

Program Development Grant (PDG) - Cycle 40

Summary of Questions and Answers

1. Can a university (in my case UCSB) serve as the community organization? Or would it be better to partner with a local community organization that would serve as the primary service provider in the development of the grant?

SCDD has no restriction on a university submitting a Program Development Grant proposal. Any entity that meets the requirements in the RFP may apply. For example, each entity that applies must have a tax payer ID number and provide the required fiscal assurances.

SCDD cannot provide advice on whether you should partner with any other organization.

2. I noticed in the guidelines for the cover letter that it said the proposer must be financially capable of supporting the project. Does that mean all grant funds would come after the program is already up and running?

Yes, if selected for funding all payments are made in arrears.

3. On My Own is interested in writing for several proposals. Is that allowable?

Yes. There are no restrictions on the number of proposals an agency can submit.

4. (a) Can the funds from this Grant partially fund construction costs for additional housing on our existing property?

No. The Council is not authorized under federal law to provide funding for the types of capital expenditures you have described. (See 2 CFR 200.439.)

4. (b) Can we use the grant to partially fund the purchase of existing housing nearby, which would then enable additional persons with developmental disabilities to have access to our campus facilities?

See answer to #4 (a).

4. (c) Can the grant partially fund remodeling costs of a building we purchase without the Grant?

See answer to #4 (a).

4. (d) If we purchase and modify an off campus building without Grant funding, can the Grant funds be used to subsidize market rents?

No. The Council has authority to engage in and fund advocacy, capacity building, and systemic change activities. (42 USC § 15001(b).) The Council is not authorized under federal law to provide funding for direct public assistance such as housing or rent subsidies for an individual.

5. Are Regional Centers allowed to apply for these grants?

Yes.

6. Exhibit A - DD Council Draft Performance Measure - June 2016: Please confirm that this is the correct document or provide a link to the correct Exhibit A. <http://www.nevadaddcouncil.org/wp-content/uploads/2016/06/DD-Council-DRAFT-Performance-Measures-6-2016.pdf>

This is the correct link and document.

7. We understand that employees of the California State Council on Developmental Disabilities and their Regional Offices are prohibited from writing letters of support. May a Regional Center employee write a letter of support in a personal or professional capacity?

Yes.

8. Are Certificates of Insurance required from all project collaborators or only the lead applicant (proposer)?

The applicant is the party that is required to provide the Certificate of Insurance, and, if selected, would be responsible for liability insurance covering all of the activities performed under the PDG contract.

9. May an individual professional act as a collaborator, or must all collaborators be corporate entities?

An individual professional may act as a collaborator, provided all RFP requirements are met.

10. (a) We understand that matching funds may be provided in-kind. Please confirm that the in-kind match may be provided by the proposer and/or the collaborator(s).

Each proposal must provide information regarding the matching funds or in-kind contributions provided by the applicant. The value of an in-kind contribution is the fair market value of the contribution and must be addressed in the proposal. The applicant is responsible for providing the matching funds or in-kind contributions, even if the matching funds or in-kind contributions used for the proposal will be provided by a third party for activities performed under the Program Development Grant.

10. (b) May the 25% match be provided by another grant for the same or a closely related project?

Non-federal funds may be used for the 25% match. Federal funds may not be used as matching funds, and an applicant must provide the required fiscal assurances specified in the RFP. The Council does not provide advice regarding an applicant's internal accounting system, fund accounts, or permissible uses of funds previously received by the applicant.

11. Outcome Measurement: In describing how outcomes will be evaluated, are specific evaluation documents required as exhibits to the RFP or is a general description sufficient?

Specific information on outcome measurements may be provided in a narrative format or description. If sufficient information is included in the narrative/description, separate documents or exhibits are not required.

12. Projective Narrative: The project narrative provided on the website is a PDF document. <https://scdd.blogs.ca.gov/files/2016/08/Project-Narrative.pdf>. Is there an additional link to be provided that gives access to an online portal or a Word document?

No. Please create in a Word document.

13. We see that no faxes or emails will be accepted for the RFP. May the submission deadline of 5/31/17 at 5:00PM be met with an electronically submitted copy (via upload to a designated site)?

No. Electronic submissions will not be accepted. All documents contained in the original proposal package must have original signatures and must be signed by a person who is authorized to legally bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

14. Can the California Model Agreement, established pursuant to requirements of the Education Code, be used to execute a Program Development Grant contract between the University of California and the State Council on Developmental Disabilities?

Per the RFP, all Program Development Grant contracts must comply with California state law, policies and procedures. In accordance with state policy, the California Model Agreement (CMA) and accompanying documents may be used to memorialize an Program

Development Grant agreement between the University of California and the Council, should the UC be selected, provided the CMA provisions are consistent with the PDG RFP requirements and pending approval by the California Department of General Services and the Council.

15. If a University of California campus applies for and is awarded the Program Development Grant, is the campus allowed to bill more than 10% of the award amount for facilities and administration (F&A) costs?

The RFP requires that indirect costs, including F&A costs, be limited to an amount less than or equal to 10% of the Program Development Grant amount awarded. All contractors receiving a Program Development Grant and performing activities under a PDG contract must comply with the RFP requirements as stated, and consistent with federal and state laws. Indirect costs exceeding 10% will only be permitted when required by law and approved by the federal funding agency.