

**SCDD PROGRAM DEVELOPMENT GRANT
CYCLE 41 QUESTIONS AND ANSWERS
Issue Date: February 5, 2018**

1. Can a proposal address only part of an objective?

A proposal must address at least one objective from any of the six State Plan goals.

2. What types of entities or individuals are eligible to apply for the RFP?

Under the Request for Proposal (RFP), an applicant must be identified that has a taxpayer ID, able to provide the required fiscal assurances, and meet all other requirements of the RFP.

3. Can an applicant apply for projects in more than one SCDD regional office area?

Yes. An applicant must submit a separate proposal for each Regional Office catchment area in which services will be provided. For example, if an applicant wishes to receive funding to provide services in two counties located in two Regional Office catchment areas, the applicant must submit a separate proposal for each of the two Regional Offices. On the other hand, if the two counties are both located within one Regional Office catchment area, the applicant need only file one proposal. A list of the counties that each SCDD regional office serves can be found on the www.scdd.ca.gov website.

4. How detailed does the organizational chart need to be?

Outside of what is written in the RFP, there are no specific rules regarding the level of detail of the organizational chart. Generally, an organizational chart should depict the structure of the organization and relationships of its positions.

5. Do you need to have the original or “wet” signatures?

Yes. Proposals must be submitted with the original signature(s).

6. Are the letters of support included in the maximum 8 page limit mentioned for the narrative?

No. Do not count letters of support toward the 8 page limit.

7. Are the CV/ Resumes included in the 8 page limit?

No. Do not count CV/Resumes toward the 8 page limit.

8. What do we use the “SCDD Performance Measures C41 Final” (Exhibit ‘B’) for?

The “SCDD Performance Measures C41 Final” (Exhibit B - AIDD DD Council Performance Measures – June 2016) is used when determining outcome measurements and evaluation of your proposal. For example, if a proposal was providing a training to self-advocates and family advocates, the proposed outcome would identify how many self-advocates you intend to serve by IFA 1.1 “The number of people with developmental disabilities who participated...”. Likewise, if the training was aimed at serving family members then it would be IFA 1.2 “The number of family members who participated...”. If your proposal aims to train professionals, then you would use SC 1.4.1. If your proposal is intending to create or change policy or procedure you would use SC 1.1.1. If your proposal intends to create or change statute or regulation you would use SC 1.2.1 .

9. If not matching money, what are some other examples of in-kind contributions? Are there supporting documents needed on our end when providing in-kind match contributions?

Examples of in-kind (non-cash) contributions are personnel, goods, and services. In-kind contributions also include non-cash contributions from a third party. Please note that 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 to the applicant from a third party.

The value of an in-kind contribution is the fair market value of the contribution and must meet the funding percentage requirement described in the Request for Proposal. The applicant must disclose the value of any in-kind contribution in its proposal and retain and produce as requested financial records and supporting documents establishing the valuation of any in-kind contributions. Supporting documents include items such as receipts, bills of sale, invoices, timesheets, etc.

10. Will creating a website count as #10 “disseminating information?” Can you provide us with some examples of disseminating information (i.e., printing flyers?)

It depends. Where a website is an integral part and objective of the proposal, it may be an appropriate charge to the Program Development Grant. However, please note that any object or deliverable produced under this contract is the property of SCDD.

Examples of disseminating information includes the publication of information through the distribution, promotion and general handling of electronic and print media, including printed flyers.

11. Is there any limit to the type of employees whose salary costs may be paid for by the Program Development Grant? We currently have our teachers/therapists included in payroll and wanted to know if the grant covered all salaries for the clinic/school (e.g. Front Desk Manager, Director, etc.).

Only salary costs for employees necessary to carry out the proposal may be included in the proposal. In addition, grant funds may not be used to pay for salaries that are already paid for with federal funds or for compensation beyond a 100% time base of a full-time position. In addition, administrative and clerical salaries are generally indirect costs subject to the 10% cap. Only compensation of employees for time devoted and identified specifically to the performance of the Program Development Grant may be billed as direct costs.

12. Do you offer a grant review so someone can look at it beforehand to make sure we are on track and do not have any mistakes?

No. SCDD does not provide any feedback for individual proposals.

13. We are currently filling out the Project Data Sheet - Section 2. Project Information. We are having trouble locating the section "State Plan Goal(s)/Objective(s)" where we are supposed to enter which State Plan goals or objectives our project will address (Referenced on Page 8 of RFP). Should we add it somewhere on this sheet or is there somewhere else we're supposed to add that information?

The information should be listed on the Project Data Sheet in the "Type of Project (Assigned by Council)" space.

14. My agency is considering applying for the grant that you are offering, but my Executive Director would like to know if Deaf-Blind individuals would be considered. That's two sensory impairments that impacts their independent living skills, communication abilities, and more. We want to make sure that this would qualify before we went ahead with an application.

The Program Development Grant funds projects that address SCDD State Plan goals and/or objectives and improve and enhance services for Californians with intellectual/developmental disabilities (I/DD) and their families. The SCDD relies on the federal definition to define intellectual/developmental disabilities. The federal definition defines such a disability as a severe, chronic disability of an individual that:

- is attributable to a mental or physical impairment or combination of mental and physical impairments;
- is manifested before the individual attains age 22;
- is likely to continue indefinitely;
- results 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; and
- reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

15. We are a small non-profit who serves about 30 teens and young adults with disabilities with our programs. We do have a traveling theatre troupe, made up of individuals with disabilities, that is beginning to perform a theatre event called 'Beyond Bullying' to teens in our larger community, some of whom have disabilities.

Do you think this qualifies as regional impact, or are you looking for larger numbers served? Also, does “regional” include Imperial County?

During the selection process, SCDD will ensure that each proposal is fairly and consistently reviewed and evaluated according to the procedures outlined in the RFP. Therefore, we are unable to provide proposal review or evaluation during this Question and Answer Period.

Regional impact is not determined solely by numbers served but by the regional area, the system, or the subsystem outcomes and outputs that are identified in the “SCDD Performance Measures C41 Final” (Exhibit B - AIDD DD Council Performance Measures – June 2016). Imperial County and San Diego County are served by the San Diego Imperial Office of the SCDD. Please visit www.scdd.ca.gov for more information about specific regional offices.