

PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL



REQUEST FOR APPLICATIONS

*2022-2026 State Plan
for grants beginning October 1, 2023*

DEADLINE TO APPLY: Wednesday, May 3, 2023

Published April 2023

Additional Funding Opportunities

available year round

Community Grants Program

accepts applications on a rolling basis, meaning you can apply at any time. Community Grants are intended to bring together people with and without disabilities in a local community alliance to influence social change and improve the lives of members of the community.

These grants are intended to support short-term projects of between 6 to 18 months, and applicants can request funding in amounts up to \$20,000. Projects must align with one of our four goal areas.



LEAF Scholarships

provide up to \$750 per person, per year.

The scholarships may be used to assist individuals with disabilities and their family members to attend conferences, training sessions, and comparable activities directly related to skill development in the areas of self-advocacy, leadership, and education.

More information about eligibility, requirements, and application materials may be found at www.paddc.org under the Grants & Funding tab.

*Funding for these projects is subject to the availability of federal funds.
Do not use the forms in this book to apply for these funding opportunities.*

paddc.org/grant-funding-opportunities



Vision, Mission, and Values

Vision

We envision a commonwealth where all people are valued and thrive.

Mission

The Council engages in advocacy, systems change, and capacity building with 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
- Support communities so that all people belong
- Empower people with all disabilities
- Promote the understanding of the life experiences of people with disabilities
- Pursue equity for all people

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 also 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 that rely on the person with the disability being the person doing the changing, or that 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

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PADDC Vision, Mission, and Values (Cont.)

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 that 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 that 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 that 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 that 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 that 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 that portray people with disabilities as deserving pity, that, 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.”

Pennsylvania Developmental Disabilities Council

2022 - 2026 State Plan

Goal 1: Self-Determination

Pennsylvanians with developmental disabilities and their families increase their knowledge in order to make informed decisions, exercise their rights, and control their own lives.

- ✓ **Objective 1.A:** Supported Decision Making: Every year, an additional 30 people with developmental disabilities and their families will receive training on how to use supported decision making in their own lives.
- ✓ **Objective 1.B:** Everyday Lives: By 2026, as a result of peer-to-peer training, the number of people with developmental disabilities who state they make decisions for their own lives in housing, employment, and family life will increase.
- ✓ **Objective 1.C:** Education & Early Intervention: Each year, there will be an increase in the number of diverse families of young children with developmental disabilities who receive information and education about the benefits and positive impact of inclusion and self-determination.

Goal 2: Social and System Change

Change service systems and community resources so that they are more responsive, accessible, and flexible for Pennsylvanians with developmental disabilities.

- ✓ **Objective 2.A:** Employment: Each year, 20 businesses will be supported through education and technical assistance focused on promising practices to employ and promote more people with developmental disabilities.
- ✓ **Objective 2.B:** Housing: By 2026, an increased number of people with developmental disabilities will have information and support in order to secure safe, accessible, and affordable housing in the communities they choose.
- ✓ **Objective 2.C:** Technology: By 2026, people with developmental disabilities will report increased independence as a result of accessing, acquiring, using, and/or maintaining assistive technology devices and services.
- ✓ **Objective 2.D:** Transportation: By 2026, as a result of promising practices, people with developmental disabilities will report decreased barriers to using public and private transportation.
- ✓ **Objective 2.E:** Quality Health Care: By 2026, people with developmental disabilities will report increased quality of services as a result of health care professionals having training and information.

PADDC 2022 - 2026 State Plan (Cont.)

Goal 3: Community Living

Empower communities to provide positive, inclusive experience for everyone, so that people with developmental disabilities and their families feel welcomed and supported.

- ✓ **Objective 3.A:** Community Capacity: Each year, starting in 2022, an increasing number of people with disabilities will report fair and equitable treatment when engaging with community resources and public services.
- ✓ **Objective 3.B:** Community Inclusion: Each year, people with developmental disabilities will report increased access and meaningful engagement with people, places, and events in their community.
- ✓ **Objective 3.C:** Targeted Disparity in Education: Each year, in-school suspensions and expulsions among black and brown students with developmental disabilities will decrease as a result of promotion and implementation of promising practices to disrupt the school to prison pipeline that begins in early education.
- ✓ **Objective 3.D:** Community Options: Each year, an increasing number of people with developmental disabilities and their families will be provided information and education around options for community living, including the role of the HCBS final settings rule, the role of natural supports in community living, and the ability to self-direct one or more services in Pennsylvania.

Goal 4: Self Advocate Leadership

Support policy solutions, advocacy, and civic engagement led by people with developmental disabilities, their families, and allies.

- ✓ **Objective 4.A:** Self Advocacy Support: Each year, self-advocacy organizations throughout the state will be provided resources to identify, train, and support an increasing number of self-advocates who are empowered to make change in their communities.
- ✓ **Objective 4.B:** Information and Advocacy: Each year, people with developmental disabilities, their families, and allies will be supported to engage in cross disability and diverse coalitions that increase access to information and advocate for quality community resources and systems.
- ✓ **Objective 4.C:** Planned Collaboration: Throughout the 2022-2026 State Plan, PADDC will collaborate with the Institute on Disabilities at Temple University and Disability Rights Pennsylvania in advocacy efforts to support the closure of state institutions, reduce the waiting list for services, improve COVID response, decrease the number of people in segregated settings, address racial disparities in community systems, and respond to emerging needs.



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(All forms and resources are also available on the Council's web site – www.paddc.org)

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. Introduction



1. Introduction

What is contained in this book?

This book covers grants that are being issued to fulfill the goals of the PADDCC 2022-2026 State Plan. These grants will continue Council's legacy of supporting and funding inventive and unique projects that lead to increased empowerment of people with disabilities and their families by:

- Creating communities where all members can be valued participants
- Pursuing a cross-disability agenda
- Changing negative societal attitudes toward people with disabilities

In these pages you will find:

- Descriptions of the individual grants for which we are requesting applications
- Instructions on how to prepare your application

Please note that beginning with our 2017-2021 State Plan, we made significant changes to our Request for Application (RFA) requirements. Applicants must specifically address several long-standing values of the Council as a part of the mandatory requirements. More specific information on these requirements can be found 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, who can show that they are qualified to conduct the activities described. We will consider applications from out-of-state entities. Additional information about who may apply, any specific restrictions, or stated preferences is noted in the grant descriptions. Organizations that have any conflict of interest as a result of participating in the Council's planning process for a specific activity are not eligible to apply for that grant. If you are interested in applying, please send an interest e-mail as shown in Appendix C of this book.



2. Grant Application Instructions



2. Grant Application Instructions

How do I prepare my application?

Please read this section carefully. It provides general information on how you must prepare your application for submission.

- You are encouraged to be innovative and creative in your approach and in developing project activities.
- Your application must have an executive summary and the four parts described on the following pages.
- Grants funded under this RFA cycle are subject to the availability of federal funds. The initial grants are generally for a **24-month/two-year period** unless otherwise noted. *The Council may renew the grant for up to three more years as indicated in each grant description. A detailed work plan, along with a PERT chart, is required for the initial two-year period.*
- The Council does not impose page or font limits on applications; however, we prefer 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.
- Consecutively number each page of the application.
- Combine all documents into a single PDF document and submit electronically.

What are the mandatory application procedures?

All applicants **must adhere to the following mandatory application procedures.**

Unfortunately, no exceptions, modifications, or qualifications to these requirements are permitted, and failure to comply will result in **disqualification** of your application.

1. Your application must be received on time.
2. You must submit your application via email to: **RA-pwpaddcrfa@pa.gov**
3. You must include a budget narrative page detailing by line item how money will be spent.
4. The application must be prepared in the format and include all the parts described in these grant application instructions.
5. 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 and copyright policies as described in Appendix A.
 - You have included the descriptions and plans to address generic social change, meaningful participation, systems change, and disparate impact. 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 projects or as seen as appropriate by the Council.

Executive Summary

Each application must begin with a brief, one-page executive summary. This summary should succinctly describe how you intend to meet the objectives outlined in the RFA.

Part One: What do you propose to do?

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

- A complete narrative describing your proposed efforts
- A PERT chart
- The four mandatory content requirements

Narrative of Your Proposed Efforts: What do you propose to do? How will your approach address the problems you have identified and accomplish the objective of the grant? Succinctly describe why you believe your proposed approach aligns with the Council's stated vision, mission, and statement of values.

PERT Chart: Give a full, step-by-step plan for doing the work. Include a detailed plan of months 1 through 24 of your proposed project in PERT chart form that shows major activities, time frames, responsible personnel, and expected outcomes. We also request that you provide a brief narrative description of your future plans should you receive continuation funding for years three to five. A sample PERT chart is included in Appendix B of this book. You should address each of the required activities outlined in the grant description.

Continued on next page.



2. Grant Application Instructions (Cont.)

Mandatory Content Requirements

All applications should address the four specific areas noted below. Each of these areas should be addressed under a separate heading, so that reviewers can easily identify your plans in these areas.

1. **Generic Social Change:** This is a model that has emerged as a hallmark of our work over the past several years. It grows out of our vision, mission, and values around generic change, cultural competence, systems change, and viewing disability as a natural part of the human condition. Generic social change starts with the premise that people should live, work, and thrive in generic social situations and the broad community. Rather than building special models and services for people with disabilities, we believe the generic systems should change their ways to accommodate all of society's members. This part of your application should describe how your project will address the generic community (the systems and services that exist for all people) as the target of change.

*An **example** of generic social change is designing a project in which employers, rather than individuals, are the target of change. Changing business culture, practices, and policies to promote diversity in recruiting, hiring, training, and supporting employees improves employment outcomes for individuals with developmental disabilities.*

2. **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 our grant projects. Therefore, you must describe what steps your project will take to ensure the active and meaningful participation of people with developmental disabilities in your work. Such participation does not mean that people with disabilities' only role is that of project participants. Council expects involvement of people with disabilities and other marginalized groups in the planning, direction, management, evaluation, or as employees of the project. These requirements tie directly back to the Council's stated values of empowerment and cultural competence found in the Mission, Vision, and Values section at the front of this book.

*An **example** of meaningful participation is recruiting individuals with disabilities to work as paid project staff, advisory committee members, or paid project consultants.*

3. **Systems Change:** Council strives to impact 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 are strategic, long-lasting, and wide-reaching in their approach. 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?

*An **example** of previous Council work in systems change is our successful demonstration and lasting sustainability of the Shared Ride program. This project identified an existing program (namely, transportation for seniors/older adults) and advocated for the program expansion of the service to include people with disabilities who did not meet the age requirement.*

4. **Disparate Impact:** Council requires all grantees to recognize, describe, and take active measures to lessen the disparate impact experienced by certain groups on the basis of race, ethnicity, economic status, age, gender identity, sexual orientation, geography, or disability diversity. We ask that you consider which groups experience disparate impact, tell us how you determined the disparate impact, and specifically, how you intend to alleviate the disparity within this particular subset of individuals with developmental disabilities and their families.

*An **example** of properly addressing disparate impact can be found in our stigma work in schools. The grantee described the disparate impact felt by LGBTQ+ individuals with disabilities, citing examples from both research and anecdotal evidence of the disparity. Next, the grantee partnered with both disability and LGBTQ+ focused community organizations. Finally, individuals with disabilities who identify as LGBTQ+ were meaningfully engaged in the work of the project as staff, advisory members, and recipients of the project's outreach.*

The following additional resources may be helpful as you address these mandatory components in your application. They are available on our website at www.paddc.org. Click Grants & Funding, then Request for Applications.

- The Route to Success Matrix provides a set of activities that are linked to successful **system change**.
- **“Paving the Way: A Toolkit for Assessing and Advancing Cultural and Linguistic Competency”** is a tool developed specifically for the Pennsylvania Developmental Disabilities Council and its grantees to increase diversity.

Part Two: What outcomes do you expect for the project?

In **Part Two**, describe exactly what your project will achieve with a concise list of outcomes. You should build on, rather than simply repeat, the expected outcomes from the grant description. You should also consider specific outcomes relative to generic social change, meaningful participation, systems change, and disparate impact. In addition, you should tell us how you plan to measure the impact of your project.

Proposed outcomes must be measurable and 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

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2. Grant Application Instructions (Cont.)

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 to achieve concrete change, and we will accept evidence of these efforts as substitutes for end outcomes.

The Council understands that the demonstration of direct causal relationships is not always possible. However, we would like you to tell us, based on data that exists 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.

Part Three: Who will do the work?

Personnel: Describe who will work on this project. Tell us why they are qualified to do this 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 like 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.

If your project is a collaborative effort with other groups or organizations, then you must include letters of collaboration from each group involved. Additional letters of support, **which are relevant to the proposed project**, are strongly encouraged. 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. Entertainment expenses, alcoholic beverages, and incentives or gifts to project participants, such as event tickets or prizes, are examples of unallowable costs. Additionally, federal funds may not be used for lobbying.

If your grant includes a sub-grantee who will be working with you on this project and for whom you allocated funds in excess of 25 percent of your federal request, 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, translation, interpreters, and the like.

All Council grants require a local match. Further budget definitions are noted on the next page. Please be certain that you budget your grant for a **24-month period**, unless specifically noted otherwise in the grant description.

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

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2. Grant Application Instructions (Cont.)

Budget Definitions

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

Planned Allocation: This is the amount of the PADDC allocation as noted at the end of each grant description.

Local Match: This is your portion of the grant and is generally based on 25 percent of your total budget. The local match consists of in-kind value and/or non-federal cash contributions.

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.

General Formula

$$\text{Step 1: } \frac{\text{Planned Allocation}}{3} = \text{Local Match}$$

$$\text{Example: } \frac{\$75,000}{3} = \$25,000$$

$$\text{Step 2: } \text{Planned Allocation} + \text{Local Match} = \text{Total Grant} \\ \$75,000 + \$25,000 = \$100,000$$

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 portion allocated to the planned allocation and local match should be shown.

Travel: All grantees are required to follow the Commonwealth travel rules, which include such items as mileage reimbursement rates (currently \$.62.5 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 it 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, you may use a rate of 10 percent to calculate your indirect costs.

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

Sample Budget

					GRANT # 41000*****
GRANTEE:		ABCD Grant			
GRANT NAME:		"Name of Grant"			
GRANT PERIOD:		October 1, 2022 - September 30, 2024			
BUDGET CATEGORY			PLANNED ALLOCATION	LOCAL MATCH	TOTALS
PERSONNEL TITLE:					
PROJECT DIRECTOR			\$0	\$25,000	\$25,000
PROJECT COORDINATOR			\$52,000	\$0	\$52,000
ADMINISTRATIVE ASSISTANT			\$7,000	\$0	\$7,000
VOLUNTEERS			\$0	\$15,255	\$15,255
FRINGE BENEFITS			\$20,260	\$0	\$20,260
SUBTOTAL PERSONNEL			\$79,260	\$40,255	\$119,515
OPERATIONS:					
PRINTING/COPYING			\$1,400	\$0	\$1,400
POSTAGE			\$100	\$0	\$100
TRAVEL			\$3,000	\$1,000	\$4,000
SUPPLIES			\$5,000	\$2,000	\$7,000
COMMUNICATIONS			\$6,000	\$2,000	\$8,000
MEETING COSTS			\$24,660	\$4,068	\$28,728
TRAININGS			\$25,200	\$3,345	\$28,545
CONSULTANTS			\$5,200	\$0	\$5,200
SUB-GRANTS			\$12,580	\$0	\$12,580
SUBTOTAL OPERATIONS			\$83,140	\$12,413	\$95,553
Indirect Costs			\$7,600	\$4,000	\$11,600
TOTAL			\$170,000	\$56,668	\$226,668

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2. Grant Application Instructions (Cont.)

Sample Budget Narrative

1. Personnel

Project Director: Ensures project timetables and objectives are met and supervises staff. This work will be done with none of the planned allocation, only local match. Based on rate of pay at \$30.05 an hour. ($\$30.05/\text{hr} \times 8\text{hrs/wk} \times 52\text{wks} \times 2\text{yrs} = \$25,000$)

Project Coordinator: The coordinator will be assigned 50 percent for 24 months to coordinate all aspects of the project, including progress reports, meeting facilitation, and evaluation of outcomes. Based on annual salary of \$26,000, the project total costs will be \$52,000. ($\$25/\text{hr} \times 20\text{hrs/wk} \times 52\text{wks} \times 2\text{yrs} = \$52,000$)

Administrative Assistant: The administrative assistant will work 4.25 hours per week for the 24-month project. At \$15.84 per hour, the project total cost will be \$7,000. ($\$15.84/\text{hr} \times 4.25\text{hrs/wk} \times 52\text{wks} \times 2\text{yrs} = \$7,000$)

Volunteers: The project will use two volunteers, each spending 2.75 hours per week, to assist in all aspects of the project. This will be provided as in-kind local match. Based on the federal rate for volunteer service, currently \$26.67/hour, the match will be \$15,255. ($2 \times 2.75\text{hrs/wk} \times \$26.67/\text{hr} \times 52\text{wks} \times 2\text{yrs} = \$15,255$)

Fringe Benefits: This includes health care, social security, workers compensation, unemployment compensation, and retirement. Calculated at 34.34 percent of salary, the total cost for 2 years will be \$20,261.

Project Coordinator	34.34 percent of	\$52,000	=	\$17,856
Administrative Asst.	34.34 percent of	\$ 7,000	=	\$ 2,404
				\$20,260

2. Operations

Printing/Copying: Estimated at \$175/3 months various printing and copying of project materials over 2 years. ($\$175 \times 8\text{mths} = \$1,400$).

Postage: Estimated to remain under \$5/month to mail various correspondences. ($\$4.17 \times 24\text{mths} = \100)

Travel: Includes mileage for project staff to travel throughout the state for project activities. Travel includes lodging, subsistence, and related expenses; estimated at \$2,000 per year for 2 years. ($\$2,000 \times 2 = \$4,000$) \$3,000 will be allocated to planned allocation and \$1,000 to local match.

Supplies: Estimated at \$3,500 per year for 2 years.

($\$3,500 \times 2 = \$7,000$) \$5,000 will be allocated to the planned allocation and \$2,000 to local match.

Communications: \$2,000 per every 6 months cost of marketing materials as well as all communication support, i.e. phone, internet, zoom.

($\$2,000 \times 4 = \$8,000$) \$6,000 will be allocated to the planned allocation and \$2,000 to local match.

Meeting Costs: Estimated to be \$2,394/month over the 2-year time period.

($\$2,394 \times 24\text{mths} = \$28,728$) \$24,660 will be allocated to the planned allocation and \$4,068 to local match.

Trainings: To provide trainings to teachers, administrators, resource officers, and other staff with our finished materials at an estimated cost of \$28,545. This breaks down to \$2,378.75/month for 2 years.

($\$2,378.75 \times 12 \times 2 = \$28,545$) \$25,200 will be allocated to the planned allocation and \$3,345 to local match.

Consultants: Funds requested to hire outside evaluator to do surveys and focus groups, collect and analyze data, and submit a report.

Estimating 52 hours of work over 24 months at \$100/hr ($52 \text{ hours} \times \$100/\text{hr} = \$5,200$)

Sub-grants: This line item will be a program facilitated by “EFGH, Inc.” in partnership with ABCD Grant for a total estimated cost of \$12,580 over the 2-year time frame. This breaks down to \$1,572.50/3 months. ($\$1,572.50 \times 8 = \$12,580$)

3. Indirect

According to ABCD Grant’s Federal Indirect Cost Rate of 10 percent, indirect costs are calculated at 10 percent of total facilities and administration (if your organization does not have a Federal Indirect Cost Rate, use a rate of 10 percent—see Appendix B for more information). This includes administrative overhead, payroll, and business services.

($10 \text{ percent} \times \$116,000 = \$11,600$). This cost will be split between planned allocation (\$7,600) and local match (\$4,000).

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3. General Information for Applicants



3. General Information for Applicants

How do I submit my application?

1. **Applications will be accepted electronically via email ONLY.** You should prepare your application using word processing software (such as Word). Your budget should be prepared using the spreadsheet template on the PADDC website. All documents should then be converted to Adobe Acrobat PDF and submitted as one file to:

RA-pwpaddcrfa@pa.gov

If you are awarded funding, you will be required to submit the original documents (Word and Excel, for example) in order for your grant to be processed.

2. The application must be received by the PADDC on or before 2 p.m. on the date noted at the end of each grant description. **Late applications will not be accepted for any reason. Faxed applications will not be accepted.** Please allow sufficient time for electronic delivery.

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? Pre-application 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 pre-application conference. Answers given at this conference are documented in minutes and become an official part of the RFA. These will be e-mailed to everyone who has submitted an interest e-mail (as shown in Appendix C) for that grant opportunity. All pre-application conference times and dates, along with application due dates, are listed in each grant description.

All pre-application conferences will be held via webinar. All conferences use the same meeting login information. Direct links to these webinars are also posted on the events page of the Council's website, paddc.org/events.

PA DD Council is inviting you to a scheduled Zoom meeting.

Topic: Pre-application Conference

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/2734651113?pwd=Mkx1Y1hERW9oTGN4bmhtZUsvb1VZUT09>

Meeting ID: 273 465 1113

Passcode: AAV8Z5

One tap mobile

+13017158592,,2734651113#,,, *426851# US (Washington DC)

+13126266799,,2734651113#,,, *426851# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Meeting ID: 273 465 1113

Passcode: 426851

Find your local number: <https://us02web.zoom.us/j/kc3XqUW2yM>

What happens to my application once it is submitted?

Applications received on time are opened and reviewed for compliance with the technical requirements as described under mandatory application procedures on page 4. 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.

Each application is then sent to the members of the independent review committee. Review committees typically have five members who are knowledgeable about the subject of the grant. They must be free of conflicts of interest with any potential bidders. Reviewers read and score each application independently prior to the application review meeting. At the review meeting, the committee selects and recommends for funding those applications that best meet the Council's request for a given project.

How is my application evaluated?

Your application will be reviewed and scored based on a set of questions that are specific to the grant for 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 your application includes 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 relevant to the request. Reviewers determine if your outcomes 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.

Continued on next page.



3. General Information for Applicants (Cont.)

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 look at whether there are enough people with diverse experience to accomplish the tasks in your application. 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 proposed 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 content requirements about generic social change, meaningful participation, systems change, and disparate impact. As noted above, **if any of these last four sections are not addressed, your application will be disqualified.**

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?

Our Reviewers Like Applications That:

1. Are clearly organized, well-labeled, and complete
2. Have clear objectives and a plan to evaluate them
3. Are short and to the point
4. Address the items written into the RFA
5. Show clear commitment and sensitivity to the cause and a global grasp of the issues
6. Show innovative approaches
7. Have a clear description of goals and sequence of activities that says what you are going to do, with a clear executive summary
8. Have letters of support that are meaningful, unique, and specific to the application
9. Have a budget that supports the proposed activities, adds up correctly, with the correct local match, for the right number of years
10. Have a budget narrative that describes how each budget line was calculated/estimated

Our Reviewers Don't Like:

1. Applications with spelling and grammatical errors
2. Irrelevant material
3. Letters of support that are all the same
4. Using our language back to us, especially verbatim
5. Trying to change the RFA to make it fit the applying organization's purpose
6. Jargon and acronyms
7. Applications written by professional grant writers that show little understanding of the work
8. Budgets and budget narratives that do not match

What if my application is chosen for funding?

If your application is awarded 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 managers. This meeting provides an opportunity for everyone to get to know one another, review reporting requirements and fiscal procedures, and answer any questions you may have concerning your grant with the Council. Please note, it can take up to 6 months before your application is fully executed. Start-up meetings typically occur around one month prior to your project start date.

Applicants 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 narrative and numerical 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 and Council's federal performance measures. A final report is also required at the end of your grant. Each grantee is asked to attend a Council meeting and present to the full Council at least once during the initial 24 months.

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4. Grant Descriptions

Goal 1: Self Determination

- No Grants

Goal 2: Social and Systems Change

- No Grants

Goal 3: Community Living

- Community Alliance
- Universal Design

Goal 4: Self Advocate Leadership

- Gather for Change
- Leading the Way: Advocates and Allies
- Meeting Coordination
- Policy Information Exchange

For more information about the Council's 5-year State Plan and these goal areas, visit www.paddc.org/about/state-plan



Community Alliance

To bring together groups and individuals that have experienced disenfranchisement, exclusion, subjugation, oppression, and other types of harm as allies to partner in fighting for justice for everyone

Background

There is an increasing awareness of the need for disenfranchised groups to develop alliances and work together for equity and justice. When Council sponsored the Community Alliance Summit in 2015, we envisioned it as a way to build alliances between disenfranchised groups and foster collaboration between them to work toward a more inclusive Commonwealth. The Community Alliance Summit has grown each year and has continued to be intersectional by including organizations and individuals from various races, ethnicities, sexual orientations, genders, language groups, countries, and disability groups as both presenters and attendees. Throughout the years, the Summit has offered opportunities for participants to share both their personal and professional experiences to empower others.

With this project, Council seeks to make the Community Alliance more than a single annual event. We seek applications that will continue the work and use the information and resources that Council has gathered—including what the Council has learned about allyship. We define allies as those who support and stand in solidarity with groups in which they are not a part, and who use their places of privilege as part of that support. The applicant will need to demonstrate that it has the appropriate technical, event planning, and communications expertise, and also the necessary awareness and understanding of disability issues, to help Council grow and expand its vision.

Required Activities

1. Organize, facilitate, and produce an annual Community Alliance Summit event.
 - a) Ensure that the annual conference is fully accessible, including all materials, locations, and technologies used.
 - b) Ensure the Summit continues to have diverse and intersectional presenters, including geographic diversity that reflects the Commonwealth of Pennsylvania.
 - c) Arrange for all logistics for the annual event, including location selection (ensuring a central and accessible location), presenter identification, and a communication strategy to promote the event.
2. Create ongoing opportunities for participants to collaborate and share their work and events.
3. Create a social justice network where Community Alliance participants can work together toward an equal society for all.
4. Develop electronic tools and a communication strategy for the Community Alliance participants to communicate year round.
5. Collaborate with Council's Communications Publications Grantee and other Council projects as appropriate.

- 6 Create an advisory group to guide the work of the project.
 - a) The advisory group must include PADDCC Council or Committee members to ensure that the grantee continues to fulfill the Council's vision of building a Community Alliance.
 - b) The advisory group must include leaders from disenfranchised groups or leaders of organizations that support disenfranchised groups to ensure that the grantee continues to receive input from those groups.

Expected Outcomes

1. Attendees of the Community Alliance Summit will report increased understanding of how intersectionality impacts those with developmental disabilities and other disenfranchised groups and how to address the disparity.
2. People with disabilities will be empowered to connect and network throughout the year to advance social justice and the rights of all disenfranchised groups.
3. People with disabilities will be active participants and allies in a cross-disability, cross-cultural social justice network, and they will actively seek to re-enfranchise and empower previously disenfranchised individuals and groups.

RFA#: 04-23

Planned Allocation: One project at \$80,000 per year up to five years

Match Required: \$26,667 per year

Pre-application Conference Webinar: Tuesday, April 18, 2023, at 9 a.m. (see page 16 for instructions on how to access the webinar)

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.



Universal Design

To make public spaces inclusive and welcoming to individuals with all types of disabilities

Background

As the Council has engaged local communities, one of the recurring themes that has emerged is that public spaces, particularly community hubs, are not very inclusive to individuals with disabilities. The disability community has expressed the need to feel a sense of belonging in these spaces and yet public spaces are often designed in a way that makes people with disabilities feel like they are unwelcome there.

Universal design, or perhaps more correctly termed, “inclusive design” goes far beyond accessibility. Accessibility is more about minimum legal requirements, particularly the requirements of the American with Disabilities Act. Individuals with disabilities desire public spaces that are designed in a way that gives them more than just access to those places. Public spaces should be designed in ways that makes it clear that the needs of individuals with disabilities were factored into the development of the spaces and that they are just as welcome there as everyone else.

When Council solicited input and feedback from individuals with disabilities and their families during the creation of our 5-year plan, we were informed that there was a need to educate the public on the concept of universal/inclusive design. The concept of universal/inclusive design has often been applied to physical structures such bathrooms, entrances, waiting areas, and curbs, but is has also been applied to the learning process in classrooms through universal design in learning. Universal/inclusive design touches many areas of life including but not limited to transportation, recreation, civic engagement, and employment.

The University at Buffalo’s Center for Inclusive Design and Environmental Access developed eight goals of universal design, and we believe that they reflect the mission and values of the Council.

1. Body fit – accommodating a large range of body sizes and abilities
2. Comfort – keeping demands within desirable limits of body function and perception
3. Awareness – ensuring that critical information for use is easily perceived
4. Understanding – making methods of operation and use intuitive, clear, and unambiguous
5. Wellness – contributing to health promotion, avoidance of disease, and protection from hazards
6. Social Integration – treating all groups with dignity and respect
7. Personalization – incorporating opportunities for choice and the expression individual preferences
8. Cultural Appropriateness – respecting and reinforcing cultural values, and social and environmental contexts of any design project

The Council would like to fund two projects, whose work can be replicated, making public spaces across Pennsylvania more welcoming and inclusive to individuals with disabilities.

Required Activities

1. Complete a survey at the beginning of the grant to gauge the public's baseline understanding of universal/inclusive design, and another at the end of the grant to see what has been learned.
 - a. The surveys must include the settings and locations chosen in the required activities for #2 and #3, and the people educated in required activity #5.
2. Identify the location/s or setting/s that the project will improve to align with the concept of universal/inclusive design.
3. Improve these locations and settings to align with the concept of universal/inclusive design and create a written before and after report that details the changes made.
4. Demonstrate how the work of the project can be replicated across Pennsylvania.
5. Educate the public on the importance of universal/inclusive design and survey the people you educated to determine if their understanding of universal/inclusive design has increased.
6. Ensure that individuals with disabilities, by collecting and responding to feedback given by these individuals, are meaningfully involved in all areas of the work, including planning and implementation.

Expected Outcomes

1. People with disabilities will report that they feel a greater sense of belonging in the public spaces of their communities.
2. People with disabilities will report that they feel their community hubs are more welcoming and inclusive.
3. People with disabilities will feel more connected to their communities.
4. The general public will gain a greater awareness about the importance of universal/inclusive design.

RFA#: 05-23

Planned Allocation: Up to two projects @ \$75,000 per year for up to three years

Match Required: \$25,000

Pre-application Conference Webinar: Wednesday, April 19, 2023, at 9 a.m. *(see page 16 for instructions on how to access the webinar)*

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.



Gather For Change

To support opportunities for Pennsylvanians with disabilities and their families to come together and share resources and increase access to information

Background

Council works to address the needs of people with disabilities and their families in a variety of ways. We fund opportunities for training and technical assistance, address barriers, develop coalitions, encourage citizen participation, and keep policymakers informed about disability issues. The Council believes that access to information, community resources, and knowledge about best practices for supporting people with disabilities are important to empowering advocates.

With this RFA, Council will fund up to ten projects to create learning opportunities within the Commonwealth for individuals with developmental disabilities and their families. These learning opportunities should be centered around sharing information and building skills needed for advocates and families to be empowered to act. The opportunities could be in any combination of the following formats:

- Speaker series
- Seminars or round tables
- Face-to-face meetings
- Regional gathering
- Arts, cultural, or theater events
- Virtual
- Hybrid
- Conference

All events must be fully accessible, occur in person in the Commonwealth or virtually, and must align with at least one of Councils 2022-2026 goals. Additionally, we value activities and approaches that are timely, unique, and novel. Council strives to fund opportunities that are outside the norm and address new or exciting ideas that are not currently funded.

Required Activities

1. Identify a topic of interest to people with disabilities in which you are an expert or will bring in expertise. Possible topic areas include but are not limited to making informed decisions, exercising rights, and increasing choice and control; improving service systems and community resources so that they are more responsive, accessible, and flexible; providing positive, inclusive experiences for everyone; supporting policy solutions, advocacy, and civic engagement.
2. Host a gathering(s) that provides an opportunity for people with disabilities and their families to convene, plan, learn, share, grow, experience, and improve.
 - A. Ensure the event is fully accessible, including all materials, locations, and technologies.
 - B. Arrange for all logistics for the event, including accessible location selection, presenter identification, and communication strategy to promote the event.

3. Conduct pre- and post-survey of event participants to evaluate the projects' ability to meet the expected outcomes.
4. All activities should be concluded no later than September 30, 2024.

Expected Outcomes

1. People with developmental disabilities and families will report satisfaction with their participation in the hosted event.
2. People with developmental disabilities and their families will report they can speak up better for themselves because of their participation in the event.
3. People with developmental disabilities and their families will show increased understanding of the topic discussed during the event.

RFA#: 07-23

Planned Allocation: Up to ten projects @ \$50,000 per year for 1 year

Match Required: \$16,667 per year

Pre-application Conference Webinar: Monday, April 17, 2023 at 1 p.m. *(see page 16 for instructions on how to access the webinar)*

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.



Leading the Way: Advocates and Allies

To create sustainable paths to leadership for people with developmental disabilities and their allies

Background

In 2007, the Pennsylvania Developmental Disabilities Council funded a grant to support the creation of a statewide organization run by and for people with developmental disabilities. The organization Self Advocates United as One (SAU1) was born out of that grant, and it continues to be a prime example of leadership excellence in Pennsylvania.

Consistent with the values of the Council, we want to expand leadership opportunities for individuals with developmental disabilities, their families, and allies to lead social change and leave a larger footprint in broad, diverse communities. We also want to continue to expand choice and availability of different types of organizations for self-advocates to become members of, and lead. Individuals with disabilities, their families, and allies need personalized, alternate pathways to become the next generation of leaders. We expect leadership by self advocates to move beyond disability-focused issues and expand into generic social and system change.

We believe that empowering individuals with disabilities to be members of public and private groups, clubs, associations, and councils will bring a diversity and disability perspective to a broad array of community change efforts. We seek to support and mentor individuals with disabilities to forge their own path to leadership, find their allies, identify their priorities, and set goals according to personal passions. Some will wish to improve the disability community and systems. Some will want to impact their broader community, and indeed, the world. Each person may take a different path to leadership.

With this RFA, Council will fund one project to provide leadership development, capacity building, and ongoing administrative support to individuals with developmental disabilities, their families, and allies as they organize community groups, accomplish their goals as leaders, and lead change in their communities.

NOTE: *The ideal applicant must be able to adjust their support strategies to the needs of each individual, the groups they join, and the groups they lead. This cannot be a one-size-fits-all approach. This cannot be a standard “program” or educational “course” type of project.*

Required Activities

1. Recruit prospective leaders with developmental disabilities to be participants in the project, ensuring equal opportunity across rural and urban Pennsylvania, who are members of diverse communities including disability diverse.
2. Support participants to develop a personal plan for leadership development and to identify their social and community interests and goals.

3. Support and educate leaders both with and without disabilities to organize in their communities around common identities, interests, activities, etc., and support them to redesign/increase the capacity of current groups to be inclusive or establish new groups where all can thrive.
4. Provide administrative and financial support to individuals with developmental disabilities to establish self advocate led organizations where they can build capacity to effect change in their communities.
5. Create ongoing opportunities for feedback from the project participants, support them to talk with each other, and ensure they are given opportunities to mentor their fellow project participants and allies to adjust their leadership plans and/or group structures as they choose.
6. Educate leaders, both self advocates and their allies in their groups, to know how and when they can use their leadership skills in their communities; and assist them to take advantage of new opportunities to join and become members of other councils and committees where they can continue to expand their capacity to make change in their communities.
7. Track and document the changes in groups that reflect efforts to increase diversity, accessibility, and inclusion.
8. Track and document creation of new groups led by self advocates and the procedures and policies they put in place.
9. Track and document inclusion of leaders and their ally group members when they expand their leadership participation to new community committees, councils, and in discussions with officials. Track policies and practices that change because of their inclusion and leadership.

Expected Outcomes

1. An identified number of new organizations will be established and led by self-advocates across Pennsylvania with the support of this project.
2. An identified number of self advocates with developmental disabilities will join and be leaders in groups that they choose and that are important to them.
3. Communities will change their policies and practices through the leadership of people with disabilities.
4. Local, regional, and state officials will have increased opportunities to include leaders with disabilities, and their families, and allies in committees, groups, and discussions.

RFA#: 09-23

Planned Allocation: One project @ \$150,000 per year for up to five years

Match Required: \$50,000 per year

Pre-application Conference Webinar: Monday, April 17, 2023, at 9 a.m. (see page 16 for instructions on how to access the webinar)

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.



Meeting Coordination

To support and fund a variety of meetings that support and promote policy solutions, advocacy, and civic engagement led by people with developmental disabilities, their families, and allies

Background

Under this RFA, the Council will fund one project to coordinate the regular and special meetings that bring people together to discuss disability issues. In addition to statewide and local issues, this project will work with national developmental disability organizations on issues that affect all DD Councils.

Note: For this RFA, “meeting” is a general term intended to include business events, gatherings, round table discussions, conferences, and retreats. The Council is a statewide organization, and its meetings may occur in various parts of the Commonwealth, as considered necessary by the Council.

Required Activities

1. Work with the Council on all necessary arrangements to coordinate assigned aspects of a specified set of meetings. This would include securing appropriate and accessible meeting rooms and facilities, audio visual, meal service as necessary, and overnight accommodations convenient to the meeting site.
2. Provide all necessary meeting materials and follow-up information in accessible formats. Such formatting should be based on participant needs or requests, and might include sign language interpretation, CART services, Braille, large print, audio-visual aids, or other technological assistance.
3. Arrange for fees, honorariums, lodging, meals, and assistance with appropriate and accessible transportation for speakers, facilitators, consultants, and/or guests. All such arrangements should follow the Commonwealth’s regulations pertaining to travel.
4. Coordinate with assigned Council staff to provide reimbursement to self-advocates and families to attend events that promote leadership, education, and self-advocacy.

It is projected that in the initial two-year period of this grant, the following meeting arrangements will be required. Additional meetings and changes to this list are possible and would be negotiated with the grantee. The budget guidelines are approximate (based on the previous experiences of the Council) and are provided to give proposers guidance in preparing their budget. The grantee will be responsible for making all required payments and/or billing in a timely manner for meetings as noted above.

- A. PA Developmental Disabilities Council quarterly meetings: four per year.
Attendance: 40-50 people / length: 2 days
Estimated cost: \$20,000 per meeting
- B. Annual Council planning meeting: one per year.
Attendance: 55 - 65 people / length: 2 ½ days (weekend)
Estimated cost: \$25,000 per meeting

- C. Other meeting on Disability topics of current interest: Two per year.
Attendance: 30-40 people / Length: 1- 2 days
Estimated cost: \$3,000 per conference
- D. National issues
Federal Information and Technical Assistance Conference (ITACC) – Estimated cost: \$10,000
National policy conference – Estimated cost: \$10,000
Other national conferences – Estimated cost: \$7,000
- E. Scholarships for advocates to attend conferences and meetings of interest:
15 scholarships per year at \$750 per person
Estimated cost: \$11,250 annually
- F. Advocate Support:
Contract with advocate support personnel to provide direct support to Council members to prepare for and participate in Council meetings and other opportunities.
Estimated cost: \$12,000 annually
- G. DD Network Supports: In collaboration with our sister organizations under the Developmental Disabilities Act (Disability Rights PA and Temple University Institute on Disabilities) provide support for statewide listening tours, coalitions, advocacy, and engagement activities with self-advocates and families.
Estimated cost: \$5,000

Expected Outcomes

1. Council/committee members and others who attend Council sponsored meetings and events will express increased advocacy because of their participation.
2. Council/committee members and others who attend Council sponsored meetings and events will express satisfaction with the service provided by this grantee.

RFA#: 06-23

Planned Allocation: One Project @ \$190,000 per year for up to 5 years

Match Required: \$63,333 per year

Pre-application Conference Webinar: Monday, April 17, 2023 at 11 a.m. (see page 16 for instructions on how to access the webinar)

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.



Policy Information Exchange

To educate Council, the general public, and Pennsylvanians with disabilities and their families about policy issues and to increase the exchange of information between the Council and federal, state, and local officials

Background

The federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 instructs Developmental Disabilities Councils to engage in advocacy, capacity building, and systemic change activities on behalf of people with developmental disabilities. One of the activities listed in the Act is “informing policymakers.”

For more than 25 years, the Council has funded a Policy Information Exchange (PIE) project to help the public, elected officials, and appointed officials stay informed about public policies. The PIE project aims to exchange information and start discussions with decision-makers about how public policies effect people with disabilities in Pennsylvania.

This RFA will fund one Policy Information Exchange project. We are looking for an organization that has connections to and credibility with both policymakers and the developmental disabilities community in Pennsylvania. Additionally, we prefer a grantee with demonstrated relevant public policy experience and a working knowledge of the following:

- a. Council’s role in government
- b. Issues related to real or perceived conflicts of interest
- c. Rules about the education of elected officials

This project should focus on working together with Council and other stakeholders, being adaptable to changes quickly, and showing the value of its work to everyone involved, including advocates, allies, and policymakers. There are both opportunities for progress and unforeseen challenges, so it is important that this project is effective and efficient.

Required Activities

1. Represent the Council’s mission, vision, statement of values, and federal and state mandates in all the grantee’s Council-funded activities.
2. Operate under the guidance of, and take direction from the Council as communicated to the project by the Council’s Executive Director and/or the assigned staff.
3. The project will work with elected and appointed officials at the local, state, and national levels, but only with the guidance and approval of the Council. Additionally, the project will collaborate with other Council-funded projects and advocacy efforts that focus on specific topics affecting public policy. Project personnel will:
 - Stay abreast of, research, analyze, and report to the Council on state and federal legislation or appropriations related to services important to people with developmental disabilities and their families.

- Maintain an efficient “advocacy/public policy alert” system on behalf of Council that functions in accordance with the relevant rules, regulations, and policies pertaining to the prohibition of “lobbying” established by the Office of Management and Budget (OMB), US Department of Health and Human Services (HHS), the Commonwealth, and PADDC. The Council will retain ultimate editorial control.
- Assist the Council in creating and maintaining coalitions interested in specific public policy issues.
- Assist the Council with developing, implementing, and coordinating its strategies for advancing its advocacy agenda.
- Gather information from individuals with disabilities and their families, professionals, and others in the disability community about the impact of policy on individuals with disabilities and report annually to Council on the findings and insight gained.

Expected Outcomes

1. Council will develop strong relationships with decision makers and those decision makers will see our materials and activities as valuable.
2. Council will gain insight, directly from those impacted, about the effect of policy on the lives of people with disabilities.
3. An increasing number of people will be educated about the impact of policy on the lives of individuals with disabilities.
4. People with disabilities will report satisfaction with the education gained through their involvement with this project.

RFA#: 08-23

Planned Allocation: One project @ \$65,000 per year for up to five years

Match Required: \$21,666 per year

Pre-application Conference Webinar: Monday, April 17, 2023 at 3 p.m. *(see page 16 for instructions on how to access the webinar)*

Application Due Date: Wednesday, May 3, 2023 by 2 p.m.

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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
 - ◆ 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 three 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 three 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 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 grants and activities that we fund will also provide ancillary benefits to people with disabilities that are not developmental, to their families, and/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

Open Captioning

To ensure equal access to information, it is the policy of the Pennsylvania 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 Council and may be copied and distributed only with the prior written permission of 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.

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.

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Appendix B: Resources

- Sample PERT Chart
- Identifying an Allowable Indirect Cost Amount
- Local Match Formula



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 grant approach. The PERT chart must cover the first 24 months of your proposed effort.

Identifying an Allowable Indirect Cost Amount

The first step in determining an allowable indirect cost amount is to separate all costs into two groups: direct and indirect costs. A direct cost is a price that can be directly tied to the production of specific goods or services. The cost can easily be traced to a product, department, or project. Indirect costs, on the other hand, are expenses unrelated to producing a good or service. An indirect cost cannot be easily traced to a single product, department, activity, or project. 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 amount based on the relationship between total indirect costs and total direct costs using a rate of 10 percent:

Example—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.

Each program's share of indirect costs can be calculated as a proportion of its direct costs: Program A indirect expenses: $\$1,000 \times 10 \text{ percent} = \100 . Program B indirect expenses: $\$2,000 \times 10 \text{ percent} = \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.

If you do not have a federally approved rate, you may use a rate of 10 percent to calculate your indirect costs.

Continued on next page.



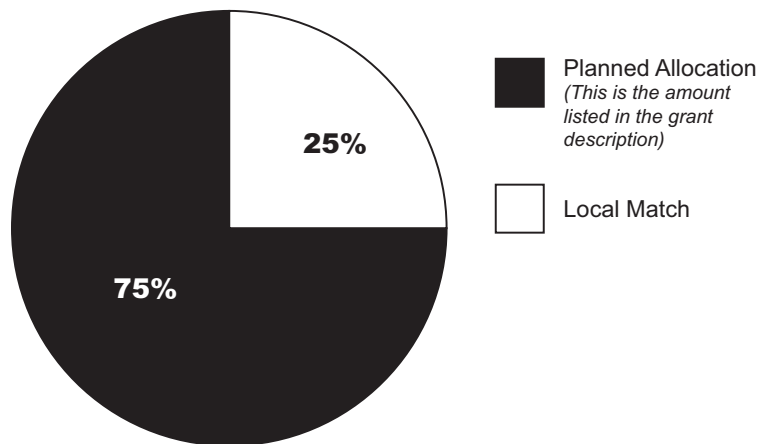
Appendix B: Resources (Cont.)

Local Match Formula

Local match is your portion of the grant and is generally based on 25 percent of your total budget. The local match consists of 'in kind' value and/or non federal cash contributions. 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.

The standard 25 percent match has been calculated for you and is listed at the end of each grant description. Those who can demonstrate that their project will be located in a federally defined poverty area are only required to contribute a 10 percent match of the total project budget. For the 10 percent required match divide the amount of your federal dollars request by nine instead of three.

Total Cost



General Formula

Step 1: $\frac{\text{Planned Allocation}}{3} = \text{Local Match}$

Example: $\frac{\$75,000}{3} = \$25,000$

Step 2: $\text{Planned Allocation} + \text{Local Match} = \text{Total Grant}$
 $\$75,000 + \$25,000 = \$100,000$



Appendix C: Forms and Attachments

- Interest E-mail
- Title Page
- Budget Form
- Pre-application Conferences

All forms are available on the Council's website at www.paddc.org/grant-funding-opportunities/rfp-book.

Applications will be accepted electronically via email **ONLY**.

All documents should be converted to Adobe Acrobat PDF
and submitted as one file to: **RA-pwpaddcrfa@pa.gov**

Interest E-mail

Your first step in applying for a Council grant is to send an interest e-mail message immediately. If you are considering submitting multiple applications, please send a separate interest message for each grant.

Send Interest E-mail to: **RA-pwpaddcrfa@pa.gov**

- Include the RFA # in the subject line
- In the body of the e-mail, list your contact name, your organization's name, and the e-mail address to which further information should be sent.

In order to receive the pre-application meeting minutes for any given activity, you must inform us of your interest in submitting an application via e-mail. Remember that these pre-application meeting minutes may contain important information regarding the preparation of your application or any addenda to this RFA.

The screenshot shows an email client window titled "RFA # - Message (HTML)". The interface includes a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", and "Help". Below the menu is a ribbon with various tools: "Clipboard" (Paste), "Basic Text" (font size, bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent), "Names" (Address Book, Check Names), "Include" (Attach File, Link, Signature), "Adobe Acrobat" (Attach File via Link), "Tags", "Voice" (Dictate), and "Immersive" (Immersive Reader). The email composition area has a "Send" button on the left and fields for "From", "To", "Cc", "Bcc", and "Subject". The "To" field is populated with "RA-pwpaddcrfa@pa.gov". The "Subject" field is labeled "RFA #". Below the fields, the body of the email is shown with the following text:

Contact Name:
Organization Name:
Contact E-mail Address:

TITLE PAGE
PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL
REQUEST FOR APPLICATIONS

Name of Grant:

RFA #:

Name of Applicant:

Street/P.O. Box #:

City/State/Zip + 4:

Contact Person & Title:

Telephone #: ()

Contact E-mail:

Applicant's Federal Identification Number:

Applicant's Vendor Number (if applicable):

Applicant's Unique Entity Identifier Number:

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.

Generic Social Change – Page ____ Meaningful Participation – Page ____

Systems Change – Page ____ Disparate Impact – 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)

Applications will be accepted electronically via email **ONLY.**

All documents should be converted to Adobe Acrobat PDF
and submitted as one file to: **RA-pwpaddcrfa@pa.gov**

**Note: We recommend creating your budget in a Microsoft Excel spreadsheet. A budget template and other resources are available at:
www.paddc.org/grant-funding-opportunities/rfp-book.**

Using the proper Excel form during the application process will expedite your approval process if your application is accepted for funding.

Budget Form

GRANT #

GRANTEE:

GRANT NAME:

GRANT PERIOD:

BUDGET CATEGORY	PLANNED ALLOCATION	LOCAL MATCH	TOTALS
PERSONNEL TITLE:			
SUBTOTAL PERSONNEL			
OPERATIONS:			
SUBTOTAL OPERATIONS			
Indirect Costs			
TOTAL			



Pre-application Conferences

Goal 1: Self Determination

Goal 2: Social and Systems Change

Goal 3: Community Living

Community AllianceApril 18, 2023, at 9 a.m.

Universal DesignApril 19, 2023, at 9 a.m.

Goal 4: Self Advocate Leadership

Gather for Change.....April 17, 2023, at 1 p.m.

Leading the Way: Advocates and Allies.....April 17, 2023, at 9 a.m.

Meeting CoordinationApril 17, 2023, at 11 a.m.

Policy Information ExchangeApril 17, 2023, at 3 p.m.

Notes:



PADDCC

PA Developmental Disabilities Council

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

The Sassafra is a natural symbol of perfect diversity. Graced with three distinct leaf shapes, each leaf and each branch of the Sassafra 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.





PADDC

PA Developmental Disabilities Council

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