



# Preparing a Grant Proposal

to the Pennsylvania  
Developmental  
Disabilities Council  
(2011 Edition)



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## { Introduction }

In each year that it issues a major Request for Proposals book, the Council mounts a series of “Road Shows” around the state offering general advice on how to apply to the Council for Funding. This book provides supplemental information to these Road Shows, and can be used in conjunction with attendance at our public presentations. It is not intended as a stand alone document and does not substitute for the requirements and conditions contained in the official RFP book or the attachments to our electronic RFPs. Please note that we cannot, at our general “Road Shows,” offer specific advice or guidance on individual RFPs. This may be obtained at the Pre-Proposal Conference for each RFP announced in the RFP book.

In the Fall of 2011, the Council will begin issuing RFPs through an electronic system at [www.ddsuite.org](http://www.ddsuite.org). For the first time, potential grantees will be required to submit their proposals both electronically through the DD Suite system, and in print versions through our standard procedures. Further information about the use of this system is contained in this booklet. This book also provides reference material such as our Mission, Vision and Statement of Values, helpful advice on what we do and do not like to see in proposals, along with detailed information about Mandatory Requirements, the components of your proposal and our Financial requirements.

We are glad you have chosen to attend one of our Road Shows, hope this information will help you in preparing a successful proposal to the Council, and wish you well in your application.

## { Vision Statement }

We envision a Commonwealth comprised of inclusive communities where all people with disabilities are valued and thrive.

## { Mission Statement }

The Council engages in advocacy, systems change and capacity building for people with developmental disabilities and their families in order to:

- Support people with disabilities in taking control of their own lives
- Ensure access to goods, services and supports
- Build inclusive communities
- Pursue a cross-disability agenda, and
- Change negative societal attitudes toward people with disabilities

In so doing we will bring about benefits to individuals with disabilities other than developmental disabilities and, indeed, to all people.

# Statement of Values

**Generic Change.** The Council has a responsibility to change communities in the broadest, most generic sense. Our work improves the lives, not only of people with disabilities, but of all Pennsylvanians. Our energy is increasingly directed at ensuring that the systems and supports that are available to the community in general are made equally available, with appropriate accommodation, to Pennsylvanians with disabilities. We prefer to improve disability services by making them available in the context of the systems and supports that exist for all people.

**Systems Change.** The Council has a responsibility to change the systems that impact people with disabilities in Pennsylvania. We are less and less interested in models of accommodation which rely on the person with the disability being the person doing the changing, or which provide temporary help in the context of systems that are broken. All our work, viewed over time and in the context of our interlocking strategies and approaches, must contribute to our broad view of systems change. We do not believe that we can change Pennsylvania one sub-system at a time. We view systems in a wide-reaching way; not just as human service systems, but as the broader and generic social systems and cultures which have an effect on people with disabilities in Pennsylvania.

**Natural Part of the Human Condition.** The Council believes that disability is a natural part of the human condition. We are not sympathetic to medical models of understanding disability. While we do not deny the importance of medical treatment and medical need, we are more sympathetic to understandings of disability as a social construct imposed on people with disability labels rather than as a quality inherent in the person with a disability. We are not impressed by the model of trying to “help” people with disabilities by making them more like people without disabilities.

**Inclusion.** The Council is deeply committed to inclusion and integration. We do not like approaches which are segregated, and will not fund “special programs for special people.” We prefer activities to be alongside and integrated with people without disabilities, in regular and generic settings in regular communities. Groups of people with different disabilities congregated together do not constitute “inclusion.”

**Cross-Disability.** The Council is cross-disability in nature; we try to fund approaches that affect all people with disabilities in common areas of their lives, such as housing, health, employment, community inclusion, etc., and we are especially interested in the cross-disability impact of shared stigma and segregation. Having said this, we are acutely conscious of the vital and important differences in priorities and emphases between different disability communities, and seek to provide opportunities for communication and the sharing of different disability experiences.

**Cultural Competence.** The Council believes that the skills involved in understanding disability are closely related to the skills which lead to other forms of cultural competence. We believe that disability competence cannot take place in isolation from the embrace of all human diversity. Therefore, we seek alliances with all those who are excluded or dispossessed on the grounds of poverty, race, ethnicity or sexuality.

**Empowerment.** The Council seeks to engage in activities which meaningfully involve people with disabilities, or, if they cannot speak for themselves, their chosen family members, in all areas of their conception, preparation and implementation. We oppose activities which could be construed as doing things for, to, or on behalf of people with disabilities rather than under their direct leadership. We do not fund projects which portray people with disabilities as deserving pity; which, even unconsciously, endorse stigmatization of people with disabilities, or which incorporate portrayals of people with disabilities as the objects of charity or “the least of these.”



# What are the Mandatory Requirements?

All applicants must adhere to the following mandatory requirements. No exceptions, modifications or qualifications to these requirements are permitted, and failure to comply will result in immediate disqualification of your proposal.

1. Your proposal must be received on time.
2. You must submit your proposal both electronically and in hard-copy, printed form. Your proposal must be mailed to the correct office. Use the mailing label found in the Appendix section of the RFP Book.
3. The proposal must be prepared in the format and include all of the parts described in the RFP Book. You must include a Budget Narrative page detailing how money will be spent.
4. Your proposal must be signed and submitted with seven (7) copies.
5. You must use the “Title Page” form included in the Appendix section of the RFP Book. By signing the Title Page, you will be agreeing to the following:
  - You certify that you do not use aversive procedures to modify behaviors, per the detailed policy included in the Appendices of the RFP book.
  - You will abide by the Council’s captioning, logo and copyright policies as described in the Appendices of the RFP book.
  - You have included the disability inclusion and cultural competency descriptions as required. You will note on the title page where such descriptions can be found in your proposal.
  - You agree to use “PAVING THE WAY: A TOOLKIT FOR ASSESSING AND ADVANCING CULTURAL AND LINGUISTIC COMPETENCY” as defined in Part 2 of the RFP Book.
  - You certify that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
  - You certify that you are willing to work with other Council grantees as seen as appropriate by the Council.

# { Electronic Applications & DD Suite

2011 marks the first time that the Council is requiring applicants to submit their proposals electronically using the Federally approved DD Suite system. Commonwealth rules, however, still require paper submissions of applications. Proposers will be able to prepare their applications using DD Suite, print out their final proposal and then submit the written forms as instructed. We apologize for any duplication of effort that this new process will require as we move toward this electronic submission process.

The information below gives a brief guide to using the DD Suite System. If you require additional information, a more complete user guide, "How to Guide to DD Suite," is available on the Council's website at [www.paddc.org](http://www.paddc.org). Technical assistance is also available by contacting Sheila Hunter at 717-772-4129 or [shehunter@pa.gov](mailto:shehunter@pa.gov).

## User Registration

All grantees must register and log in with an email address and password prior to using the DD Suite. This will ensure that each user accesses only that information which he or she has privileges to view. To register, go to <http://ddsuite.org>.

1. From the DD Suite homepage, under "User Login," click on "I need an account."
2. Enter your organization's information as requested and click submit.
3. A confirmation email will be sent to you confirming your registration.

## Applying For a Grant Using DD Suite

1. Grant opportunities appear on the DD Suite homepage under "Notice of Funds Available." Click on the link for the Pennsylvania Developmental Disabilities Council to see the full list of current Requests for Proposals.
2. Select the "Grant Title" for which you are interested in applying to access the Grant Description. Click "Apply for this grant" at the bottom of the description box.
3. A brief "Applicant Instructions" page will appear. You must either click the hyperlink "Click here to login" or "Continue on to the application." Both will take you to a login page where you must login using your email and password.
4. You are now able to complete the online application. Complete each section as fully as possible and select a save option. There are typically three save options available at the bottom of each screen. You must choose one of these options or your data will be lost and cannot be retrieved.

**NOTE:** If you need to complete a portion of the form at a later time, choose a save option and return to it later by clicking the link at the top of the application.

# { Electronic Applications & DD Suite (cont.)

## Applying For a Grant Using DD Suite (continued)

5. Complete the required attachments that are available through the NoFA screen in the Grant Description. Attachments include, but may not be limited to, Title Page, PERT Chart, and Budget. Upload completed attachments in the "Supporting Documentation and Notes" section.
6. Proceed to the final step of "Review and Submit."
7. Once you submit your proposal you will see a confirmation that your application has been received.
8. Upon completion of the electronic application process, you must print a copy of your final proposal, along with all attachments, and submit the print application per the instructions in the RFP book.

## Useful Notes

1. You are able to "cut and paste" data into fields in the DD Suite system. You **MUST** review the information for accuracy following this process.
2. Make sure you save your work at each step before clicking a new link in the application box, or all entries on that form will be lost.
3. Once you save a given section, you are able to stop working on the application and come back to it at a later time by logging in to DD Suite and clicking on the application under "Documents."
4. Do not forget to complete the required Appendices Forms such as the Title Page, Budget Form and Budget Narrative. These are mandatory parts of your submission.
5. All questions must be answered. The DD Suite Program will not allow you to submit incomplete applications.
6. Once applications are submitted they cannot be changed. Review all information before hitting the "Submit" button.
7. You must also print and submit your final, signed application, along with 7 copies as instructed in the RFP book. Applications not received in both electronic and hard copies by the given due date will not be reviewed.

# { The Route to Success

Information is provided in the Council's Request For Proposal book about the importance of systems change in the Council's work. The Council has embraced a system change model, called Route to Success, which provides a Foundation for Council planning and grant activity. It's important to remember that system change is part of everything that the Council does; your response to this specific RFP must show clearly that you, too, are thinking about how your proposal is in line with changing a system.

There are many types of activities that make up the Route to Success model. Telling people about the problem or researching the problem (Improving the Knowledge Base), Finding new responses to the problem (Selecting Social Strategies), Finding and promoting the work of a leader in the area (Supporting Policy Entrepreneurs) and making sure that the people who are most affected by the problem are engaged in trying to solve it (Creating Stakeholder Will) are likely the areas in which you will be working. As you prepare your proposal, make sure that you state clearly which of these areas best describes the majority of your project's work (there may be several), and that you write at least one objective directed at keeping track of the Route to Success activity in your project. This will make sure that you remember your project's Focus on system change and that you collect data about the success you are having.

Council Mission	Create Knowledge Base	Select Social Strategies	Create Stakeholder Will	Support Policy Entrepreneurs	Use Unexpected Events
Support people with disabilities in taking control of their own lives					
Ensure access to goods, services and supports					
Build inclusive communities					
Pursue a cross-disability agenda					
Change negative societal attitudes toward people with disabilities					

# { Sample Title Page

## TITLE PAGE PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL REQUEST FOR GRANT PROPOSALS

Request For Proposal Title: Opening Doors

Request For Proposal Number: 32 04

Name OF Applicant: All for One Services, Inc.

Street/P.O. Box #: 456 Elm Street, P.O. Box 78

City/State/Zip Code: Anytown, PA

Contact Person & Title: Avery Mann, President and CEO

Telephone #: 987-654-3210

County of Applicant: Tioga

County(ies) Where Project Services Will Be Provided: Statewide

Are you applying to operate in a "Federal Poverty Area":  yes  no  
 If yes, description of why your area of operation meets the definition of "Federal Poverty Area" is found on page \_\_\_\_\_ of this Proposal.

Applicant's Federal Identification Number: 25-1234567

You must include the disability inclusion and cultural competence descriptions detailed in the Grant Application Instructions of the Request For Proposals book. Those descriptions are found on page 3 of this proposal.

- Submission of this proposal constitutes agreement to the following:
- You certify that you do not use aversive procedures to modify behaviors, per the detailed policy included in the Council's Request for Proposals book Appendices.
  - You will abide by the Council's captioning, logo and copyright policies as described in the Appendices.
  - You agree to use "PAVING THE WAY: A TOOLKIT FOR ASSESSING AND ADVANCING CULTURAL AND LINGUISTIC COMPETENCY."
  - You certify that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
  - You certify that you are willing to work with other Council grantees as seen as appropriate by the Council.

The authorized signature on this Title Page indicates the applicant's acceptance of the condition that this proposal remains valid for 150 days from the date of submission.

Avery Mann \_\_\_\_\_  
 (Signature of Applicant's Authorized Official) (Printed Name and Title of the Authorized Official)

# Sample PERT Chart

Activities	Persons Responsible	Timelines	Expected Outcomes
1. Identify and select Facilitation models For stakeholders Forums.	Project Director, Project Coordinator, along with Grant Task Force	Months 1-2	A consistent model to conduct all Forum sessions will be developed.
2. Identify and select locations For Forums. (8 Forums - 2 per region x 4 regions)	Project Coordinator and Administrative Assistant	Month 2	Forums will be conducted in locations to ensure maximum participation and diversity representation From around the state.
3. Recruit Forum participants.	Project Coordinator, Task Force members, and Forum Facilitators	Months 2-7	Key Stakeholders will be contacted and invited to provide input into this process.
4. Conduct Forums. (20 participants per Forum x 2 per region x 4 regions)	Project Director, Project Coordinator, Forum Facilitators, and Recorders	Months 3-8	Through the Forums, qualitative data will be available From approximately 160 stakeholders.
5. Summarize and record Forum results using project design protocol.	Forum Facilitators and Recorders	Months 3-8	Consistent data will be gathered From each of the Forums held.
6. Review results and Findings From Forums.	Project Director, Project Coordinator, and Data Analysis Consultant	Months 8-10	Data will be reviewed to determine issues and life areas most relevant to stakeholders to create the report/vision statement on.
7. Draft report/vision document based on Findings From Forums.	Project Director	Month 10	A draft report will be completed.
8. Conduct validation workshop with representatives From Forums, project team and other stakeholders.	Project Director, Project Coordinator, Forum Facilitators, and Recorder	Month 11	The report and Findings will be validated.
9. Revise report document based on results of validation process.	Project Director	Months 11-12	A Final report and vision statement is completed.
10. Publish and disseminate report. (Print, web-version and alternative Formats, as requested)	Project Coordinator and Administrative Assistant	Month 12	The report is disseminated reaching the people who can use it.

# Sample Budget

October 1, 2011 to September 30, 2013

Budget Category	DD Federal Share	Local Match Share	Total
<b>PERSONNEL TITLE</b>			
Project Director	\$35,000	\$15,000	\$50,000
Project Coordinator	\$60,000	\$0	\$60,000
Administrative Assistant	\$3,640		\$3,640
Volunteers		\$25,555	\$25,555
Subtotal Salaries:	\$98,640	\$40,555	\$139,195
Benefits	\$24,660	\$3,750	\$28,410
<b>Subtotal Personnel:</b>	<b>\$123,300</b>	<b>\$44,305</b>	<b>\$167,605</b>
<b>OPERATIONS</b>			
Travel	\$750		\$750
Supplies	\$960		\$960
Printing/Copying	\$1,080		\$1,080
Telephone	\$1,200		\$1,200
Rent	\$3,600		\$3,600
Postage	\$600		\$600
Consultants	\$10,000		\$10,000
<b>Subtotal Operations:</b>	<b>\$18,190</b>		<b>\$18,190</b>
Indirect Costs	\$8,510	\$5,695	\$14,205
<b>Subtotal Indirect Costs:</b>	<b>\$8,510</b>	<b>\$5,695</b>	<b>\$14,205</b>
<b>TOTAL:</b>	<b>\$150,000</b>	<b>\$50,000</b>	<b>\$200,000</b>

# Sample Budget Narrative

## I. Personnel

**Project Director:** Will ensure that the project timetables and objectives are met and will supervise staff. Will work 50% of time for 24 months. Based on annual salary of \$50,000, the project cost will be \$50,000. We will use \$15,000 as match.

**Project Coordinator:** The Coordinator will be assigned 100% for 24 months. Will coordinate all aspects of the project including progress reports, facilitating meetings and coordinating evaluation. Based on annual salary of \$30,000, the project costs will be \$60,000.

**Administrative Assistant:** The Administrative Assistant will work 5 hours per week for the 24-month project. At \$7.00 per hour the project cost will be \$3,640. (5hrs x \$7/hr x 52 x 2 = \$3,640)

**Volunteers:** The project will use three volunteers 5 hours per week to assist in all aspects of the project. This will be provided as an in-kind match. Based on the Fed rate for volunteer service of \$16.38/hour the match will be \$25,553. (3 x 5hrs x \$16.38 x 52 x 2 = \$25,553)

**Fringe Benefits:** Calculated at 25% of salary costs. Includes health care, social security, workers compensation and retirement.

Project Director 25% of \$50,000 =	\$12,500
Project Coordinator 25% of \$60,000 =	\$15,000
Admin Asst. 25% of \$3,640 =	\$ 910
	<u>\$28,410</u>

## II. Operations

**Travel:** Includes mileage for project staff to travel throughout the state for project activities. Includes lodging, subsistence and related expenses. (\$750)

**Supplies:** Estimated at \$40/month for 2 years. (\$40 x 24 = \$960)

**Printing/Copying:** Estimated at \$45/month for various printing and copying of project materials over 2 years. (\$45 x 24 = \$1080)

**Telephone/Fax:** Estimated \$50/month for use associated with project. (\$50 x 24 = \$1,200)

**Rent:** \$150/month cost of office space for project staff. (\$150 x 24 = \$3,600)

**Postage:** Estimated at \$25/month to mail various correspondence. (\$25 x 24 = \$600)

**Consultants:** Funds requested to hire outside evaluator to do surveys, focus groups, collect and analyze data and to submit a report. (100 hours x \$100 = \$10,000)

## III. Indirect

Calculated at 10% of total personnel. Includes administrative overhead, payroll and business services. (10% x \$142,050 = \$14,205) See attached calculations. This cost will be split between Federal and local match.

# Local Match Requirements

All grantees are required to contribute a local match to their project. The total cost of your project equals the Federal share plus the local match share.

**Federal Share:** This is the amount of the DD Council Allocation as noted at the end of each Objective Statement.

**Local Match Share:** This is your portion of the Grant and is generally based on 25% of your Total Budget. The Local Match Share consists of "in kind" value and/or non Federal cash contributions.

**Note:** To calculate the local match share for the 25% required match, divide the amount of your Federal dollar request by three. Those who can demonstrate that their project will be located in a Federally-defined "poverty area" are only required to contribute a 10% match of the total project budget. For the 10% required match, divide the amount of your Federal dollars request by nine.

## General Formula

**Step 1:**  $\frac{\text{Federal Request}}{3} = \text{Local Match}$

(Example:  $\frac{\$75,000}{3} = \text{Local match of } \$25,000$ )

**Step 2:**  $\text{Federal Request} + \text{Local Match} = \text{Total Budget Amount}$

(Example:  $\$75,000 + \$25,000 = \$100,000$ )

# Indirect Cost Justification

If you want to apply a percentage amount to your budget to cover administrative costs, you have two options. You can either show us that you have an approved Federal Indirect Cost Rate, which we will accept, or you have to show us how you have calculated your indirect cost rate. You can do this by showing a calculation akin to the following example, which shows all the costs you are calling indirect and all the costs you are calling direct for all your programs or activities. You need to show that you have allocated your indirect costs equitably across all the programs for which you show direct costs. The ratio of your fairly distributed indirect costs to your direct costs is your indirect cost rate.

# Indirect Cost Calculation

Costs Elements	Total Costs of Agency From Financial Statements	Direct Cost Program A	Direct Cost Program B	Direct Cost Program C (Our Sample Budget)	Total Direct A+B+C	Indirect Cost
Salaries	\$320,000.00	\$102,000.00	\$95,000.00	\$113,640.00	\$310,640.00	\$9,360.00
Benefits	\$80,000.00	\$25,250.00	\$23,750.00	\$28,410.00	\$77,410.00	\$2,590.00
<b>Subtotal Labor</b>	<b>\$400,000.00</b>	<b>\$127,250.00</b>	<b>\$118,750.00</b>	<b>\$142,050.00</b>	<b>\$388,050.00</b>	<b>\$11,950.00</b>
Consultants	\$45,000.00	\$15,000.00	\$17,000.00	\$10,000.00	\$42,000.00	\$3,000.00
Depreciation	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Equipment Rental	\$5,000.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00
Insurance	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Postage	\$3,000.00	\$1,000.00	\$1,000.00	\$600.00	\$2,600.00	\$400.00
Printing	\$4,725.00	\$2,000.00	\$1,525.00	\$1,080.00	\$4,605.00	\$120.00
Rent	\$13,500.00	\$3,000.00	\$3,500.00	\$3,600.00	\$10,100.00	\$3,400.00
Supplies	\$5,600.00	\$2,100.00	\$2,300.00	\$960.00	\$5,360.00	\$240.00
Telephone	\$6,000.00	\$1,500.00	\$1,600.00	\$1,200.00	\$4,300.00	\$1,700.00
Travel	\$3,700.00	\$2,300.00	\$500.00	\$750.00	\$3,550.00	\$150.00
<b>Subtotal Non-Labor</b>	<b>\$102,525.00</b>	<b>\$29,400.00</b>	<b>\$27,425.00</b>	<b>\$18,190.00</b>	<b>\$75,015.00</b>	<b>\$27,510.00</b>
<b>Total</b>	<b>\$502,525.00</b>	<b>\$156,650.00</b>	<b>\$146,175.00</b>	<b>\$160,240.00</b>	<b>\$463,065.00</b>	<b>\$39,460.00</b>
<b>Total Indirect Costs</b>	<b>\$39,460.00</b>	<b>10%</b> Calculation of rate based on total labor costs. (Indirect Costs / Total Direct Labor) Note: We do not use the volunteer match in our calculations for indirect cost rate.				
<b>Total Direct Labor</b>	<b>\$388,050.00</b>					

# Top Impressive/Unimpressive Things

## Top Things that Impress our Reviewers

Proposals that...

1. Are clearly organized, in the order requested, and well labeled, with nothing missing.
2. Don't bend the RFP to fit the applicant's needs.
3. Have clear objectives and a plan to evaluate them.
4. Are short, sweet and to the point, without fluff, in real language, and extremely clear.
5. Are well connected to the RFP.
6. Show clear commitment and sensitivity to the cause, and a global grasp of the issues.
7. Show innovative approaches.
8. Have a clear description of goals and sequence of activities that says what you are going to do, with an Executive Summary that makes it even clearer.

# Top Impressive/Unimpressive Things (cont.)

## Top 10 List of Things that Impress our Reviewers (continued)

Proposals that...

9. Have letters of support that are meaningful, unique and specific to the proposal.
10. Have a budget, with a narrative that explains it, that supports the activities, that adds up, with the right match, for the right number of years.

## Top Things that are Unimpressive to our Reviewers

1. Proposals with spelling and grammar errors.
2. Bad photocopies.
3. Irrelevant material, especially stuff that boasts.
4. Letters of support that are all the same.
5. Proposals with personnel with no qualifications.
6. Using our language back to us, especially verbatim.
7. Not explaining how you are actually going to be culturally competent.
8. Trying to fit the RFP to the applying organization's purposes.
9. People who tell us what they think we want to hear.
10. Jargon.
11. Proposals written by professional grant writers.
12. Unsupported indirect cost rates.





{ How to Contact Us: }

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