

**SCDD PROGRAM DEVELOPMENT GRANT
CYCLE 41 QUESTIONS AND ANSWERS
Issue Date: February 15, 2018**

16. Do we have to address all the counties in the region?

No. A proposal is not required to serve all counties in the catchment area of a SCDD regional office.

17. Are all the priorities in the State Plan being considered equally?

The RFP is open to proposals which meet one or more of the State Plan goals and /or objectives. The particular goal and/or objective selected are not a weighted measure for the Evaluation Criteria.

18. Can matching funds only be used for allowable Program Development Grant costs?

Yes. An allowable cash match must include costs which are allowable with federal funds.

19. Can the funds be used to support an existing program? If the program started in March and the funds are used for expansion, is using funds for expansion of the existing program allowable?

The purpose of the Program Development Grant is to fund new and innovative projects. Because each proposal is scored in accordance with the scoring evaluation, a proposal that expands on an existing program would need to address how it is new and innovative in accordance with the appropriate performance measures.

In addition, Program Development Grant funds may not be used to supplant (take the place of or replace) non-federal funding.

20. In the RFP, it says the Narrative has a maximum of 10 pages and the Proposal Checklist says 8 pages is the maximum. Can you clarify?

The Narrative has a 10 page maximum. An Amended Proposal Checklist has been posted on the SCDD website.

21. Is there a font requirement?

Applicants shall prepare the RFP using only Arial 14 font, black with 1" margins.

22. State Objective #6.1 says information will be translated into Spanish. Are other languages acceptable, such as Asian languages?

Only Objective #6.1 requires translation into Spanish. Other languages are acceptable under any other State Plan objective(s) if the proposal meets the objective(s).

23. Is it appropriate to ask about specific strategies?

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

24. Can an agency submit more than one proposal for a regional area?

Yes. There is no limit to the number of proposals that an applicant may submit.

25. Can a regional center apply?

Provided eligibility requirements are met, there are no restrictions on who can apply.

Please see answer to #2 of the "Cycle 41 Questions and Answers, Issue Date February 5, 2018" (posted February 8, 2018).

26. Does the proposal have to address all of the objectives under a goal?

Please see answer to #1 of the "Cycle 41 Questions and Answers, Issue Date February 5, 2018" (posted February 8, 2018).

27. From where do you get the Performance Measures provided in the RFP?

The Performance Measures are from the federal Administration on Intellectual and Developmental Disabilities (AIDD), SCDD's federal funding agency.

28. Where can I find a map of each of SCDD's regional office catchment areas?

Please visit www.scdd.ca.gov for regional office maps.

29. Where a proposal seeks to serve more than one objective, would it be allowable to specify more than goal area or objective?

Yes. Please see answer to #1 of the "Cycle 41 Questions and Answers, Issue Date February 5, 2018" (posted February 8, 2018).

30. Is there a line spacing requirement for proposals submitted in response to the RFP?

There is no requirement for line spacing.

31. Can members of the State Council on Developmental Disabilities write letters of support?

Council members, including state department appointees and employees of the Council or Regional Offices, are ineligible to write letters of support.

32. Is it acceptable to use Program Development Grant funds to leverage other funds? For example, translation of documents to reach a broader group.

Yes. So long as the outputs/outcomes of the proposal do not depend on the leveraging of Program Development funds and are allowable costs. Please refer to the section entitled "Allowable and Non-Allowable PDG Grant Costs" on page 13 of the RFP.

33. Would a parent vendor program be eligible to apply?

Please see answer to #2 of the “Cycle 41 Questions and Answers, Issue Date February 5, 2018” (posted February 8, 2018).

34. According to the RFP, the maximum amount that may be awarded for each regional office is \$20,000 – is it possible for the SCDD to award more than one grant to serve one regional catchment area (e.g. two separate grants for \$10,000 each)?

Yes. SCDD has allocated \$20,000 per regional office catchment area for one or more projects serving that area.

35. Can you qualify what is meant by new and innovative projects? What might qualify? Can you give examples?

A new and innovative project is one that accomplishes one or more of the following results described on page 9 of the RFP:

- A new promising practice will be created
- A promising practice will be improved
- A promising practice will be supported
- A best practice will be created
- A best practice will be improved
- A best practice will be supported

The document entitled “SCDD Performance Measures C41 Final” (Exhibit B – AIDD DD Council Performance Measures – June 2016) provides additional definition:

- Promising Practice: a practice with an innovative approach that improves upon existing practice and positively impacts the area of practice. The practice should demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.
- Best Practice: A technique or methodology that, through experience and research, has proven to reliably lead to a desired result.
- Created: To cause to come into being

- Improved: To make or become better, to raise to a more desirable condition, or quality.
- Supported: Activities funded by the Council as based on the State Plan; Activities planned and funded by the Council as based on the State Plan.

Example: A program/product/activity has been delivered in one geographic area of the state with high success based on performance measures. A new proposal seeks to set up that same program in a different region of the state where it has never been delivered before to see if the results are the same in order to determine if and how it should be taken statewide.

Note that the above is merely an example for informational purposes only and does not impose any requirements in addition to those provided in the RFP.

36. How should the Project Narrative be completed?

The Project Narrative must be completed on the “Project Narrative” form found on the Grant Information webpage of the SCDD website. The Project Narrative must address all required topics described in the “Project Narrative” section found on Pages 8 - 10 of the RFP. It is recommended that an applicant cross-reference the “Criteria For Proposal Evaluation” on page 12 of the RFP and, as appropriate for the specific proposal, provide information in the Project Narrative on each item/criterion for which points may be awarded.

37. If we wanted to request funds for computers for our new Film & Media Vocational Training Program, would that be allowable? The computers would be used by consumers in the film & media program to edit film shorts.

Computers may only be purchased with prior approval from the SCDD. Only equipment, such as a computer, that is essential to performing work under the Program Development Grant may be billed as a direct cost. All equipment purchased with Program Development Grant funds will be inventoried and issued a state identification tag identifying each item as the property of the State until such time as it is released by the State.

Items of equipment are unallowable as indirect costs.

38. What is the maximum or appropriate amount to request for funding?

See answer to #34. It is up to the applicant to determine what the appropriate amount is to accomplish the proposed project. However, no more than \$20,000 will be awarded per regional office area.

39. Do I have to be affiliated with a community based organization to apply for a few thousand dollars of the grant? Can an individual book-writer apply?

Please see answer to #2 of the “Cycle 41 Questions and Answers, Issue Date February 5, 2018” (posted February 8, 2018).

40. Does a proposal have to propose a new project that will be initiated with this grant? Or, can it be an expansion of a successful service we have been providing for a few years?

Please see answer to #19.

41. In general, I do not understand how these performance measures are supposed to work. I see an IFA1.1 which I presume relates to the State Plan in some way. How would the performance measures relate to housing?

Performance measures are used to identify outputs and/or outcomes of your proposal and measure the performance of the activity that you are proposing to conduct by addressing one or more of the SCDD goals and/or objectives.

“IFA” is short for “individual and family advocacy.” IFA 1.1 is one of the performance measures and records information on the number of people with developmental disabilities who participated in Council supported activities that are “designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems.” (See page 1 of the document entitled “SCDD Performance Measures C41 Final” (Exhibit B – AIDD DD Council Performance Measures – June 2016).) The IFA 1.1 measure is

based on how many self-advocates will be served by the proposed project. In comparison, the similar IFA 1.2 measure is based on how many family members will be served by the proposed project.

There are other performance measures that provide information on systems change (abbreviated "SC") activities. SC 2.1.1, for example, measures how many policies or practices will be improved by Council activities, including those performed under the Program Development Grant.

It is possible that a proposal involving housing issues could address one or more than one of the performance measures. This would depend on the particular proposal and what it specifically seeks to accomplish in the housing area.

42. In Cycle 40 of the Program Development Grant, two organizations received grants over \$100,000. Does this mean that the organizations submitted applications to separate regional center offices and that the funds awarded were then rolled into the one organization that would be executing work and deliverables? Is this same scenario possible for Cycle 41?

No. Cycle 40 was awarded as a statewide grant and allocated a total of \$260,000.00 for one or more projects serving the State of California. Projects for Cycle 40 were required to provide statewide impact.

For Cycle 41, SCDD has allocated \$20,000 per regional office catchment area for one or more projects that have regional impact. The total amount covering all regional office areas allocated for Fiscal Year 2018/19 is \$240,000.00.

43. One of the responses to an earlier question addressed deliverables and materials produced under the Program Development Grant that would become property of SCDD. Does this mean that the originating entity which creates the materials would be precluded from using the materials without permission from the SCDD? Or would the entities not be able to use the materials at all?

Under the RFP, any and all products or any other object or deliverable produced under the grant is the property of the SCDD. However, it is up to the applicant to decide the scope of their proposal and how to describe the product, object, or deliverable that will be provided to the SCDD in exchange for Program Development Grant funds. Therefore, the answer to the question depends on how the applicant writes up their proposal.

Whether materials that are the property of SCDD may be utilized by the applicant or another person after the conclusion of the Program Development Grant cycle also depends on the particular facts regarding the materials and the intended uses. In general, the SCDD welcomes collaboration and promotes information sharing among persons with intellectual and/or developmental disabilities, their families and community-based organizations supporting these persons.