



Consumer Leadership Development Fund (CLDF) Overview

The Consumer Leadership Development Fund has been established to make funds available to defray the costs for self-advocates and parents/family/guardians of children/adult children with developmental disabilities to participate in conferences, workshops, and other training opportunities 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 document:

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 NDSCDD.

CLDF – Consumer Leadership Development Fund(s).

Developmental Disability – a condition or impairment present at birth or acquired up to age 22 that impairs 3 or more life areas, as defined by Federal law.

Event – conference, seminar, training, workshop, summit or other event at which attendees gain information, knowledge, resources and networking opportunities, and which exceed general socialization.

NDSCDD – North Dakota State Council on Developmental Disabilities.

Qualifying Individual – the person with a developmental disability who qualifies the family/parent/guardian for use of these funds.

ELIGIBILITY:

1. General Eligibility: CLDF may be awarded to North Dakota residents who are: (listed by priority of consideration for approval)
 - Self-advocates with developmental disabilities.
 - Parents/family members/guardians of children/adult children with developmental disabilities.
2. Limitations to Eligibility:
 - All applicants must agree to abide by the regulations, limitations and responsibilities for awardees set forth by the NDSCDD in this document.

- Accommodation for a disability and assistance with the application process and responsibilities for follow-up will be made available upon request.
- Priority will be given to applicants who have not previously received CLDF from the NDSCDD.
- When and if an attendee(s) who has previously received CLDF from the NDSCDD is/are approved for repeat funding, there must be a span of at least one year between events.
- Individuals will not be approved to use CLDF for the same event, within a two year period of time.

3. Exclusions to Eligibility:

- CLDF are limited to use by North Dakota residents who are not eligible for event reimbursement from other agencies/organizations of which they are an employee or member.
- Any applicant who does not complete the follow-up requirements as set forth later in this guideline and provide documentation of their participation (receipts, etc.) will be disqualified from future participation in the CLDF.
- 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 NDSCDD goals and objectives as outlined in the NDSCDD 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
- Transportations costs, including mileage*
- Lodging*
- Meals* - **Meals, hotel and mileage will be paid according the state rate and/or established by the U.S. General Services Administration for travel in the destination city, available at www.gsa.gov. It is the applicants 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

AWARDEE RESPONSIBILITIES:

Each application for CLDF should include an outline for a plan to share knowledge, information, etc. that is gained at the event with other North Dakotans, including the NDSCDD and at least one self-advocacy or parent organization.

This can be done locally or state-wide. It may be planned independently or as part of a larger gathering (for example, speaking at or hosting a table at a local event). The NDSCDD is looking for creative methods of sharing said information and will consider new and novel approaches to this requirement. Applicants may be referred to NDSCDD council staff to assist with the planning of how to disseminate information.

When speaking about CLDF-supported attendance to an event, the awardee/attendee should acknowledge the NDSCDD's role in making this possible for them and share CLDF information with other potential applicants.

- An attendee must provide a written, video or other type of presentation and photo to the NDSCDD scheduled within three (3) months after the event. In some circumstances, teleconferencing may be utilized.
- The attendee may be asked by the NDSCDD for permission for their photo and story to be used on the NDSCDD website.

FUNDING LIMITATIONS/CAPACITY:

All funding decisions are subject to the availability of funds under the Basic State Grant from the U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Intellectual and Developmental Disabilities.

1. The maximum allowable amounts are as follows:
For events within the State of North Dakota-
 - \$500.00 individual
 - \$750.00 family
2. For events outside the State of North Dakota-
 - \$750.00 individual
 - \$1000.00 family
3. The NDSCDD 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.
4. 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.
5. 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. There will be a required 30% match for all requests for funding.

Application Prioritization:

1. Only complete applications will be considered. When incomplete applications are received, NDSCDD 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 outline 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 NDSCDD staff.

Application Approval Capacities:

1. A maximum of two 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 in-state event unless the event is sponsored by the NDSCDD or one of its grantees.
3. When possible, the NDSCDD Executive Committee will avoid funding duplicate topics in 2-5 year segments.
4. Final funding decision will be determined on the availability of dollars.

APPLICATION PROCEDURES:

Should any applicant require assistance with completing the application due to the nature of his/her disability, NDSCDD staff or council members may be available to assist in the process. Requests for this accommodation should be directed to the NDSCDD office.

Applications must be received at least 60 days prior to the event. *The NDSCDD advises that applications be submitted as much as 90 days in advance in the interest of timely approval and early registration savings.* Applicants must complete and sign the application form provided by the NDSCDD. In addition, the applications must include a copy of the event brochure/agenda, registration information, travel itinerary and a detailed estimate of associated costs.

The NDSCDD Executive Committee will review applications on a quarterly basis. These reviews will be conducted at regular intervals. Action will be taken to approve, request more information, or deny each application. 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.

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. NDSCDD reserves the right to request written documentation to support any request for a waiver of policy.

PAYMENT/REIMBURSEMENTS:

Payment of CLDF will be made by reimbursing actual expenses that have been pre-authorized by the process above.

1. Attendees must submit their participation report and expense receipts within 30 days after the last day event was held. A delay in submitting reimbursement could result in costs not being covered by NDSCDD.

Please contact NDSCDD staff to discuss an extension if an emergency should arise that the request cannot be completed within 30 days.

2. Reimbursements of actual expenses will be made upon receipt of the attendee's participation report and original expense receipts.
3. The NDSCDD is not able to make any type of advanced payments. There are no exceptions or waivers to this policy.

DISCLAIMERS:

- The CLDF is not an entitlement.
- The NDSCDD reserves the right to use discretionary judgment, as it deems appropriate, on any and all applications.
- Funds will be distributed consistent with NDSCDD's mandate in Federal Law for commitment to systems change, advocacy and capacity building.
- The NDSCDD 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.

CONTACT NDSCDD

Applications are available by request from the NDSCDD. Submit completed applications, outlines for information sharing, participation reports and copies of expenses to:

North Dakota State Council on Developmental Disabilities
919 South 7th Street, Suite 503
Bismarck, North Dakota 58501

Fax: (701) 328-8969

Email: chess@nd.gov

Questions may be directed to the NDSCDD Executive Director, Cheryl Hess (701) 328-4847 or email at chess@nd.gov.



Consumer Leadership Development Fund (CLDF) - Application

Applicant's Name: _____ Applicant's Email address: _____

Applicant's Address: _____ Applicant's Phone Number: _____

I am: ___ a person with an intellectual/developmental disability (I/DD)
 ___ parent/family/guardian of a child/adult child with an intellectual/developmental disability

I ___ **am not** employed by an agency or organization that provides services to people with I/DD.

I ___ **am** employed by _____ that provides services to people with I/DD.

<p>The name of the event you would like to attend. Please attach a copy of the brochure, agenda, registration, etc.</p>	<p>Have you attended this conference/event before? Please circle): Yes No</p>
	<p>What are the date(s) of the event?</p>

Cost to attend the event	Explanation	Council Dollars	In-kind/Cash Match	Source of Match
Registration Fee				
Air Fare				
Transportation				
Hotel (including taxes)				
Meals (not covered in the registration fee)				
Disability Accommodations				
Other Expenses				
TOTAL COST:				

In accordance with State of North Dakota, reimbursements will be in compliance with State reimbursement rates and the U. S. General Services Administration (GSA) guidelines. It is your responsibility to confirm that your hotel and per diem (meal) rates fall within the GSA rates in order to not incur additional out of pocket expenses. These rates can be obtained by accessing www.gsa.gov . You **must** use the least expensive means of transportation.

Request for: ___ \$500 Individual In-State ___ \$ 750 Family In-State
 ___ \$750 Individual Out-of-State ___ \$1000 Family Out-of-State

Have you applied for the Consumer Leadership Development Fund before (please circle): Yes No
 If yes, when did you apply for the fund _____

I have read and understand the Consumer Leadership Development Fund policy and agree to abide by them.
 I have attached any information available about the event, related expenses and presentation proposal.

Signature: _____ Date: _____

**North Dakota State Council on Developmental Disabilities
Consumer Leadership Development Fund
Feedback Form**

Name: _____

Conference attended: _____

Conference sponsor: _____

This conference was worthwhile because (check all that apply):

- I increased my understanding of this topic/disability type.
- I will be able to use this information to provide better care and services for myself/my family.
- I will be able to share this information with friends and family affected by disabilities to improve their quality of life.
- I plan to use this information to inform local and state policymakers about what I've learned, so that North Dakota services and supports can be improved for all North Dakotans with this disability.
- I now have resources and/or contacts for additional assistance, if I need it.

Other positive comments:

This conference was less worthwhile than I hoped because (check all that apply):

- The conference information provided was inaccurate.
- The conference was poorly organized.
- The information was presented poorly.
- The information presented was not what I needed for my personal situation.
- I didn't learn anything I didn't already know.
- There were no materials to bring home to share or use for later reference.
- There wasn't enough "meat" in the conference to justify the conference expense.

Other comments:

Overall, would you recommend other North Dakotans with disabilities or their family members to attend this conference in the future? Why or why not?

Based on your attendance, do you have any recommendations for speakers we should bring to North Dakota or resources the Council should include in its resource library? If so, please list and be as complete as possible if you have contact information or book titles/authors.

