

# Chapter 6

## KCDD Grant and Contracts Policies

### Announcement of Funding

Request for Proposal =Solicited Proposals  
Unsolicited Individual Sponsorships (under \$5,000)  
Unsolicited Proposals Request (Under) \$5,000  
Unsolicited Proposals Request (Over) \$5,000

Kansas Council on Developmental Disability announces the availability of federal funds to be invested in the Five Year State Plan using a funding process that focuses on outcomes and involves a change in thinking from a funder to an investor that emphasizes partnerships and shared success.

Announcements can be made any time throughout the year. The typical funding cycle is one year beginning in the Federal Fiscal Year October 1st and ending September 30th.

Adopted: 10/19/2012 Last revised: 03/16/2018

### KCDD Guidance for Grant Review Proposal Questions:

1. Will the deliverables have a direct impact on the current Five-Year Plan's goals and objectives?
2. Do the activities in the proposal fit Advocacy, Systems Change, and/or Capacity Building?
3. Is the proposal in line with DD Act Values; Independence, Productivity, Integration, Self-Determination?
4. Is the project innovative and not replicating something that has already been done?
5. Is the council the right funder or should someone else be funding the project?
6. Is the project something that the Federal Government or State Agency should fund? - Will KCDD possibly be supplanting Federal or State responsibilities?
7. Are the proposed outcomes in line with the funds requested?
8. Could this be considered Direct Service?
9. Is this an ongoing project? If so, KCDD cannot fund an ongoing project past initial five years.
10. Will this lead to meaningful changes or outcomes for people with IDD and/or their family members?
11. Is the project demonstrating a new way of accomplishing outcomes in the Five-Year Plan?
12. Are the funds being used for real property, building etc?
13. Is the activity legal?

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## 6.1: Request for Proposal (RFP) = Solicited Proposals

Request for Proposal is a funding request that is in direct response to a Solicited Proposal and must meet KCDD 5 Year State Plan goals and objectives. Council members, staff and grantees must work together to clearly define results, sustainability, and measures of success including Individual and Family Advocacy and System Change.

**Note: Projects may be funded up to a 5-Year period.**

KCDD follows Department for Children and Families Office of Grants, Contracts and Payables policies and practices including DCF Non-Disclosure Confidentiality Agreement for all council members and staff.

Request for Proposal will be published in the Kansas Register and disseminated broadly through email listing, council members, and other collaborators, posted on the website and through social media outlets.

KCDD utilizes a five-step review process for RFP = Solicited Proposals:

- 1) DCF Office of Grants Manager will post Request for Proposal.
- 2) A cursory review by staff to check for required elements.
- 3) RFP is then forwarded to the Grants Committee to determine if it meets the Five Year State Plan goals and objectives.
- 4) The Grants Committee will make recommendations to the full council in the final determination of projects to be funded. **Exceptions are granted for those who have declared a Conflict of Interest.**
- 5) The full council will vote to: disapprove, approve or approve with conditions. Conditions must be within the scope of the RFP.

If the proposal is **DISAPPROVED**, the staff will notify DCF Office of Grants Manager to communicate with the applicant.

If the proposal is **APPROVED** with conditions, the staff will notify the DCF Office of Grants Manager to communicate with the applicant in paper format or

email of the conditions and work through each item until the applicant has satisfactorily met all conditions.

If conditions cannot be negotiated between the applicant and the DCF Office of Grants Manager, the proposal will be reviewed again by the full council for further discussion at the next regularly scheduled meeting or a special meeting of the council.

Once the full council approves the proposal for funding, staff can proceed with the Notification of Grant Award process prescribed in the DCF Designated State Agency's Administrative Procedures Manual.

## **T**echnical Assistance During the Application Process

After the release of a Request for Proposals=Solicited Proposal, all communication will be directed through the DCF Office of Grants Manager.

After Notification of Grant Award, all communication will be directed through KCDD staff.

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## **6.2 Unsolicited Proposals**

Funding request for projects that are not in direct response to a published Request for Proposal =Solicited Proposal, will be deemed an **Unsolicited Proposal** that contributes to the objectives outlined in the Five Year State Plan.

*Note: An Unsolicited Proposal Request can be funded up to one year.*

### **6.2.1: Unsolicited Proposal Project Funding**

A) Unsolicited Proposal Request (**UNDER**) \$5,000 can be approved by Executive Committee and reported to the full council at the next schedule meeting.

**The following process will be used:**

- Applicants must submit Unsolicited Project Application.
- Upon project completion, applicant/agency will complete Project Evaluation Survey providing information on project outcomes, including data gathered from Grant Project Participant Evaluation(s).
- Payment will be authorized after the final report, documents/ invoices have been received and approved unless other arrangements are negotiated.

B) Unsolicited Proposal Request (**OVER**) \$5,000 will be reviewed by the Grants Committee for full council approval. If approved, the proposal will require a

Prior-Authorization Request Form from Department for Children and Families.

**The following process will be used:**

- Applicants must submit Unsolicited Project Application.
- Upon project completion, applicant/agency will complete the Project Evaluation Survey providing information on project outcomes, including data gathered from Grant Project Participant Evaluation(s).
- Payment will be authorized after the final report, documents/ invoices have been received and approved unless other arrangements are negotiated.

## **6.2.2: Unsolicited Conference/ Hosting Event Funding**

Funding requests to support conferences and hosting training events that will directly benefit people with developmental disabilities and their family and contributes to Five Year State Plan goals and objectives.

**A) UNDER \$5,000:**

**The following process will be used:**

- Applicants must submit Unsolicited Project Application.
- A review by the Executive Committee to determine if it contributes to the objectives outlined in the Five Year State Plan
- Full council will be informed of the Executive Committee's actions at the next meeting.
- Upon project completion, applicant/agency will complete the Project Evaluation Survey providing information on project outcomes, including data gathered from Grant Project Participant Evaluation(s).
- Payment will be authorized after the final report, documents/invoices have been received and approved unless other arrangements are negotiated.

**B) OVER \$5,000** will be reviewed by the Grants Committee to determine if the request meets Five Year State Plan goals and objectives with recommendations for full council at the next scheduled meeting. The Grants Committee may recommend the proposal be disapproved, approved, approved with conditions or request further review if determined the proposal do not meet the goals and objectives outlined in the 5 Year State Plan. Approval over \$5,000 will require a DCF Prior-Authorization Request Form.

**The following process will be used:**

- Applicants must submit Unsolicited Project Application.
- Upon project completion, applicant/agency will complete the Project Evaluation Survey providing information on project outcomes, including data gathered from Grant Project Participant Evaluation(s).

- Payment will be authorized after the final report, documents/invoices have been received and approved unless other arrangements are negotiated.

**Note: KCDD staff will notify All Unsolicited Proposals Applicants in paper format or email of all decisions/recommendations from the Executive Committee, Grants Committee and full Council.**

### **T**echnical Assistance During the Application Process

All communication will be directed through staff.

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### **6.2.3: U**nsolicited Individual Sponsorship Application under \$5,000 (per individual per year)

KCDD will support individuals with developmental disabilities or their immediate family members to attend conferences and training events that contribute to the Five Year State Plan. Requests may be applied for annually and must be received in the KCDD office in advance of the event.

The staff will perform a cursory review of the proposal and forward it to the Executive Committee for review. If approved for funding, the Executive Committee will make their decision/recommendations to staff and provide an update to the full council at the next scheduled meeting.

The following process will be used:

- Applicants must fill out Unsolicited Individual Sponsorship Application.
- Complete the Grant Project Participant Evaluation
- Payment will be authorized after the final report, documents/ invoices have been received and approved unless other arrangements are negotiated.

### **T**echnical Assistance During the Application Process

All communication will be directed through staff.

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### **6.3: C**ouncil In-House Projects

KCDD staff will work with the Designated State Agency to find the most efficient and effective way to process the need for funds related to the activities in the 5 Year State Plan.

Projects that are in the current state plan that require funds to carry out activities may be expended after the full council has approved a proposed budget for the project or part of a project. The staff will work with the DSA to find the most effective method to expend funds within State and Federal Laws.

KCDD can Sole Source if the vendor is the only qualified applicant.

Projects such as conferences and events may be Sole Sourced to qualified state agencies through interagency agreements.

**Note: In-House Projects, projects and activities identified in the Five Year State Plan, and Solicited Proposals are exempt from the \$5,000 limit.**

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## **6.4: Maintenance of Grant Records**

KCDD staff will maintain all funded grants and contracts records for a period of five years after grant or contract cycle has ended.

Unfunded Unsolicited Proposals will be maintained for a period of three years for audit purposes.

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