



Funding Announcement Title: Promoting Service Access and Equity Grant

Funding Announcement Number: FY 20/21

Announcement Type: Initial

Open Date: Oct 12, 2020, 10:00 AM PDT

Close Date: Dec 2, 2020, 5:00 PM PDT

Announcement Narrative:



Department of Developmental Services

# Promoting Service Access and Equity Grant

## Promoting Service Access, Equity, and Reducing Purchase of Service Disparities for Californians with Intellectual and Developmental Disabilities

### Grant Guidelines for Applicants

Fiscal Year 2020-21

#### Our Vision

Our vision is to create transformational changes toward a culturally and linguistically competent developmental disabilities system, which reflects service quality and is responsive to the beliefs, values, attitudes, language, behaviors, and choices of the diverse individuals and their families who receive services.

#### Background

California's landmark 1969 Lanterman Developmental Disabilities Services Act provides an entitlement to services and supports for individuals with intellectual and developmental disabilities, regardless of age, race, ethnicity, spoken language, or economic status. In FY 2020-21, the state's 21 nonprofit regional centers (RCs) are expected to serve over 360,000 individuals. Individuals served by RCs reflect the diversity of California, comprising at least 23 ethnicities and more than 45 languages.

Annually, RCs collaborate with the Department of Developmental Services (Department) to gather and report data related to purchase of service (POS) authorization, utilization, and expenditures for each RC per Welfare and Institutions Code (W&I) section 4519.5. This POS data indicates there are significant disparities based on race and ethnicity. RCs also undertake activities to identify significant disparities, and barriers to equitable access to services and supports, and to develop recommendations and plans to reduce existing disparities. Annually, RCs are required to

report to the Department: 1) actions taken to improve public attendance and participation at stakeholder meetings related to POS data; 2) copies of minutes and attendee comments; and 3) the RC's recommendations and plan to promote equity and reduce disparities in POS, if the data indicate a need to reduce disparities. Due to the impact of COVID-19, the timeframe for which RCs are required to conduct public meetings to discuss their POS data was extended to August 31, 2020, and the time for providing the annual report was extended to December 31, 2020. For this grant cycle, grantees are advised to use the most current posted RC POS reports and recommendations to submit their grant proposals.

The Department is committed to using the lens of cultural and linguistic competence to focus on disrupting social injustices and racial inequalities within the developmental services system. The COVID-19 pandemic amplifies the importance of addressing challenges consumers and families face in accessing services. The Promoting Service Access and Equity Grant will be used to make measurable progress in reducing disparities and shifting the developmental services system to be more culturally and linguistically competent.

## Grant Focus for 2020-21

This year's grant focus is on the development of culturally and linguistically responsive strategies that will lead to individual and family empowerment and improved access to services and supports.

The Department has identified key grant priorities with input through its Developmental Services Task Force Service Access and Equity workgroup meetings, statewide stakeholder engagement meetings, community-based organization meetings, and individual and family testimony. Priority areas of focus are:

- Building leadership capacity to increase representation and voice in the developmental services system for self-advocates and families in diverse communities.
- Creating collaborative opportunities for connection and learning between individuals, families, service providers, and regional centers.
- Improving access to technology, to include training for self-advocates and families.

The Department seeks proposals that are innovative, demonstrate the capacity to carry out proposed activities and result in sustained strategies and collaborations after completion of the project. Proposals must address a local community or statewide issue/barrier identified through POS data, stakeholder feedback, and/or RC plans and recommendations to promote equity and reduce disparities.

## Available Funding and Project Term

Total funds of \$11 million will be awarded in the 2020-21 grant cycle. The typical project term considered for funding is 12 months. However, projects with a term up to 24 months may be funded if necessary, to achieve proposed project activities. For more information on the previously awarded grants, go to the Department's webpage [here](#).

## Request for Proposal Timeline

The Department is seeking proposals from organizations with strong ties to the developmental services system. To be considered for funding, applicants must apply online at [GrantVantage - DDS Application Process](#). All proposals are due by 5:00 pm PST on December 2, 2020.

### Timeline:

- October 12, 2020: Release of 2020-21 Promoting Service Access and Equity Grant Guidelines.
- October 23, 2020: Bidder's Conference for interested applicants.
- December 2, 2020: Proposals due by 5:00 pm PST.
- December 3, 2020 to January 30, 2021: Proposal evaluation and selection process completed.
- By January 30, 2021: Notification of grant awards will be made to all applicants and will be posted to the Department's website.

- March 2021: Projects are anticipated to begin by March 2021 but no later than May 2021. Actual start dates will be dependent on the date the grant agreement is completed upon award.

## Online Application

For the 2020-21 Promoting Service Access and Equity Grant application process, applicants will submit proposals using the Department's online grant management system at: [GrantVantage - DDS Application Process](#).

- Applications will be submitted online through the GrantVantage system.
- Applicants will be required to follow a series of steps to submit their application:
  1. Create an Applicant Profile
  2. Answer applicant questions
  3. Complete an Activities Template
  4. Complete a Budget Template
  5. Upload a Budget Narrative using information in Attachment C
- Applicants will send technical support questions to GrantVantage at [applicantssupport@grantvantage.com](mailto:applicantssupport@grantvantage.com). Technical assistance will be available during business hours 8:00 am - 5:00 pm PST until November 30, 2020.
- Applicants will watch the online DDS Applicant video to complete the application process [here](#).
- For questions about the grant content, applicants will submit questions to the Department at [SAEgrantprogram@dds.ca.gov](mailto:SAEgrantprogram@dds.ca.gov).
- FAQs for the 2020-21 grant will be available on the Department's website [here](#) and will be updated based on questions received.
- Applicants who are CBOs must submit their application to the RC(s) for review. At the end of the application process, CBOs will download a PDF file of their completed grant application, objective activities, and budget template to submit to the RC(s) connected to the proposed project.

## General Information

- Organizations that plan to work together are strongly encouraged to submit one application rather than separate applications from multiple organizations.
- University of California (UC) and California State University (CSU) organizations applying for grant funding must complete a Model Agreement concurrent with the application proposal. The Model Agreement template can be found at the Department of General Services' webpage [here](#). Please note that the Department will require changes to the terms listed in the University Terms and Conditions.

## Project Types

Applicants will be asked to select the project type that best describes their activities from the list below:

- Education and Training:
  - Increase self-advocate/family knowledge about topics relating to service access, the regional center system, leadership development, business development, advocacy, independent facilitation, and developmental disabilities.
  - Increase cultural and linguistic competency with implicit bias training for professionals.
- Engagement/Outreach - Increase community awareness and engagement through outreach activities (e.g., informational presentations, fairs, developmental screening events).
- Community Connector - Utilize community leaders, family members, and self-advocates to provide individualized support to assist families with service access (e.g., Promotora, Peer/Parent Mentor, Navigator or Independent Facilitator).
- Workforce Capacity/Development - Diversify and increase cultural and linguistic competency of regional center and/or service provider staff, expand available workforce, and promote business ownership from diverse communities.
- Translation - Improve language access through high quality, culturally relevant translation and interpretation of key system processes to improve individual ability to navigate the system effectively.

## Grant Activities

Proposed grant activities should be clear in their design and in detail about the expected benefit or impact to the targeted population's consumer and/or family experience. All grant activities that are planned to occur in-person need to have a clear safety plan for grantee staff and participants to comply with all state and local health guidelines.

## Grant Measures

All projects are required to report data to show progress and outcomes of activities. Projects may provide quantitative or qualitative data, or both.

- Quantitative data can be measured, such as the number of participants in Community Connector program, pre/post surveys that are scored with numbers, and comparison of POS expenditures before and after participation in a project.
- Qualitative data is a description, such as what participants say they learned in an orientation. Qualitative data is used to gain an understanding of underlying reasons and motivations and uncover trends in thoughts and opinions. Qualitative data may be collected using open-ended written or verbal questions in surveys, focus groups, and interviews. Findings from qualitative data are typically summarized in writing.

## Standard Measures

All parent education, training, and Community Connector projects must provide pre/post assessments to measure their impact on participants. The Department has a standardized set of measures for Community Connector projects that must be used that can be found [here](#). Grantees may also collect additional information for these projects.

## Grant Budget

Proposed budgets need to be directly tied to proposed grant activities and reflect reasonable costs. Grant budgets may not be used for activities that the organization is otherwise funded to conduct. Administrative costs are limited to 15% of the grant total. A list of allowable and unallowable expenses is located [here](#).

## Quarterly Progress Reports

Reports will be required every quarter over the course of the project and are due to the Department on the last day of the month following the end of each quarter (e.g. January 31, April 30, July 31, and October 31). Quarterly reports for 20-21 projects will be submitted in GrantVantage by updating data, inputting qualitative activity progress, and other project information updates as needed. The reports will be used to assess performed activities and whether the project is on target with the approved work plan. The Department may request additional information regarding progress and supporting documentation.

## Final Reports

Grantees shall finalize their data and complete final required report information in GrantVantage within forty-five days of termination of the project. Final reports will be posted to the Department's website.

## Proposal Review Process

### Applicant Eligibility

Proposals from organizations and subcontractors must be in good standing with the California Secretary of State, California Franchise Tax Board, and/or California Department of Tax and Fee Administration to be considered for review.

The Department will use the following links to verify organizational standing:

- [Secretary of State](#)
- [Valid Sellers Permit](#)

- [Top 500 Tax Sales Delinquent](#)
- [Top 500 Past Due Balances](#)

### Reapplications

If your proposal will continue a previously awarded project without changes to the target population, geographic area, activities, or objectives; or, if your proposal will expand a previously awarded project into other target populations, geographic areas, activities, or objectives, your application is considered a reapplication. Reapplications that report remaining funding is sufficient to continue activities in the 2020-21 year will not be considered for funding.

Applicants proposing to continue an active grant project (funded in 2018-19 or 2019-20) will be asked to provide information about their current grant and the following questions:

1. Provide a clear and concise explanation of the current grant’s project activities and accomplishments to date. If activities have not been completed, why not? Provide examples of what challenges that prevented your project from meeting your planned activities and measures (other than the pandemic) and describe how you will address these challenges.
2. Provide a clear and concise summary of the current project impacts, outcomes and key lessons learned to date. Include data and participant experiences or other information that demonstrate the current project outcomes and impacts in serving the target communities.
3. Provide a clear and concise description of project activities and measures that remain to be completed. Explain why these activities and measures have not been completed during the current grant period.
4. Describe how your current project will transition into the 2020-21 proposed project, if awarded. Include whether your proposed project expands or continues your current project. If your proposed project expands on your current project, what activities, measures, or target groups are being added?

### Reapplication Evaluation

Each question above will be rated as follows:

- **Exceptional** - Exceeds the minimum requirements and describes progress made and what has been accomplished, how the activities impacted the community a clear description of activities to be completed and transition plan.
- **Adequate** - Satisfies the minimum requirements and generally describes progress made, how previous year funding has impacted community and description of activities to be completed and transition plan.
- **Inadequate** - Does not satisfy the minimum progress or impact requirements or activities to be completed and transition plan.

If the reapplication scores two or more “Inadequate” ratings from the areas above, the reapplication will not be considered for funding.

### All Applications

All applications that pass the previous evaluations will advance to a panel review. A review panel will evaluate and score each proposal. The scores from all reviewers will be averaged into a final score for each proposal. Proposals scoring 70 points and above out of 100 total possible points are eligible for funding and may be awarded. The Department may consider applications scoring less than 70 points to ensure the needs of each catchment area are met. If identified, the Department will work with these applicants to modify application details to strengthen the proposal.

Application Scoring Criteria	Point Value
Provide a clear and concise project summary that includes a defined target population, catchment area, and project design. Specifically describe what your project will accomplish and how it will benefit the community served.	15
What experience does the organization/group have working with the target population?	15

Explain how the target population(s) are underserved using RC POS data or other data as supporting evidence of the disparity.	5
How did your organization use input from the community and/or target population to design the project?	5
How will your project improve equity, access and reduce barriers to services for individuals with intellectual and developmental disabilities and their families and is sustainable?	10
How does this project support the RC plan to promote equity and reduce disparities in their catchment area? If you are a RC, how does this project support your recommendations and plan to promote equity and reduce your identified disparities? How will your project collaborate with other organizations that serve individuals with intellectual and developmental disabilities and their families?	10
The schedule of activities and measures clearly and specifically demonstrates the operational details and steps that the project will take to achieve its stated goals, activities, and measures.	15
The proposed measures are appropriate to track project goals and activities, provide insight into the effectiveness of the overall design of the project and demonstrate how the impact on the community will be evaluated.	10
The project budget is consistent with stated projected goals and activities, and clearly and concisely explains how the proposed expenditures support the overall project design. The project budget costs are clearly associated with the project activities and goals. The project budget does not include non-allowable costs. The overall project budget is appropriate to the outcomes proposed.	15
<b>TOTAL POSSIBLE SCORE</b>	<b>100</b>

### **Funding Review**

All applications achieving a passing score will be reviewed by the Department and assessed for funding within the \$11 million available. Reviewers will evaluate the proposals by intended target population, catchment area, and project type. The Department will prioritize funding projects that align with the identified focus areas, focus populations, the additional needs of each catchment area (after consideration of ongoing projects), and RC input. If necessary, applicants will be asked to clarify or adjust proposed goals, activities, measures and/or data collection methods.

### **Funding Review Scale:**

- **Meets** - Satisfies the minimum requirements.
- **Does not Meet** - Does not satisfy the minimum requirements

<b>Additional Considerations</b>	<b>1 = Meets 0 = Does not Meet</b>
The project's target population does not duplicate current efforts in the same catchment area.	
The project targets a catchment area that is new and presently not being served.	
There are no similar project types (outreach, education, etc.) in the catchment area to what is being proposed.	

### **Notice of Decision and Grantee Responsibilities**

By January 30, 2021, the Department will notify all applicants of the final decision via email. If the applicant is awarded funding, the notice will contain a formal cover letter, feedback on measures/data collection methods, and a grant agreement. After final awards are made, approved project proposals will be posted on the Department's website [here](#). All grant agreements will be signed with DocuSign.

### **Invoicing and Payments for Grantees**

#### **Payee Data Record**

Prior to the issuance of payments to grantees, a [Payee Data Record Form STD 204](#) must be submitted to the Department. The form is used to set up the tracking of payments issued from the State Controller's Office to the grantee.

**Financial Management Services (FMS) Requirement**

CBOs may utilize an FMS provider to increase program fiscal accountability. FMS providers can make payments on the organization’s behalf and ensure that program funds are only used for authorized items.

CBOs must use an FMS if the CBO, or any of its CBO partners, does not have an established EIN. The cost of FMS providers varies. The costs associated with an FMS must be included in the budget under operating expenses. The FMS must also be listed on the Payee Data Record form (STD 204) when the proposal is submitted. For more information about FMS services, please refer to the appropriate RC for a list of FMS agencies.

**Payment Schedule for CBOs**

**Award Amount at or Above \$100,000**

Project award amounts over \$100,000 will be paid, upon receipt of an invoice, as follows:

1. An initial payment of 25 percent of the approved grant amount will be made after execution of this Agreement and submission of the first invoice by the Grantee to the Department.
2. A second payment of 25 percent of the approved grant amount will be made after the following conditions have been met:
  1. The Department’s has determined that the Grantees is meeting deliverables in accordance with Grant application and approves the first Quarterly Progress Report;
  2. The Department has determined that the expenses in the first Quarterly Expense Report are appropriate and in accordance with the approved Budget; AND
  3. The grantee has expended at least 60 percent of the initial advance payment.
  4. An invoice shall be submitted to the Department after the above conditions have been met.
3. A third payment of 25 percent of the approved grant amount will be made in accordance with the above requirements set forth in 2) for the second Quarter.
4. A fourth payment of 15 percent of the approved grant amount will be made in accordance with the above requirements set forth in 2) for the third Quarter.
5. A final payment of 10 percent of the approved grant amount will be made after all of the following conditions have been met:
  1. The Grantee delivers its Final Report to the Department within 45 days of termination of the project;
  2. The Grantee provides a final accounting and reconciliation of funds received and actual Grant expenditures and delivers its accounting and reconciliation to the Department
  3. The Department has reconciled Grantee’s invoices against its expenses, and the Department has made a determination that allowable expenses have exceeded the advance payments paid by up to 10 percent; AND
  4. The Department has made a determination that Grantee has satisfactorily completed all the terms and conditions required by this Agreement, including providing any additional information requested by the Department.
  5. An invoice shall be submitted to the Department after the above conditions have been met.

Sample Report Submittal Schedule for 12-month Project	Sample Payment Schedule for 12-month Project
Submit Initial Invoice	Receive first payment of 25 percent of approved grant amount after grant execution and submittal of first invoice.
Submit 1 <sup>st</sup> Quarterly Report	Submit second invoice upon approval.
Submit 2 <sup>nd</sup> Quarterly Report	Submit third invoice upon approval.
Submit 3 <sup>rd</sup> Quarterly Report	Submit fourth invoice upon approval.
Submit 4 <sup>th</sup> Quarterly Report	Receive approval of Quarterly Report. No invoice is submitted.
Submit Final Report	Submit final Invoice after approval of Final Report

For two-year projects, the payment schedule will consist of 10 payments (5 in Year 1 and 5 in Year 2), based on the

approved annual budget for each year. In addition, in Year one, an expanded fourth quarterly progress report must be submitted; and, in year Two, a final report must be submitted within 45 days of the completion of the project. Both reports will be in a format determined by the Department.

**Award Amount Below \$100,000**

Project award amounts under \$100,000 will be paid, upon receipt of an invoice, as follows:

1. An initial payment of 90 percent of the approved grant amount will be made after execution of the Grant Agreement and submission of the first invoice by the Grantee to the Department.
2. Final payment of 10 percent of the approved grant amount will be made after all of the following conditions have been met:
  1. The Grantee delivers its Final Report within 45 days of termination of the project;
  2. The Grantee invoices a reconciliation of the total amount received by the Grantee with a final accounting of actual Grant expenditures and delivers its reconciliation and accounting to the Department;
  3. The Department has reconciled Grantee’s invoices against its expenses; AND
  4. The Department has made a determination that Grantee has satisfactorily completed all the terms and conditions required by this Agreement, including providing any additional information requested by the Department.

Sample Report Submittal Schedule for 12-month Project	Sample Payment Schedule for 12-month Project
Submit Initial Invoice	Receive first payment of 25 percent of approved grant amount after grant execution and submittal of first invoice.
Submit 1 <sup>st</sup> Quarterly Report	Submit second invoice upon approval.
Submit 2 <sup>nd</sup> Quarterly Report	Submit third invoice upon approval.
Submit 3 <sup>rd</sup> Quarterly Report	Submit fourth invoice upon approval.
Submit 4 <sup>th</sup> Quarterly Report	Receive approval of Quarterly Report. No invoice is submitted.
Submit Final Report	Submit final Invoice after approval of Final Report

**Note:** CBO invoicing and payments may be adjusted based on the approved total budget, the duration of the project, Department approved activities, and the needs of the approved project.

**Payment Criteria and Invoice Submittal**

Grantees must obtain Department approval of their quarterly report prior to submitting an invoice. An invoice is required for payment and the invoice will be submitted online using the Department’s grant management system (GrantVantage).

**Invoicing and Payments for RCs**

RCs will invoice and receive payments through the existing allocation and payment process. RCs must track and report individual project costs in GrantVantage.

**Supporting Documentation**

Grantees shall maintain supporting documentation for all expenses for each line item. Supporting documentation may be requested to support expenses at any time and be subject to audit during and after completion of the grant project. Examples of supporting documentation include but are not limited to the following:

- Timesheets
- Travel receipts (e.g., meals, hotels)
- Mileage logs
- Cancelled checks (stamped by the institution from which the money is drawn to indicate funds guaranteed on the check have been paid)



- Bank statements
- Purchase receipts
- Attendance records (e.g., workshops, trainings)

## Project Change Requests and Amendments

All requests for project modifications and budget changes will be requested and processed through the DDS grants management system (GrantVantage). Prior to implementing a change, grantees must receive Department approval. Grantees are required to complete a request for a project modification for any amendments to the approved project activities, including, but not limited to: deviation from the initial intent of a proposed activity, unexpected obstacles or delays in project implementation, or anticipated changes to the line items in the approved budget.

The Department will review request(s) and work with grantees to identify necessary actions to address any modifications. The Department must approve any project modifications or amendments prior to implementation. Access to the DDS grants management system (GrantVantage) will be provided to the grantee upon completion of the DDS online certification program and successful execution of the grant agreement.

## Definitions of Key Terms

### **Community Based Organization (CBO)**

For the purposes of this funding, a CBO is defined as a public or private nonprofit, or private for profit- organization that is representative of and advocates for a community or significant segments of a community. Each CBO must describe its organization and clearly state how it meets the definition of a CBO.

### **Regional Centers (RCs)**

RCs are private nonprofit corporations that contract with the Department to provide or coordinate services and supports for individuals with developmental disabilities. There are 21 RCs in California.

### **Purchase of Services (POS)**

Refers to authorization for and purchase of RC services for consumers and includes service authorizations and expenditures. POS expenditure data represent the cost of services that the RC paid to vendored service providers on behalf of the consumer and his/her family. RC POS data is located [here](#) and Attachment D.