

Funding Announcement Title: Social Rec Grants

Announcement Type: Update

Open Date: October 14, 2022

Due Date for Grant Applicants: RCs will determine due dates
Due Date for Regional Centers: January 31, 2023

Department of Developmental Services

Social Rec Grants

2022 Grant Guidelines for Regional Centers and Grant Applicants

Vision Statement

Our vision is that children and adolescents with and without intellectual and developmental disabilities (I/DD) will develop friendships from opportunities provided by integrated and inclusive social and recreational programs.

Background

The American Rescue Plan Act of 2021 (ARPA) provided supplemental funding to increase the federal medical assistance percentage for the Home and Community-Based Services (HCBS) for qualifying states. Under ARPA, states can implement a variety of innovative activities that will increase the capacity of HCBS to meet the needs of individuals with I/DD.

ARPA provided the Department of Developmental Services (DDS) \$12.5 million for grants for enhanced community integration for children and adolescents (social rec grants). The grants will fund projects that will enhance and develop integrated and inclusive social and recreational programs for families, children, and adolescents with I/DD in diverse communities. Regional centers (RCs) will partner with community entities that provide social and recreational programs to implement approved grant projects.



Social Rec Grant Goals

DDS identified the following goals:

- Improve accessibility of integrated social and recreational programs that are person-centered and culturally and linguistically responsive to the beliefs, values and choices of children and adolescents with I/DD;
- Utilize and leverage existing community resources to enhance and develop integrated and inclusive social and recreational programs that are safe and age appropriate; and
- Increase the number of RC vendored providers that offer integrated and inclusive social and recreational services to people with I/DD.

Social Rec Grant Description

RCs will post requests for proposals (RFPs) for the social rec grants on their websites. Community entities will submit grant proposals to the RCs, which the RCs will score and prioritize according to the grant goals, grant priorities and the needs of the regional center's catchment area. RCs will recommend grant proposals for approval and DDS will determine which grant proposals will be approved. RCs will contract with grantees for the 8-month project term. Grantees will report their progress on meeting standard outcome measures to RCs on a quarterly basis on a form provided by DDS. RCs will review and approve quarterly reports. Approved progress reports will be submitted to DDS. DDS will review progress reports and provide feedback to RCs as needed.

To be considered for approval, proposals must meet criteria within these guidelines; reflect collaborative efforts between RCs and applicants; and support children and adolescents who are:

- three to twenty-one years of age;
- determined eligible for RC services including provisional eligibility or Lanterman Act programs; and
- from diverse monolingual and multilingual communities who face barriers to accessing RC services

Proposals supporting children and adolescents with hearing loss and from rural areas will be strongly considered.

Social Rec Grant Priorities

DDS developed the following grant priorities with input from families, self-advocates, the Association of Regional Center Agencies, community-based organizations (CBOs) and local parks and recreation entities. Proposals that address the following priorities will be strongly



considered:

- Create, re-establish and/or enhance existing programs that are inclusive of children and adolescents with I/DD by applying evidence-based, best or emerging practices;
- Support development of friendships between children and adolescents through integrated and inclusive programs and activities;
- Hire and train staff to ensure the provision of adequate support for children and adolescents with complex needs (i.e., physical and behavioral);
- Support communities with cultural awareness and sensitivity by enhancing language access and cultural competence within social and recreational programs and activities;
- Develop and vendor inclusive social and recreational programs that apply person-centered and family-centered practices.

Outreach and Grant Applicants

RCs will post a request for proposal (RFP) on their respective websites, consistent with [Welfare and Institutions Code Section §4648.11](#). Collaboration with stakeholders to identify existing community resources and inform the community is highly encouraged. Stakeholders include, but are not limited to, families, self-advocates, RC staff, family resource centers, CBOs, and local parks and recreation entities. Grant applicants may include, but are not limited to:

- CBOs
- Religious organizations (e.g., churches, synagogues)
- Private recreational businesses or studios (e.g., karate schools, ballet studios, art studios)
- YMCAs, Boys & Girls Clubs, Girl Scouts, Boy Scouts
- County and city parks and recreation entities
- Public and private camps
- After-school programs

Available Funding and Project Term

DDS will allocate \$12.5 million for social rec grants across all 21 RCs. The RC Funding Allocation (ATTACHMENT B) provides detailed information about allocation determination, which is based on representation of the individuals the grant will serve within the RCs' catchment areas. To ensure total allocation of DDS funds, DDS will confirm funding allocations by February 28, 2023, at the same time grant projects are awarded. Awarded grant projects will have 8-month terms. RCs must invoice DDS for operation (OPS) funds reimbursement by January 31, 2024.



Grant Applicant Proposal Submission Requirements

To apply for a social rec grant, each grant applicant must submit a proposal to the RC's designee, which are list in the Regional Center Directory (ATTACHMENT I). Proposal deadlines will be set by each RC. Each proposal must include a completed Letter of Intent (ATTACHMENT C) and a Grant Budget Form (ATTACHMENT D). Each proposal will include one or more project type. DDS has developed standard outcome measures for all grant project types. Applicants will be required to identify goals for each standard outcome measure applicable to the grant proposal and report progress towards meeting goals in subsequent quarterly reports, if the grant proposal is approved. RCs will confirm that the goals for the standard outcome measures are appropriate for the scope of the proposal during the application review process. Additional information on this process is provided in Project Types and Standard Outcome Measures (ATTACHMENT G).

RC Grant Proposal Reviews, Submissions and DDS Approval

RCs will score, make recommendations and submit grant proposals to DDS for final selection. When scoring proposals, RCs will consider the following for each item:

- Is the proposal consistent with the social rec grant goals and priorities?
- Did the grant applicant provide the requested information?
- Does the proposal meet the needs of the local community?

Additional scoring information is provided in the Letter of Intent (ATTACHMENT C).

RCs will report scores and identify which proposals are recommended for approval on the Grant Proposals Request Form (GPRF) (ATTACHMENT E). Each RC will complete a GPRF and submit all required documentation. DDS will review all proposals and may discuss with the RC those that are not prioritized by the RC for potential planning and project development.

DDS encourages RCs in close proximity to one another to collaborate on proposals that will serve individuals across multiple catchment areas. For proposals that request to partner with more than one RC, a lead RC must be designated and will be responsible for submitting the GPRF and administering the grant. This includes submitting all reports and responding to DDS inquiries.

The GPRF must include the following:

- A summary of how the RC will collaborate with grantees, the community and individuals served by the grant to disseminate information about inclusive social and recreational programs.



- A summary of how collaborative activities described above complement the RC's approved Restoration of Camping, Social Recreation and other Services POS Policies and Outreach Plan (ATTACHMENT F).
- A description of the RC's process for reviewing progress reports and monitoring standard outcomes measures.
- A description of how funds will be released and accounted for throughout the duration of the grant project.
- A summary of RC's discussion with applicants to address sustainability of the grant project after the funding cycle is completed, including a plan to work with grantees to obtain vendorization and continued support of individuals through POS, if applicable.
- For setting modification project types, indicate verification that modifications are not an ADA requirement.

By January 31, 2023, each RC must submit a GPRF packet including all documents in the format provided by DDS. Packets will be submitted to SocialRecGrants@dds.ca.gov. DDS will review GPRF packets from February 1, 2023, through February 28, 2023. DDS may suggest RCs reconsider proposals that are not prioritized by the RC based on available funding and grant priorities. The RC's designee will be contacted for clarification and feedback, as needed. By February 28, 2023, DDS will notify all RCs about approved projects and GPRF final decisions via email.

Contracting and Funds Releasing Criteria

Contracts with Grantees

Upon receipt of DDS's approval of grant projects, the RC will enter into contracts with grantees. Contracts must include the requirements contained in these guidelines and reference approved projects. Contracts must require quarterly reporting and allocation of funds contingent on the criteria described below. RCs will not be required to vendor grantees for the disbursement of funds because allocations will flow from OPS funds. RCs will submit copies of all grant contracts to DDS by March 31, 2023. Approved projects must begin no later than April 1, 2023.

Criteria for Release of Funds

The payment schedule provides general parameters for disbursement of funds from RCs to grantees. RCs will make four payment to grantees. The first three payments will be for 30 percent of the grant amount and a final payment will be for 10 percent of the grant amount, as described below. Payments may be modified by the RC if it determines deviation from the payment schedule is conducive to the success of a project. Payments may be adjusted, upon request of the grantee, based on the needs of the grant project, approved budget, and reported progress on meeting standard outcome measures. Payments to grantees must be contingent on the RC approving progress reports. Grantees will submit invoices with the progress report to the RCs for payment. The final RC payment to grantees must be made by



December 31, 2023.

The following criteria must be met to release funds to the grantee:

1. An initial payment of 30 percent of the grant amount will be paid after the grant project contract is executed and the grantee submits an invoice to the RC.
2. Subsequent payments of 30 percent of the grant amount will be made after the following conditions are met:
 - a. The grantee reports the expenditure of at least 60 percent of the funds paid to date or requests an additional payment to ensure the success of the grant project;
 - b. The RC determines the grantee is meeting deliverables in accordance with the grant project;
 - c. RC determines the expenses in the most recent progress report are appropriate and in accordance with the approved budget;
 - d. RC approves the most recent progress report;
 - e. RC approves the invoice that is submitted with the progress report ; and
 - f. 90 percent of the grant amount have not been paid.
3. A final payment of 10 percent of the grant amount will be made after all of the following conditions have been met:
 - a. The grantee submits its final report within 7 days of completion of the project;
 - b. The grantee provides a final accounting and reconciliation of funds received and actual grant expenditures and submits its accounting and reconciliation to the RC;
 - c. The RC has reconciled grantee's invoices against its expenses; and
 - d. The RC has made a determination that the grantee has satisfactorily completed all the terms and conditions required by the contract, including providing additional information requested by the RC.

RC Invoicing and Payments

Final RC invoices must be submitted to DDS no later than January 31, 2024. DDS will provide future guidance about submitting claims associated with approved projects. RCs will receive payment through the existing allocation and payment process.

Supporting Documentation

Grantees shall maintain supporting documentation for all expenses for each line item of the approved budget form. Supporting documentation may be requested at any time and be subject to audit during and after completion of the grant project. Details are included in the Grant Budget Form (ATTACHMENT D). Examples of supporting documentation include, but are not limited to, the following:

- Timesheets



- 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, etc.)

Social Rec Grant Timeline

Grant Activity	Timeline
Release of social rec grant guidelines	October 14, 2022
Social rec grant guidelines webinar	October 19, 2022
Grant Proposal Request Form and proposals due to DDS	January 31, 2023
DDS informs RCs of awarded grant projects and final RC funding allocation amounts are confirmed	February 28, 2023
Grant contracts due to DDS	March 31, 2023
All awarded projects must begin on or before this date.	April 1, 2023
Grant project completion deadline – all reports due to RCs	December 1, 2023
Final RC payments to grantees	December 31, 2023
Final RC billing to DDS	January 31, 2024

DDS retains the ability to adjust the timeline based on operational needs.

Progress Reports and Project Monitoring

Each grantee will submit progress reports to the RC's designee. DDS will provide additional information about the quarterly report submission process. Standard outcome measures and goals will be included in quarterly reports. Grantees will be required to report progress toward meeting goals for the standard outcome measures. Five standard outcome measures have been developed for all projects, except Vendorization Assistance project type, regardless of grant amount. Approved grant projects at or above \$100,000 will also be required to report on supplemental outcome measures associated with the grant project type. Grantees that will provide



Vendorization Assistance will report on outcome measures that are unique to this project type.

RCs will review progress reports to ensure projects are developed according to the approved grant projects. RCs will discuss recommendations or feedback as needed with the grantee and document those discussion on the quarterly report form. Following RC approval, the completed quarterly report will be submitted by the RC to DDS. DDS will provide feedback, as needed, to the RC Designee. If DDS recommends a RC follow up with a grantee, the RC will provide updates in the following scheduled quarterly report to DDS.

Information about how to submit progress reports to DDS will be provided.

Progress Report Schedule	Due Date
First Progress reports Due from Grantees to RCs	July 7, 2023
First Progress reports Due from RCs to the DDS	July 14, 2023
Second Progress reports Due from Grantees to RCs	October 6, 2023
Second Progress reports Due from RCs to DDS	October 13, 2023
Final Reports Due from Grantees to RCs	December 1, 2023
Final Reports Due from RCs to DDS	December 8, 2023

Definition of Key Terms

Definition of key terms used throughout the grant guidelines are found in ATTACHMENT H.

