



**SOUTH CAROLINA**  
**Developmental Disabilities Council**

**2019-2020 GRANT FUNDING APPLICATION  
INSTRUCTIONS**

*For new and continuing projects | FY2020*

## **The South Carolina Developmental Disabilities Council**

The mission of the South Carolina Developmental Disabilities Council is to provide leadership in planning, funding, and implementing initiatives that lead to improved quality of life for people with developmental disabilities and their families through advocacy, capacity building, and systemic change.

The South Carolina Developmental Disabilities Council (DD Council) was established in 1971 by Executive Order (reauthorized in 2010 and 2015) to serve as the State's forum for issues concerning the needs of individuals with intellectual and developmental disabilities and their families. The Council empowers people with disabilities and their family members to achieve their maximum level of independence, productivity, and integration into the community. The Council receives funding under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act, P.L. 106-402) to provide assistance in the development and coordination of services and supports for people with intellectual and developmental disabilities and their families. As a result, no less than 70% of federal funding allotted to the DD Council is used to fund grant projects assigned to a Council State Plan objective.

The DD Council supports projects in three priority areas as detailed in the *2017-2021 Five Year State Plan*. The current plan, developed with input across multiple Council stakeholders including individuals with disabilities and their families, details three priority areas: Employment, Community Supports, and Self Advocacy. Each priority area includes objectives, and grants are awarded to projects addressing these objectives as determined by DD Council's standing committees.

### **Developmental Disability Defined**

Developmental disabilities are defined by the DD Act in two parts: A., generally, and B., infants & young children.

- A. In general—The term developmental disability means a severe, chronic disability of an individual that—
  - (i) is attributable to a mental or physical impairment or combination of mental and physical impairments;
  - (ii) is manifested before the individual attains age 22;
  - (iii) is likely to continue indefinitely;
  - (iv) results in substantial functional limitations in 3 or more of the following areas of major life activity;
    - a. Self-care;
    - b. Receptive and expressive language;
    - c. Learning;
    - d. Mobility;
    - e. Self-direction;
    - f. Capacity for independent living;
    - g. Economic self-sufficiency; and
  - (v) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
- B. Infants and Young Children—An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

## **Important Information for New and Continuing Grant Applicants**

### **Grant Period**

Funds will be available for 12 months beginning July 1, 2019 through June 30, 2020.

### **Funding**

Funding will be provided for a period of no more than 12 months. FY2020 projects in their first year may apply for continuation funding for one to two additional years. Renewal for a second or third year is dependent on the performance of the grantee to date, the availability of federal funds, and DD Council's priorities and recommendations.

### **Eligibility**

Governmental, other public agencies, or private nonprofit organizations with 501(c)(3) status may apply for DD Council funding. Applicants must be sufficiently organized to stand for an audit of their financial records and be prepared to show that they will not incur a profit from the receipt of these funds.

### **Deadline for First-Year Project Applications**

If proposing a new program in response to an RFP released in December 2018, submit the application to the DD Council office by 4:00 PM on Thursday, January 31, 2019, or the application must be postmarked no later than Thursday, January 31, 2019. *This deadline is for first-year grant applications only.*

### **Deadline for Continuation Applications**

Qualifying projects applying for continuation funding must submit application packets to the Council office by 4:00 PM on Thursday, January 17, 2019, or the application must be postmarked no later than Thursday, January 17, 2019. DD Council will notify qualifying projects by letter no later than December 2018 if the project is eligible for continuation funding and will provide the amount available. *This deadline is for continuation applications only.*

### **Executive Summary**

The applicant must submit an Executive Summary with the application. The summary may not be more than two pages in length, single spaced, 10-point Times New Roman, Arial, or Calibri typeface. The purpose of the Executive Summary is to provide Council members the most pertinent information about the proposal. Use the current version found on the Council's website: [scddc.sc.gov/](http://scddc.sc.gov/) .

### **Application Form, Collaboration Letters, and Q2 QPR**

The application form can be found on the Council's website. *Do not use previously issued applications.* Applications should be typed, single spaced, 10-point Times New Roman, Arial, or Calibri typeface. Applications should have every section filled out, and there is no page limit. Please be sure the application is formatted properly before submission.

Four to six letters of collaboration must be attached to the back of the application. ***Letters of collaboration must include specific activities and/or contributions by the partnering***

**organization. Letters supporting or praising proposed activities cannot be used as letters of collaboration.**

Continuing projects must submit the Q2 Quarterly Progress Report (QPR) with the application for continuation funding. Please provide the QPR only. Do not include supporting or supplemental program materials including surveys with the continuation application. Please note the continuing application deadline is earlier than the usual QPR deadline.

### **Summary of Materials to Submit**

The application must be complete to receive consideration. The following originals and copies must be submitted to the Council office before noon on the due date:

- Executive Summary
- Completed application form
- Four to six letters of collaboration attached to the back of the application
- Q2 QPR (*Continuing projects only*)
- Provide **1 original and 12 copies** stapled individually in the order listed above

***Do not bind applications or put into covers.***

### **Submit Applications by mail or in person**

Esther Williams  
SC Developmental Disabilities Council  
Edgar A. Brown Building  
1205 Pendleton Street, Suite 461  
Columbia, SC 29201

The DD Council office is located on the fourth floor of the Edgar A. Brown Building at the corner of Pendleton and Sumter Streets in the Statehouse Complex. The office is open Monday through Friday 8:30 AM-5:00 PM excluding State holidays. Public (metered) parking is available off of Pendleton street and South Main Street across from the Brown Building in addition to public (metered) parking on Sumter and Assembly streets bordering the Statehouse Complex.

*Applicants are advised to make certain a DD Council staff member receives the application packet. A letter acknowledging receipt will be provided after applications are received in the Council office.*

The application should be post-marked no later than January 17, 2019 (continuations) or January 31, 2019 (new) to be accepted by the DD Council office. **No applications will be accepted in the office after the 4:00 PM deadline.**

### **Technical Assistance and Questions**

Applicants with questions about completing and submitting the executive summary, application, or letters of collaboration may contact Valarie Bishop by phone, 803-734-0215, or by e-mail, [valarie.bishop@admin.sc.gov](mailto:valarie.bishop@admin.sc.gov) . Organizations that have not received DD Council funding within the last two years are encouraged to contact Council staff prior to completing an application.

<b><u>Resources for Applicants</u></b>	
• <a href="#">SC DD Council Homepage</a>	• <a href="#">2017-2021 Five Year State Plan</a>
• <a href="#">DD Act 2000</a>	• <a href="#">FY2020 Requests for Proposals</a>
	• <a href="#">FY2020 Grant Application Packet</a>

**Funding and Project Requirements**

**Funding may be subject to change**

Grant funding is subject to change according to the availability of funds, the number of proposals submitted, and the quality of the proposed projects. *Continuation funding is not guaranteed.*

**Costs Not Permitted**

A proposal will not be considered if it is an expansion or continuation of an existing project. The following costs will not be reimbursed:

- Purchase or lease of a vehicle;
- New construction, renovating, or remodeling;
- Audit fees; and
- Goods and/or services deemed ineligible by state or federal rules

***DD Council will not reimburse costs of items not listed on the grant application budget.*** For approved projects, reimbursements will be processed for budget items occurring on or after July 1, 2019. Any costs incurred prior to July 1, 2019 will not be reimbursed.

**Quarterly Progress Reports, Outcomes Surveys, and Satisfaction Surveys**

Approved projects are required to submit quarterly reports within 30 days from the close of each quarter. ***Late reports might delay reimbursements.*** Quarterly Progress Reports and surveys are available on the DD Council's website.

Quarter	Months	QPR Due
Q1	July 1-Sep. 30	Oct. 31
Q2	Oct. 1-Dec. 31	Jan. 11*
Q3	Jan. 1-Mar. 31	April 30
Q4	April 1-June 30	July 31

***\*Continuing projects must submit Q2 QPR with application.***

Proposals must include an evaluation plan to measure program outcomes and impact. Projects serving individuals with intellectual and developmental disabilities and their families must also survey for DD Council Performance Measures at least once during the program year. All participants must be surveyed for satisfaction.

**Replication**

Projects must demonstrate replicability. DD Council will collect and file project materials and deliverables including original curricula, publicity materials, presentations, forms, etc. These materials will become part of DD Council’s technical assistance library and may be duplicated and/or made available to additional parties without limitations.

**Match Requirements**

First-year projects must provide matching resources equal to at least 25% of the proposed total cost of the project. Match may be provided as cash or in-kind contribution: volunteer time, salaries, use of office space, utilities, supplies, donated equipment, and travel expenses, etc. which are necessary to accomplish the program activities, and allowable cost under the Grant Terms and Conditions. All matching resources must be documented in the same manner as reimbursed grant expenses. Cash match may be applied from local, state, public, or private funds which have no binding commitments.

***Federal funds may not be used as match.***

If a project is funded for a second year, the match requirement will increase to 35%. Third-year projects will require a 50% match. Example:

	Total Project Budget	Council Funds	Match
Year 1	\$40,000.00	\$30,000.00	\$10,000.00
Year 2	\$40,000.00	\$26,000.00	\$14,000.00
Year 3	\$40,000.00	\$20,000.00	\$20,000.00

***Note: Income derived from project operations must be approved by DD Council and used to offset project costs.***

**Application Composition**

All proposals must be typed in 10-point Times New Roman, Arial, or Calibri typeface.

Major points must be supported by facts and data, and grant activities must be evidence based.

The DD Council is most interested in receiving innovative proposals for well-planned projects. Successful proposals are quickly and easily understood, have direction, have broad support, and demonstrate a need in the community. Proposals must include planned key success measurement to support desired objectives. Measurement of these results will be essential to evaluating the success of the project.

**Advocacy, Self Advocacy, Capacity Building, and Systems Change**

Proposals must demonstrate how they will impact one or more of the following areas: Advocacy, Self-Advocacy, Capacity Building, and Systems Change in relation to the RFP Goal and Objective. Definitions are below:

**Advocacy** is speaking on behalf of or in support of another person and/or actively supporting a cause or proposal.

**Self Advocacy** is speaking up for yourself, making your own decisions about your own life, learning how to get information so that you can understand things that interest you, knowing your rights and responsibilities, problem solving, listening and learning, reaching out to others when you need help, and learning about self-determination.

**Capacity Building** is the process of organizational or personal development that focuses on understanding the obstacles that inhibit people, governments, and organizations from realizing their goals while enhancing abilities that will allow them to achieve measurable and sustainable results.

**Systems Change** is collaboratively engaging people and organizations to change the policies of government, agencies, and organizations to improve service delivery for people with disabilities and their families.

### **Review and Evaluation of Applications**

Members of the DD Council and the Council staff will review the application. Factors considered include:

- Applicant effectively addresses the requirements in the RFP.
- Proposal meets the appropriate goal and objective in the DD Council State Plan.
- Proposed expenditures are reasonable and necessary to meet the stated objectives.
- Amount and source of matching indicates strong commitment to the proposed project.
- Proposal demonstrates a need for the project.
- Applicant demonstrates the proposed service area has limited resources.
- The number of individuals with disabilities to be served or impacted is reasonable for the funds being requested.
- Project would take an innovative approach to solving common problems and overcoming barriers to independence, productivity, self-determination, inclusion, and integration.
- Proposal is clearly written, supported by facts, and includes a 12-month work plan with S.M.A.R.T objectives: specific, measurable, achievable, realistic, and timed.
- Project includes interagency collaboration and community-based programming that avoids duplication of services.
- Applicant has a plan for sustaining the project beyond maximum funding period of three years.

### **Application Instructions**

#### ***Page 1***

#### **RFP and Project Title**

Select the RFP the project addresses. All programming must refer to the RFP's corresponding State Plan Goal and Objective. Project titles should be limited in length and fit onto one line. Please do not include years in the title, e.g., 2019, 2020, etc. Proposals will not be accepted if any information is omitted from this section.

#### ***Pages 1-3***

#### **Project Budget**

Itemize anticipated expenses for the program under each budget category. Include portion of expenses requested from DD Council and the portion of expenses used as match. The totals for each category must match the totals on Page 1, only whole dollars should be used. Items, travel, etc. not included in the budget will not be reimbursed. Pages 2-3 include detailed budget by category:

## **Personnel**

List each position with the salary rate and the percentage of time allocated to the project. Include only persons who will be employees of the applicant organization. *Do not include consultants or contractual employees under the category.* List fringe benefits separately.

## **Consultants and Other Contractors**

Persons listed under the category should not be employees of the applicant organization. Include the fee rate and indicate if the rate is by hour, week, year, etc. Include the amount of time (number of hours, weeks, etc.) expected for each contractor. A contract must be on file with the applicant organization and a copy must be furnished to the DD Council upon request.

## **Travel**

Travel budget must be limited to project personnel. Show how costs are computed including which conferences will be attended and where. *Conferences and other travel expenses not written into the budget will not be reimbursed.*

## **Equipment**

Any item over \$2,500.00 which has a useful life of more than one year should be listed as equipment itemize by description, quantity, and unit price. The purchase of vehicles is not permitted. Equipment listed should be directly related to the project, and each item must be described in the budget narrative.

## **Other**

All allowable costs not listed in the above categories should be itemized in the section, including office supplies, office rent, utilities, postage, indirect cost, etc. No items described as "miscellaneous" or "other" will be funded. No extravagant items or gift cards may be purchased with DD Council funds. The costs allocated to office space must be at prevailing rates for the local area.

*An organization (hospital, post-secondary education institution, etc.) may charge indirect costs if it has a federally negotiated indirect cost rate. Documentation of the federally negotiated indirect cost rate must be submitted with the application. All state agencies must apply their indirect cost rate, and have an approved indirect cost rate on file with the South Carolina Department of Administration. The indirect cost rate may only be applied to the portion of the grantor budget which is eligible for indirect cost.*

For assistance completing the Project Budget, please contact DD Council's Grants Administrator, LaShannon Bethune, 803-734-0469, lashannon.bethune@admin.sc.gov

## **Page 4** **Budget Narrative**

Describe how each budget item will contribute to the project.



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**Organizational Income**

Per Section 507, list the total income the organization received in the previous fiscal year and is receiving or expecting to receive in the current fiscal year. This page must be filled out completely.

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**Project Narrative**

Describe the activities planned and how these activities impact the project's objectives. Link project activities to the RFP Goal and Objective, and describe how the project will impact the lives of individuals with intellectual and developmental disabilities and their families. Outline the project in sufficient detail to give the reviewer a clear understanding. Include the target population and the geographical area of South Carolina served. Describe the best or promising practices serving as the evidence base for the project's activities and the anticipated project deliverables. *Use this section to address the specific RFP requirements.*

**Page 7**

**Evaluation Plan Objectives**

Forecast how many people will be reached by the project's activities. DD Council measures the number of people with intellectual and developmental disabilities, number of family members, and number of other people participating in project activities. Establish objectives that DD Council programming staff can measure throughout the year. Objectives must be described in terms of measurable events which can realistically be completed during the program year with the available resources. Objectives must be timed and include a method of measurement.

**Page 8**

**Interagency Coordination**

Describe the applicant organization's qualifications to implement the project. Outline exactly how the applicant has involved and will continue to involve other agencies and groups in the community in developing and implementing the project. Explain how the project will promote interagency coordination leading to fewer fragmented systems of service delivery in South Carolina.

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**Impact and Continuation**

Describe the intended impacts of the project, and address the organization's efforts in securing long-term funding of the grant activities after Council funding ends. For continuing projects, describe major accomplishments, success stories, challenges experienced, and lessons learned. Also, describe how project activities will continue after Council funding ends. ***Continuing projects must submit the second quarter QPR with their application.***

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**Grant Implementation Schedule**

Describe the tasks planned to implement the project's activities, who is responsible, and during which part of the project year they will be carried out. Tasks should correspond to the evaluation plan objectives. Use additional pages if needed.

For assistance in completing the application, please contact DD Council's Director or Program Staff:

Valarie Bishop, Director

Phone: 803-734-4095

Email: [valarie.bishop@admin.sc.gov](mailto:valarie.bishop@admin.sc.gov)

Reyhan Miller, Program Coordinator

Phone: 803-734-0392

Email: [reyhan.miller@admin.sc.gov](mailto:reyhan.miller@admin.sc.gov)