

SCDD PROGRAM DEVELOPMENT GRANT (PDG)

QUESTIONS AND ANSWERS (Q&A)

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

The Council will award funding, on a competitive basis, to California-based agencies and organizations that represent and/or serve individuals with intellectual, developmental and/or cross-disabilities. Eligible Applicants include:

- Local government agencies
- Non-government organizations
- Tribal organizations
- Community-based non-profits
- Established coalitions that are classified as 501(c)(3) tax exempt under the Internal Revenue Services (IRS) Code

Under this definition, community is defined as a city, a group of cities, a county, a group of counties, and/or Tribal land(s). Applicants may submit proposals as a single organization or on behalf of a consortium of organizations.

2. 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.

3. 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 financial records and supporting documents (as requested) establishing the valuation of any in-kind contributions. Supporting documents include items such as receipts, bills of sale, invoices, timesheets, etc.

4. 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.

5. 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.

6. 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.

7. Is it appropriate to ask about specific strategies?

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

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

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

9. 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.

10. 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.

11. 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 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.” 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.

12. “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.

- 13. 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.

- 14. 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, SCDD does not make advance payments. You will receive payment within 60 days of SCDD receiving the bi-monthly invoice.

- 15. What type of evidence is needed to show that the organization has cultural competence?**

Include details about past work/experience related to the cultural competence within the narrative. Please detail your experience of working effectively with linguistically, culturally, economically and ethnically diverse communities/people.

- 16. Is the budget supposed to be based on the entirety of the grant or can it be set at a lower number?**

Yes, the proposal can be set at a lower amount. The Council will consider all proposal submissions and choose one (1) or more that (in combination) will not exceed the full budgeted amount.

- 17. Do support letters need to have original signatures?**

No.