



**REQUEST FOR PROPOSALS (RFP)
Competitive**

EDUCATION & TRAINING MINI-GRANTS for FFY2016

Date Issued: July 25, 2016

Proposals Due: September 30, 2016
December 15, 2015, March 15, 2016, June 15, 2016

The South Dakota Council on Developmental Disabilities (Council) is pleased to announce the availability of grant funds in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

ELIGIBLE APPLICANT(S):

- Interested individuals, family members, agencies and organizations.
- Applicants are eligible to receive assistance only one time each federal fiscal year. Federal Fiscal Year 2017 runs from October 1, 2016 through September 30, 2017.

PURPOSE:

- The Council's main purpose is to provide funding for proposals \$5,000 or less for Education and Training projects that benefit people with developmental disabilities and their families.

MINIMUM REQUIREMENTS:

- Council funds must be used for the above stated purpose only and meet all minimum requirements as set forth in this Request for Proposals.
- Projects must benefit people with developmental disabilities and/or their families.
- *If the proposal is for a specific event (conference, retreat, workshop), the application must be submitted a minimum of 6 months prior to the date of the event.*
- The applicant must address how they plan to reach currently unserved or underserved populations through this project (i.e. Native Americans, Hispanics, rural, etc.).
- Proposals must address one of the Council's Goal Areas. These are: employment, training (for people with developmental disabilities, family members and service provider staff), public information and awareness, self-advocacy organizations, leadership development, and self-directed services. A complete list of goals and objectives can be requested from the Council or found on the Council's website.
- **PRIORITY WILL BE GIVEN TO:** Projects that focus on employment of people with developmental disabilities, transportation, person-centered approaches and activities, self-

determination, supported decision-making, self-advocacy and providing information to families (particularly for families with children who are newly diagnosed or 16-21 years of age).

- Training should enable participants to obtain access to, or to provide community services, individualized supports and other forms of assistance, including special adaptation of generic community services or specialized services for people with developmental disabilities and their families.
- Education activities should center on educating the public about inclusion of people with developmental disabilities in all facets of community life and the capabilities, preferences and needs of people with developmental disabilities and their families.
- Proposals must utilize the forms and follow the format provided in the Council's grant application packet. Grant application packets should be requested from the Council Office by calling 605-773-6369 or 1-800-265-9684 or visiting the Council's website at www.state.sd.us/dhs/ddc
- Any registration fees charged should be kept to a minimum to allow for the fullest participation possible by people with developmental disabilities and their families.
- A few examples of past grants include: costs of speaker for employment workshop; costs of speaker on inclusion for provider staff and community presentations; self-advocacy workshops; costs of travel for parents to attend workshops on childcare; and development of local workgroup for parents and self-advocates.

FUNDING:

- The maximum amount of federal funding per project(s) is \$5,000.
- Projects should be completed within a specified time frame, and can be as short as one month or as long as one year in length.
- Projects are not eligible for a second year of funding through the Mini-Grant process. Annual conferences may apply each year IF the Council's funds are used for scholarships so people with developmental and other disabilities and their family members can attend or to cover costs for a different speaker than previously funded.
- The Council can provide a maximum of 75% of the total project costs.
- Grantees must provide at least 25% matching non-federal funds per year. The non-federal share of the cost of the project may be provided in-kind.
- The Council is not liable for any costs incurred by the applicant prior to issuance of a legally executed contract or procurement document. Further, no proprietary interest of any nature shall occur until a contract is awarded and signed by all concerned parties.
- A payment schedule will be determined by the Council staff and the project director.

REPORTING/EVALUATION REQUIREMENTS

- Projects receiving funding will be required to provide narrative and financial reports on forms supplied by the Council on a schedule determined by the Council staff and the project director.

- Evaluation activities must include a “Consumer Satisfaction Survey” that at a minimum includes the question and rating system provided in the grant application packet.
- Reporting forms and instructions will be provided by the Council and will be available on the Council’s website.

ADDITIONS/CANCELLATION/CHANGES

- In the event that it becomes necessary to revise any part of this RFP, revisions will be provided to everyone who received the original RFP.
- The Council reserves the right to cancel this RFP at any time, without penalty.
- The Council reserves the right to not fund a proposal, to fund at a level different than what was requested or to fund with alterations.

REVIEW PROCESS

- *Applications received after the due date will be considered during the next funding cycle. No funding will be awarded to a project that has already taken place prior to submission or review by the Council.*
- All funding decisions are subject to the availability of federal funds under the DD Act.
- Project proposals will be reviewed by the Council’s Executive Committee. Funding decisions will be made based on the information contained in the application. Recommendations are made to the full Council for final funding decisions.
- Proposal review will include, but is not limited to, areas such as: the benefit to individuals with developmental disabilities and their families, geographic distribution, cultural diversity, degree of collaboration with others, project description, measurable goals and objectives, plan to reach unserved or underserved populations, applicant’s qualifications, budget justification, letters of support, and evaluation methodology.
- Applicants may be contacted to answer questions regarding their proposal.

Requests for grant applications, as well as questions regarding the proposal submission process should be addressed to:

South Dakota Council on Developmental Disabilities
Hillsview Plaza, East Highway 34
c/o 500 East Capitol
Pierre, South Dakota 57501-5070
(605) 773-6369 or 1-800-265-9684