

South Carolina
Developmental
Disabilities Council

Grant Application Instructions
Grant Year 2015-2016

I. INTRODUCTION: THE DD COUNCIL

The South Carolina Developmental Disabilities Council (DD Council) was established in 1971 by Executive Order to serve as the State's forum for issues concerning the needs of individuals with developmental disabilities. Today the Council empowers people with intellectual disabilities/developmental disabilities to achieve their maximum potential for independence, productivity and integration into the community. The Council receives funding under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P. L. 106 - 402), to provide assistance in the development and coordination of services and other assistance and opportunities needed by persons with developmental disabilities and their families. Funds expended for grant projects will be no less than 70 percent of the annual DD Council allotment.

In accordance with the law, the DD Council supports four priority areas, or areas of emphasis. These are Health, Employment, Community Supports, and Quality Assurance (Self-Advocacy). Grants are awarded in specific priority areas through a standing committee structure.

II. WHAT IS A DEVELOPMENTAL DISABILITY?

What is a developmental disability? The following definition is directly from the Developmental Disabilities Assistance and Bill of Rights Act of 2000:

(A) In general – The term "developmental disability" means a severe, chronic disability of an individual that –

(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) is manifested before the individual attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity;

- (I) Self-care;
- (II) Receptive and expressive language;
- (III) Learning;
- (IV) Mobility;
- (V) Self-direction;
- (VI) Capacity for independent living;
- (VII) Economic self-sufficiency; and

(v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

(B) INFANTS AND YOUNG CHILDREN – An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

III. IMPORTANT INFORMATION FOR APPLICANTS

Grant Period

Funds will be available for 12 months, beginning July 1, 2015 and ending June 30, 2016.

Funding

Funding will be provided for a period of no more than 12 months, with a possibility of renewal for one to two additional years. Renewal for a second or third year is dependent on the performance of the grantee to date, the availability of federal funds, and DD Council priorities and recommendations.

Eligibility

Governmental or public agencies, or private nonprofit organizations with 501 (3) C status, may apply for DD Council grants. Applicants must be sufficiently organized to stand for an audit of their financial records and be prepared to show that they will not incur a profit from the receipt of these funds.

Deadline for First-Year Program Applications

If proposing a new program in response to an RFP released in December 2014, submit the application to the DD Council office by noon on January 29, 2015. This deadline is for first-year grant applications only.

Deadline for Continuation Applications

To reapply for 2015-2016 funds, the application must be received in the Council office by noon on January 15, 2015. The Grants Administrator will give notification by letter in December if eligible for reapplication and will provide the amount of funds available.

Executive Summary

The applicant must submit an Executive Summary with the application. The summary format may not be more than two pages in length, 10-point Times New Roman font style and lines must be single-spaced. The Executive Summary was devised to give Council Members the most pertinent information about the proposal. Use the current version found on the website.

Application Form and Collaboration Letters

The application form can be found on the Council's website at www.oepp.sc.gov/scddc. **(Do not use applications issued previously.)** Requirements are to use a 10-point Times New Roman font style and lines must be single-spaced. Complete each section. There are no page limits for the sections. Please be sure the application is formatted properly before submission.

Four to six letters of collaboration must be attached to the back of the application. Additional requirements are noted below.

Summary of Materials to Submit

The application must be complete to receive consideration. The following originals and copies must be submitted to the Council office before noon on the due date:

- Executive Summary
- Completed application form
- Four to six letters of collaboration attached to the back of the application

AND

- 10 copies of the Executive Summary
- 10 copies of application
- 10 copies of the four to six letter of collaboration attached

Please staple the Executive Summary, original application and the four to six letters of collaboration. Also, staple the individual copies. **DO NOT BIND** or put into covers, etc.

Where to Submit The Application

Mail or deliver the application package to the DD Council office. Mail to:

Ms. Esther Williams
S.C. Developmental Disabilities Council
1205 Pendleton Street, Suite 461
Columbia, SC 29201

The DD Council office is located in the Edgar Brown Building on the State House Complex (Pendleton at Sumter Street) in downtown Columbia. Our office is open between 8:30 am and 5:00 pm Monday – Friday, except Holidays. Applicants are advised to make certain a DD Council staff member receives the application packet. A letter acknowledging receipt will be provided upon receipt of an accepted packet.

The application must be post-marked no later than 12:00 midnight January 14, 2015 (continuations) or January 28, 2015 (new) to be accepted by the DD Council office. There is no need to overnight an application. Applications will not be accepted after the noon deadlines if delivered in person.

Technical Support/Questions

Applicants with questions about completing and submitting the Executive Summary, application or letters of collaboration may contact Valarie Bishop, 803-734-0215 or by e-mail at vbishop@oepp.sc.gov.

IV. FUNDING AND PROGRAM REQUIREMENTS

Funding May Be Subject to Change

Grant funding is subject to change according to the availability of funds, the number of proposals submitted, and the quality of the proposed projects. Renewal is not guaranteed.

Unallowable Costs

A proposal will not be considered if it is an expansion or a continuation of an existing project.

The following are unallowable costs:

- Purchase or lease of a motor vehicle
- New construction, renovating, or remodeling
- Audit fees

Reimbursement will **NOT** be made on items not listed in the grant application. If the application is approved, funding begins July 1, 2015. Any cost incurred or submitted before July 1, 2015 will **NOT** be reimbursed.

Quarterly Progress Reports and Customer/Consumer Satisfaction

Grant recipients will be required to submit a Quarterly Progress Report within one month following the end of each quarter. The final quarterly report must include a copy of and results from a customer/consumer satisfaction survey. The quarterly report forms are posted on the DD Council website. The instructions page lists each deadline. The reports must be submitted on time.

Replication

All projects must be replicable. At the end of the program, a paper or electronic document, notebook, binder, compact disc, etc., must be submitted to the DD Council with the final progress report. Include information useful to an organization wanting to replicate the project. The DD Council may duplicate and make the material available to other parties without limitations.

Match Requirements

First-year projects must provide matching resources equal to at least 25% of the proposed total cost of the project. Match may be provided in cash or in kind contribution: volunteer time, salaries, use of office space, utilities, supplies, donated equipment, and travel expenses, etc. which are necessary to accomplish the program activities, and allowable cost under the Grant Terms and Conditions. All matches must be documented in the same manner as grant-reimbursed expenses. Cash match may be applied from local, state, public, or private funds which have no binding commitments. **Federal funds are not allowed as match.**

If the project is funded for a second year, the match requirement will increase to 35%. In a third or final year of the project, a 50% match will be required.

Examples

Example 1: The entity develops a program estimated to require \$40,000 in resources for the first year. The entity receives a grant award of \$30,000 from the DD Council, and must provide \$10,000 in matching resources. The entity is eligible for the following maximum amounts of DD Council funds, provided the Council renews the project for a second and third year:

	<u>DDC Funds</u>	<u>Matching Funds</u>	<u>Total Project Cost</u>
Year I	30,000	10,000	40,000
Year II	26,000	14,000	40,000
Year III	20,000	20,000	40,000

Example 2: An entity receives an initial grant from the DD Council in the amount of \$30,000 and provides \$10,000 in matching resources. The grant is renewed for each of the following two years but in the third year, the project is estimated to cost \$30,000 to operate:

	<u>DDC Funds</u>	<u>Matching Funds</u>	<u>Total Project Cost</u>
Year I	30,000	10,000	40,000
Year II	26,000	14,000	40,000
Year III	15,000	15,000	30,000

The entity would be required to provide at least \$14,000 in the second year and at least \$15,000 in the third year in matching resources.

Any income derived from the operation of a program must be pre-approved by the DD Council and must be used to offset costs of the program.

V. APPLICATION COMPOSITION

All proposals should be concise and clearly written and in 10-point Times New Roman font.

Major points must be supported by facts and data. Voluminous and unneeded information should be avoided.

The DD Council is most interested in receiving innovative proposals for well planned projects. Proposal should be quickly and easily understood, with direction, broad support and a high degree of need in the community. Proposals **MUST** include planned key success measurement to support desired outcomes and goals. Measurement of these results will be essential to evaluating the success of the project.

Advocacy, Capacity Building, and Systems Change

Proposals must demonstrate under State Plan Goals and Objectives (page 8 of the application form), how they will impact one or more of the following areas: Advocacy, Capacity Building, and Systems Change. Definitions are below:

Advocacy is the pursuit of influencing outcomes that directly affect the lives of people with disabilities. Advocacy can be seen as a deliberate process of speaking out on issues of concern in order to exert influence to bring about a change in individuals' lives.

Capacity Building is the process of equipping individuals with the understanding, skills and access to information, knowledge and training that enables them to perform effectively.

Systems Change is to change the policies of government, agencies, and organizations to improve the lives of people with disabilities.

VI. REVIEW AND EVALUATION OF APPLICATIONS

Members of the DD Council and the Council staff will review the application. Factors for consideration are:

1. Applicant effectively addresses the requirements in the RFP.
2. Proposal meets the appropriate goal and objective in the DD Council State Plan.
3. Proposed expenditures are reasonable and necessary to meet the stated objectives.
4. Amount and source of matching indicates strong commitment to the proposed project.
5. Proposal sufficiently demonstrates a need for the project.
6. Applicant shows that the proposed service area has especially limited resources.
7. The number of individuals with disabilities to be served or impacted is reasonable for the funds being requested. When all proposals are considered, those that would serve more people for relatively less money may be viewed more favorably.
8. Project would take an innovative approach to solving common problems and overcoming barriers to independence, productivity and integration.

9. Proposal is clearly written, supported by facts, and include a 12-month S.M.A.R.T. specific, measurable, achievable, realistic and timed, work plan.
10. Program involves interagency collaboration, inclusion of community services and resources, and avoids fragmentation and duplication of services.
11. Applicant has a plan for self-sufficiency beyond three years (maximum funding period).
12. Applicant has a history of successful grant performance (if applicable).
13. Proposed project would make effective use of resources.

Note: When more than one new proposal is received by the Council in response to an RFP, the merits of all proposals will be weighed to determine which best addresses the RFP and would provide the required outcomes in the most efficient manner.

VII. APPLICATION INSTRUCTIONS

Page 1

Project Title

Project titles should be limited in length and fit onto one line. Years should not be included in the title, e.g., 2015, 2016, etc.

Pages 1-4

Budget Description

The applicant is to itemize anticipated expenses for the program under each budget category. The portion of expenses being requested from the grantor and the portion of expenses to be borne as match by the applicant, or other sources, should be entered. The totals for each category must match the totals on Page 1. Only whole dollars should be used. Items, trips, etc. not written into the budget will not be reimbursed.

Personnel

List each position individually, the salary rate and the percentage of time for that position allocated to the project. Include only persons who will be employees of entity. Do not include consultants or contractual employees under the category. List fringe benefits separately in the following section.

Consultants and Contractual Services

List under the category any services to be used on a contractual basis. Persons listed under the category would not be employees of the entity, but paid on a fee basis. Include the fee rate and indicate if the rate is by hour, week, year, etc. Include the amount of time (number of hours, weeks, etc.) expected for each contractor. A contract must be submitted to receive reimbursement for all contractual services.

Travel

Travel reimbursement should be limited to project personnel. Separate travel by "in-state" and "out-of-state," and by purpose. Show how costs are computed. Travel costs must follow agency regulations. In the absence of agency regulations, state rates and limitations shall prevail.

Example: Field Monitoring Trips: 4 trips at 75 miles per trip (4 x 75 x 50.5 cents per mile = \$151.50). Indicate which conferences will be attended and where. Conferences not written into the budget will not be reimbursed.

Equipment

Any item over \$2,500 which has a useful life of more than one year should be listed as equipment itemize by description, quantity, and unit price. The purchase of vehicles is unallowable. Any equipment listed should be directly related to the project and must be referred to in the project description.

Other

All allowable costs not listed in the above categories should be itemized in the section, including office supplies, office rent, utilities, postage, indirect cost, etc. No items described as "miscellaneous" or "other" will be funded. No extravagant items or gift cards may be purchased with DD Council funds. The costs allocated to office space must be at prevailing rates for the local area. Utilities, telephone, and other costs normally billed on a monthly basis should be budgeted accordingly and the cost per month.

All state agencies must apply their indirect cost rate and have on file in the Governor's Office an approved indirect cost rate. Indirect costs on grants for training purposes only, in which the grantee agency is a hospital or an institution of higher education, will be limited to 8.5%. The indirect cost rate may only be applied to the portion of the grantor budget which is eligible for indirect cost.

Page 5

Income

List the total income the entity received in the previous fiscal year and is receiving or expecting to receive in the current fiscal year. (Requirement of Section 507). This page **MUST** be filled out completely.

Page 6

Project Description

Describe the broad goals of the project. Clearly state the problem to be addressed and how the project will result in improvement in the lives of individuals with intellectual/developmental disabilities. Outline the project in sufficient detail to give the reviewer a clear understanding. Include the client population and the geographical area of the state to be served. The section should include all major activities from start to finish in the initial grant period. Describe the final outcome or result of the project for the period.

Page 7***State Plan Goals and Objectives***

Provide an explanation of how the project meets the DD Council's State Plan and objectives. Identify the priority area and how the project will help the DD Council to meet its goals and objectives. Be sure to identify the specific goal and objective being addressed.

Page 8***Objectives***

The table should list and number specific, quantifiable statements of the project results expected in 2015-2016. Objectives must be described in terms of measurable events which can realistically be expected during the time period and with the available resources. Objectives must relate to the goals in the project description. State who will have responsibility and when tasks will be completed. Note: *Hiring a project director is not an objective.*

Page 9***Applicant Qualifications/Interagency Coordination***

Describe the applicant's qualifications to implement the project. Outline exactly how the applicant has involved and will continue to involve other agencies and groups in the community and state in developing and implementing the project. Provide examples of how the program will promote interagency coordination. Explain what efforts will be made to promote public awareness of the project, including publicity.

Page 10***Accomplishments and Project Continuation***

What will the major accomplishments of the project be? How will its successful completion impact people with intellectual/developmental disabilities? Address the efforts in securing the continuation of the program once DD Council funds are no longer available (i.e., long-term funding.) Other ways the program can be self-perpetuating should be explained.

Page 11***Grant Implementation Schedule***

Complete the schedule to include all steps and tasks required to fully implement the project. The schedule should correspond to the Objectives section. Use additional pages if needed.