



Virginia Board for
People with Disabilities

Creating Inclusive Communities

**2016-2017 Competitive Grant Program
Request for Proposals (RFP)**

(Awards to begin May 1, 2017)

Virginia Board for People with Disabilities

Request for Proposal

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.

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. **The Board will accept a rate of 10 percent of modified total direct costs as indirect.** 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.

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>.

Areas of Emphasis and State Plan Objectives

Applications must address one or more of the Board’s 2017-2021 State Plan Objectives which are grouped by area of emphasis, as indicated below. To see the entire State Plan go to: <https://www.vaboard.org/reports.htm>. Additionally, the proposed project outcomes must meet one or more of the Board’s federally required performance measures.

Areas of Emphasis	State Plan Objectives
<p style="text-align: center;">Early Intervention/Education</p>	<p>1) Increase the number of students with DD and other disabilities in K-12 education who are enrolled in higher education programs or engaged in integrated, competitive employment one year post graduation, beyond the current reported rate of 40 percent.</p> <p>2) Increase access to culturally and linguistically appropriate translations of information and resources that will improve the knowledge and use of community-based supports and disability rights of individuals with DD or other disabilities and their families for whom English is a second language.</p>
<p style="text-align: center;">Employment</p>	<p>Promote public policies, budget actions, and practices that incentivize and support integrated and competitive employment in both the public and private sectors in order to increase employment opportunities for individuals with developmental and other disabilities.</p>
<p style="text-align: center;">Healthcare</p>	<p>Increase awareness among state and local stakeholders of community-based healthcare models and best practices that use a person-centered, integrated approach for individuals with DD and other disabilities.</p>
<p style="text-align: center;">Housing</p>	<p>Increase awareness among 250 individuals with DD and other disabilities and their families, and increase access to integrated, accessible, and affordable housing options in community settings.</p>
<p style="text-align: center;">Transportation</p>	<p>Improve local and regional public and other transportation planning efforts to address all types of mobility needs for individuals with DD and other disabilities.</p>

Areas of Emphasis and Performance Measures

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). The performance measures are used to determine the Board’s success in meeting its State Plan goals and objectives and are designed to measure both short term and longer term systems change efforts by grantees. 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.

Areas of Emphasis	Federal Performance Measures
Early Intervention/Education Employment Healthcare Housing Transportation	Short Term Outcome Measures:
	1.1 Policies and Procedures. The number of policies and/or procedures created or changed.
	1.2 Statutes and Regulations. The number of statutes and/or regulations created or changed.
	1.3 Promising and Best Practices. The number of promising and /or best practices created or supported.
	1.4 Training and Education. The number of people trained or educated through systemic change initiatives.
	1.5 Collaboration. The number of collaborative activities with organizations actively involved
	Long Term Outcome Measures:
	2.1 Promising and Best Practices. 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.
	2.2 Systems Change. 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 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	November 1, 2016 <i>by 4 p.m. ET</i>
Notification of Stage I decisions	November 18, 2016
Technical Assistance for applicants invited to submit a proposal in Stage II	December 2, 2016
Stage II applications due	January 13, 2017 <i>by 4 p.m. ET</i>
Notification of Stage 2 decisions	March 22, 2017
Earliest possible project start date	May 1, 2017

Stage I Applications

Stage I applications must be **received** in the Board offices **by 4 p.m. ET** on or before the due dates listed in the below table. **Late submissions will not be accepted for any reason.**

Stage I applications should include clear and concise information on the following:

- Coversheet
- Narrative (not to exceed 4 pages):
 - Applicant Profile
 - Target Population
 - Involvement of People with DD & Families in Project Activities
 - Collaboration
 - Systems Change/Capacity Building & Sustainability
 - Project 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.

Stage II Applications

Stage II applications must be **received** in the Board offices **by 4 p.m. ET** on or before the due dates listed in the below table. **Late submissions will not be accepted for any reason.**

Stage II applications should include clear and concise information in each of the required elements below.

- Coversheet
- Abstract
- Budget Justification Narrative
- Budget Form
- Quarterly Activity Timeline & Expenditure Projections
- Narrative (max 20 double spaced pages)
 - Applicant Profile
 - Target Population
 - Involvement of People with DD & Families in Project Activities
 - Collaboration
 - Systems Change/Capacity Building and Sustainability
 - Strength of Evidence
 - Project Work Plan
 - Project Evaluation

Required Appendices

- ✓ **Letters of Commitment or MOUs** (required if partnering to achieve project goals)
- ✓ **Letters of Support**
- ✓ **One page resume and position description** for each key project personnel
- ✓ **Form 990** (for nonprofits)
- ✓ **IRS Determination letter** on non-profit tax exempt status (for nonprofits)
- ✓ **Articles of Incorporation** (for non & for profits)
- ✓ **Annual submission to SEC for SCC** (for profits)

Review and Scoring of Applications

Stage I: Each *Letter of Interest* (LOI) will be date and time stamped upon receipt. Late LOIs will be returned unopened. 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 II: Each *Proposal* will be date and time stamped upon receipt. Late proposals will be returned unopened. 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 20 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 I - Letter of Interest Scoring	Points	Stage II - Full Proposal Scoring	Points
Applicant Profile	10	Applicant Profile	10
Target Population	5	Target Population	5
Involvement of Individuals with DD and Families in Project Activities	10	Involvement of Individuals with DD and Families in Project Development, Implementation & Evaluation	7
Collaboration	10	Collaboration	6
Systems Change, Capacity Building & Sustainability	25	Systems Change, Capacity Building & Sustainability	12
Activities, Outcomes and Strength of Evidence	35	Work Plan – Objectives, Activities, Outcomes, Stories & Performance Measures	30
Technical Submission Requirements	5	Strength of Evidence	7
Total Possible Points	100	Evaluation Plan	10
		Budget	10
		Technical Submission	3
		Bonus Points (projects with multiple funding sources)	5
		Total Possible Points	105

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.