PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL

2019 Request for Applications

PADDC

PA Developmental Disabilities Council

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
- 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

1. **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.

2. **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.

3. **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.

4. **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."

5. **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.

6. **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.

7. **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."

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This document is available in alternative formats upon request to the Council offices.

Please contact us:

Voice: (717) 787-6057 | Toll Free: 1 (877) 685-4452 | www.paddc.org

1. The Council/Introduction

1. The Council/Introduction

What is contained in this book?

This book covers a grant that is being issued in the third year of the PADDC's State Plan for 2017 through 2021. Through this grant effort, we hope to continue our work in establishing access to goods and services, furthering the empowerment of people with disabilities, in creating communities in which all members can be valued participants, in pursuing a cross-disability agenda and in changing negative societal attitudes toward people with disabilities.

If you are interested in responding to the particular Request for Application (RFA), this book will provide all the instructions and materials needed to make an application to us. In these pages you will find:
* Specific instructions on how to prepare your application
* Specific description of the Request for Application

Please note that beginning with the 2017 book, we made ***significant changes*** to our previous books. We note several long standing values of the Council which applicants must now specifically address as a part of the mandatory requirements.

Systems Change. Of importance to the Council is its potential to bring about systemic changes to those formal and informal systems available for people with developmental disabilities and their families in Pennsylvania. This means that we direct most of our resources, both staff time and funding, toward projects that commit to systems change and that have planned carefully about how to connect their efforts with other efforts to be as successful as possible. As part of this system change focus, the Council has developed a model called Route to Success to provide guidance for all its system change work. You can learn more about this model on the Council's website at www.paddc.org

Meaningful Participation. The Council supports the full participation ***of all*** citizens, ***particularly those with developmental and other disabilities*** in Council funded projects. We believe that diversity and inclusion strengthen the impact of any of our grant projects. Proposers must also describe what steps your project will take to ensure the active and meaningful participation of people with developmental disabilities in your project.

Disparate Impact. With this Request for Applications (RFA) we require all Council grantees to recognize, describe and to take active measures to lessen the disparate impact experienced by certain groups on the basis of race, ethnicity, economic status, age, sexual identity and orientation, geographic and disability diversity.

Generic Social Change. And finally, all grantees are required to have a plan for addressing generic social change as a part of your overall grant efforts.

You will find more specific information on these requirements and where you will address them in your applications in Part Two of this RFA book. We urge you to read these sections carefully and provide full responses to these mandatory sections of your application. Failure to do so will result in the disqualification of your application!

Who should apply?

Applications are welcomed from all groups, non-profit or for-profit, whose applications show them to be qualified to conduct the activities described. We will consider applications from out of state entities. Additional information about who might apply, any specific restrictions, or stated preferences, is noted in the objective statements. Organizations that have any conflict of interest through participating in the Council's planning process for a specific activity are not eligible to apply under that objective. If you are interested in submitting an application, please return the completed interest form found in Appendix C of this book.

Council has, for a number of years, provided opportunities for funding through our Community Grants Programs. These smaller grant programs have streamlined application processes and are intended to reach grassroots groups that might not otherwise access Commonwealth funding. Details of how to apply for these smaller grant programs can be obtained directly by contacting the Council's offices.

The Council enjoys its partnerships with its grantees in carrying out its vision and mission, and is excited by the initiatives outlined in this book. We look forward to reading your applications.

Fall 2019

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2. Grant Application Instructions

2. Grant Application Instructions

What are the mandatory requirements?

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

1. Your application must be received on time.

2. You must submit your application in hard-copy, printed form. Your application must be mailed to the correct office. Use the mailing label found in Appendix C of this booklet.

3. Your application must be signed and submitted with the original and eight copies (9 copies total).

4. You must include a budget narrative page detailing by line item how money will be spent.

5. The application must be prepared in the format and include all of the parts described in these grant application instructions. *This includes your statements regarding Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change as described in Part One (Pages 7-10)*, as well as your plans for addressing these issues as a part of your grant effort.

6. You must use the Title Page form included in Appendix C of this book. By signing the Title Page, you will be agreeing to the following:
   - You will abide by the Council's captioning, logo and copyright policies as described in Appendix A.
   - You have included the descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change. *You will note on the Title Page where this information can be found in your application*.
   - 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 noted in specific objective statements or as seen as appropriate by the Council.

How do I prepare my application?

Please read this section carefully. It provides general information on how you must prepare your application for submission. The following points make it easier for reviewers to concentrate on your ideas and to understand your proposed project.
- You are encouraged to be innovative and creative in your approach and in developing project activities.
- Grants funded under this RFA are *subject to the availability of federal funds*. The initial grants are generally for a **two-year period** unless otherwise noted in a particular objective.

The Council may renew the grant for up to three more years as indicated in each objective statement. A detailed work plan, along with a PERT chart, is required detailing the work of that initial two-year period, along with a narrative description of your future plans should you receive continuation funding for those later years.

- Your application must be prepared with an executive summary and the four parts described below.
- While the Council does not impose page or font limits on applications, we do have a strong preference for applications that are clear, concise and readable. Applications that are unnecessarily long, too wordy or full of jargon are difficult to read and may hurt your review score.
- Applications must be typewritten.
- For each part of your application, use a divider with a tab that clearly numbers that section.
- Consecutively number each page of the application.
- Staple or bind the application together. *Do not* submit applications in hardcover three ring binders. Soft-sided binders or covers may be used.

Executive Summary

Each application must begin with a brief, one page Executive Summary. This summary should succinctly describe the nature of the problem being addressed and what you intend to do about it.

PART ONE: What do you propose to do?

In **Part One**, bidders have the opportunity to more completely describe their proposed project. Part One should include the following sections:

- A complete narrative describing your proposed efforts
- A PERT chart
- A section that specifically addresses each of the four mandatory requirements

Narrative of Your Proposed Efforts: What is it that you propose to do? How will your approach address the problems you have identified? How will your effort contribute to system change? Succinctly describe why you believe that your proposed approach will accomplish our objective in such a way as to be coherent with the Council's stated Vision, Mission and Statement of Values.

PERT Chart: Give a full step-by-step plan for doing the work. You must include a detailed plan of years one and two of your proposed project in PERT chart form that shows major activities, time frames, responsible personnel and expected outcomes. You should also include a briefer narrative description of the future work, potential years 3-5, should your grant receive continuation funding. A sample PERT chart is included in Appendix B of this book. You should address each of the required activities in the relevant objective statement.

2. Grant Application Instructions (Cont.)

Mandatory Requirements: Additionally, in Part One, all applications should address the four specific areas noted below. Each of these areas should be addressed under a separate heading, so that proposers can easily identify your plans in these areas.

Systems Change: The Council expects that all funded projects will address issues of system change in a broad range of social and cultural systems that impact people with disabilities. How does the work of this project illustrate a better way to do something? How does the project connect with other activities that are working in similar areas? How does your work generalize to statewide systemic change?

The Route to Success Matrix was developed through a grant by the Council and may be a valuable resource as you prepare your application. It provides a set of activities that are linked to successful system change. Further information regarding the Route to Success can be found on the Council's website at www.paddc.org

Meaningful Participation: The Council supports the full participation *of all* citizens, ***particularly those with developmental and other disabilities*** in Council-funded projects. We believe that diversity and inclusion strengthen the impact of any of our grant projects, and encourage our grantees to pursue such meaningful participation through hiring practices, real involvement in the planning stages of your grant, in oversight and management of your project, as well as recruitment for participation in the project itself. These requirements tie directly back to the Council's stated values of Empowerment and Cultural Competence.

> "**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."

> "**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."

Therefore, you **must** describe what steps your project will take to ensure the active and meaningful participation of people with developmental disabilities in your project. Such participation ***does not mean*** that people with disabilities only role in the work is that of project

participants, but also involvement of people with disabilities and other marginalized groups in **the early, prompt and ongoing planning, direction, management, evaluation or as employees of the project**.

Bidders might consider reviewing *"Paving the Way: A Toolkit for Assessing and Advancing Cultural and Linguistic Competency."* This tool was developed specifically for the Pennsylvania Developmental Disabilities Council and its grantees to assist projects and their host organizations to become more diverse. Further information on the toolkit is available from our website at www.paddc.org

Addressing Disparate Impact: In this plan cycle, both the PADDC and our partners on the federal level have become increasingly concerned that certain people with disabilities experience additional marginalization as a result race, ethnicity, economic status, age, sexual identity and orientation, geographic or disability diversity.

As such, each application for Council funding must identify an unserved or underserved group which is additionally affected by this issue. Identify particular strategies you will use to ensure that any disparate impact on this group is ameliorated. The group identified may be racially, ethnically, sexually, economically, geographically or disability diverse. The goal here is to lessen the level of disparity experienced and to engage those who experience this disparity as integral partners in the work of your proposed project. To be clear, 'disability' in and of itself is not to be considered cause for disparate impact as people with disabilities are the target of all of this Council's efforts. We are looking for those circumstances that are experienced by people in addition to their disability that causes further roadblocks to reaching their goals.

Generic Social Change: Each application must also describe your understanding of Generic Social Change as this applies to your proposed efforts. This part of your application should tie directly back to the Council's stated value around Generic change and how this relates to the specific activities in your plan.

> **"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."

Generic Social Change is a systems change model, growing out of our Vision, Mission and Values, which has emerged as a hallmark of our work over the past several years. It grows out of our values around generic change, cultural competence, systems change and viewing disability as a natural part of the human condition.

2. Grant Application Instructions (Cont.)

It starts with the premise that people should live, work and benefit in generic social situations and adds to this the concept that sometimes, at the interface between disability and community, it is the generic community situation or service that should be required to change. Rather than building special models and services for people with disabilities, we hold that the generic systems should change their ways to accommodate all of our society's members. For example, we hold that the issue of employment is best addressed by change on the part of employers; that early education is best addressed by universal design and acceptance of all children as belonging; that leadership development should be addressed by generic leadership development programs; that housing may be addressed by tackling the attitudes of landlords towards people with disabilities, and that dentistry is not a disability issue, but an issue for the education and training of generic dentists.

To address our interest in this issue, you should indicate wherever possible how your project will address the generic community (the systems and services that exist for all people) as the target of change, and avoid wherever possible the creation of "special programs for special people."

PART TWO: What outcomes do you expect for the project?

In **Part Two,** describe exactly what your project will achieve. Provide a concise list of outcomes you plan to achieve. You should build on, rather than simply repeat, the expected outcomes from the objective statements. In addition you should also consider specific outcomes relative to the required sections above concerning Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change.

State your proposed outcomes in measurable form. When possible, outcomes should be quantifiable. The Council recognizes some projects will lend themselves more to achieving concrete changes than will others. Where it is not possible to document specific changes, alternative measures of "output" (reports prepared, recommendations made, bills proposed) or "processes" (people who attended training sessions, meetings held, letters written) may be used instead. Quality outcomes could also include participant satisfaction with services provided, stakeholder assessments of the efforts of the project, and/or perceptions of the likelihood that the services, supports and products offered will ultimately lead to the achievement of the Council's and the project's goals. Many proposed efforts are dependent on influencing larger systems, or mobilizing coalitions in order to achieve concrete change, and we will accept evidence of these efforts as substitutes for end outcomes.

Note please that the Council understands that the demonstration of direct causal relationships is not always possible. However, we would like you to tell us, based on such data as exist and known outcomes, why you think your work will lead to beneficial outcomes for people with disabilities. This may be in the form of a narrative, chart, diagram, logic model, etc.

The Council's own logic model is attached as an example and can be found in Appendix B of this book.

PART THREE: Who will do the work?

Personnel: Describe who will work on this project. Tell us why they are qualified to do this particular work. Their qualifications and experiences may be formal (degrees and professional work histories) or informal (life experiences and volunteer work). Pay particular attention to describing your project's key employees. If staff will be hired once a grant is awarded, describe what qualifications and experiences you will look for in recruiting personnel.

Organization: *Briefly* describe your organization's experience in the creation, operation, and/ or involvement in projects similar to the work being requested. Illustrate how the proposed project fits with the organization's mission and history. The description of your organization's experience *should be pertinent to the work requested* in this RFA, as opposed to other, perhaps unrelated work the organization does. Describe what types of administrative support will be given to the project.

The inclusion of letters of support, *which are relevant to the proposed project*, is strongly encouraged. If you have indicated that your project is a collaborative effort with other groups or organizations, then you must include Letters of Collaboration from each group involved. Include all such letters as an appendix to your application.

PART FOUR: The Budget Form & Narrative

Use the format outlined in the Budget Form in Appendix C of this book. The budget section **must also** include a separate budget narrative page detailing, by line item, how grant funds will be used.

Certain costs are **not allowable** under Council grants. These costs would include entertainment expenses, alcoholic beverages, and incentives or gifts to project participants, such as gift cards, event tickets or prizes. Federal funds may not be used for lobbying.

If your grant includes a sub-grantee who will be working on you on this project and for whom you allocated funds, you must include a separate sub-grantee budget outlining how that portion of the budget will be spent.

Grantees **are responsible for covering** expenses to participants that would be reasonable accommodations to participation, such as travel expenses, attendant care and the like.

All Council grants require a local match contribution. Further budget definitions are noted below. Please be certain that you budget your grant for a two-year, **24-month period**, unless specifically noted otherwise in the objective statement. Any indirect cost rates must be fully supported as described in the Budget Definitions below.

The Commonwealth is not responsible for any costs your organization incurs prior to the issuance of your grant.

2. Grant Application Instructions (Cont.)

Budget Definitions

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

Federal Share: This is the amount of the PADDC 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.

> General Formula
>
> Step 1: <u>Federal Request</u>
> $$\frac{\text{Federal Request}}{3} = \text{Local Match}$$
>
> Example: <u>$75,000</u>
> $$\frac{\$75,000}{3} = \$25,000$$
>
> Step 2: Federal Request + Local Match = Total Grant
> $75,000 + $25,000 = $100,000

Personnel: Show each position by job title, the number of hours per week that the person will work on the project, and the position's hourly rate of pay.

Fringe Benefits: Shown as a separate line item in the personnel category.

Operations: The operating expenses of your proposed budget should include all items that are not related to personnel or equipment costs. Included in operational expenses are sub-grant costs, consultant costs, travel costs, leased equipment costs, etc. Again, the federal and local shares should be shown.

Travel: All grantees are required to follow the Commonwealth Travel Rules, which include such items as mileage reimbursement rates (currently 58 cents per mile). Details of these requirements will be reviewed with all successful applicants as a part of the formal grant process.

Equipment: The Council does not encourage projects to purchase major equipment unless a direct and imperative relationship to the project can be shown. Show each item to be purchased with federal funds and justify in your budget narrative.

Indirect Costs: 1) If you have a federally approved, negotiated indirect cost agreement, you may use that rate; attach the approved agreement to your budget. 2) If you do not have a federally approved rate, justification specifying what is included in your indirect cost(s) and what rate, therefore, you use, **must** be attached to your budget. For more information on developing an indirect cost rate, see Appendix B of this book.

Budget Narrative: This is a written statement, by line item, which details how money will be spent in each category and how you arrived at a given cost for that item.

3. General Information for Applicants

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How do I submit my application?

1. Submit your printed application with original signature along with **eight (8)** copies to:
   Department of Human Services
   625 Forster Street
   Health and Welfare Building, Room 832
   Harrisburg, PA 17120

   Use the mailing label found in Appendix C of this book. **Applications submitted to the Council's office will not be accepted**.

2. The application must be received by the Division of Procurement in the Department of Human Services on or before 2:00 p.m. of the **date noted at the end of each objective statement. Late applications will not be accepted for any reason. Faxed applications will not be accepted**.

3. Applicants **must use** the Title Page form included in Appendix C of this book. The Title Page is the cover sheet for your application. An authorized official of your organization who can bind you to the provisions of your application for 150 days from submission **must sign** this Title Page.

How do I learn more? Preapplication Conferences

If you want to apply for a grant and would like more information, you may ask questions of the appointed staff person at the Preapplication Conference. This conference is held about four weeks before applications are due. Answers given at this conference are then written down in minutes and become an official part of the RFA. These are mailed to everyone who has indicated an interest in that objective. *All Preapplication Conference times and dates, along with application due dates, are listed under each objective*.

All Preapplication Conferences will be held via webinar. The appropriate link and call-in information for your conference is listed at the end of each objective statement. Direct links to these webinars are posted on the Council's website at www.paddc.org

What happens to my application once it is submitted?

Applications should be submitted to the Department of Human Services Division of Procurement using the mailing label in Appendix C. Those received on time are opened and reviewed for compliance with the technical requirements as described under Mandatory Requirements. If your application is missing any of the required elements as described in that section, it will be disqualified and receive no further review.

Late applications are not accepted for any reason. A copy of each application is then sent to each member of the independent review committee. Reviewers read and score each application independently prior to the application review meeting.

The purpose of this meeting is to select and recommend for funding those applications that best meet the Council's request for a given project and are typically held within a few weeks of the application due date. Review committees typically have five members who are knowledgeable about the given objective. They must be free of conflicts of interest with any potential bidders. The review committee determines those groups or organizations that the Council will fund to do specific projects.

How is my application evaluated?

Your application will be reviewed and scored based on a set of questions that are specific to the objective under which you have applied. These questions address four areas.

1. **THE PROPOSED APPROACH: What will the project do and how?**
   This section looks at Parts One and Two of your application. Reviewers rate whether you have undertaken to carry out all the required activities and whether your approach is fundamentally compatible with our Vision, Mission and Values as outlined at the beginning of this RFA book. We ask whether your proposed activities are logical, reasonable and are relevant to what the RFA asked for. Reviewers determine if your application details outcomes that make sense and are relevant to the proposed work. Work plans and other materials that are inconsistent with our values may result in disqualification of an application.

2. **PROJECT PERSONNEL AND THE CONTRACTING ORGANIZATION: Who will do the work? And who is "hosting" it?**
   Reviewers will determine to what extent proposed staff have experience, knowledge and a positive reputation for successfully doing this type of work. They also look at whether there are enough people with diverse experience to accomplish the tasks to be done in your project. The Council will also look for the organization's willingness to support the work, its reputation for hosting similar projects, and whether it is administratively and managerially sound.

3. **VALUES AND PRINCIPLES: Is the project consistent with Council's work?**
   This section determines the extent to which you show an understanding of the Council's Vision, Mission and Values and whether your work will further those values. It also includes an evaluation of the quality of your responses to the mandatory components about Systems Change, Meaningful Participation, Disparate Impact, and Generic Social Change. As noted above, if any of these last four sections are not addressed in your application, it will be grounds for disqualification.

4. **BUDGET: Is the proposed budget adequate for the work proposed?**
   Are the costs reasonable and consistent with other work being done in similar areas? Is there an adequate budget narrative? Are there any unallowable costs or questionable expenditures? Are there no unjustified indirect costs?

3. General Information for Applicants (Cont.)

What if my application is chosen for funding?

If your application is accepted for funding, you will be notified in writing. Council staff will work with you to coordinate the necessary paperwork to make your application a fully executed grant under Commonwealth rules. Once this paperwork is complete, a grant start-up meeting will be scheduled with your project representatives, Council staff and the Council's lead person for your objective. This meeting provides an opportunity for everyone to get to know one another, review reporting requirements and fiscal procedures, and to answer any questions that you may have concerning your grant with the Council.

Proposers who are not selected are also notified in writing. You are given the opportunity to be debriefed, to learn how your application was reviewed. Council staff schedules the time and location of debriefing conferences. The Commonwealth reserves the right to reject any and all applications received as a result of this request and to negotiate separately with competing grantees.

Reporting Requirements

Grantees will have many opportunities, both through report requirements and face-to-face meetings, to share the successes and struggles of your project. All grantees are required to submit brief quarterly reports. Report forms are individually developed with each grantee at the start-up meeting and are related to the specific work of your grant. A final report is also required at the end of your grant.

4. Objective Statement

- Housing & Services: Advocacy & Education

Housing & Services: Advocacy & Education

"To advocate and educate for separate, exchangeable, and sustainable housing and services that are person directed and controlled by people with developmental disabilities."

Background

During years of public forums and listening sessions in Pennsylvania, people with disabilities and their family members have consistently asked for alternatives to provider-managed residential housing and services. The majority of housing for people with disabilities in Pennsylvania are homes owned and managed by provider agencies that also deliver the services for the people living there. Many people also continue to live with their parents and family members long after childhood, with little other options for accessible and sustainable housing and service provision. Council believes Pennsylvania can achieve better alternatives for housing that is separate from services and controlled by people with developmental disabilities. We can do this with renewed commitment to Person Directed Services, Money Follows the Person, The Achieving a Better Life Experience (ABLE) Act, increased flexibility in our state's Waiver systems, and by providing hands-on assistance to expand housing programs statewide to individuals who want to obtain the housing and services of their choice.

With this Request for Application (RFA), Council seeks to fund one advocacy and education project that will:
- Function as a liaison between, and work collaboratively with the two Council-funded housing demonstration grants.
- Develop and share resources and information on the barriers and best practices determined through the demonstration grants.
- Conduct outreach and advocacy throughout Pennsylvania to create systems change, eradicate the barriers, and expand knowledge of the best practices proven by the housing demonstration grants.
- Create and provide training and technical assistance to support replication of the housing and service models developed by the demonstration housing grants.

NOTE: As this grant is for only two years, the successful applicant must propose immediate, ambitious and focused plans of action.

Required Activities

1. Take the lead to organize and facilitate collaborative work with and between the Council's two Person Directed Housing and Services Demonstration projects (one rural and one urban), so as not to duplicate efforts, and to enhance the quality of all three Council-funded demonstration and advocacy housing projects.

2. Lead, schedule and organize efforts to provide people with developmental disabilities and interested parties opportunities to engage in community awareness and outreach to create an advocacy movement by methods, such as: meeting with government stakeholders and policymakers (local, county, state and federal), public forums, rallies, letter writing campaigns, legislative advocacy, policy and procedure systemic change, waiver amendments, community initiatives, etc.

3. Create and disseminate resources, and education and training materials to expose the barriers and spread knowledge of the best practices discovered through the housing demonstration grants.

4. Provide training and technical assistance, on a scheduled basis, at conferences, and in response to requests from the two Demonstration projects and other housing stakeholders (people with disabilities and their family members, associations, coalitions, housing industry, governmental and provider agencies, etc.), in order to encourage statewide replication of the housing projects' successful best practices.

Expected Outcomes

1. People with developmental disabilities and Pennsylvania stakeholders will have opportunities to advocate for the housing and services they want in Pennsylvania.

2. People with developmental disabilities and Pennsylvania stakeholders will have access to newly created and disseminated resources, education and training.

3. People with developmental disabilities will have an increase in their choices of housing options.

RFA #: 08-19
Planned Allocation: One Project @ $45,000 per year, for up to two years
Preapplication Conference Date: Thursday, October 10, 2019 at 1:00pm
Webinar: http://paddc.adobeconnect.com/housing0819/
Conference Call: 1-866-210-1669 code: 3478987# (if you don't have web access)
Due Date for Applications: Monday, November 4, 2019
Staff: Dana Thompson

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Appendix A:
Council Policies and Resolutions

- Federal Definition of Developmental Disabilities
- Council Resolution on Aversive Therapies
- Council Policies on Communications/Publications
  - ♦ Logo Use
  - ♦ Open Captioning/Descriptive Video
  - ♦ Right to Publish and Council Copyright Policy
- Council Audit Requirements

Appendix A: Council Policies and Resolutions

Federal Definition of Developmental Disabilities?

The Pennsylvania Developmental Disabilities Council uses the federal definition of developmental disabilities, as it appears in Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Public Law 106-402.

(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.

While the Council is mandated under federal law to specifically address the needs and concerns of Pennsylvania citizens with developmental disabilities and their families, we recognize that many of the objectives and activities that we fund will also provide ancillary benefits to people with disabilities that are not developmental, to their families or to the greater community.

Council Resolution on Aversive Therapies

Following the 1/17/91 formal Council resolution regarding prohibiting the use of aversive therapies, the Council will not consider nor fund any project submitted by any organization or subsidiary organization that uses aversive procedures to modify behaviors of individuals with

developmental disabilities. Aversive procedures are those that have some or all of the following characteristics:

- Obvious signs of physical pain experienced by the individual
- Potential or actual physical side effects including tissue damage, physical illness, severe stress and/or death
- Dehumanization of the individual, through means such as social degradation, social isolation, verbal abuse, techniques inappropriate for the individual's age and treatment out of proportion to the target behavior

If you submit an application under this RFA, you are certifying that the grantee, and any sub-grantee(s), do not use aversive procedures to modify behaviors of individuals with developmental disabilities.

Council Policies on Communications/Publications
Logo Use by Council Grantees
The Council logo may be used <u>only</u> for relevant Council grant-funded project materials. The use of the logo should be considered in terms of the successful completion of materials (DVDs, manuals, publications, etc.) as proposed and approved in the grant work plan. These materials must be consistent with the Council's Mission and Vision statements, and the stated objectives for the specific grant. Logos may be reproduced only in the Council's official colors, or black and white.

Project lead people and staff project officers have the responsibility to inform grantees that the logo may be used only after receiving Council permission. This policy should be shared at the grant start-up meeting. Grantees should be informed that their request for permission must be submitted a minimum of one month prior to use to gain approval before the logo can be reproduced or used in the production of materials.

The first line of approval for logo use will be the project lead people and staff project officer. Secondly, if required by the grant, the relevant content committee must approve any required publications/materials using the logo. The final approval for logo use must be obtained from the Council's executive director. The grantee must be informed of the approval in writing.

The Communications/Publications Work Group should be informed of all materials that were approved to include the Council logo, in order to track logo usage and insure that the documents are submitted to the Council Archives.

Logo Use by Other Organizations
The Council occasionally receives requests from other organizations to join in promoting issues or events of joint interest. Related to this may be requests to use the Council logo on joint advertisements, brochures, web sites or event materials.

Appendix A: Council Policies and Resolutions (Cont.)

Approval of the use of the Council logo should be limited to those events and related materials when the Council has officially agreed to co-sponsorship either through a vote of the Council or its Executive Committee. Final approval for logo use must be obtained through the Council's executive director. The organization will be informed of the approval in writing. The Council logo may be reproduced only in the Council's official colors, or black and white.

Open Captioning
In order to insure equal access to information, it is the policy of the PA Developmental Disabilities Council that all video and DVD productions, produced by either the Council or by Council Grantees with Council funds, must be open captioned. All Grantees who propose such materials as part of their grant efforts must include costs for open captioning in their budgeted production expenses.

Right to Publish and Council Copyright Policy
Council retains editorial control on all materials, audio-visual and written, that are produced with Council funds. Materials developed with funds from this grant must use media standards and protocols as established by the Council and may be copied and distributed only with the prior written permission of the Council.

In the event permission for such distribution is given, the Grantee must place a copyright notice on materials it develops with funds from this grant. This notice may, if desired, also list the Grantee as a (joint) copyright holder. The notice shall be in the following form:
> "Copyright © 2019 [Grantee and] Pennsylvania Developmental Disabilities Council. Permission to reprint, copy and distribute this work is granted provided that it is reproduced as a whole, distributed at no more than actual cost, and displays this copyright notice. Any other reproduction is strictly prohibited."

Council Audit Requirements

All Council grantees must comply with all federal and state audit requirements including: the Single Audit Act, as amended, 31 U.S.C. 7501 et. seq.; Office of Management and Budget (OMB) Circular A 133, Audits of States, Local Government, and Nonprofit Organizations, as amended. If the grantee expends total federal awards of less than $500,000 during its fiscal year, it is exempt from these audit requirements, but is required to maintain auditable records. Should your application be chosen for funding, the appropriate audit requirements will be reviewed with you prior to start-up.

Appendix B: Resources

- Sample PERT Chart
- PADDC's Logic Model
- Developing an Indirect Cost Rate

Appendix B: Resources

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 x 2 per region x 4 regions)	Project Director, Project Coordinator, Forum Facilitators, 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, 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, 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 will be completed
10. Publish and disseminate report (print, web -version and alternative formats as requested)	Project Coordinator, Administrative Assistant	Month 12	The report will be disseminated reaching the people who can use it.

*This PERT chart is given as a sample only and not intended to dictate or suggest activities for your particular grant approach. The PERT chart must cover either the first two years of your proposed effort, or for those projects with shorter grant periods as noted in the objective statements, the full time period given.

PADDC Logic Model

PRIMARY (DDC) SYSTEM			SECONDARY (DD) SYSTEM		
Inputs	Processes	Outcomes	Inputs	Processes	Outcomes
• DD Act • ADD Rules and Regulations • DDC Infrastructure and Environment • DSA Environment • Federal and Other Resources • State Plan • Environmental Inputs from Secondary Systems	• Systems Change and Capacity Building Activities • Contributions to Coordinated, consumer and family centered, consumer and family directed, comprehensive system • Activities and Strategies listed in the DD Act • Route to Success proven systems change strategies	• Measures of Satisfaction • Measures of Improvement • Measures of Collaboration • Collaborations Established • Self Advocates Engaged • Demonstrations of New Approaches • Knowledge Discovered (research findings) • Policy Recommendations • Allies Engaged • Individuals Assisted	• Collaborations Established • Self Advocates Engaged • Demonstrations of New Approaches • Knowledge Discovered (research findings) • Policy Recommendations • Allies Engaged • Individuals Assisted • Myriad inputs from other parts of Broader Systems	• Advocacy Activities • Route to Success proven systems change strategies	• NCI and other indicators which form part of the CRA • NOD Poll • Attitude Surveys • Stakeholder Surveys

Appendix B: Resources (Cont.)

Developing an Indirect Cost Rate

The first step in determining an indirect cost rate is to separate all costs into two groups: direct and indirect costs. The indirect costs are aggregated into an indirect cost "pool" and then allocated to the programs based on a set proportion or rate.

There are several measures used to determine the proportion of indirect costs to allocate (apply) to each program. The following simple example illustrates an indirect cost rate based on the relationship between total indirect costs and total direct costs:

Example—The Advocacy Agency
The Advocacy Agency has a total budget of $3,300. The budget is distributed as follows:
Program A has direct costs of $1,000.
Program B has direct costs of $2,000.
Indirect costs to run the programs are budgeted at $300.
Total costs are $3,300.

Since Program A's direct costs are one third of the total direct costs of the agency ($1,000 out of $3,000), it should bear one third of the indirect costs. Similarly, since Program B incurs two thirds of the total direct costs of the agency, it should bear two-thirds of the indirect costs, as well.

The Advocacy Agency can create an indirect cost rate that will allow it to easily accomplish this allocation. An indirect cost rate (using direct costs as a base) is established by dividing the total indirect costs by the total direct costs. For the Advocacy Agency, the indirect cost rate is:

Total indirect costs divided by total direct costs = $300/$3,000 = 10 percent of total costs

Each program's share of indirect costs can be calculated as a proportion of its direct costs:
Program A indirect expenses: $1,000 x 10% = $100
Program B indirect expenses: $2,000 x 10% = $200
Total indirect expenses = $300

After the indirect costs have been allocated to the programs, the budget now reads as follows:
Program A has direct costs of $1,000, indirect costs of $100 = $1,100.
Program B has direct costs of $2,000, indirect costs of $200 = $2,200.
Total costs are $3,300.

This illustrates that after Program A has picked up its fair share of indirect costs, the true cost of running Program A is $1,100. As you can see from this example, using direct costs as a basis for your indirect cost rate will result in larger programs being charged with more of the indirect costs than smaller programs.

Appendix C: Forms and Attachments

- Interest Form
- Mailing Label
- Title Page
- Budget Form

All forms are available on the Council's website at www.paddc.org.

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Appendix C: Forms and Attachments

Note:

Your first step in applying for a Council grant is to send in the form below *immediately*. If you are considering submitting an application, please complete a separate Interest Form for each objective. Mail the form directly to the Council's office at:

> 2330 Vartan Way
> Suite 130
> Harrisburg PA 17110
>
> Or fax the form to (717) 657-2924.

In order to receive the Preapplication Meeting Minutes for any given activity, you must inform us of your interest in submitting an application using the Interest form below. Remember that these Preapplication Meeting Minutes may contain important information regarding the preparation of your application or any addenda to this RFA.

INTEREST FORM
I am interested in submitting an application for:
(List <u>only one</u> per form.)

_____
(Name of the objective)

RFA #: _____

Please send Preapplication Conference minutes for this activity to:

Name: _____

Organization: _____

Address: _____

County:_____   City/State:_____   Zip Code:_____

Phone:_____   Fax:_____

E-Mail:_____

*(If you will be submitting more than one application, please duplicate this
form and submit separate forms for each application.)*

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Mailing Label

Please use this label form for mailing your application. You may cut this label out and firmly affix it to your application package or copy this exact format for your mailing label. We **<u>HIGHLY</u>** recommend using USPS delivery to submit your application. It is typically more cost-effective, and delivery to the receiving office is more accurate.

FROM:

RFA Number:

Opening Date & Time:

TO: **Department of Human Services**
            625 Forster Street
            Health and Welfare Building, Room 832
            Harrisburg, PA 17120

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Request for Application Title:

Request for Application Number:

Name of Applicant:

Street/P.O. Box #:

City/State/Zip Code:

Contact Person & Title:

Telephone #: ( )   Contact E-mail:

Applicant's Federal Identification Number: _____

Applicant's Vendor Number (if applicable):_____

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 application.

You must include the descriptions and plans to address Systems Change, Meaningful Participation, Disparate
Impact and Generic Social Change, as detailed in the Grant Application Instructions of the Request for
Applications book. Please note the pages in your application where those descriptions are located.

Systems Change – Page ___   Meaningful Participation – Page ___

Disparate Impact – Page ___   Generic Social Change – Page ___

Submission of this application constitutes agreement to the following:
• You certify that you will comply with all policies noted in Appendix A of the RFA 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 authorized signature on this Title Page indicates the applicant's acceptance of the condition that this
application remains valid for 150 days from the date of submission.

_____
(Signature of Applicant's Authorized Official)

_____
(Printed Name and Title of the Authorized Official)

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DEVELOPMENTAL DISABILITIES COUNCIL
BUDGET FORM

GRANTEE NAME: _____

GRANT PERIOD: FROM_____, 20____ TO_____, 20 _____

BUDGET CATEGORY	DD FEDERAL SHARE	LOCAL MATCH SHARE	TOTAL
PERSONNEL TITLE:			
SUBTOTAL PERSONNEL:			
OPERATIONS:			
SUBTOTAL OPERATIONS:			
INDIRECT COSTS:			
SUBTOTAL INDIRECT COSTS:			
TOTAL:			

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Preapplication Conference Notes

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Preapplication Conference Notes

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The Pennsylvania Developmental Disabilities Council's identity is inspired by the Sassafras tree, a native species found in wooded areas throughout Pennsylvania.

The Sassafras is a natural symbol of perfect diversity. Graced with three distinct leaf shapes, each leaf and each branch of the Sassafras is supported by the same root system and habitat...much like an inclusive community where each member is cherished, valued and nourished to develop fully.