Area Board 3
2033 Howe Avenue, Suite 160
Sacramento, CA 95825

Program Development Grant

Request for Proposal
Application and Instructions
Federal Fiscal Year 2013
Cycle 35

Deadline:

July 6, 2012

No faxes or emails will be accepted

The application packet is available at:
www.scdd.ca.gov

If you would like to have a hard copy mailed to you or if you have any questions regarding the grant process:

Please call (916) 263-3085

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Area Board 3 announces the availability of Program Development Fund Dollars under Cycle 35

Overview: The State Council on Developmental Disabilities has allocated a total of $20,000.00 to each local Area Board to award Program Development Fund grants during Cycle 35.

As defined in the *Lanterman Developmental Disabilities Services Act*, the Area Board shall protect and advocate the rights of all persons in the area with developmental disabilities and shall conduct capacity building activities and provide advocacy for systemic change. Therefore the Area Board has identified the following **Area of Focus** in addressing the mandates of the Lanterman Act and the needs of the Catchment Area.

Area of Focus: Individuals with developmental disabilities and their families become aware of their rights and receive the supports and services they are entitled to by law across the lifespan, including **early intervention, transition into school, education, transition to adult life, adult services and supports, and senior services and supports.**

Area Board 3 has chosen to focus the grants for 2012-13 on **two projects** that will address the identified **Area of Focus** by developing training modules that will be taught in a Peer to Peer manner by parents and individuals with developmental disabilities. **The curriculum to be developed will include the following modules:**

- ✓ An understanding of Early Intervention Services
- ✓ The transition from Early Intervention to School based services
- ✓ Advocating for a child in a school based environment
- ✓ The transition from an educational setting to Adult life
- ✓ What are Adult Services and Supports and how to receive them
- ✓ What are Senior Services and Supports and how to receive them
- ✓ A pictorial representation of a lifespan defined by the modules

Additional Information: The Area board seeks **two projects**, however will consider **one project** addressing the unique needs of **rural** and **urban communities** of the Catchment Area. Further, the Area Board would welcome and encourage collaborative projects in which two agencies working together will identify similarities and differences in developing curriculum which may be unique in our diverse rural and urban Catchment Area.

The intent of Cycle 35 is the development of a curriculum which will be taught by Parents and Individuals with developmental disabilities in a peer to peer model. Additionally, the training modules must be accompanied by materials that can be made available electronically and in hard copy and which can be updated as applicable laws and or policies change.

The funding for Cycle 35 is being provided through the SCDD's Community Program Development Grant program for Federal Fiscal Year 2012-13. Projects funded by Cycle 35 must be completed by September 30, 2013

Future Planning: Pending the availability of a future PDF cycle, the Area Board **may** seek to have grant recipients' provide guidance and consultation in the execution of the training modules.

A. INTRODUCTION

The California State Council on Developmental Disabilities (SCDD), through its local area board offices, administers grants to community-based organizations to fund new and innovative projects. All projects are required to address one or more of the goals and objectives in the California State Strategic Plan on Developmental Disabilities (Plan) and improve and enhance services for Californians with developmental disabilities and their families. Program Development Grants (PDG) provides funding for new approaches to addressing the needs of Californians with developmental disabilities that are part of an overall strategy for systemic change. This year the each area board will select specific goals and/or objectives from its local strategic plan and seek proposals that contribute to the implementation of the plan.

Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402), SCDD has allocated $20,000 per area board for local projects to be awarded in Cycle 35.

1. Federal and State Law

SCDD is a California state agency established by federal and state law. Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402), SCDD is to develop and implement a state plan to support advocacy, capacity building, and systemic change activities that are consistent with promoting a consumer and family-based system of services and supports. The goal of the federal law is to enable individuals with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion.

The Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code, section 4540 et.seq) directs SCDD to conduct activities related to meeting the objectives of the Plan, including activities to demonstrate new approaches to serving individuals with developmental disabilities and their families that are part of an overall strategy for systemic change.

2. Program Development Grant (PDG)

PDG is one vehicle used by the Council and local area boards to meet both the federal and state mandates. PDG projects are the primary method of providing resources to initiate new and innovative services and supports for Californians with developmental disabilities and their families.

Grants are awarded on a federal fiscal year cycle, consistent with the goals and objectives outlined in the Area Board Strategic Plans as well as the State Plan. While the grants provide for immediate funding leading to the creation or expansion of services, it is critical that applicants commit to securing ongoing funding so as to ensure sustainability to achieve systemic change.

During the PDG process, the area board is to: (1) ensure that all proposals are fairly and consistently reviewed and evaluated; (2) comply with State and Federal laws and policies; (3) provide assistance to applicants; and (4) award grants to the highest ranked proposals based on available funding.

B. THE STATE STRATEGIC PLAN ON DEVELOPMENTAL DISABILITIES (PLAN)

The Plan defines critical current and emerging issues facing Californians with developmental disabilities and their families. The Plan is developed with extensive community input from the area boards that are located across California. The Plan also provides information to the Federal Administration on Developmental Disabilities on how the Council will invest its resources.

C. PDG APPLICATION REQUIREMENTS/TIMELINE

Proposals must demonstrate an emphasis on achieving the identified outcomes and grant awardees must be willing to share information regarding their project.

1. The application must be complete and meet all of the requirements set forth in the application guidelines.
2. Applicants are responsible for providing accurate, current, and complete information about their organization and proposed project.
3. All decisions regarding proposals that are funded are the responsibility of the area board.

4. Timelines

Application Deadline	July 6, 2012
Public Notice	August 6, 2012
Protest Period	August 6-16, 2012
*Award Notification	August 17, 2012
Anticipated Funding of Approved Proposals	October 1, 2012
Anticipated Completion of Project	September 30, 2013

**Pending successful completion of the protest period*

5. Any proposals received after July 6, 2012 regardless of the postmarked date will be returned to the applicant.
6. The area board will not accept faxed or e-mailed documents pertaining to the application process.
7. A complete application, including all the required documentation must be received by 5:00 p.m. on July 6, 2012 at:

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8. Prior to posting the "Notice of Intent to Award Contracts" and during the protest period all proposals will be designated confidential. After the protest period ends, all proposals received are a matter public record.

D. FUNDING OF PROJECTS

1. funding of projects is contingent on receipt of federal funds. After the announcement of a grant award, changes in the level of federal allocation to California could result in the reduction of funds or withdrawal of some or all funded proposals.
2. The area board assumes no responsibility for costs incurred by the applicant for the development or submission of a proposal.
3. The area board may reduce the level of funding requested in a proposal. If the requested amount is proposed to be reduced, the applicant will be asked if they want to proceed with the process. If applicant wishes to proceed, a revised budget will be required to be submitted with the revised funding request.
4. Successful applicants will submit all invoices in arrears. Prior to executing the contract, successful applicants must be able to provide assurances that they are financially capable of supporting the project until such time as invoices are submitted and reimbursement is received.

E. APPLICATION FORMS

Proposals must be submitted in accordance with these instructions on the application forms available on the area board webpage located at www.scdd.ca.gov or utilize the hard copies attached to these instructions. Completed applications must also contain the following attachments if applicable to the proposal:

1. Continuation of funding letter(s) or verification.
2. Letters of Support

A minimum of three letters of support from three different entities, applicants are urged to obtain letters of support from any collaborators that will be working on the project. Each letter shall identify the company/individual's name, address and state the contact person with the telephone number. At least one letter of support must be from an entity with recognized expertise in the objective area identified in the proposal.

The letters should:

a. State familiarity of the applicant; and
b. The need for the services outlined in the proposal.

Letters of support received from entities and/or individuals that will financially benefit from the funding of this project will not be counted toward the required three letters of support. Council members, including state department appointees and employees of the Council or area board are ineligible to write letters of support.

3. Organizational Chart
   Provide an organizational chart for the proposal only. List the names and positions of the personnel listed in the budget. The organizational chart does not need to include the entire agency or institution.
4. Curricula Vitae, Duty Statement, Current Licenses and Credentials
   Provide Curricula Vitae for each staff person employed by the project; if staff has not been hired, provide duty statements.
5. Previous Grants/Awards
   List all grants/awards received from any entity during the last two years that benefit individuals with developmental disabilities. Include the name of project, the funding source, contact person, telephone number and the amount of the grant/award.

F. TECHNICAL REVIEW

1. Essential Criteria for All Proposals:
   a. Proposals submitted must meet one or more of the goals and/or objectives identified by the area board and be consistent with the goals in the State Plan.
   b. Proposals submitted must serve individuals who meet the federal and state definition of developmental disabilities.
   c. Proposals submitted must be consistent with all applicable federal, state, and local government laws and regulations.
   d. Proposals must be complete, including all required attachments in the identified order.

G. PROGRAM EVALUATION AND SELECTION PROCESS

1. Overall Program Evaluation
   Each eligible proposal will be scored as follows. A maximum of 100 points may be awarded by each member of the Area Board Grant Committee.

2. Criteria for Program Evaluation

   25 pts - Goals and objectives are present and clearly defined. The proposal clearly addresses the area board's goals and/or objectives and is consistent with the goals in the State Plan.
   25 pts - The proposal describes the types of services/supports to be provided, using sound methodology. The target audience(s) is clearly delineated and is appropriate to the proposal.
   10 pts - The applicant demonstrates the experience, knowledge, and ability to accomplish what is being proposed.

10 pts - The proposal outlines how it will address/impact underserved communities and cultural diversities.
15 pts - The proposed budget is reasonable and appropriate for accomplishing the identified program objectives and for reaching the target audience(s).
15 pts - The proposal includes an evaluation process.

H. ALLOWABLE AND NON-ALLOWABLE PDG GRANT COSTS

The purpose of the PDG program is to provide resources necessary to initiate new services/supports that are creative, needed and innovative for people with developmental disabilities and their families. These funds may not be used to purchase goods or services for which another funding source is available or to supplant existing funding. Proposal budgets should include all necessary expenses for the applicant to complete their project.

Each line item in the budget will be reviewed to determine whether it is allowable and reasonable. The area board reserves the right to request a revised budget. The following list contains examples of allowable and non-allowable PDG contract expenditures.

1. Funds cannot be used to purchase real property.
2. Funds cannot be used to purchase childcare vouchers.
3. Funds may be used to modify facilities to meet fire and life safety requirements of the fire marshal and/or the licensing agency. The applicant will be required to submit three bids for any facility modifications.
4. Rent for an office and/or facility is a reimbursable expense, as long as staff funded through the grant is working at or from the office/facility. The rent should not exceed the rental rates for an equivalent size facility in the geographical area.
5. Equipment may be leased; however, it may not be leased with an option to purchase. The contractor shall provide area board with copies of agreements for equipment leased during the contract period.
6. Examples of equipment that may not be purchased or purchased only with prior approval include:
    a. Motor vehicles may not be purchased.
    b. Computers may only be purchased with prior approval from the area board.
    c. Copy machines may not be purchased. However, they may be leased during the contract period.
    d. Any equipment item that is attached to a facility or vehicle, which cannot be removed in usable condition from the facility or vehicle.

As a general rule, it can be assumed that equipment with a value under $500 will be amortized and no longer property of the State after three years. For purposes of PDG, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the cost of the mattress, box springs and frame. Applicants should contact the area board concerning items over $500. All equipment will be inventoried and be issued a state identification tag identifying each as the property of the State until such time as it is released by the State.

7. Funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
8. Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state guidelines and per diem and mileage rates. Travel outside the State of California shall not be reimbursed.
9. Fund shall not be used to purchase food for participants at PDG sponsored conferences, trainings, seminars or workshops.
10. Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.
11. No staff person can be committed to more than 100% of that person's time. The area board reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.
12. Funds may be used to secure insurance coverage that to assure that prior to the contract approval, Contractor, other than a self insured public entity, can furnish to the area board Certificate(s) of Insurance stating that there is liability insurance presently in effect covering all of Contract's activities under this contract as appropriate of not less than $500,000 per occurrence.

I. NOTICE of INTENT TO AWARD CONTRACTS AND PROTESTS

A "Notice of Intent to Award Contract" will be posted August 6, 2012 at www.scdd.ca.gov and at the local area board office.

A written protest may be filed with the Chairperson of local area board during the period August 6-16, 2012. The protest letter must be received at the area board office before 5:00 p.m. on August 16, 2012.

The written protest must outline specifically what the applicant is protesting and why the protest is being filed. Protests are limited to those instances where the area board did not follow the guidelines for accepting and evaluating the proposal.

The decision of the area board chairperson shall be final.

4100 - State Council on Developmental Disabilities
Grant Budget Detail Sheet
October 1, 2012 thru September 30, 2013

Category of Expense	SCDD Grant Funds	Other Funds	Total Project Costs
Salaries and Wages			
1)	$0	$0	$0
2)	$0	$0	$0
3)	$0	$0	$0
4)	$0	$0	$0
Subtotal Salaries and Wages	**$0**	**$0**	**$0**
Fringe Benefits	$0	$0	$0
Consultant / Subcontracted Services			
1)	$0	$0	$0
2)	$0	$0	$0
3)	$0	$0	$0
Subtotal Consultant / Subcontracted Services	**$0**	**$0**	**$0**
Travel	$0	$0	$0
Office Supplies	$0	$0	$0
Printing	$0	$0	$0
Space Occupancy / Rent	$0	$0	$0
Equipment	$0	$0	$0
Other Costs (Specify)	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Totals	$0	$0	$0

PROJECT DATA SHEET

1. Applicant Information

Project Number: *(Assigned by Council)*		
Application Number: *(Assigned by Council)*		
Project Name *(55 characters)*:		
Organization Name:		
Organization Website:		
Organization Address:		
Organization City/State:		
Organization Zip Code:		
Taxpayer ID Number:		
Project Period: *(Month /Day/Year)*	Start Date	End Date
Council Member: *(Assigned by Council)*		
Council Staff: *(Assigned by Council)*		

2. Project Information

(Choices are: Non-profit, School District, County, Government Corporation, Tribal Government, For-profit, City / Town, State, Special or Regional Authority, State P & A Agency, University Center, or Other)

Type of Applicant:	
Type of Project: *(Assigned by Council)*	

3. Project Funding Formula

TOTAL PROJECT COSTS	COUNCIL FUNDS	APPLICANT MATCHING FUNDS
	Amount: $0.00 Percentage:	Amount:$0.00 Percentage:
Grant Type (Poverty or Non-Poverty)		

4. Contact Information:

Name of **Project Director**:	
Title:	
Telephone:	
Fax:	
Email:	

☐Check if Same as Project Director

Name of **Financial Officer**:	
Title:	
Telephone:	
Fax:	
Email:	

5. Signatory Authority:

☐ Check if same as Project Director

Name of **Organization Director**:	
Title:	
Telephone:	
Fax:	
Email:	
Date:	