Technical Assistance (TA) Workshop

A GUIDE TO APPLYING FOR GCDD GRANTS

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Overview:

The purpose of this presentation will be to provide information on the following:

- What is the Governor's Council on Developmental Disabilities (GCDD)?
- How to apply for GCDD grants
- Purpose of a DUNS Number and how to obtain one
- How to register with SAM
- How to create an account and log into DD Suite
- Example application sections
- Important timeline dates and contact info

What is the Governor's Council on Developmental Disabilities (GCDD)?

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- The Governor's Council on Developmental Disabilities promotes inclusion, integration and independence for Arkansans with developmental disabilities (IDD).

- GCDD Arkansas works with its partners and other stakeholders to identify the most pressing needs of the IDD community in our state and addresses those needs by conducting outreach, fostering change and supporting capacity-building efforts.

- State councils on developmental disabilities are federally funded, self-governing organizations. GCDD is funded by a grant from the U.S. Department of Health and Human Services, Administration on Community Living (ACL), through the Administration on Disability (AOD) Office of Intellectual and Developmental Disabilities (OIDD). Funding is provided under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), Public Law 106–402.

How to apply for GCDD grants: Data Universal Number System (DUNS) Number

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Obtain a DUNS Number

- Obtaining a Data Universal Number System (DUNS) number is the first step in registering as an organization applicant for grants. The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.

Purpose of DUNS

- A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

Before Registering for a DUNS Number

- Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

How to apply for GCDD grants: How to register for a DUNS Number

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How to Register for a DUNS Number

- If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) https://www.dnb.com/ or call 1-866-705-5711 to register or search for a DUNS number.

You will need all the information listed below to obtain a DUNS number:

- Name and address of your organization

- Name of the chief executive officer (CEO) or organization owner

- Legal structure of the organization (e.g., corporation, partnership, proprietorship)

- Year the organization started

- Primary type of business

- Total number of employees (full and part-time)

NOTE: In December 2020, the System for Award Management (SAM) plans to begin issuing the Unique Entity Identifier (UEI), the new "official identifier for doing business with the U.S. Government." To learn more about SAM's rollout of the UEI, please visit https://www.gsa.gov/entityi .

How long does it take to obtain a DUNS number?

- Allow up to two business days to obtain a DUNS number, but it can occur in one business day.

How to apply for GCDD grants:

System for Award Management (SAM)

Register with SAM

- Registering with the System for Award Management (SAM) is a required step in order for your organization to be able to apply for federal grants. The information below describes SAM and explains the free registration process:

Purpose of SAM

- **SAM** is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

Before Registering with SAM

- Use the SAM Status Tracker to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

- It is the EBiz POC within your organization who must register your organization with SAM.

- NOTE: The EBiz POC must renew your organization's SAM registration annually. Updates made in SAM must be submitted to the GCDD, if the renewal is made within the grant period.

How to apply for GCDD grants:
System for Award Management (SAM)

HOW TO REGISTER WITH SAM

How long does it take to register with SAM?

Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then 1 business day for updates made in SAM. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional 5 weeks to request and obtain an EIN from the IRS.

How to Register with SAM

To register with SAM, go to https://www.sam.gov/SAM/ with the following information:

- DUNS number

- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

- When your organization registers with SAM, you must designate an EBiz POC.

NOTE: When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator before SAM will activate your entity registration in SAM.gov.

If you are needing more detailed assistance or instructions using SAM, check out any of the following resources provided by the General Services Administration (GSA) https://www.sam.gov/SAM/ :

- System for Award Management User Guide

- Federal Support Desk

How to apply for GCDD grants:
DD Suite – The Grant Management System

NEW ORGANIZATION AND NEW USER OVERVIEW

Before applying for grants, users must have verified accounts, and be authorized within an organization. For additional details on these procedures, visit the help section. Help is available without being logged in, and users can search for specific keywords and phrases.

Creating and Verifying an Account

- A new user must sign up for a new account. Each account must have a unique email address. Once the user has signed up, the DD Suite system sends the new user a verification email. This email has a verification link which the user clicks on to verify their account.

- An administrator can add users by navigating from Organization Administration -> Accounts -> Add User. The new user will receive the same email verification and will have to click on the link.

Join Organization

- Once account has been verified, he/she will need to join an organization. Log in and click on Account near the top of the page, clicking the join link near the bottom, and finding the organization in the list. The list defaults to all organizations in user's state. The list can be changed by selecting different filters and clicking on "go". Once the organization is found, clicking on "join" will send the request to the organization administrator's dashboard.

- The administrator must then log in and accept or deny the Join request by navigating to Organization Administration -> Accounts -> User Name, changing the Authorized field and Saving the data.
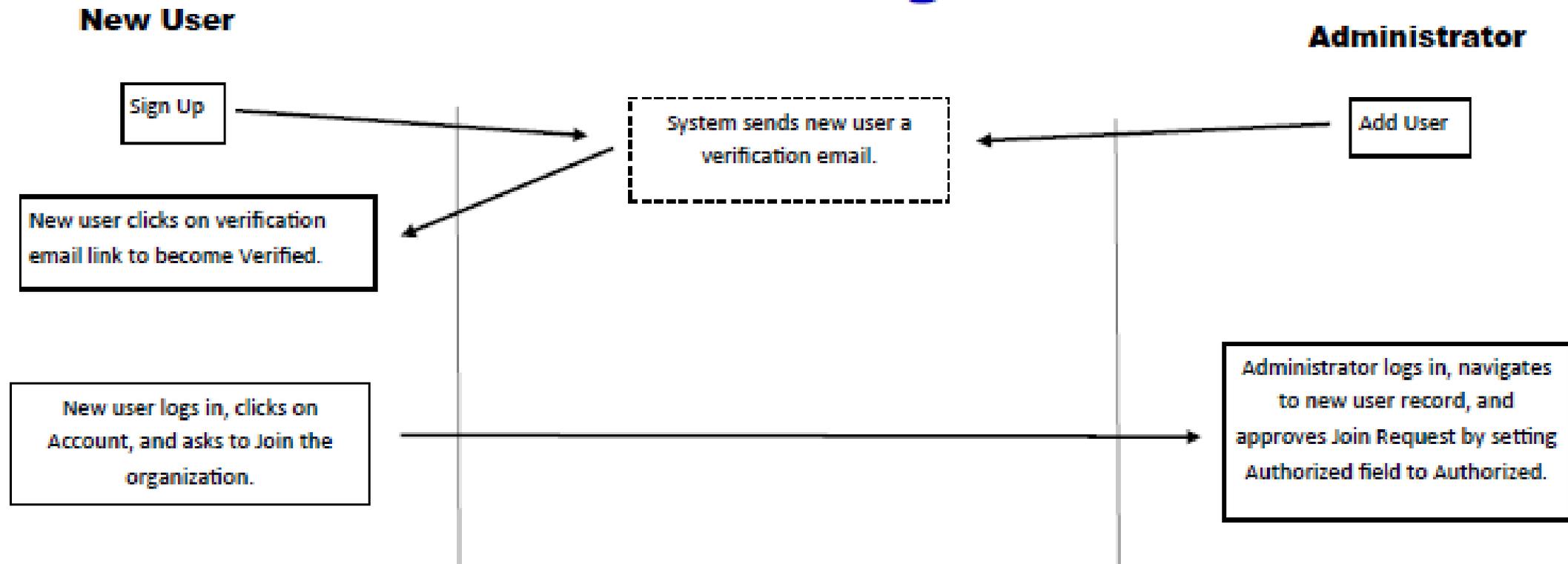
Create Organization

- Any logged in, verified user can create an organization by clicking on Account (near the top) , and then clicking on create next to Organizations. When creating an organization, a user becomes the organization's Administrator and can then allow new users to join the organization. An administrator also controls the access level of all other users.

Add User to Organization

New User

Administrator

Sign Up

System sends new user a verification email.

Add User

New user clicks on verification email link to become Verified.

New user logs in, clicks on Account, and asks to Join the organization.

Administrator logs in, navigates to new user record, and approves Join Request by setting Authorized field to Authorized.

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How to apply for GCDD grants:
DD Suite – The Grant Management System

NEW ORGANIZATION AND NEW USER FLOW – 2

New User Creates an Organization

New Organization

Existing User Creates an Organization

Sign Up

System sends new user a verification email.

New user clicks on verification email link to become verified.

New user logs in, clicks on Account, and creates an organization. Logged in user becomes the Administrator.

Existing user logs in, clicks on Account, and creates an organization. Logged in user becomes the Administrator.

How to apply for GCDD grants:
DD Suite – The Grant Management System

LOGGING IN

Logging in to DD Suite

1. From the DD Suite home page, select the "Login" link.

2. Enter your login credentials for your DD Suite account in the "Email" and "Password" fields.

3. Select the "Submit" button to log in to your personal dashboard.

How to apply for GCDD grants:
DD Suite – The Grant Management System

GRANTEE WORKFLOW AND DD SUITE OVERVIEW

Further documents and detailed step by step instructions on the operation and implementation of DD Suite and the Grantee workflow can be found on the DD Suite website.
https://www.ddsuite.org/TA

How to apply for GCDD grants: Required Documents

Required Supporting Documentation:

These documents must be completed and submitted by uploading them to DD Suite.

- Sign in blue ink
- Must be signature of Authorized Official (AO)
- AO may designate an Acting Authorized Official to sign documents during project period

DOCUMENTS NEEDED WITH APPLICATION:

- ASSURANCES – NON-CONSTRUCTION PROGRAMS
- CERTIFICATE OF GOOD STANDING FROM ARKANSAS SECRETARY OF STATE
- CERTIFICATE OF VOTE (IF APPLICABLE) (NON-PROFIT)
- CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS
- CERTIFICATION REGARDING LOBBYING
- CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
- SF424 (APPLICATION FOR FEDERAL ASSISTANCE)
- REQUEST TO DESIGNATE AN ACTING AUTHORIZED OFFICIAL
- MEMORANDUM OF UNDERSTANDING – MOU (IF APPLICABLE)
- GCDDAR ASSURANCES 2020
- LETTER OF INTENT

How to apply for GCDD grants:
Example Application and Application Sections

Need More Info on Match?

Match indicates an organization's capacity and commitment to local investment and engagement in a project. Match can be cash or in-kind. All funds designated as match are restricted to the same uses as the GCDDAR funds and must be utilized within the grant period.. Match used on one federal grant cannot be used as match on another federal grant.

Example Application-GCDDAR.pdf

SECTIONS OF THE APPLICATION

- Applicant Information
- People (3 Roles Required)
- Outline
- Budget
  - Total Project Cost = GCDD/Federal Funds (75%) + Match Funds (25%)
  - What is Match?
  - Proposed Match Less Than 25% (Project Area in Federally Designated Rural and Urban Poverty Areas)
- Workplan
- Supporting Documents

How to apply for GCDD grants:
Important Dates for Grant Applicants

RFP TIMELINE
(May be adjusted each funding cycle based on current years' needs)

March-April	Availability of funding opportunities are advertised statewide to all interested parties. Q&A meeting scheduled for any entities considering applying for GCDD funding
3rd Week of April	Council staff meets to review eligibility and score applications using risk assessment and scoring forms
May	SPI Committee receives final funding recommendations and rankings from staff and meets as needed to prepare their proposal to Council.
Mid-May	Special meeting of full Council to consider recommendations of SPI Committee. Staff sends decision notices 1-2 days after meeting along with appeal rights.
June	Full Council Quarterly meeting-Council considers any appeals and directs staff to send award documents to selected applicants.
July 1	Project period begins

GCDD Staff Contact Information:

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How to apply for GCDD grants: Questions

- **If you have any questions about this process, please submit them via email to melissa.trostel-hall@dfa.arkansas.gov**

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