

PROCESS OUTLINE FOR GRANT CYCLE 40



State Council on Developmental Disabilities

Process Changes



1. Committee and Council will decide funding priorities for Cycle 40 Grants e.g.:
 - ✦ State Plan Goal/Objective Focus
 - ✦ Scope of Work
 - ✦ Scoring Criteria (Categories and Weight)
2. Staff will evaluate proposals in accordance with Council developed RFP Package.
 - ✦ Full proposals will be reviewed and scored by a minimum of three staff with relative expertise.
3. Council will approve Staff Recommendations on Project Selection rather than Contract Document(s). Final Approval Motion will reflect the following language:
 - ✦ “I move to adopt the proposed findings of X project(s) as recommended by staff, approve the projects as described, and direct Executive Director Carruthers to implement the Council’s approval.”

Council's Role



- Council will be responsible for:
- Development and approval of funding priorities for Grant Cycle 40.
- Approval of Final Request For Proposal Package.
- Approval of Staff Funding Recommendations.

Grant Cycle 40 Timeline (1/4)

January 2017

- **1/09:** State Plan Committee Meets to determine recommendations for Grant Cycle 40 Process and Funding Priorities.
- **1/24:** State Council Approves State Plan Committee Recommendations.



January – March 2017

- **1/25 – 3/10:** State Plan Committee and Staff Develop Selection Standards. Staff builds RFP Package based on Committee direction.
- **3/21:** State Council Approves RFP Package.

Grant Cycle 40 Timeline (2/4)

April – May 2017

- **4/01:** Grant Cycle 40 RFP Released for 60 Days
- **4/01 – 5/31:** A Q&A Session or Proposer's Conference will be hosted within the 60 Day Period.
- **5/31:** RFPs Submissions Due.



June 2017

- **6/01 – 6/30:** Staff Panel Reviews Submitted Proposals. Staff Will Prepare List of Recommended Grantee(s) according to score.

Grant Cycle 40 Timeline (3/4)

July 2017

- **7/01 – 7/10:** State Plan and Administrative Committee Meet to Review and Approve Staff Recommendations. Committees will send their recommendations to Council.
- **7/25:** Council will have final review and approval of funding recommendations. Council will also direct the Executive Director to complete all administrative contract functions for approved proposals.
- **7/26 :** Public Notice and Protest Period begin.



Grant Cycle 40 Timeline (4/4)

August – September

- **8/07:** Protest Period ends.
- **8/08:** Award and Rejection Notification Letters are sent to applicants.
- **8/08:** Encumbrance Process Begins



October 2017

10/01: Grant Starts