SCDD PROGRAM DEVELOPMENT GRANT (PDG)

QUESTIONS AND ANSWERS

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

    A proposal must address at least one objective from the State Plan Goal(s) that has been selected by the regional office from which you are applying.

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. **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.

4. **Do you need to have the original or "wet" signatures?**

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

5. **Are the letters of support included in the maximum 10-page limit mentioned for the narrative?**

    No. Do not count letters of support toward the 10-page limit.

6. **Are the CV/ Resumes included in the 10-page limit?**

    No. Do not count CV/Resumes toward the 10-page limit.

7. **What do we use the "SCDD Performance Measures" (Exhibit 'B') for?**

    The "SCDD Performance Measures" (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.

8. **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?**

    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.

9. **Can you provide us with some examples of disseminating information?**

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

10. **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.

11. **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.

12. **Is it appropriate to ask about specific strategies?**

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

13. **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.

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

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

15. **Is it acceptable to use Program Development Grant funds to leverage other funds?**

   Yes. So long as the outputs/outcomes of the proposal do not depend on the leveraging of Program Development funds and are allowable costs.

16. **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.**

   Performance measures are used to identify outputs and/or outcomes of your proposal and measure the performance of the activity that you are proposing.

   "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." 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.

17. **"Deliverables and materials produced under the Program Development Grant 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.

18. **Can a regional center apply?**

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

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. **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.

21. **We see that no faxes or emails will be accepted for the RFP. May the submission deadline 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.