SDM-TAP
REPOSTED PROFESSIONAL IMPLEMENTATION GRANT
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 professionals within the proposed focus area(s) that support 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, 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 professionals, 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 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 like 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 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. 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.

17. 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 professional 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.

18. 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 like the one being proposed.

19. 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.

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

Please review the Grant Guidelines for eligible expenses.

21. Would a CSU be considered a "local government agency?"

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

22. 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.

23. 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 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.

24. 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.

25.   What does SDM stand for?

SDM stands for Supported Decision-Making.

26.   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.

27.   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.

28.   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.

29.   On the budget, can we bill as an hourly rate times the # of hours spent on project?

Yes, on that line item on the budget, please include the total full-time salary as well as the portion utilized for this project, so we understand the salary breakdown.

30.   Three letters of support: can they come from the same organization?

It is up to the applicant to decide who provides letters for them.

31. **Is it $430K max. total for this round, or $430K max. for each of the 2 potentially approved applications?**

We have $430,000 total available and will award a maximum of 2 grants. The minimum for each grant is $150,000, but we may award 1 grant for the total of $430,000 or 2 smaller grants with a combined total of $430,000.

32. **On the flyer it states, "SCDD is interested in funding a project that will: #5 Create and enact a plan for ensuring all professionals introduce and support SDM in early childhood and as an alternative to conservatorship as applicable within focus area(s) identified on grant application." Does this mean you are only looking into funding proposals for children?**

No, we are interested in funding proposals that would impact the total population of individuals interested in using SDM in their lives, especially individuals with I/DD, mental health, and aging concerns.

33. **For the letters of support, are electronic signatures allowed or need to clearly be copies of original wet signatures?**

Both are accepted.

34. **For the focus areas, does this apply for the focus of the grant proposal or our organization? For example, we are a healthcare center looking to do SDM training for staff. would our focus area be Healthcare and Education or only healthcare?**

The population that your staff serve would be the focus area. So, if your staff provide healthcare services to people with I/DD, your focus area would be healthcare.

35. **Is this grant specifically to train people who serve the IDD community or who have IDD and other diagnosis?**

This grant is to work with professionals who serve the I/DD community, the mental health community, or the aging community.

36. **Can the optional support letter from the identified collaborator (if so) also be one of the 3 required support letters?**

It is up to the applicant to decide who provides letters for them. Collaboration is optional, but letters are required if there is collaboration.

37. **We applied for the 2024 SDM-TAP Professional Implementation Grant. I wanted to know if there was a link available or a website that I can go to that can keep me informed on the status of the application that we submitted.**

The awardees will be posted on our website here: SDM-TAP Grants and Contracts | SCDD (ca.gov) on July 31st.

38. **What constitutes a collaborative partner for this grant. Would statements of interest by day programs and adult residential facilities to send their professionals to attend our professional workshops constitute collaborators?**

A collaborative partner on this project would be another entity who you would share awarded funds with for them to help reach your project design goals and objectives. It is up to you and any potential collaborators to decide who that should be.

39. **If an MOU or a signed letter of commitment is not available by the time of submission, should a collaboration still be included in the grant application?**

Collaboration is not required, so if you do not have a completed MOU or other agreement signed at the time you submit your application, you would want to leave this off.

40. **How long after the bimonthly invoice submission is received by SDM-TAP will the reimbursement be dispersed?**

Payment takes 4-6 weeks from the time of receipt. Always refer to the RFP for how often to submit invoices and reports. In this case it will be bi-monthly (every other month) and submitted to the SDM-TAP team.

41. What documentation is required as part of the invoicing process?

SDM-TAP will provide a reporting template as well as a budget invoice template prior to the 1st reporting due date.

42. When will the final invoice be due for work completed before December 31, 2025?

Within the first 2 weeks of 2026 after that date.

43. Should previous grants/awards history only be focused on Supported Decision-Making funds and/or only within professional settings?

No, all previous grants/awards can be included in this section. This SDM-TAP grant opportunity is focused on SDM within professional settings, but it is up to applicants to determine which grants/awards they prioritize highlighting in their proposal.

44. For the evaluation question, should responses include data metrics and data gathering processes?

Please include as much information as possible regarding your plan for data collection.

45. Do all proposals need to include compliance with HIPPA as part of the implementation plan question?

Yes, as applicable to the profession identified in the application. HIPPA is an example that the medical field must comply with while honoring SDM. Please consider compliance requirements in the professional setting(s) indicated in your proposal.