NEVADA GOVERNOR’S COUNCIL ON

DEVELOPMENTAL DISABILITIES

CONSUMER LEADERSHIP DEVELOPMENT FUND POLICY

NOTE: Any person wanting or needing assistance in reading or understanding this NGCDD policy or assistance in completing the application process should direct their request to the NGCDD office, by phone, in writing, or by electronic mail to Rebecca Ortiz at 775-684-8619 or Rortiz@dhhs.nv.gov.

Contents

[PURPOSE: 2](#_Toc525044979)

[DEFINITIONS 2](#_Toc525044980)

[ELIGIBILITY 2](#_Toc525044981)

[USES OF CONSUMER LEADERSHIP DEVELOPMENT FUND: 3](#_Toc525044982)

[AWARDEE RESPONSIBILITIES: 4](#_Toc525044983)

[FUNDING LIMITATIONS: 4](#_Toc525044984)

[APPLICATION PROCEDURES: 3](#_Toc525044985)

[PAYMENT/REIMBURSEMENTS: 5](#_Toc525044986)

[DISCLAIMERS: 6](#_Toc525044987)

[CONTACT NGCDD 6](#_Toc525044988)

# PURPOSE:

The Consumer Leadership Development Fund has been established to make funds available to defray the costs for individuals with intellectual/developmental disabilities and parents/family/guardians of children/adult children with intellectual/developmental disabilities to participate in conferences, workshops, and other trainingopportunities that will increase their knowledge of disability issues and increase their skills as advocates for people with developmental disabilities.

# DEFINITIONS

The following definitions will apply throughout this policy:

* + Applicant = individual/family member/guardian applying for/requesting CLDF
	+ Attendee = an awardee who has attended an event.
	+ Awardee = individual/family member/guardian who has received written notification that their application requesting CLDF has been approved by the reviewing members of NGCDD.
	+ CLDF = Consumer Leadership Development Fund(s).
	+ Developmental Disability = a severe, chronic disability of an individual that:

\*is attributable to mental or physical impairments or a combination of mental and physical impairments; \*is manifested before age 22 and likely to continue indefinitely;

must result in substantial functional limitations in 3 or more of the following areas of major life activity: self-care; receptive and expressive language; learning; mobility; self-direction; capacity for independent living; economic self- sufficiency. In addition, reflect the individual's need for a combination and sequence of special, interdisciplinary, or generic services. Individual supports or other forms of assistance that are life-long or extended duration and are individually planned and coordinated.

* + Event = conference, seminar, training, workshop, summit or other event at which attendees gain information, knowledge, resources and networking opportunities, and which exceed general socialization.
	+ NGCDD = Nevada Governor’s Council on Developmental Disabilities.
	+ Qualifying Individual – person with an intellectual/developmental disability and/or family/parent/guardian for use of these funds.

# ELIGIBILITY

1. General Eligibility

CLDF may be awarded to Nevada residents who are: (listed by priority of consideration for approval)

1. Individuals with intellectual/developmental disabilities (see definition above)
2. Parents/family members/guardians of children/adult children with intellectual/developmental disabilities
3. Limitations to Eligibility
4. All applicants must agree to abide by the regulations, limitations and responsibilities for awardees set forth by the NGCDD in this document.
5. Accommodation for a disability and assistance with the application process and responsibilities for follow-up will be made available upon request*.*
6. Priority will be given to applicants who have not previously received CLDF from the NGCDD
7. When and if an attendee(s) who has previously received CLDF from the NGCDD is/are approved for repeat funding, there must be a span of at least two years between events.
8. Exclusions to Eligibility
9. CLDF are limited to use by Nevada residents who are not eligible for event reimbursement from other agencies/organizations of which they are an employee or member. Agency/organizational employee requests will be referred to the NGCDD Executive Committee for review.
10. Any applicant who does not complete the follow-up requirements as set forth later in this policy and provide documentation of their participation (receipts, etc.) will be disqualified from future participation in the CLDF.
11. The Executive Committee may, on a case-by-case basis, consider an extension to the follow-up requirements.

# USES OF CONSUMER LEADERSHIP DEVELOPMENT FUND:

CLDF may only be used to attend events that are consistent with NGCDD goals and objectives as outlined in the NGCDD Five Year State Plan, and not just for the benefit of one individual or family. Funds are typically allowed to cover the following expenses:

* Registration fees
* Transportation costs, including mileage\*
* Lodging\*
* Meals\*

\*Meals, hotel, and mileage will be paid according to the rates established by the U.S. General Services Administration for travel in the destination city, available at [www.gsa.gov](http://www.gsa.gov). It is the applicant’s responsibility to confirm that hotel and per diem meal rates fall within the GSA rates in order to not incur unexpected out-of-pocket expenses.

* Personal assistant services/support person
* Other reasonable expenses related to attending a training event or conference
* Costs associated with bringing a speaker to a group of self-advocates or parents
* Respite care

# APPLICATION PROCEDURES:

1. Should any applicant require assistance with completing the application due to the nature of his/her disability, NGCDD staff or council members may be available to assist in the process. Requests for this accommodation should be directed to the NGCDD office.
2. Applications must be received at least 60 days prior to the event. *The NGCDD* advises *that applications be submitted as much as 90 days in advance in the interest of timely approval and early registration savings.*
3. Applicants must complete and sign the paper application form provided by the NGCDD or an application may be submitted online via Google Forms. After the application is submitted it is a requirement of the applicant to notify the NGCDD by sending an email to Rortiz@dhhs.nv.gov.
4. Applications must be accompanied by a copy of the event brochure/agenda, registration information, travel itinerary and a detailed estimate of associated costs.
5. Applications will be reviewed monthly bythe NGCDD Executive Committee. These reviews will be conducted at regular intervals and will be posted according to Nevada open meeting regulations. Action will be taken to approve, request more information, or deny each application.
6. Within 14 days of the review meeting, each applicant will receive written notification of said action, including approved amounts and, where applicable, the justification for denial.
7. Applicants may request a waiver of established policy. These requests must be in writing, and will be referred to the Executive Committee for review and action. NGCDD reserves the right to request written documentation to support any request for a waiver of policy.

# AWARDEE RESPONSIBILITIES:

1. Each application for CLDF should include an outline for a plan to share knowledge, information, etc. that is gained at the event with other Nevadans, including the NGCDD and at least one self-advocacy or parent organization.
	1. This can be done locally or state-wide
	2. It may be planned independently or as part of a larger gathering (for example, speaking at or hosting a table at a local event)
	3. The NGCDD is looking for creative methods of sharing said information and will consider new and novel approaches to this requirement
	4. Applicants may be referred to NGCDD council members who have volunteered to assist with the planning of how to disseminate information.
2. When speaking about CLDF-supported attendance to an event, the awardee/attendee should attempt to acknowledge the NGCDD’s role in making this possible for them and share CLDF information with other potential applicants.
3. All CLDF recipients of each party must provide a written, video, or other type of presentation and photo to the NGCDD within 90 days after the event. This follow up must include information on the impact of the event attended and can be provided virtually at one of our Council meetings or submitted to the office for dissemination to the Council. In some circumstances, other arrangements can be made. If follow up is not received, recipient will be ineligible for use of these funds in the future.
4. The attendee may be asked by the NGCDD for permission for their photo and story to be used on the NGCDD website.
5. Failure to provide a follow-up report/presentation, will result in the applicant becoming ineligible for future consumer leadership development funds.

# FUNDING LIMITATIONS:

1. Funding Capacity
	1. All applications are subject to availability of CLDF.
	2. All amounts must follow GSA rates for the destination.
	3. The maximum allowable amounts are as follows:
* For events within the State of Nevada-
* $1000.00 individual
	+ - $1750.00 family
* For events outside the State of Nevada-
	+ - $1750.00 individual
		- $2500.00 family
	1. The NGCDD Consumer Leadership Development Fund should be considered the “payer of last resort”. Applicants are required to provide information about the other sources of funding they have researched or applied for and the results.
	2. Funds are available by Council approval in 2 allotments. Allotment #1 is available for travel between October and March, while allotment #2 is available for travel between April and September of each FFY. Funds are available until all funds for the current FFY allotment have been depleted. Allotments are determined by availability of Federal funds at the beginning of each fiscal year. Forfeited funds will roll over into the next allotment.
	3. Applications should demonstrate forward planning and fiscal responsibility by taking advantage of early registration discounts, conference rates for lodging, and, when possible, the least expensive travel options available.
	4. Since CLDF are not intended to cover the entire cost of an event, applications should outline the attendee(s) financial match or contribution to event attendance. This match can be demonstrated in actual dollars or in dollars saved - for example, by using alternative lodging (i.e., family, friends), or family-based respite.

 B. Approval Prioritization

1. Only complete applications will be considered. When incomplete applications are received, NCGDD staff will notify applicant and application can be revised, but will not be considered for review until it is complete.
2. Complete applications will be considered on a “first-received, first-considered” basis and in accordance with the priority eligibility and limitations as outlined above.
3. When the number of applications exceeds the limitation as outlined below, the applications will be considered according to the date and time that the fully complete application was received by NGCDD staff.

C. Application Approval Capacities

* 1. A maximum of three applications will be approved for any single out-of-state event. An exception to this limitation will be made for self-advocates attending an out-of-state meeting of their national organization.
	2. A maximum of five applications will be approved for any single in-state event unless the event is sponsored by the NGCDD or one of its grantees.
	3. When possible, the NGCDD Executive Committee will avoid funding duplicate topics in 2-5 year segments.

# PAYMENT/REIMBURSEMENTS:

1. Payment of CLDF will be made by reimbursing actual expenses that have been pre-authorized by the process above.
2. Attendees must submit their participation report and expense receipts within 30 days after the last day event was held.
3. Reimbursements of actual expenses will be made upon receipt of the attendee’s participation report, satisfaction survey and original expense receipts.
4. If the recipient is requesting an advanced payment of approved travel expenses, this must be indicated on the CLDF application.
5. Advanced payment of approved travel expenses will be provided at least 30 days prior to the event.
6. All receipts and requested documents must be received within 30 days after the completion of the event or funds will be forfeited. There are no exceptions to this requirement.

# DISCLAIMERS:

1. The CLDF is not an entitlement.
2. The NGCDD reserves the right to use discretionary judgment, as it deems appropriate, on any and all applications.
3. Funds will be distributed consistent with NGCDD’s mandate in Federal Law for commitment to systems change, advocacy and capacity building.
4. The NGCDD is not and cannot be held responsible for damage or loss of property, injury or bodily harm, or expenses incurred due to unforeseen circumstances related to travel to/from events, participation of the event, or associated with travel or participation.
5. Any taxes incurred as a result of receiving funds from the CLDF will be the sole responsibility to be paid by the recipient of these funds and a W9-IRS form must be submitted upon receipt of the funds by the recipient.

# CONTACT NGCDD

1. Applications are available by request from the NGCDD or at [www.nevadaddcouncil.org](http://www.nevadaddcouncil.org).
2. Submit completed applications, outlines for information sharing, participation reports and copies of expenses to:

Nevada Governor’s Council on Developmental Disabilities

406 East Second Street

Carson City, NV 89701

Fax: (775) 684-8626

Or via email to: Rebecca Ortiz at Rortiz@dhhs.nv.gov.

1. Questions may be directed to Rebecca Ortiz at (775)684-8619 or Rortiz@dhhs.nv.gov.

You can find our application on our website or in an accessible format [here](https://goo.gl/forms/eS6q5ZxmJhsMIOiq2).

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