing the impacts of the project on the lives of participating individuals with developmental disabilities and their families.

Invoices on contracts submitted more than 15 days after the billing period or expiration of the contract may result in one of the following:

- a. 1% of the final invoice amount or \$100, whichever is greater, will be subtracted from the invoice for each day the invoice is submitted past the due date, but not to exceed the remaining balance of the contract;
- b. Reduction of the current contract; or
- c. No longer entering into contracts with the contractor.

Final Grant Report

A Final Grant Report is required from contractors in their last year of funding and is due no later than 60 days after the end of the project period. All contractors shall submit a final report detailing the impact and outcomes of their LADDC-funded project. The final grant report should follow specific LADDC instructions and include a summary of progress toward the achievement of the originally stated goals, a description of significant results (positive and/or negative).

The Final Grant Report shall include, at a minimum:

- a summary of project goals and objectives met,
- explanation of goals and objectives that were not met and lessons learned,
- review of project impact,
- additional outcomes and approved costs exceeding the original budget,
- plans for sustainability beyond the grant funding, and
- any recommendations to LADDC for future projects.
- Final report of expenditures,
- Final equipment/controlled assets inventory list,
- Supplemental report for policy fellows, and
- Supplemental report for leadership and advocacy training grants.

Grant Budget

In accordance with federal guidelines, the Council reimburses its contractors for allowable costs only. All project expenses must conform to federal and state regulations for determining allowable project costs.

Contractors should have available funds for all upfront costs then request reimbursement with supporting documentation.

Salaries and Wages:

Compensation and salaries of any staff (i.e. employed by the contractor organization) working on the project can be paid with Council funds, match funds, or a combination of both. Allocated timekeeping records are required for staff working on the project.

Related Benefits:

Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Related benefits include, but are not limited to, FICA, Medicare, costs of leave (vacation, sick or military), employee insurance, retirement, and unemployment benefit plans. Benefits should be calculated based on the standard employment benefits offered by the agency where they will work and should follow the minimum requirements mandated by law.

Travel:

Travel related expenses should include costs for mileage, transportation, per diem, lodging, meals, conference registration fees, etc.

All travel guidelines can be found in the [PPM 49](#) and must be followed to receive reimbursement.

Supplies:

Supplies include consumable items essential to the project, including, but not limited to, general office supplies (e.g. paper, pencils, pens, ink, toner cartridges). Per federal guidelines, supplies and small equipment have a per unit value of less than \$5,000.

The purchase of any supplies must be directly related to the goals, objectives, and activities of the project.

Equipment and supplies purchased with grant funds paid by the Council shall be recorded by contractors and will be designated as the property of the Council per federal guidelines.

Professional Services:

Professional Services include services essential to the project but are obtained from individuals who are not employees of the contractor organization. These services must be specifically related to the work of the project. Examples of contractual services typically include, but are not limited to, speakers, certified public accountant (CPA).

Operating Costs:

Other costs are those costs associated with the implementation of the grant project that are not included in any of the other expense categories. Some of the more commonly budgeted expenses categorized as Other Costs include building costs, utilities, equipment rental/leasing, maintenance and repairs, printing and copying services, and communication costs such as fax, phone, and internet services.

Indirect Costs:

Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited.

Indirect cost rates which have been negotiated with the contractor's federal funding agency can be used to calculate allowable indirect costs. Indirect costs of up to 8% of all direct federal expenses are allowable for contractors.

Match (Cost Sharing):

As part of the grant project budget, contractors must provide a match contribution, or cost share, each year. Match is the share of the total program costs the contractor and/or its partners must contribute to accomplish the purposes of the grant.

If by the end of the approved budget period, a contractor fails to satisfy the minimum match obligation as outlined in the contract, the contractor must return to the Council the portion of the federal award not properly matched. Reporting match expenditures above the budgeted amount is therefore encouraged.

Management and accounting standards must be kept for the match share, just as for the federal share of grant awards. It is important to ensure proper documentation is obtained, maintained, and made available for review to support all match reported. For in-kind contributions, the documentation must include the basis for determining the value and written acknowledgement from the donor including the specifics about the donation. The contractor will submit documentation monthly and keep copies of the documentation in its files.

The project shall identify any in-kind contributions, including but not limited to, development of training and coaching content for this project, time commitment of any other participating organizations, or other contributions which fulfill the purpose of this initiative.

a. Calculating Match Requirement

The amount of match required of the contractor is based on the parishes served by the project and will be either 10% or 25% of the total project budget. Most projects are statewide, therefore the match amount will be 25% of the total project budget.

To calculate the match: Amount of Federal Funds Received / 3 = Match Required

b. Examples of Match

- Agency personnel who will provide grant-funded activities but whose services will not be charged to the project's budget.
- Eligible Related benefits for administrative, clerical, contracted, and facilities personnel.
- Contracted consultants lending their expertise and time to the project.
- Indirect costs not charged to the project's budget.
- Costs for the use of existing equipment.
- Utilities and telephone expenses related to implementing the project but not included as line items in the project budget.

- Printing, copying, postage, and evaluation expenses related to implementing the project but not included in the project budget.
- Eligible supplies on hand from existing inventory.
- Equipment purchased by the organization with its own money and connected to the grant-funded project.
- Eligible grant-related travel for key or other personnel that the organization will for with its own funds.
- Private sector grants used for portions of the project.
- Agency general operating funds, or unrestricted funds used for the day-to-day operation of the organization.
- Funds donated by a local business to the organization to help offset the cost of training volunteers.
- Expertise donated by a local business to train the agency's volunteers.

RESOURCES

1. [Application for Funding Coversheet](#)
2. [W-9 form](#)
 - a. [W-9 form instructions](#)
3. [Sample Board Resolution](#)
4. [Budget Form](#)
 - a. [Budget Form instructions](#)
5. [Louisiana State Travel Guidelines \(PPM-49\)](#)
6. [Demographic Data Collection](#)
 - a. [Required Registration Questions](#)
7. [SOP Checklist](#)