

## **SDM-TAP IMPLEMENTATION GRANTS**

### **QUESTIONS AND ANSWERS (Q&A)**

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

SDM-TAP will award funding, on a competitive basis, to qualified organizations and collaborative partnerships that represent and/or serve individuals with Intellectual or Developmental Disabilities (I/DD) along with mental health issues and aging concerns. 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?**

There are no specific rules regarding the level of detail of the organizational chart other than highlighting the individuals participating in the proposed project, including sub-contractors, where applicable.

#### **3. 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. SDM-TAP does not provide any feedback for individual proposals.

#### **4. 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.

**5. Is it acceptable to use SDM-TAP Grant funds to leverage other funds?**

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

**6. “Deliverables and materials produced under the SDM-TAP 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 SDM-TAP 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 SDM-TAP Grant 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 organizations supporting these persons.

**7. 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 (every other month) invoice.

**8. 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. SDM-TAP will consider all proposal submissions and choose one (1) or more that (in combination) will not exceed the full budgeted amount.

**9. Does SDM-TAP require matched funds for allowable SDM-TAP Grant costs?**

No, matched funds are not required as SDM-TAP is not supported through federal funding. However, applicants that disclose matched funds and/or the fair market value of in-kind contributions will be considered regarding the applicant's financial capability of supporting the project.

**10. 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?**

Yes, a proposal may use SDM-TAP funds to expand an existing program that meets the requirements of the chosen implementation area. Since 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 its approach.

**11. Do support letters need to have original signatures?**

No.

**12. How should additional questions be submitted to SDM-TAP?**

Additional questions can be submitted via the GrantVantage platform or through email to [SDMTAP@scdd.ca.gov](mailto:SDMTAP@scdd.ca.gov) and will be reviewed in the order received. Responses will be delivered via email and this FAQ document will be updated on a weekly basis with the applicable questions.

**13. How many previous grants/awards are required to be attached in the application? Should they be similar to this grant?**

There is no minimum or maximum number of grants/awards required. Choosing grants/awards that can demonstrate the organization's experience with large grants; working with government agencies; or producing deliverables in a timely manner should be prioritized. The grants/awards uploaded are not required to be similar but should speak to your organization's credentials.

**14. Is this a reimbursement grant?**

Yes, this is a reimbursement grant. You need to be able to support the work of the program until you are reimbursed. Reimbursements can take up to 2 months after you submit your invoice. You will submit your invoices and supporting documents in order for payment to be processed.

**15. Letters of support: is 3 the minimum required or the max allowable?**

Both. You must upload 3 – any less and your application will be incomplete. The system will not allow you to upload more than 3 letters of support in category 2, questions 2 – 4. If you have collaborative partners, you can also submit letters of support from those partners in category 2, question 9.

**16. Can you apply for more than one grant?**

You can apply for both a Professional and a Family/Individual grant, but you will only be awarded up to one.

**17. Does it matter how small your organization is?**

No, the size of the organization isn't a criterion for scoring, but it must be able to sustain the project until reimbursement is processed.

**18. Please provide examples of external collaboration partners.**

Remember that collaborative partners are not required but could be used. Examples include:

- A school district that wants to partner with a family resource center on the family/individual implementation grant.
- A professional implementation grant may have a community-based organization that partners with the medical association or the bar association depending on the focus area.

**19. Are the letters of support from institutions we have worked with?**

Yes, you will want to have letters of support from organizations that can speak to your organization's ability to accomplish projects similar to the one being proposed.

**20. Is there a template for the budget that we should follow?**

Yes, when you start your application there is a tab for the budget and there is a fillable table that you can use to submit your budget. You can find the demonstration of the budget template in the recording of the Pre-Bidder's Conference at the 37:42 mark.

**21. Do you have to be non-profit agency?**

No, the eligibility is broader than just non-profits. Please review applicant eligibility in the Grant Guidelines.

**22. Under the budget, could food and location be an option?**

Please review the Grant Guidelines for eligible expenses.

**23. Would a CSU be considered a "local government agency?"**

No, it is a state entity but is eligible to apply for the grant.

**24. I missed the pre bidders conference. Is there a recording or any information that I can review to catch up?**

Yes, the conference was recorded, so a copy of the recording (as well as the PowerPoint slides) are being posted on our website [here](#).

**25. Our organization is inquiring as to what constitutes "subject matter expertise"?**

There are no set criteria for Subject Matter Experts (SME) outlined by the RFP Grant Guidelines. It would be your responsibility to explain how your staff and organization feel they meet the requirement of having specialized knowledge in the required subject matters, including through trainings, education, personal and professional experiences, certifications/licenses, etc.

**26. I am interested in knowing more about the different grants, please send me the information in Spanish. I would also like to**

**receive more details of the following (the “Available Grant Implementation Areas” below), also please in Spanish.**

Unfortunately, translation of all the proposal documents is not a service we are able to provide. Grants are largely bid and awarded in English in all state departments. Grant proposals need to be in English, and interactions with SCDD staff, contractors, and other grantees would also need to be in English.

**27. I am writing as a prospective grantee to see whether in either category of professional/individual or professional must we possess expertise in all 5 of the focus areas?**

Please review the RFP Grant Guidelines on page 5 for implementation descriptions. For professionals: SDM-TAP is interested in funding grants that will educate professionals in one (1) or more of the five (5) focus areas about understanding and honoring SDM within their profession.

For family/individual: SDM-TAP is interested in funding grants that will educate families/individuals on what SDM is, how to access SDM resources, and how to implement SDM across all identified areas of focus.

**28. Can an application be for both professional and family services? Or is that (2) separate submissions.**

It would be 2 separate submissions, but an entity can only be awarded 1 grant.

**29. Does the training for professionals have to be statewide or have statewide impact?**

The RFP does not have set criteria outlined for that. Per the scoring criteria, you would tell us which counties in California you anticipate serving and the rationale for choosing those areas.

**30. Clarification regarding the family services portion. Is the RFP seeking proposals where a provider provides direct services in ALL of the following areas or can provide assistance in using SDM to ACCESS Educational Services, Financial Services, Intellectual/Developmental Disabilities (I/DD) Services, Legal/Judicial Services, and Medical/Healthcare Services.**

For the individual/family implementation area, we are seeking grantees who can provide support to help individuals/families successfully utilize SDM in all 5 areas, as needed by the individual.

**31. Are there review criteria? Is there a character count? Is there a limit?**

Please review the Grant Guidelines found on our website for the answers to your questions: SDM-TAP Grants and Contracts | SCDD (ca.gov). Please also review the implementation flyers and Questions and Answer documents found on that page. A recording of our pre-bidder's conference on Mar 13th is also posted and may be helpful. Applications are submitted online [here](#). That link can be found on our webpage as well.

**32. I have a question about the three letters of reference: 1. Can clients that we have served for over 10 years be able to be a reference? 2. Can one agency, that has several departments life person health care and supportive living be separate references?**

It would be up to you to determine who would be appropriate to provide a letter of support per the application instructions: A minimum of three letters of support (one from each of three different entities) are required. Each letter must include the company/individual's name, address, and contact person, with the telephone number and email address. At least one letter of support must be from an entity with recognized expertise in the implementation area(s) identified in the proposal. The letters should address (1) familiarity with the Proposer and (2) support for the project that is being proposed. Letters of support received from entities and/or individuals that will financially benefit from the funding of this project will not be counted toward the required three letters of support.

**33. What is the timeline for the process if you are awarded a grant?**

Final notice of the awards will be on May 27<sup>th</sup>, and it is projected that the grant will be able to start on July 1<sup>st</sup>. The contracts will be executed between May 27<sup>th</sup> and July 1<sup>st</sup>.

**34. What will be the new program cycle?**

The new anticipated project term is July 1, 2024, through December 31, 2025. We extended from 12 months to 18 months.

**35. What does SDM stand for?**

SDM stands for Supported Decision Making.

**36. Would proposals from agencies in different geographical areas within the state be considered?**

Yes, statewide implementation is the goal, so we are hoping for proposals from various areas throughout California.

**37. Are there formatting guidelines for the application? Font size, etc.?**

The questions that you answer in GrantVantage will be formatted in those fields (you will type directly into the field in GrantVantage). There are no formatting guidelines for the documents that you attach to your application.

**38. How can we apply this? Who can qualify and why?**

Please review the grant documents at the links provided below, including the [Family/Individual Implementation Grants](#), [Professional Implementation Grants](#), and [Grant Guidelines](#)). All the information you should need to apply is found there. You may also want to review the Q&A document found [here](#).

**39. Do you provide any guidance or coaching for businesses that want to apply for grants?**

The guidance that we can provide is to answer questions clarifying the Grant Guidelines or regarding the actual application process. We do not provide feedback on your specific application or program design.

**40. For organizations who are interested in applying for the 2024 Supported Decision Making Technical Assistance Program (SDM-TAP) Grant, do you have a written SDM-TAP program or project that is successful that we can review as an example or inspiration?**

We do not have any examples as this is a brand new program.

**41. I am looking to apply for the SCDD Supported Decision Making Technical Assistance Program (SDM-TAP) Grant 2024, but I wanted to make sure that our facilities are eligible to apply. We receive funding**

from our regional center, but not strictly for the SDM project we will be proposing. Are we eligible to apply?

We are unable to provide guidance specific to your program design or eligibility, but please review the [Grant Guidelines](#) and the [Q&A](#) document for more information related to your question.

**42.** I am stuck on question 12 regarding new/innovative projects. I have no idea of SCDD's evidence-based practices and how my approach would be different. Can you please provide information on SCDD's evidence-based practices so that I can coherently answer the question?

We are not asking about SCDD practices, but rather about practices within the project scope. For example, if you are proposing an outreach campaign, are you using existing evidence based practices in that campaign or do you have a new/innovative way to approach your outreach.