



**Virginia Board for  
People with Disabilities**

*Creating Inclusive Communities*

**2017 Competitive Grant Program  
Request for Proposals (RFP)  
Phase II**

**(Awards to begin October 1, 2017)**

# Virginia Board for People with Disabilities

## Request for Proposals

### Inclusive Communities Grant Program

The Virginia Board for People with Disabilities (the Board) is the Commonwealth's Developmental Disabilities (DD) Council. The Board's mission is to **advance opportunities for independence, personal decision-making, and full participation in community life for individuals** with developmental and other disabilities. The Board's grant and contractual investments are designed to advance its mission and support the tenets of full inclusion by working with organizations at the local, state, and national levels to achieve our goals.

#### Overview and Purpose

Through this RFP, the Board seeks to support local, regional, or statewide efforts that encourage inclusive communities and result in changes to policies, programs, and systems. Projects funded through the ***Inclusive Communities Grant Program*** must be designed to result in **sustainable systems change** by (a) demonstrating effective approaches to a particular need of the target population; (b) effecting long-term changes in policies and practices; and/or (c) building capacity and/or expanding the scope of effective programs. To view past grants, go to: [http://www.vaboard.org/grants\\_highlights.htm](http://www.vaboard.org/grants_highlights.htm).

#### Available Grant Funds

The Board has up to **\$400,000** available for multiple projects in Virginia for the current grant cycle. **Funding for individual projects may range from \$10,000 to \$200,000.** The Board may award all or a portion of available funds. We may choose not to award grant funds if budget limitations are encountered or if we determine that none of the grant proposals will achieve our desired outcomes. Grant periods are typically **18–24 months**, however, shorter or longer periods may be considered.

Grantees are required to contribute a **minimum match** (cash or in kind) of 25 percent of total project costs (grant funds + match). Federal funds cannot be used as match. If the project exclusively serves a Designated Poverty Area, the minimum match requirement is 10 percent of total project costs. Designated Poverty Areas are listed in the Grants Manual, Appendix C.

Entities with a federally negotiated Indirect Cost Rate (ICR) agreement may elect to charge indirect costs to the project and a copy of the ICR agreement must be included with the application. Board staff will review the ICR agreement to determine the most appropriate cost rate. Entities that do not have a negotiated cost rate agreement may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC definition can be found in the Grants Manual). In light of the Board's limited funds availability, **applicants are strongly encouraged to use indirect costs towards the minimum match requirement.**

## What We Will Not Fund

Through this RFP, we will not support the following:

- ✓ Existing projects or services that are a part of an organization's current program or budget;
- ✓ Projects that would supplant or replace existing federal, state, or local dollars to conduct the project;
- ✓ Projects which have a federal, state or local mandate to be delivered by the applicant organization;
- ✓ Projects which include capital expenditures for the acquisition of land or buildings, new construction or major repair.

## Board Objectives and Target Population

Projects should be designed to **achieve systems change**, i.e., to transform fragmented approaches into a coordinated and effective system which ensures that individuals with DD and their families participate in the design of, and have access to, needed community services, individualized supports, and other assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life. For projects in which there will be direct benefit to individuals, **at least 60% of the target population must be persons with DD**. The definition and all **submission requirements** can be found in the Grants Manual: <https://vaboard.org/grants.htm#administration>.

## Projects to be Considered for Funding

Applications must address one or more of the Board's 2017-2021 State Plan Objectives, listed below, which are grouped by area of emphasis. To see the entire State Plan go to: <https://www.vaboard.org/reports.htm>.

Areas of Emphasis	Objectives
Employment	Increase <b>competitive, integrated employment opportunities</b> for people with DD through projects that advance Virginia's Employment First Policy and achieve systems change.
Healthcare	Identify effective <b>community-based healthcare models</b> that demonstrate best practices in person-centered, integrated approaches for individuals with DD and other disabilities. Promote and disseminate the information on a statewide basis.
Housing	Increase awareness of and access to <b>integrated, accessible, and affordable housing options</b> in community settings among 250 individuals with DD and other disabilities and their families.

## Performance Measure Requirements

After choosing one or more of the objectives from the above list, applicants must demonstrate that their project aligns with the federally required **Performance Measures** so that desired impacts are clear (see Appendix D of the Grants Manual for a complete list and their meaning). Long term measures are generally a **result of the activities** undertaken by the grantee and as the name suggests, they usually occur over a longer period of time. Applicants may select a combination of the measures but the project's scoring is weighted toward grantees that can successfully demonstrate longer term impacts. Applicants must also demonstrate to the Board that they have the organizational capacity to collect and report the required data.

Applicants **MUST** include in their grant proposal, the specific federal performance measures(s) that it intends to meet.

### Areas of Emphasis: Employment, Healthcare and Housing

Systems Change (SC) Federal Performance Measures
<b>Short-Term Outcome Measures:</b>
<b>1.1 Policies and Procedures.</b> The number of policies and/or procedures created or changed.
<b>1.2 Statutes and Regulations.</b> The number of statutes and/or regulations created or changed.
<b>1.3 Promising and Best Practices.</b> The number of promising and /or best practices created or supported.
<b>1.4 Training and Education.</b> The number of people trained or educated through systemic change initiatives.
<b>1.5 Collaboration.</b> The number of collaborative activities with organizations actively involved
<b>Long-Term Outcome Measures:</b>
<b>2.1 Promising and Best Practices.</b> The number of efforts that led to the improvement of promising or best practices, policies, procedures, statute or regulations changes. This includes sub-measures: 2.1.1 The number of policy, procedure, statute or regulations and; 2.1.3 The number of promising and/or best practices improved.
<b>2.2 Systems Change.</b> The number of efforts to transform fragmented approaches into a coordinated and effective system that ensures individuals with DD and their families participate in the design of, and have access to, needed community services, individualized supports and other assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life. 2.1.2 The number of policy, procedure, statute or regulations changes implemented. 2.1.4 The number of promising and/or best practices implemented.

## Application Submission Process

The review of proposals will be organized in two stages. Eligible applicants may submit a **Stage I application** (Letter of Interest or LOI) which will be reviewed and scored by the Grants Review Team (GRT). Applicants whose Stage I applications are selected following initial review will be invited to submit a **Stage II application**. Final awards will be made after the review of Stage II applications. Key dates are listed below.

Application Activities	Key Dates
Stage I (LOI) applications due	April 24, 2017 by 4 p.m. ET
Notification of Stage I decisions	May 15, 2017
Technical Assistance for applicants invited to submit a proposal in Stage II	May 30, 2017
Stage II applications due	July 14, 2017 by 4 p.m. ET
Notification of Stage 2 decisions	September 11, 2017
Earliest possible project start date	October 1, 2017

The Board only accepts grant applications submitted electronically through the performance management and government resource planning site, DD Suite <https://www.ddsuite.org/>.

In order to submit a Stage I - Letter of Interest (LOI), applicants must first [register](#) with DD Suite to create an account. Please allow sufficient time to complete your account registration. If you experience any difficulties with registration, please see the DD Suite technical assistance page found [here](#).

***Only complete Stage I applications will be reviewed. Applicants must demonstrate tight alignment with this RFP's Areas of Emphasis and Performance Measures in order to be invited to submit a Stage II (Proposal) application.***

**Stage I & II Applications** must be received electronically in the **DD Suite** system by **4 p.m. ET** on or before the due dates listed in the above table. **Late submissions will not be accepted for any reason.**

Stage I applications should contain clear and concise information on the following:
<input type="checkbox"/> Coversheet
<input type="checkbox"/> Narrative (not to exceed 3 pages)
<input type="checkbox"/> Applicant Profile
<input type="checkbox"/> Target Population
<input type="checkbox"/> Involvement of People with DD & Families in Project Activities
<input type="checkbox"/> Collaboration
<input type="checkbox"/> Systems Change, Capacity Building & Sustainability
<input type="checkbox"/> Activities, Outcomes and Strength of Evidence*

*Only complete Stage I applications will be reviewed. Applicants must demonstrate tight alignment with this RFP's Areas of Emphasis and Performance Measures in order to be invited to submit a Stage II application.*

**\*Strength of Evidence:** Describe in detail the evidence-based model/approach you have chosen and why it was selected for your project, i.e., what is the evidence that supports your approach.

Stage II applications should contain clear and concise information on the following:
<input type="checkbox"/> Coversheet
<input type="checkbox"/> Abstract
<input type="checkbox"/> Budget
<input type="checkbox"/> Budget Justification Narrative
<input type="checkbox"/> Budget Form
<input type="checkbox"/> Quarterly Activity Timeline & Expenditure Projections
<input type="checkbox"/> Narrative (max 20 double-spaced pages)
<input type="checkbox"/> Applicant Profile
<input type="checkbox"/> Target Population
<input type="checkbox"/> Involvement of Individuals with DD & Families in Project Development, Implementation and Evaluation
<input type="checkbox"/> Collaboration
<input type="checkbox"/> Systems Change, Capacity Building and Sustainability
<input type="checkbox"/> Work Plan: Project Goal, Objectives, Activities, Outcomes, Stories and Performance Measures
<input type="checkbox"/> Strength of Evidence*
<input type="checkbox"/> Evaluation Plan

## Review and Scoring of Applications

**Stage I:** Each *Letter of Interest* (LOI) will be date and time stamped upon electronic receipt. Late LOIs will not be reviewed. LOIs will be reviewed to ensure the applicant is an eligible organization and that it meets technical submission requirements. Then, eligible LOIs will be reviewed by the Board's Grant Review Team. The GRT will score the LOIs. Cut off scores are at the discretion of the GRT.

Stage I – Letter of Interest Scoring	
Applicant Profile.....	10 pts
Target Population.....	5 pts
Involvement of Individuals with DD and Families in Project Activities.....	10 pts
Collaboration.....	10 pts
Systems Change, Capacity Building & Sustainability.....	25 pts
Activities, Outcomes and Strength of Evidence.....	35 pts
Technical Submission Requirements.....	5 pts
<b>Total Possible Points.....</b>	<b>100 pts</b>

**Stage II:** Each *Proposal* will be date and time stamped upon electronic receipt. Late proposals will not be reviewed. After a review for technical completeness, the GRT will review all proposals. Within the dollar amount available, the highest scoring proposals will be recommended to the Board for funding. A project Work Plan (see page 19 in the Grants Manual) must be developed during Stage II and must demonstrate how the proposed objectives and activities align with the selected performances measures.

Stage II – Full Proposal Scoring	
Applicant Profile.....	10 pts
Target Population.....	5 pts
Involvement of Individuals with DD and Families in Project Development, Implementation and Evaluation.....	7 pts
Collaboration.....	6 pts
Systems Change, Capacity Building & Sustainability.....	12 pts
Work Plan: Project Goal, Objectives, Activities, Outcomes, Stories and Performance Measures.....	30 pts
Strength of Evidence.....	7 pts
Evaluation Plan.....	10 pts
Budget.....	10 pts
Technical Submission Requirements .....	3 pts
Bonus Points (projects with multiple funding sources).....	5 pts
<b>Total Possible Points.....</b>	<b>105 pts</b>

## Reporting Requirements

All grantees will be required to submit **quarterly and final programmatic and financial progress** reports. Grantees also will be expected to track and share aggregated data about their projects and participants. Reporting deadlines and requirements will be included in the award letter and contract. In some circumstances, the Board may require monthly programmatic and/or financial reporting. In addition, some grantees may be required to provide post grant reporting and more frequent reports may be required in certain circumstances.

For grants that include direct benefit to individuals, we require that the grantee provide (in the quarterly program reports, final report, or at other times as requested) **stories about people with developmental and other disabilities and their families whose lives have improved as a result of grant activities**. Examples of the types of stories the Board is looking for (who, what, when, where and why) may include: how someone became more independent because they obtained employment, housing, or transportation; how someone became more connected to their community as a result of opportunities provided through the grant; or how someone was able to remain in the community vs. being institutionalized. The privacy of program participants must be protected.

## Frequently Asked Questions

### **Who can apply for funding from the Virginia Board for People with Disabilities' Competitive Grant Program?**

Eligible organizations include state or other public agencies, including universities; non-profit organizations or for-profit organizations. The Board encourages braided funding and partnerships. Please be sure to clearly describe the planned role and responsibilities of each partner at all stages of the project. Only one organization can receive the grant and will be contractually responsible for grant administration, reporting and delivery of the project.

### **Where does VBPD receive its funding?**

Board grants are 100% federally funded by the U.S. Department of Health, Administration for Community Living, Administration on Intellectual and Developmental Disabilities.

### **Can an organization submit more than one application in response to this RFP?**

Yes.

### **Are there community types you're interested or not interested in, such as urban or rural areas?**

We are particularly interested in projects that benefit individuals with developmental disabilities who are part of underserved, low-income and/or culturally diverse communities.

### **If I currently have an active grant from the Virginia Board for People with Disabilities, can I submit an application?**

Yes.