



Community Response Project Funding Opportunity Information and Requirements

Mission

The Pennsylvania Developmental Disabilities 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.

Community Response Project Policy Statement

This policy is designed to support community-based organizations that provide supports to people with developmental disabilities who have been affected by a local, statewide, or national, natural disasters. This can include, but is not limited to, addressing concerns related to the Covid-19 pandemic.

Purpose of Community Response Projects

It is the mission of the Pennsylvania Developmental Disabilities Council to advance the inclusion of people with developmental disabilities in all facets of community life by eliminating barriers, creating opportunities, empowering people, and promoting innovation. The Pennsylvania Developmental Disabilities Council has a history of devoting a portion of its funds to support disability-related groups and organizations with advocates, to bring about change through various grant programs on the local level.

These Community Response Projects are intended to support organizations in developing trainings or increasing accessibility to information for individuals with developmental disabilities and their family members

and are made by the PA Developmental Disabilities Council through the D L Hahn Coordinating Grant. This document outlines the criteria by which an organization can access funds (up to \$5,000, subject to the availability of federal funds) to provide educational programs or trainings, or create increased accessibility to information. These projects should assist in meeting the needs of people with developmental disabilities and their families to promote engagement with peers, alleviate anxiety due to a natural disaster or social distancing, and/or increase positive shared experiences. Think about gaps in services and information. What do people need now due to social distancing, quarantine, or self-imposed isolation?

Eligibility

In order to be considered for a Community Response Project, each organization must submit a Community Response Project Application. Upon approval each organization will be notified in writing within 15 business days. These projects are supported for up to \$5,000 for 6 months. Council does not purchase equipment or provide direct services. If you need access to computers, or other technology, please contact [Temple Institute on Developmental Disabilities – Tech Owl](#) program to access their lending library. [Pennsylvania Assistive Technology Foundation \(PATF\)](#) also provides loans for technology such as computers or tablets.

Eligible categories for application include, but are not limited to the following:

Trainings:

- Conferences developed around major issues (adapting to crisis situations, coping with stress, reducing anxiety, how to take care of yourself during a pandemic/natural disaster)
- Trainings and seminars for people with disabilities and their families

Projects:

- Creation of plain language documents
- Purchasing of virtual platforms to provide trainings
- Costs of accommodations necessary for events/meetings (e.g. captioning and sign language interpreter)

Application Requirements

Interested organizations should complete and submit the [Community Response Project Application](#) to ra-pwpaddc@pa.gov. The application must include a plan to address **one** of the following areas: Systems Change, Meaningful Participation, Targeted Disparity, Generic Social Change, Stigma, or Empowerment. Once submitted, the application will be reviewed to determine if it meets the current needs of Council. All applicants will be notified in writing if the application is accepted or denied within 15 business days. Council staff will work with you to coordinate the necessary paperwork under Commonwealth rules.

If Your Application is Accepted

Once all paperwork is complete, a grant start-up meeting will be scheduled with your assigned Project Officer and D L Hahn Coordinating. This meeting will provide 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. The official contract with D L Hahn Coordinating will be reviewed and signed at this time.

If Your Application is Rejected

Proposers who are not selected will be notified in writing and staff will be available to answer any questions. The Commonwealth reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing grantees.

Duration of Grant, Fiscal Requirements and Reporting Requirements

Each accepted Community Response Project will be required to be fully completed, and all bills submitted for payment within 6 months of the start of the grant. One half of the grant will be paid as soon as possible after award. The other half will be paid in month seven after receipt and approval of an expenditure report of the first six months. A final expenditure report shall be submitted no later than 30 days after termination of the grant. PADDCC reserves the right to disapprove any expenditures which are not in accordance with the accepted conditions of the grant. All Council grants require a local match contribution. 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. For example, the local match on a \$5,000 grant would be \$1,667.

There are 2 written reporting requirements for community Response Projects.

1. A brief progress report is required at the 3-month mark of the project. Reporting forms are individually developed with each grantee at the start-up meeting and are related to the specific work of your grant.
2. A final report is also required at the end of your grant. In addition to the 3-month and final report, each grant is expected to submit a council survey feedback form with each activity that is supported by the grant.

Logo and Accessibility Requirements

Logo Use by Council Grantees

The Council logo may be used only 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. 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.

Accessibility Expectations

In order to ensure equal access to information, it is the policy of the PA Developmental Disabilities Council to ensure that all products or services are ADA accessible and are in a format accessible to all.

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 © 2020 [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.”