



Department of Developmental Services

Disparity Funds Program

August 13, 2019
Question and Answer Teleconference

Fiscal Year 2019-20

Background

The Department of Developmental Services (Department) held a Disparity Funds Program Question and Answer Teleconference on August 13, 2019, from 1:00 – 2:30 PM.

Department presenters were Sylvia Hoggatt, Lucy Tran-Ruelas, Jessica Love, and Vicky Lovell.

Agenda

The purpose of the teleconference was to review the 2019/20 Disparity Fund Grant Program Guidelines, provide responses to questions submitted through the Disparity Program's e-mail address, and respond to additional questions from teleconference participants.

Important Dates and Information

- September 30, 2019: Proposals due by 5:00 pm PST.

Proposals must be submitted electronically to disparityfundsprogram@dds.ca.gov. Include in the subject line of the email "FY 2019-20 Disparity Grant Proposal." Proposals submitted past the deadline will not be considered.

Applicants are highly encouraged to submit Attachments A2, B, C, and D-2 in a Microsoft Word format, except for the A2 Section IV, also known as the signature page, which should be signed in blue ink and scanned in color. Attachment D-1, also known as the budget worksheet, should be submitted in an Excel format.

The Department will provide an acknowledgement upon receipt of proposals. If an applicant has not received an acknowledgement within 2 business days after submission of a proposal, please send an email to disparityfundsprogram@dds.ca.gov.

- October 1, 2019 to November 15, 2019: Initial proposal review.
- November 18, 2019 to January 2, 2020: Final proposal evaluation and selection process.
- By January 3, 2020: Notification of Department's determination will be made to all applicants.
- By January 31, 2020: A list of approved projects will be posted to the Department's website.
- January 3, 2020 to February 28, 2020: Finalization of measures, and any revisions to scope of work and budget, and development of grant agreements.
- By March 1, 2020: Execute grant agreements with awarded CBOs. The anticipated project start date is March 1, 2020.

Submittal Documents

Minimum submission requirements are as follows:

- Application checklist (A-1): This is a resource to make sure applicants have submitted all required documents.
- 2019 Disparity Funding Proposal, Proposal Cover Page (Attachment A-2): The cover page consists of two parts. Section 1 is for all applicants. Section 2 is only for existing projects submitting grant reapplications.
- 2019 Disparity Funding Proposal, Project Information (Attachment B): All applicants, including those submitting reapplications, must provide detailed information on the proposed future project.
- Schedule of Development/Activities Worksheet (Attachment C): In this Attachment, describe how the project will meet its stated goal(s), including the quarter in which each activity will occur and the responsible party(ies).
- Budget Worksheet and Budget Narrative (Attachment D-1 and D-2): Complete these attachments with a proposed project budget outlining associated costs and the total amount of funds requested. These attachments should be completed by the organization proposing the project as well as all subcontractors.
- Letter(s) of support (i.e., data sharing, collaboration/shared projects), as applicable if requesting data from the Regional Center or working with another organization as a partner or subcontractor.
- Supporting documentation about the organization (e.g., employer identification number status, information on the fiscal management service, if applicable and available), or business registration, and a list of board members.
- Universities of California and California State Universities: A completed Model Agreement, which assists in streamlining the grant process, is required.
- Community-based organizations (CBOs) must submit proposals concurrently to all regional centers (RCs) in the proposed catchment area(s) and to the Department. RC contact information is in Enclosure D of the 2019/2020 Disparity Funds Grant Program Guidelines.

Proposal Review Process

The Department will use a merit-based review process to ensure a fair review of each proposal. The proposal review process includes:

- Ensuring that the proposal is complete and timely and meets all minimum requirements set forth in the 2019/2020 Disparity Funds Grant Program Guidelines.

- Assessment of the organization's history of serving individuals with developmental disabilities, and/or underserved populations.
- Evaluation of the proposal's content against the established criteria (see Attachment E), Departmental and RC priorities, as well as community input and needs.
- For CBO proposals, timely input from the RC(s) within the proposed catchment is required before the Department makes a final determination on the proposal.

The Department will employ a three-phase review process.

Phase I

All proposals will be reviewed for timeliness, brevity, and organizational stability.

- Proposals that are submitted after the deadline will not be considered for further review.
- Proposals that exceed the page-limit requirement will not be considered for further review.
- Proposals from organizations and subcontractors that are not in good standing with the California Secretary of State, California Franchise Tax Board, and/or California Department of Tax and Fee Administration will not be considered for review.

For reference, the links to these entities are listed below:

- <https://businesssearch.sos.ca.gov/> -Secretary of State
- <https://onlineservices.cdtfa.ca.gov/#1> – Valid Sellers Permit
- <https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm> -Top 500 Tax Sales Delinquent
- <https://www.ftb.ca.gov/aboutFTB/Delinquent-Taxpayers.shtml> -Top 500 Income Tax Delinquent

Phase II

Projects that successfully passed Phase I will continue to Phase II, which includes Part A and Part B. Part A is only for reapplicants and part B is for all applicants.

Part A – Reapplication Only

RCs and CBOs proposing to continue a previously awarded project will be evaluated on their responses to Section II on the cover page.

The evaluation will consider if there is evidence of progress in project activities and project measures, the objectives of the project, how their project will transition into the proposed project, and how those activities and measures will complement the newly proposed project.

The review panel will evaluate and score proposals, using the criteria in Attachment E. The scores from all reviewers will be averaged to create a final score. Proposals scoring 10 points and above out of 14 possible points in phase II, part A are eligible to continue to phase II, part B.

Failure to complete Section II on the cover page, when applicable, will result in a score of zero in phase II, part A, which will eliminate the proposal from further consideration.

Part B – New and Reapplication

The review panel will evaluate and score proposals, using the criteria listed in Attachment E. The scores from all reviewers will be averaged into a final score for each proposal. Proposals scoring 38 points and above out of 54 possible points are eligible for funding and may be awarded. To ensure the needs of the community are met, the Department may adjust the scoring criteria.

Phase III

In the third phase, proposals that passed phase II will be evaluated using the criteria listed in Attachment E. Reviewers will evaluate the proposals by intended target population, catchment area, and project type.

Question and Answer Session

Attachment Addendum

- 1. Attachments A-2 and C, which download from the website, are not the same as in the Guidelines. In Attachment A-2 (Cover Page), the download does not include Section 1. In attachment C (Schedule of Activities and Measures), the second year dates are the same as the first year dates in the download but different in the Guidelines.**

The downloads for Attachments A-2 and C have been corrected, and updated versions of both attachments are now available on the website.

- 2. In Attachment A-2 Section 2, there is an asterisk for the awarded column that refers to 6A but there is not a 6A included?**

This download has been corrected and now refers to E1 instead of 6A. The corrected downloadable version is available on the website.

Budget

- 3. If my project is approved, is there a negotiation that takes place related to my budget or scope of work?**

In reviewing approved projects, the Department may determine that the proposed deliverables and/or budget need to be adjusted to better address the needs of the target population. The budget may also be adjusted if it is determined that certain costs are not reasonable or related to the goal of the project.

4. Do each of the subcontractors for our project need to complete a budget sheet and a budget narrative?

Subcontractor costs are project activities performed by another organization that is not an employee of the grantee.

On your budget worksheet (D-1) and budget narrative (D-2) under operating expenses, you will include the subcontractor name (if known), function, and total budget. For example, XYZ Translation (subcontractor name), Spanish translation service (function), and \$1,000 (total budget).

Then, each subcontractor will complete a budget worksheet and budget narrative for each of its line items under personnel and operating expenses.

Then the project and each known subcontractor will sign the proposal certification in Section IV of Attachment A-2.

5. If a project is reapplying to expand its current project, does the proposed budget need to be similar to the current project?

The proposed budget for the reapplication does not need to be the same as the current project. The proposed reapplication budget expenses should be reasonable for project activities, related to the goal of the project, and not prohibited under state laws, regulations, or disparity grant program requirements.

Schedule of Activities

6. In developing the activities for Attachment C (Schedule of Activities and Measures), should we include each individual activity, such as “determine the schedule”, “send out advertisement dates”, etc. or should we group activities into one line, such as “plan an outreach event”?

On the Attachment C, include concrete higher level activities (“plan outreach event”, “hold outreach event”), which may also include a project measure, such as “number of participants in the outreach event.”

7. Is there a preference for 12-month projects over 24-month projects?

The typical project is 12 months but a longer period can be considered if necessary to achieve the project activities and goals.

Evaluation

8. Is one project type preferred over another project type during the project evaluation?

No, there is no preference for one project type. All proposals go through a competitive process in which the project must link to an identified issue or barrier in the local community or statewide. The barrier may have been identified through purchase of service (POS) data, stakeholder feedback, and/or regional center plans and recommendations to promote equity and reduce disparities.

Project Demographics

9. Can a project serve more than one project type?

Yes, you may have more than one project type in your proposed project. For example, a Promotora project can also provide parent education. The primary project type would comprise the majority of the activities, time, and resources. In addition, all proposed project types should support the goal of the project and the needs of the community.

The proposed number of individuals impacted for each target population by ethnicity, will be based on the primary project type. This proposed number may differ from the secondary and/or tertiary project type.

10. Can there be more than one similar project in a catchment area?

More than one similar project in a catchment area may be considered. In Attachment B, you will explain how the target population is underserved and how your project meets a need that is not currently being met by a current project.

Reapplication

11. In Attachment A-2 Section 2 Fiscal Information, what date should be used for the close of this fiscal reporting in the “Expended” column?

The expended amount should be through July 31, 2019.

12. If my organization was awarded last year, would we need to do a reapplication if applying for 2019/20 grant funding?

If your project was awarded in a previous year and you want to continue your project either maintaining, expanding or decreasing the target population, geographic area, activities or objectives, then you need to complete the reapplication section. If you are proposing a new project without any relationship to your current project, then you would not need to complete the reapplication section.

13. Can we reapply for 2019/20 disparity grant funding if our project ends in August 2020?

For fiscal year 2019/20 disparity grant funding, the project must have an executed grant agreement and begin project activities by June 30, 2020. All projects are awarded through a competitive process and there is no guarantee that a proposal to continue a project will be approved.

- If your current project activities and objectives will be completed earlier than anticipated in April or May 2020, then you could apply for 2019/20 disparity grant funding.
- If you anticipate that your current project will not be completed by August 2020, then you can request an extension for time to complete your current project activities and then apply for disparity grant funding in 2020/21.
- If your current project ends in August 2020, then you can apply for 2020/21 disparity grant funding.

- 14. If we are reapplying to continue a project that began in March 2019, do we base our progress on what has been achieved to date or by the end of the project?**
 In Attachment A-2 Section II questions N and O, you will include what your project has accomplished to date; and in questions P and Q, you will include what activities your project remains to complete.

Reporting

- 15. What is the anticipated start date for a project that is awarded funding for fiscal year 2019-20?**
 The anticipated start date for the project is March 1, 2020, after the grant agreement has been developed, and signed by the grantee and the Department.
- 16. What turnaround time does the Department anticipate for a project to comply with requirements that “all surveys, assessments, and other measurement tools must be sent to the Department before they are used?”**
 All grantees who will be developing surveys or similar assessment tools will be required to send those tools to the Department’s Research Section prior to implementing them in their programs. The Research Section will provide feedback within 10 business days. Please incorporate this process into your activity schedule.
- 17. What period will the first quarterly report cover for the 2019/20 projects?**
 The anticipated start date for projects will be March 1, 2020. The first quarterly report will cover a four-month period from March through June 30, 2020, and the following quarterly reports will cover three-month periods. Projects may submit quarterly reports any time after the end of the reporting period.

The Quarterly Progress Report and Quarterly Claim Expense form are due annually as follows:

Report Number	12 and 24 Month Projects	
	Due Date	Period Covered
1	July 31, 2020	Start of project to June 30, 2020
2	October 31, 2020	July 1, 2020 to September 30, 2020
3	January 31, 2021	October 1, 2020 to December 31, 2020
4	April 30, 2021	January 1, 2021 to March 31, 2021
	24 Month Projects (Continued)	
5	July 31, 2021	April 1, 2021 to June 30, 2021
6	October 31, 2021	July 1, 2021 to September 30, 2021
7	January 30, 2022	October 1, 2021 to December 31, 2021
8	April 30, 2022	January 1, 2022 to March 31, 2022

- 18. For projects funded for 2019/20, is the reporting going to be similar to the reporting for current grant projects?**
 Yes, the reporting will be quarterly with a similar reporting format to the 2018/19 funded projects. The Department may require additional information upon reviewing the quarterly reports.