PREPARING A GRANT FOR THE PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL

Fall 2011

What's New for 2012-2016

Route to Success

DD Suite

Toolkit

The DD Council

The DD Council

- Advocacy, Systems Change and Capacity Building
- Independence, Productivity, Integration, Inclusion and Self Determination
- Developmental Disabilities
- Federally Funded
- Federally Mandated
- Structure
- Mission & Vision
- Statement of Values

Mission Statement

The Council engages in advocacy, systems change and capacity building for people with 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.

Vision Statement

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

Activities

- In House

- Representation

- Administrative Advocacy

- Informing Policymakers

- Position Papers

- Grants

Cycle of Activities
(sometimes over multiple plan cycles)

- ☐ Research

- ☐ Definition of Issues

- ☐ Local Demonstration

- ☐ "Demonstration Sampling"

- ☐ Local Advocacy

- ☐ Systems Advocacy

- ☐ Evaluation

Accomplishments

- Attendant Care

- IM4Q

- Self Determined Housing

- Rural Transportation

- Policy Information Exchange

The Five Year Plan

Five Year Plan

- Federally Approved
- Variety of Input Opportunities
- Lasts Nine Years

Input to the Plan

- Planning Meetings
- Public Forums
- National Priorities
- Previous Activities
- New Initiatives
- Listening Tours

The 2012-2016 Plan

- First round of RFPs announced Fall 2011
- Second round announcement scheduled for Fall of 2012
- Third round in subsequent years

- Grassroots Advocacy and Multicultural Outreach Grants on separate schedule

A Foretaste of Fall 2011

- Changing Cultural Context in Schools
- Community Accessibility
- Congregate Care
- Criminal Justice Disability Awareness
- Cross Disability Efforts
- Disability Advocacy Support
- Disability Voting Rights

continued…

- Emergency Preparedness

- Employment Practices Research

- First Responders Disability Awareness

- Parent Leadership in Inclusive Education

- Person Driven Services and Supports

- Self-Advocacy Support

- Stigma

- Transitions in Aging and Adult Life

How to Get Money From the DD Council

- Stick to the Plan/RFP Book

- Suggest Things for New Initiatives

- Grassroots Advocacy

- Multicultural Outreach

Grants

- Range from $10,000 to $200,000 per year

- Run from one to five years

- Are announced in an RFP book

- Are announced on DD Suite:
  - **http://ddsuite.org**

- Are announced on our website:
  - **www.paddc.org**

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".

Some Ideas for Successful Applicants

- Do What We Say

- Stick to our Mission, Vision and Statement of Values

- Don't ask for funding for services and supports, other than for short term demonstrations of new and innovative approaches

- Build on what we've done before

- Be prepared to go state-wide

- <u>Always</u> have a systems change focus or potential

The Grant Application

Mandatory Requirements

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.

- Your proposal must be received on time.

- 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 Appendix C of the RFP book.

- 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.

- Your proposal must be signed and submitted with seven (7) copies.

You must use the "Title Page" form included in Appendix C 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 Appendix B.

- You will abide by the Council's captioning, logo and copyright policies as described in Appendix B.

- You have included the disability inclusion and cultural competency descriptions as noted in the RFP book. 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.

The Title Page

TITLE PAGE
PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL
REQUEST FOR GRANT PROPOSALS

Request for Proposal Title:

Request for Proposal Number:

Name Of Applicant:

Street/P.O. Box #:

City/State/Zip Code:

Contact Person & Title:

Telephone #: (   )

County of Applicant:

County(ies) Where Project Services Will Be Provided:

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: _____

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 _____ 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.

_____

(Signature of Applicant's Authorized Official)

_____

(Printed Name and Title of the Authorized Official)

EXECUTIVE SUMMARY

- A brief one page description of the nature of the problem and what you intend to do about it.
- It should also specify the Route to Success strategies employed in the project.

Part One

What Do You Propose To Do?

Include Narrative For First <u>Two Years </u>of Project:

- How will you address the problem?

- How will your effort contribute to systems change?

- Why will your approach succeed?

AND

- PERT chart including Activities, Responsible Personnel, Time Frames, and Expected Outcomes

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 insure maximum participation and diversity representation from around the state.
3. Recruit forum participants.	Project Coordinator, Task Force Members, 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 x2 per region x4 regions)	Project Director, Project Coordinator, Forum Facilitators, Recorders	Months 3 - 8	Through the forums, qualitative data will be available from approximately 160 stakeholders.

PERT Chart Continued…

(and, if space allowed, would continue through year two)

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, Data Analysis Consultant	Months 8 - 10	Data will 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, 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, Administrative Assistant	Month 12	The report is disseminated reaching the people who can use it.

Remember to Include in Part One…

- ☐ Involvement of people with disabilities

- ☐ Diversity requirements

- ☐ Brief narrative description of expected work in potential additional years (years 3-5) of the project

AND

- ☐ Route to Success

- ☐ Toolkit

Route to Success

A model used to focus on systems change

☐ A scientific way to look at the steps of systems change

☐ A matrix of activities to identify priorities and opportunities

☐ A required part of Part One of the application

☐ Part of ongoing quarterly reporting and continuation funding process

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					

Toolkit

- A toolkit for the self evaluation of cultural competence

- Techniques and advice for self improvement

- Need to commit to use and give initial indications of how you will use it

- May contract out as an allowable cost

Part Two

What Outcomes Do You Expect?

- Outcomes, Outputs and Processes
- Satisfaction
- Systemic Change

Part Three

Who Will Do The Work?

- Personnel
- Organization

Part Four

Budgets

- Budget for First <u>Two Years</u> (like PERT Chart)

- Federal and Local/In-Kind Match
- Indirect Cost Rate Justification
- Budget Narrative

- All Boxes, All Ways; All Add

BUDGET CATEGORY	DD FEDERAL SHARE	LOCAL MATCH SHARE	TOTAL
PERSONNEL TITLE			
Project director	$35,000	$15,000	$50,000
Project coordinator	$60,000		$60,000
Admin 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
SUBTOTAL PERSONNEL:	$123,300	$44,305	$167,605
OPERATIONS:			
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
SUBTOTAL OPERATIONS	$18,190		$18,190
INDIRECT COSTS	$8,510	$5,695	$14,205
SUBTOTAL INDIRECT COSTS:	$8,510	$5,695	$14,205
TOTAL:	$150,000	$50,000	$200,000

Local or In-Kind Match

- All Federal Funds require a 25% match
  - Of the total cost of your project- 75% is our federal cash and 25% is your local cash or in-kind contribution. Your share therefore amounts to one-third of the federal cash amount we list in the RFP book.
- Your share can be in-kind: the value of donated time or services, etc., or real cash payments from another source that support the purpose of our grant. However…
- You cannot match federal funds with any other federal funds, even if from another source.

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.

- Admin Assistant: The Admin 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 in-kind match. Based on the federal rate for volunteer service of $16.05/hour the match will be $25,038.

(3 x 5hr x $16.05 x 52 x 2 = $25,038)

☐ 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 Assistant 25% of $3,640 =	$ 910
	$28,410

…Budget Narrative…

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 various printing and copying of project materials over 2 years. ($45 x 24 = $1080)

- Telephone/Fax: Estimated at $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 date and to submit a report. (100 hours x $100 = $10,000)

…Budget Narrative

III Indirect

☐ Calculated at 10% of total personnel. Includes administrative overhead, payroll and business services.

(10% x $142,050 = $14,205)

☐ This cost will be split between federal and local match.

☐ NOTE: Must have justification of percentage rate or federally approved cost rate.

Indirect Cost Rate Justification

□ When the total administrative and other indirect costs are applied equally to the base costs of all the agency's different programs, or to the base direct personnel costs of all the agency's different programs, the resulting number is the Indirect Cost Rate (expressed as a percentage of the base costs)

□ You must show your calculations!

DD Suite*

A Brief Introduction and Overview

*not intended to be a full training

☐ A required electronic application process

☐ http://www.ddsuite.org/

Important Information

- When you 'cut and paste', you MUST double check the information for accuracy.

- Always SAVE your work.

- Complete ALL required attachments.
  - Title Page, PERT Chart, Budget Form and Narrative

- All questions must be answered before submission.

- Applications cannot be changed after submitted.

- You MUST print and submit your final application along with 7 copies as instructed in the RFP book.

Top Ten Tips

Impressive Things…

Proposals that:

- Are clearly organized, in the order requested, well labeled, with nothing missing

- Don't bend the RFP to meet the applicant's needs

- Have clear objectives and a plan to evaluate them

- Are short, sweet and to the point, without fluff, in real language, and extremely clear

- Are well connected to the RFP

- Show clear commitment and sensitivity to the cause, and a global grasp of the issues

- Show innovative approaches

- 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

- Have letters of support that are meaningful, unique and specific to the proposal

- 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

Unimpressive things…

- Proposals with spelling and grammar errors
- Bad photocopies
- Irrelevant material, especially stuff that boasts
- Letters of support that are all the same
- Proposals with personnel with no qualifications
- Using our language back to us, especially verbatim
- Not explaining how you are actually going to meaningfully include people with disabilities and people from non-dominant cultures

- Trying to fit the RFP to the applying organization's purposes

- People who tell us what they think we want to hear

- Jargon

   (And if we could add more to the list we would include)

- Proposals written by professional grant writers

- Unsupported indirect cost rates