

PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL



REQUEST FOR APPLICATIONS

*2027-2031 State Plan
for grants beginning July 1, 2027*

DEADLINE TO APPLY: February 1, 2027 by 2 p.m.



Published October 2026

Additional Funding Opportunities

available year round

Community Grants Program accepts applications on a rolling basis. This means you can apply at any time. Community Grants are intended to bring together people with and without disabilities in a local community initiative to influence social change and improve the lives of everyone in the community.

These grants are intended to support short-term projects lasting 12 months, and applicants can request funding in amounts up to \$20,000. Projects require a 25 percent local match and must align with one of our three goal areas.

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

Mission

PADDCC works to create positive change, so that people and their families build the lives they want with the support they need.

Vision

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

Value Statements

Guiding Principles, What We Stand For, What We Believe

Generic Social Change – We work to change generic systems for all people in ways that do not relate solely to disability.

Systems Change – We promote activities that make wide reaching changes through broad social and cultural systems.

Natural Part of the Human Condition – We believe disability is a natural part of the human condition.

Inclusion – We prefer activities to be integrated with people without disabilities in regular and generic settings.

Cross-disability – We work with people across disability communities when we share a common goal such as housing, health, employment, and community inclusion.

Intersectionality – We believe that the skills involved in understanding disability are related to the skills of embracing all forms of diversity.

Empowerment – We engage in activities that meaningfully involve people with disabilities from start to finish.



Pennsylvania Developmental Disabilities Council 2027 - 2031 State Plan

Goal 1: Advocacy

Pennsylvanians with developmental disabilities and their families will be effective leaders and advocate for systems changes on behalf of themselves and others.

- ✓ **Objective 1:** Each year an increasing number of advocates with developmental disabilities will build leadership skills to advocate for themselves and participate in cross-disability and culturally diverse coalitions.
- ✓ **Objective 2:** Each year, using peer-to-peer training, we will reach more Pennsylvanians to advance the rights of individuals with developmental disabilities.
- ✓ **Objective 3:** By 2031, PADDC will strengthen a statewide network of self-advocate led groups that will organize for collective action toward sustainable system change.

Goal 2: Information Sharing

Pennsylvanians with developmental disabilities, family members, and professionals will have access to more information and resources that will enhance the lives of individuals with developmental disabilities in their communities.

- ✓ **Objective 1:** By 2031, the number of reliable, easy-to-access, and easy-to-read resources created and shared with individuals with developmental disabilities, their families, and professionals will increase.
- ✓ **Objective 2:** Annually, at least 10 resources, and / or authentic stories will be shared to promote understanding and awareness of disabilities issues relevant to individuals with developmental disabilities.
- ✓ **Objective 3:** By 2031, outreach to individuals with developmental disabilities, families, advocacy groups, and allies throughout Pennsylvania will increase grassroots connections, collaborations, and cross-disability partnerships.
- ✓ **Objective 4:** When emerging issues arise or an emergency is declared in the commonwealth, the council will respond by providing information and assistance to support individuals with developmental disabilities as appropriate.

Goal 3: Services and Supports

PADDC will advocate for and support changes to service systems and community resources, so they will be more responsive, accessible, and flexible for individuals with developmental disabilities.

- ✓ **Objective 1:** Annually, PADDC will identify and advocate for at least three ways to reduce barriers to accessing services, improve quality of care, and increase coordination of services and supports across the lifespan.
- ✓ **Objective 2:** Annually, individuals with developmental disabilities and families will have at least four opportunities to provide input and perspective on system change and policy improvements.
- ✓ **Objective 3:** By 2031, more individuals with developmental disabilities will have access to individualized person-centered services to live independently and participate in and contribute to their community.



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- No grants this cycle

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(All forms and resources are also available on the Council's web site – www.paddc.org/grant-funding-opportunities/rfp-book)

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

Please contact us:

Voice: [\(717\) 787-6057](tel:7177876057) | Toll Free: [1 \(877\) 685-4452](tel:18776854452) | 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 2027-2031 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 developmental 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 developmental 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

Prior to submitting an application, we urge you to read the Request for Applications (RFA) book carefully and provide a full and detailed application. Applications that do not include the required materials and responses as described in the instructions, 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 mandatory items listed in 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 receive a lower 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. The application must be prepared in the format shared in this book and include all the parts described in these grant application instructions, including a budget narrative page, which details spending.
4. You must use the title page form included in Appendix C of this book. By signing the title page, you are agreeing to comply with the items outlined in the appendices.
 - You will abide by the Council's captioning and copyright policies as described in Appendix A.
 - 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
- A brief description of future plans, if the project is continued for 3-5 years.

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.

Mandatory Content

All applications should align with Council mission, vision and values and must include evidence of **generic social change, meaningful participation, systems change** and address **underserved communities**. Each of these areas should be included as part of your grant work. **Please use bold text for the headings** of the sections in your application for each of these content requirements so that reviewers can easily find this information.

Continued on next page.



2. Grant Application Instructions (Cont.)

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. 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. 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 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 statements 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. **Underserved Communities:** Council requires all grantees to recognize, describe, and take active measures to reach individuals and families who may be unserved or underserved because of race, ethnicity, economic status, age, gender identity, sexual orientation, geography, or disability. We ask that you consider which groups may be underserved, tell us how you determined the gap or need, and specifically, how you intend to alleviate the disparity in access within this subset of individuals with developmental disabilities and their families.

*An **example** of properly addressing underserved populations can be found in our stigma work in schools. The grantee described how LGBTQ+ individuals with disabilities, citing examples from both research and anecdotal evidence, were underrepresented and underserved. 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.*

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 underserved populations. 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 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.

Continued on next page.



2. Grant Application Instructions (Cont.)

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.

Partnerships: If your project is a collaborative effort with other groups or organizations, you must include a description of the group(s) involved and how each will contribute to the project. 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, construction (such as building ramps), 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.

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. All match must meet the same allowability,

reasonableness, and documentation standards as costs charged to the federal share (planned allocation) under 2 CFR 200.306. In-kind contributions must be described in your budget narrative, with the value claimed and how you determined it.

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

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

Operations: The operating expenses of your proposed budget should include all items that are not related to personnel or equipment costs. Included in operational expenses are sub-grant costs, consultant costs, travel costs, leased equipment costs, etc. Again, the 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 \$.76 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 15 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.

General Formula

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

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

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

Continued on next page.

Sample Budget

									RIDER 2-
									GRANT # 41000
GRANTEE:		ABCD Agency							
GRANT OBJECTIVE:		Title of Grant							
GRANT PERIOD:		July 1, 2027 to June 30, 2029							
BUDGET CATEGORY		DDC PLANNED ALLOCATION		LOCAL MATCH SHARE		TOTALS			
PERSONNEL TITLE:									
Project Director		\$0.00		\$25,001.60		\$25,001.60			
Project Coordinator		\$52,000.00		\$0.00		\$52,000.00			
Administrative Assistant		\$7,001.28		\$0.00		\$7,001.28			
Volunteers		\$0.00		\$6,938.88		\$6,938.88			
Fringe Benefits		\$20,261.04		\$0.00		\$20,261.04			
SUBTOTAL PERSONNEL		\$79,262.32		\$31,940.48		\$111,202.80			
OPERATIONS:									
Printing/Copying		\$1,400.00		\$0.00		\$1,400.00			
Postage		\$0.00		\$100.08		\$100.08			
Travel		\$3,000.00		\$1,000.00		\$4,000.00			
Supplies		\$5,000.00		\$2,000.00		\$7,000.00			
Communications		\$6,000.00		\$2,000.00		\$8,000.00			
Meeting Costs		\$24,660.00		\$0.00		\$24,660.00			
Trainings		\$25,200.00		\$3,600.00		\$28,800.00			
Consultants		\$5,200.00		\$0.00		\$5,200.00			
Sub-grant		\$12,580.00		\$0.00		\$12,580.00			
SUBTOTAL OPERATIONS		\$83,040.00		\$8,700.08		\$91,740.08			
Indirect Costs		\$7,697.68		\$17,802.32		\$25,500.00			
TOTAL		\$170,000.00		\$58,442.88		\$228,442.88			

Note: The Microsoft Excel template used to create this budget sample is available at: www.paddc.org/grant-funding-opportunities/rfp-book.

Continued on next page.



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. ($\$30.05/\text{hr} \times 8\text{hrs/wk} \times 52\text{wks} \times 2\text{yrs} = \$25,001.60$).

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 an annual salary of \$52,000 at 50 percent effort (\$26,000 per year), the project total cost 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 \$7,001.28. ($\$15.84/\text{hr} \times 4.25\text{hrs/wk} \times 52\text{wks} \times 2\text{yrs} = \$7,001.28$).

Volunteers: The project will use two volunteers, each spending 4 hours per month, to assist in all aspects of the project. This will be provided as in-kind local match. Based on the independent sector national value of volunteer time, currently \$36.14/hour, the match will be \$6,938.88. ($2\text{ people} \times 4\text{ hours/month} \times 24\text{ months} = \$6,938.88$).

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 \$20,261.04.

Project Coordinator	34.34 percent of	\$52,000.00 =	\$17,856.80
Administrative Asst.	34.34 percent of	<u>\$ 7,001.28 =</u>	<u>\$ 2,404.24</u>
			\$20,261.04

2. Operations

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

Postage: Estimated to remain under \$5/month to mail various correspondences. ($\$4.17 \times 24\text{mths} = \$100.08$). This will be allocated to local match.

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 the 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: Estimated at \$2,000 per every 6 months for the 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 at \$1,027.50/month ($\$1,027.50 \times 24 = \$24,660$).

Trainings: To provide trainings to teachers, administrators, resource officers, and other staff with our finished materials at an estimated cost of \$25,200. This breaks down to \$1,200/month for 2 years. ($\$1,200 \times 12 \times 2 = \$28,800$). \$25,200 will be allocated to the planned allocation and \$3,600 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

Indirect costs are calculated at 15 percent of the federal share. This includes administrative overhead, payroll, and business services. ($15 \text{ percent} \times \$170,000.00 = \$25,500.00$). This cost will be split between the planned allocation (\$7,697.68) and local match (\$17,802.32).



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., as time stamped by our receipt of the email, 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: RFA Pre-Conference Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/82790029608?pwd=aGr8KZ4KtbFXfHN5ATjF6FRA2M83n9.1>

Join and take notes

<https://us02web.zoom.us/j/82790029608?pwd=aGr8KZ4KtbFXfHN5ATjF6FRA2M83n9.1&mynotes=on>

Meeting chat link

<https://us02web.zoom.us/jc/82790029608>

Meeting ID: 827 9002 9608

Passcode: pzfl9v

One tap mobile

+13017158592,,82790029608#,,,,*238363# US (Washington DC)

+13052241968,,82790029608#,,,,*238363# US

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.

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.

Continued on next page.



3. General Information for Applicants (Cont.)

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 reaching underserved communities.

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? Is the local match clearly described and properly valued? Is there a clear connection between costs outlined in the budget and project activities?

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 monthly meetings with Council staff, 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: Advocacy

- Leadership Empowerment & Advocacy Fund

Goal 2: Information Sharing

- No Grants

Goal 3: Services and Supports

- No Grants

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



Leadership Empowerment and Advocacy Fund

To support and fund meetings and activities that facilitate and promote advocacy, community engagement, capacity building, system change, inclusion, and accessibility for people with developmental disabilities, their families, and allies.

Background

Under this RFA, the Council will fund one project to coordinate and finance both routine and intermittent meetings and activities on local, state, and national disability-related issues and solutions. This work will support Pennsylvanians to come together to engage in advocacy and system change, provide educational opportunities, and ensure accessibility and inclusion.

Note: (1) For this RFA, "meeting" is a general term intended to include business events, gatherings, round table discussions, conferences, etc. Meetings may occur throughout the Commonwealth, both virtual and in person, as considered necessary by the Council. (2) All required activities must be approved by Council and shall follow the Commonwealth's regulations and policies regarding travel and allowable expenditures.

Required Activities

1. Coordinate with assigned Council staff to conduct all required activities. Make all required payments and/or billing in a timely manner for all required activities outlined in this RFA.
2. Arrange, coordinate, complete financial transactions, and provide reimbursement for meeting logistics and related services. Meeting logistics and related services may include securing appropriate and accessible meeting rooms and facilities, audio visual technology, meal service (including alternative dietary needs), travel arrangements, childcare, support staff, stipends, and overnight accommodation at or convenient to the meeting site.
3. Arrange, coordinate, complete financial transactions, and provide reimbursement for meeting-related materials and services to support disability accommodation and accessibility needs. Such materials and services should be based on participant requests and may include American Sign Language (ASL) interpretation, Communication Access Realtime Translation (CART) captioning, language interpretation/translation, Braille, large print, audio-visual aids, or other technology as needed.
4. Arrange, coordinate, complete financial transactions, and provide reimbursement for fees and honorariums, accessibility, lodging and transportation, meals (including alternative dietary needs), and assistance for speakers, facilitators, consultants, and/or guests.
5. Provide reimbursement to individuals with disabilities and their families to attend events that promote leadership, education, and advocacy. Provide reimbursement to organizations to fund accommodation and inclusive services associated with meetings and activities that promote disability-related education and understanding, leadership, policy, public-official engagement, system change, capacity building, and 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 will be negotiated with the grantee. The parameters and amounts below are approximate (based on the previous experiences of the Council and anticipated outcomes) and are provided to give proposers guidance in preparing their budget.

- A. Meetings or conferences: \$20,000 per year
 - Up to 4 per year
 - 1-2 days each
 - Approximately 30 people per event
- B. National events: \$20,000 per year
 - Information and Technical Assistance Centers for Councils (ITACC)/National Association of Councils on Developmental Disabilities (NACDD) annual conference: Estimated at \$10,000 per year
 - Other national conferences: Estimated at \$10,000 per year
- C. Guest speakers/Subject matter experts: \$5,000 per year
 - Pay honorariums for speakers
 - Provide reimbursement for accessibility, lodging and transportation, meals (including alternative dietary needs), and assistance for speakers, facilitators, consultants, and/or guests.
- D. Scholarships/Accommodations: \$20,000 per year
 - Provide reimbursement for individuals with disabilities and/or their family members to attend conferences and educational meetings: Estimated 20 scholarships per year at \$750 per person
 - Provide reimbursement to organizations for disability-accommodation services (CART and/or ASL). For up to 5 organizations per year at \$1,000 per organization
- E. Leaders with Lived Experience Network: \$25,000 per year
 - Arrange and coordinate meeting logistics and services, complete financial transactions, and provide reimbursement for LLEN members (and their support staff and/or family members) to attend/participate in network planning and Leadership activities.
 - o Attend Council meeting: Estimated at \$3,000 per year
 - o Network planning and leadership activities at \$10,000 per year
 - o Other member organizations' support at \$12,000 per year
- F. Public input and participation: \$5,000 per year
 - Provide reimbursement for individuals with disabilities, family members, and subject matter experts to participate in public input opportunities through Council committees to achieve state plan goals.
 - Estimated at two meetings per year for up to 6 people
- G. DD network and coalition work: \$5,000 per year
 - In collaboration with our sister organizations under the Developmental Disabilities Act (Disability Rights PA and Temple University Institute on Disabilities) and other allied organizations (such as Centers for Independent Living (CILs), Arcs, disability/ally organizations), arrange and coordinate meeting logistics and services, complete financial transactions, and provide reimbursement for statewide listening tours, coalitions, advocacy, and engagement activities with individuals with disabilities and families.

Continued on next page.

Expected Outcomes

1. People with disabilities, family members, and allies will report increased opportunities for advocacy, capacity building and conducting system change activities.
2. People with disabilities, family members, and allies will report increased opportunities for participation and inclusion.
3. People with disabilities, family members, and allies will report increased opportunities to learn about issues important to the disability community social justice network, and they will actively seek to re-enfranchise and empower previously disenfranchised individuals and groups.

RFA#: 26-RFA-22030

Planned Allocation: One project @ \$100,000 per year for up to 5 years

Match Required: \$33,334 per year

Letter of Intent Due Prior to the Pre-application Conference Webinar

Pre-application Conference Webinar: Wednesday, December 9, 2026 at 10 a.m.

(see page 14 for instructions on how to access the webinar)

Application Due Date: Monday, February 1, 2027, by 2 p.m.



Appendix A:

Council Policies and Resolutions

- Federal Definition of Developmental Disabilities
- Council Resolution on Aversive Therapies
- Council Policies on Communications/Publications
 - ◆ Captioning
 - ◆ 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

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 captioning in their budgeted production expenses.

When creating video(s) the type of captioning used should make sense for the purpose of the product's use. PADDC partners should plan for video(s) to have captioning. To ensure completion of the project within the specified grant deadlines, adequate time should be allotted to account for production and editing. The final decision on how captioning will appear is at the discretion of PADDC who funds the project work.

Closed Captioning:

- Best for streaming platforms (like YouTube), broadcast TV, and general accessibility.
- Viewers can turn them on or off.
- Flexibility can be delivered in a separate sidecar file (like .vtt). This allows the user to customize the font size, background, and language.

Open Captioning:

- Best for short-form items like social media content (like TikTok or Facebook), are often watched muted.
- Automatically shows captions, therefore cannot be turned off.
- Creators have total control over the format, such as font, style, and position of the text, captions look the same for everyone.

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.; 2 CFR Part 200, Subpart F (Audit Requirements). If the grantee expends total federal awards of less than \$1,000,000 during its fiscal year, it is exempt from these audit requirements, but is required to maintain auditable records. Should your application be chosen for funding, the appropriate audit requirements will be reviewed with you prior to start-up.



Appendix B: Resources

- Sample PERT Chart
- 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 up to 15 percent to calculate your indirect costs.

Continued on next page.



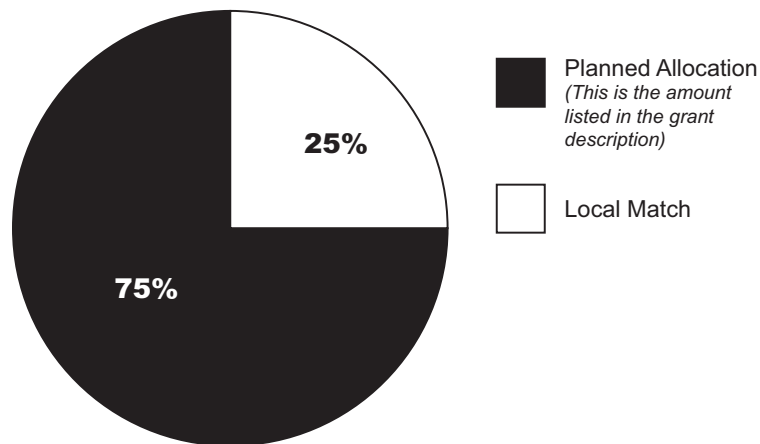
Appendix B: Resources (Cont.)

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 (File, Message, Insert, Options, Format Text, Review, Help) and a ribbon with various tools like Paste, Basic Text, Names, Include, Adobe Acrobat, Tags, Voice, and Immersive. The email composition area has 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 these fields, the body of the email is pre-filled 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, Underserved Populations and Generic Social Change, as detailed in the Grant Application Instructions of the Request for Applications book. Please use bold headings in your application where those descriptions are located.

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**

Budget Form

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 Conference

Goal 1: Advocacy

Leadership Empowerment and Advocacy Fund..... December 9, 2026, at 10 a.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

Health and Human Services Building
625 Forster Street, 2nd Floor
Harrisburg, PA 17120

