

SCDD Cycle 46 Application Questions

This document is designed to be a checklist/guide for the GrantVantage platform application. It provides the questions and basic requirements for the application process. This document is not to be submitted as an application. The actual application may be found at:

<https://cascdd.gvgrantcloud.com/>

Category 1: Project Data Sheet (5 questions)

1. Project Area

Please select the proposed project area:

- Education ([Education Project Flyer](#))
- Employment ([Employment Project Flyer](#))
- Health & Safety ([Health and Safety Project Flyer](#))
- Self-Advocacy ([Self-Advocacy Project Flyer](#))

2. Project Period

Enter the project period start and end dates (Cycle 46 funding period begins on October 1, 2023 and ends September 30, 2024):

Project Start Date	Project End Date

3. Match Requirement

The federal government requires match funding for grants awarded by SCDD. A 15% match is required for services provided in Poverty Areas and a 25% match is required for Non-Poverty Areas. The match may include in-kind funding. (Note: your answer to this question will be used to determine your match funding, please make sure that the match funding in your budget meets the federal requirements for your service area). For more information, you may refer to Exhibit A: California Poverty Levels by County which can be found at: <https://scdd.ca.gov/wp-content/uploads/sites/33/2023/03/Exhibit-A-California-Poverty-Levels-by-County-2021-1.pdf?emrc=64230c73cef05>

Please identify the area in which this project will be implemented:

- Non-poverty area (25% match required)
- Poverty Area (15% match required)

4. Main Project Contact

Please identify the main point of contact for this project:

5. Signature Authority

Identify the Director (CEO or equivalent) with the legal authority to enter into a contractual agreement on behalf of the Applicant:

Category 2: Project Narrative (30 Questions)

1. Organization's Qualifications (Character Limit: 5000)

Scoring: This question is worth 10 points

Describe your organization's qualifications to design, implement, and successfully complete the proposed project. Include experience in working collaboratively with people with I/DD, their families and those governmental and/or community-based entities that provide supports and services:

Letters of support

2. Please upload your 1st letter of support
3. Please upload your 2nd letter of support
4. Please upload your 3rd letter of support



Uploads Required

5. Good Standing

Is the applicant in good standing with the CA Secretary of State. If yes, please upload confirmation letter(s) or proof of good standing

- Yes, upload(s) required:
- No



Upload(s) Required

6. Grant/Project Defaults (Character Limit: 500)

Has your agency ever defaulted on a grant or contract? If so, please explain

- Yes, explanation required below:
- No

7. Previous Grants/Awards

If yes, please list all grants/awards received from any entities during the past two years, benefitting individuals with I/DD and/or their families. Include the name of the project, the funding source, a contact person and their telephone number for that funding source, and the full amount of the grant/award:

Project Name	Award Date	Funding Source/Entity	Funding Source: Contact Name & Phone #	Award/Grant Amount

8. Collaborative Partners: Roles and Responsibilities

Please identify those individuals and/or organization(s) that will be collaborating with the Applicant on the proposed project. Provide a brief description of each respective role and responsibilities and upload supporting documentation.

Name of Organization/Individual	Role of Organization/ Individual	Responsibilities



Upload(s) Required

9. Collaborative Partners: Letters of Support

The applicant shall submit collaborators' letters of support with signature(s) from all intended collaborators, whether entities or individuals.



Upload(s) Required

10. Collaboration MOU

Should the success of a proposed project involve a formal agreement (e.g. a Memorandum of Understanding [MOU] or a Letter of Commitment), a copy of that agreement signed by all parties having signatory authority must also be submitted with the proposal. Please upload your MOU here, if applicable



Upload if Applicable

11. Project Description (Character Limit: 7000)

Scoring: this question is worth 15 points

Please explain in detail how this project will address the identified need, as described by the Council in the proposed project area descriptions (see instructions for further information):

12. State Plan (Character Limit: 3000)

Scoring: this question is worth 10 points

Explain how the proposed project aligns with and meets the intent of one or more of the Council's State Plan goals (for information about goals, see the instructions):

13. New/Innovative Project (Character Limit:5000)

Scoring: this question is worth 10 points

Is this a new or innovative project that can be expanded to other counties, regions or statewide?

If yes, please explain (below) how this project

- 1) will apply innovative and promising practices in its design and implementation;
- 2) will build on evidence-based best practice(s); and/or,
- 3) can be expanded to other counties, regions or throughout the state:

14. Implementation Plan (Character Limit: 7000)

Scoring: this question is worth 15 points

Explain the design of the proposed project and how it will be implemented:

15. Target Population (Character Limit: 3000)

Scoring: this question is worth 5 points

Clearly identify the population(s) that will be reached and/or impacted by the proposed project and explain the reason(s) for choosing these specific group(s):

16. Identify Underserved Communities

Unserved/underserved communities may be identified by geographic (e.g. urban, rural, frontier, etc.), economic, cultural, ethnic, linguistic, and/or age-related factors, among others.

Select the unserved/underserved population(s)/group(s) served by or expected to benefit from this project and/or its outcomes (Select all that apply):

- African-American
- Asian
- Hispanic/Latinx
- Native/Tribal-American/Alaskan
- Native Hawaiian/Pacific Islander
- LGBTQ+
- Elders
- Homeless/Unhoused
- People with mental illness
- People with Cross-disabilities
- Rural/Frontier
- Veterans
- Other (please specify)

17. Diversity/Disparities (Character Limit: 5000)

Scoring: this question is worth 10 points

Describe how the proposed project will benefit individuals from unserved/underserved communities and support opportunities for full community inclusion for diverse people with I/DD:

18. Region/Counties

What county/counties will this project serve/reach (Select all that apply):

Multiple Choice, Counties Listed

19. Project Activities (Character Limit: 5000)

Scoring: this question is worth 10 points

Provide a description of specific activities planned during the implementation of the proposed project:

20. Work Plan and Timeline (Character Limit:7000)

Scoring: this question is worth 10 points

Provide a work plan with intended activities and timeline(s) for the proposed project, including estimated completion dates and delivery of final product(s). Include details below or upload work plan document.



Upload Optional

21. Deliverables/Output(s) (Character Limit: 5000)

Scoring: this question is worth 10 points

List and provide a description of the products to be developed and provided to the Council (e.g. curricula, trainings, manuals, video content, resources, etc.):

22. Projected Number of People to be Reached

Scoring: this question is worth 5 points

Specify the number of people expected to participate in or be served by this project:

	# People
Number of Individuals with I/DD:	
Number of family members:	
Number of other individuals:	

23. Federal Performance Measures

The Council reports outcomes to the federal government on an annual basis. Some data is quantitative (e.g. number of laws/regulations/policies/practices created or changed, professionals trained, etc.) and reported through Federal Performance Measures.

Please provide the anticipated outcomes for this project, with details/explanation: (See instructions for further information about federal performance measures.)

- Number of policies &/or procedures created/changed
- Number of statutes &/or regulations created/changed
- Number of promising practices created
- Number of promising practices supported
- Number of best practices created
- Number of best practices supported
- Number of professionals trained or educated

24. Outcomes (Character Limit: 5000)

Scoring: this question is worth 10 points

Outcomes are the tangible results achieved through the work of the Council and/or its grantees, whether intended or unintended.

Describe the major and/or expected outcomes of the proposed project:

25. Impact (Character Limit: 5000)

Scoring: this question is worth 10 points

Describe how the successful completion of the proposed project is likely to impact people with I/DD, their families and/or the systems serving them:

26. Project Continuation

If this project is likely to continue after the Council's grant cycle has concluded, please provide information (below), including details about continuation funding, project expansion, etc.

27. Evaluation Plan (Character Limit: 7000)

Scoring: this question is worth 15 points

Describe how the proposed project and its outcomes will be evaluated, including details about data collection, analysis, and/or reporting efforts:

28. Organizational Chart

Provide an organizational chart for the proposed project only, including sub-contractors, where applicable:



Upload Required

29. Personnel Information

For each staff person employed by the project, including those identified in the Budget Report, provide a Curricula Vitae/resume, Duty Statement, and any applicable and current licenses, certifications and/or credentials. If staff has not yet been identified and/or hired, provide position descriptions. No substitutions will be allowed for any of these documents:



Upload(s) Required

30. Governing Board Approval

Should a proposal require formal approval by the Applicant's "Governing Board", proof of such approval must be submitted with this proposal:



Upload if Applicable

Category 3: Declarations (4 Questions)

1. Financial Assurance

Please provide authorizing initials to confirm that the Applicant is financially capable of supporting the project until billing invoices and required bimonthly reporting have been submitted to the Council and reimbursement has been received:

2. Budget Confirmation

Please enter authorizing initials to confirm that the Budget Report has been completed and match requirement has been verified:

3. Final Declaration

Please read the following statement:

We have read and understand all of the provisions within this RFP and electronic application and agree to be bound by them. Furthermore, we have fully read and reviewed the Terms and Conditions, as stated in the State Contracting Requirements, which is included in the Cycle 46 Grant Guidelines. Finally, by submitting a project proposal, we understand that the proposal document represents an agreement that we will be expected to execute if successfully awarded a Cycle 46 Program Development grant from the California State Council on Developmental Disabilities:

Enter authorizing initials to confirm acknowledgment:

4. Final Confirmation

Please enter authorizing initials to confirm that all required components of this application have been completed, including the Budget Report and all required documents have been uploaded into this platform.