



**GCDD**

Governor's Council on  
Developmental Disabilities

ARKANSAS

TECHNICAL ASSISTANCE WORKSHOP

# Applying for a Grant with GCDD Arkansas

# Presenting Today:

## Assiah Lewellen

### *GCDD Arkansas Deputy Director*

Assiah has worked in grants administration since 2011. She has served as Council staff for six years. Prior to working for the Council, Lewellen spent five years in grants administration within the Department of Finance and Administration's Office of Intergovernmental Services. Before joining the employ of the State of Arkansas, Assiah worked in the telecom industry for ten years as a property management and due diligence specialist.

## Melissa Trostel-Hall

### *GCDD Arkansas Program Coordinator*

Melissa has worked at the Department of Finance and Administration since 2011. She has served as Council staff for five years. Before working for the Council, Trostel-Hall spent four years in the DFA Office of Intergovernmental Services, in grants administration, and a year in the DFA Office of Administrative Services, serving as Fleet Administrator. Prior to becoming a state employee, Melissa worked in accounting and in retail management.



# About GCDD Arkansas



Governor's Council on  
**Developmental Disabilities**  
ARKANSAS

*Inclusion. Integration. Independence.*

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.

**The Council** is supported by a small administrative staff including an Executive Director, a Deputy Director, a Program and Outreach Coordinator, a Finance and Operations Coordinator and an Administrative Specialist.

**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's Office of Intellectual and Developmental Disabilities (AOD/OIDD). Funding is provided under the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402



# Applying for a Grant with GCDD Arkansas

- Eligibility

501(c)(3) non-profit organizations, public educational institutions based in Arkansas, and local and Arkansas state agencies are eligible to apply for these funds.

Applicants must be able to demonstrate the following minimum criteria:

- Display a working knowledge of the issues that affect people with intellectual and developmental disabilities (IDD) and their families.
- Have experience working with and/or advocating on behalf of people with IDD.
- Exhibit a functional and operational alignment with mission and values of the GCDDAR.

Applicants will be deemed ineligible for funding if:

- Sub-minimum wage is utilized to pay employees or beneficiaries/clients/consumers.
- Employees or beneficiaries/clients/consumers working environment is a segregated enclave unless that environment is for the express purpose of transitional work.

**All submitted applications must be complete and include all required information and documents. The Council may return incomplete applications without review, so please be sure your application is complete before submission.**



# Applying for a Grant with GCDD Arkansas

- Preparation
  - Dun & Bradstreet - DUNS Number (through 04/02/22)
  - System for Award Management (SAM)
  - DD Suite



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

## Technical Assistance (TA) Workshop

*A GUIDE TO APPLYING FOR GCDD GRANTS*

### **GSA Systems Switch to Unique Entity ID (SAM) on April 4, 2022**

On Monday, April 4, 2022, SAM.gov and all other General Services Administration (GSA) systems will switch to the new Unique Entity ID (SAM) as the authoritative government entity identifier. This means SAM.gov and other GSA systems will no longer use the DUNS number for identifying entities.

Ahead of the April 4 transition, here's what GSA system users should know:

- SAM.gov will be [down for maintenance the weekend of April 1](#). Users should plan ahead.
- Other GSA systems will be down that weekend as well; more information will be shared on Interact.
- **If you are currently registered in SAM.gov (even if your registration is not active), you already have a Unique Entity ID (SAM). Visit SAM.gov to [view it now](#).**

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

## Technical Assistance (TA) Workshop

*A GUIDE TO APPLYING FOR GCDD GRANTS*

### **If you don't have one, you can obtain a DUNS Number before 03/31/2022 using the old process:**

- 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

## Technical Assistance (TA) Workshop

*A GUIDE TO APPLYING FOR GCDD GRANTS*

### **How to Register for a DUNS Number (before 03/31/22)**

- 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:** April 4, 2022, the System for Award Management (SAM) plans to begin using the Unique Entity Identifier (UEI), the new “official identifier for doing business with the U.S. Government.”.

### **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://sam.gov/content/home> with the following information:

- DUNS number (before 03/31/22) or register for a Unique Entity ID (UEI)
- 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) at <https://sam.gov/content/help>

You can find help by searching the Knowledge Base for frequently asked questions (FAQs), user guides, video tutorials, articles, and glossary terms. The Federal Service Desk (FSD) is your free point of contact for all customer support. The FSD responds to calls, chats, and incidents worldwide for users of the federal acquisition and assistance systems.

# 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.

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



## *NEW ORGANIZATION AND NEW USER FLOW – 2*

### **New User Creates an Organization**

Sign Up

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.

## ***New Organization***

System sends new user a verification email.

### **Existing User Creates an Organization**

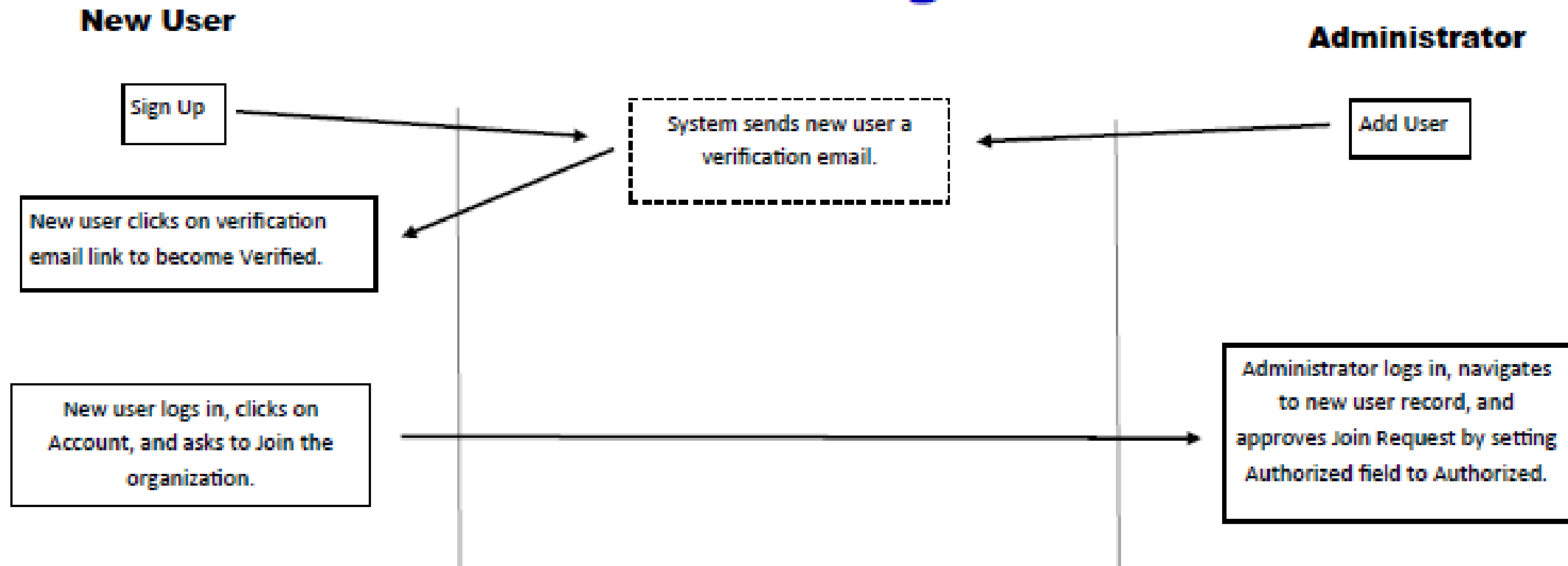
Existing user logs in, clicks on Account, and creates an organization. Logged in user becomes the Administrator.

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



## *NEW ORGANIZATION AND NEW USER FLOW – 1*

### ***Add User to Organization***



# 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

## **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 2022
- LETTER OF INTENT/APPLICATION COVER SHEET

## **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



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

[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

### **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.



# Evaluate Your Proposal, Submit a Great Application

- Example Application, Application Sections
  - People
  - Budget
  - Workplan





# Be An Expert

In your application:

- Demonstrate your organization and staff's expertise and capacity to carry out the project professionally and successfully.
- Explain your project sustainability plan (how the project would be sustained should federal funding cease).





# Note Important Dates

- 04/07/22 Last day to submit RFP questions
- 04/13/22 Applications due
- 05/09/22 Decision notices sent by this date
- 05/10/22-06/09/22 Appeals period (30 days)
- 06/09/22 Appeals considered by Council





# Contact Program Staff with Questions

- [melissa.trostel-hall@dfa.arkansas.gov](mailto:melissa.trostel-hall@dfa.arkansas.gov)
- 501-682-2918



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PREPARATION



EXPLANATION



TIMELINE



QUESTIONS



# Applying for a Grant with GCDD Arkansas

THANK YOU FOR ATTENDING OUR TECHNICAL ASSISTANCE WORKSHOP