

Dan Thompson Account Application Guidance

What are the requirements for a Dan Thompson Account application?

- The applicant must submit a proposal on the DDA application and budget template provided. Proposals received using any other format will not be considered.
- The applicant may only submit **one proposal** during this application round. Organizations may not have multiple awards within the same topic.
- The applicant can be a for-profit or non-profit organization with a Washington State Unified Business Identifier number or tax registration number.
- The applicant must have the appropriate insurance coverage to provide the services outlined in the proposal.
- There are no minimum or maximum dollar amounts for the proposal.
- The contract performance period must end by June 30, 2025. Extensions are not allowed.
- The Application must be submitted via email no later than 5:00 p.m. PST on Jan. 19, 2024.

All proposals must relate to **one or more topics** from **A.** and meet all the **criteria** in **B.**

A. Create a proposal under one of these topics

1. Improve or enhance **housing** related supports, including but not limited to, modifications for accessibility, housing navigators, housing related education/marketing, housing focused training curriculum, etc.
2. Improve or enhance **recreation**, including but not limited to, recreation related education/marketing, recreation focused training curriculum, expanding access to opportunities for bowling, yoga, dance, music, sports, movies, etc.
3. Improve or enhance **transportation**, including but not limited to, vehicles, transportation related education/marketing, transportation focused training curriculum, etc.

B. Criteria (proposals must meet all the conditions below)

1. Demonstrate clearly how the proposal will provide a primary benefit directly for people who are eligible to receive services from DSHS' Developmental Disabilities Administration. This includes 1) people who are currently receiving DDA services, as well as 2) people who are on the No Paid Services caseload and not currently receiving DDA



services, and 3) people with developmental disabilities who are not on any DDA list and are not receiving services.

and

2. Improve or enhance the Medicaid [State Plan](#) / Managed Care or Home and Community Based Services [waiver](#) (Basic Plus, Children's Intensive In-home Behavioral Supports, Community Protection, Core, and Individual and Family Services).

and

3. Do not duplicate services for eligible persons (e.g., see #1 above) when contracted to provide the same service

and

4. Do not duplicate goods or services available through Washington Medicaid (Apple Health or Managed Care), Medicare, or federally funded resources (e.g., school-based services, etc.).

Where are the application materials?

The application and support materials are posted on the DDA website at <https://www.dshs.wa.gov/dda/dan-thompson-account> and the DDC website at <https://www.ddc.wa.gov/council-activities/dan-thompson-memorial-development-disability-fund>.

Chinese, Russian, Spanish, and Vietnamese versions of the guidance and application are in the works and will be posted to the website when they become available. If you need a translation in a different language, please email ApplyDanThompson@dshs.wa.gov to request accommodations or a translation of the application or guidance documents. Translations take at least 2-3 weeks to complete.

There will be two technical assistance sessions. DDA staff will be available to answer questions on the application template, solicitation process, and contract requirements. You may submit questions prior to the technical assistance session(s) via email to ApplyDanThompson@DSHS.wa.gov and we will answer them during the session. The technical assistance sessions are not intended to discuss the likelihood of your proposal being awarded.

Dan Thompson Account Grant Application Technical Assistance Sessions			
Session	Date	Time	Zoom link
1	December 5 th	9 am to	https://us06web.zoom.us/j/83918913338?pwd=Se11fm1f0S8dvnJxhfWX9p2pmxPN3H.1

		10 am	Meeting ID: 839 1891 3338 Passcode: 115190
2	December 11 th	11 am to 12 am	https://us06web.zoom.us/j/81217707692?pwd=Yh5C1tK4WNt8UxybUagZaWZu4fAOlh.1 Meeting ID: 812 1770 7692 Passcode: 197339

What are some resources to help?

Dan Thompson Account proposal examples of eligible and non-eligible activities		
Allowed	Not Allowed	Reason not Allowed
Training programs or staff capacity building e.g., to support transition students at a work placement, etc.	Providing transport to transition students during school days.	Medicaid CMS doesn't allow states to pay for education services as it is an entitlement under federal law (even though schools may not be enacting everyone's entitlement, this grant cannot fill that gap).
Using vehicles/transport to attend community engagement events, vacations, seeing friends and family, etc.	Providing transport to clients to Medicaid covered services.	Routine shopping and medical appointments are a Medicaid covered service.
Providing additional specialized training for professionals, curriculum development, materials / equipment, or using specialists to provide group non-medical/non-therapy-based sessions.	Providing 1:1 care e.g., clinician, dentist, nurse, primary care physician, speech and language pathologist, physical therapist, recreational therapist, occupational therapist, dietician, behavioral health, etc.	Physical and behavioral healthcare is a covered benefit under Medicaid and Medicare.
Paying for the shed, bins, and shelving to store durable medical items for community equipment exchange.	Buying durable medical equipment, food, car seats, diapers, hygiene items, etc.	Durable medical equipment is a covered benefit.
Hoyer lifts installations, accessible tubs for renovating bathrooms.	Prepaying for construction or paying for planning activities like architect fees, title report,	Planning-stage construction work does not constitute a primary and direct "support and service" to benefit

Dan Thompson Account proposal examples of eligible and non-eligible activities		
Allowed	Not Allowed	Reason not Allowed
Outdoor construction upgrades for safety like lights, paving pathways for mobility, or accessible restrooms and parking.	zoning fees, environmental site assessment, permits, etc.	individuals with developmental disabilities.
Provide outreach to increase the number of respite providers.	Increase respite providers contract rates by \$5 per hour.	Cannot impact wages or contracted rates authorized by Medicaid CMS.

What is the Timeline for an Application?

Dan Thompson Memorial Developmental Disabilities Community Services Account	
Proposed Timeline for New Application	
Activity	Deadline
Release Application on DDA website	Dec. 1
Host two virtual technical assistance sessions	Dec. 5 and Dec. 11
Post answers to questions received on DDA website	Dec. 19
Submit via email. Application due date	Jan. 19 at 5:00 pm PST
Review proposals for completeness	Week of Jan. 22
Send denials to incomplete proposals	Week of Jan. 29
Review proposals for eligibility and scoring	Weeks of Jan. 29 through Feb. 23
Send denials to ineligible proposals	Week of Feb. 26
Send award notification letters	Week of March 4
Send unsuccessful award notifications	Week of March 11

Note: the timeline is subject to change without notice.

What is the scoring rubric for a Dan Thompson Account application?

The Dan Thompson Review Committee consists of DDA staff and managers, DDC council members, and community partners.



The **eligibility** review is a pass or fail result. The Dan Thompson Review Committee will review the application for the following:

- Are all fields completed and any required exhibits are attached to the application?
- Does the proposal clearly demonstrate specific supports or services in a community setting, including thorough and detailed plan elements, costs, and timelines to show the proposal will be completed by June 30, 2025?
- Does the proposal clearly identify how the proposal will benefit people who are eligible to receive services from the DSHS' Developmental Disabilities Administration?
- Does the proposal duplicate any current Home and Community Based Waiver services available to waiver recipients?
- Does the proposal demonstrate improvements to strengthen HCBS waiver services beyond what is available under the Medicaid program?

The **scoring** review is a graded result. Proposals will be ranked based on their scores. The highest-ranking proposals will receive awards until the Dan Thompson Account funds are exhausted.

- There are 30 points possible for the technical section of the application. Each sub-bullet is worth five points.
 - Is the proposal understandable, doable, and impactful?
 - Are the objectives broken down into clear achievable actions?
 - Does the proposal benefit people eligible to receive DDA services?
 - Is the timeline realistic?
 - Do the reporting metrics effectively measure the implementation of the proposal?
 - Does the proposal clearly demonstrate improvement or enhancement of services?
- There are 20 points possible on the management section of the application. Each sub-bullet is worth five points.
 - Does the organization possess the knowledge and skills to implement the proposal?
 - Are risks appropriately identified and mitigated?
 - Can the proposal be sustained beyond the performance period of the grant?
 - Are the financials reasonable and the budget economical?

What are the requirements for a Dan Thompson Account contract?

- Work performed is reimbursed (no payments in advance of work) and no activity performed before the execution date of the contract will be reimbursed. Reimbursements will be made no less than quarterly.
- The grantee will be reimbursed for allowable proposal-related costs, such as:

- Costs of goods or services,
- Salaries and benefits of new employees working on the proposal,
- Salaries and benefits of current employees working on the proposal (per their proportion e.g., 20% of a full-time equivalent position working on this proposal),
- Payments made to consultants and contractors.
- Indirect costs cannot exceed 15% of the proposal's direct costs.
- The grantee must provide a completed DSHS Contractor Intake Packet within two weeks of receiving the award notification letter.
- The grantee must provide the organization's Washington State Unified Business Identifier number and federal Unique Entity Identifier.
- The grantee must provide its Washington State statewide vendor number.
- The grantee must provide a copy of the Certificate of Insurance, policy, and additional insured endorsement for each coverage required. Insurance premiums cannot be paid by the Dan Thompson Account.
- The grantee's contract signatory must pass a background check.
- The grantee will retain ownership to the work product(s) and purchased items. They must continue to be used to benefit DDA eligible people. Future costs associated with these are the sole responsibility of grantee.
- The grantee must not use, publish, transfer, sell or otherwise disclose any confidential (client) information.