

South Carolina  
Developmental  
Disabilities Council

*Grant Application Instructions*  
*Grant Year 2016-2017*

## **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, 2016 and ending June 30, 2017.

#### **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 2015, submit the application to the DD Council office by noon on January 28, 2016. This deadline is for first-year grant applications only.

#### **Deadline for Continuation Applications**

To reapply for 2016-2017 funds, the application must be received in the Council office by noon on January 14, 2016. 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 <http://scddc.sc.gov>. **(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
- Provide 10 copies stapled individually in the order listed above

**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 should be post-dated no later than 12:00 midnight January 14, 2016 (continuations) or January 28, 2016 (new) to be accepted by the DD Council office. No applications will be accepted after the noon deadline.

## **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 [Valarie.Bishop@admin.sc.gov](mailto:Valarie.Bishop@admin.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, 2016. Any cost incurred or submitted before July 1, 2016 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 Progress Report must include a copy of the results from a customer/consumer satisfaction survey. The Quarterly Progress Report forms are posted on the DD Council's 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 match 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

***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.

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 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 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.
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/resources, and avoids duplication of services.
11. Applicant has a plan for self-sufficiency beyond three years (maximum funding period).

## **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 match by the applicant should be listed. 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 with the salary rate and the percentage of time 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.

### ***Consultants and Contractual Services***

Persons listed under the category should not be employees of the entity. 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 on file with the entity.

### ***Travel***

Travel reimbursement should be limited to project personnel. Show how costs are computed. 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. Equipment listed should be directly related to the project and 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.

An entity (hospital, institution of higher education, etc.) may charge indirect costs if it has a federally negotiated indirect cost rate. Evidence of the federally negotiated indirect cost rate must be submitted. All state agencies must apply their indirect cost rate and have on file in the Department of Administration an approved indirect cost rate. 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 2016-2017. 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 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.

**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 when DD Council funds are no longer available.

**Page 11**

***Grant Implementation Schedule***

Complete the schedule to include all program objectives and tasks required to fully implement the project. The schedule should correspond to the program objective sections. Use additional pages if needed.