How to Prepare A Grant Proposal to the California State Council on Developmental Disabilities
Module 1
March 2020

Before We Get Started

California State Council on Developmental Disabilities = SCDD
Request for Proposal = RFP
Program Development Grant = PDG
Intellectual/Developmental Disabilities = I/DD
About this Training

1. Designed to help you understand the grant writing process
2. Provide guidance to complete the application for SCDD RFP for Cycle 43

Produced and Presented by

• The University of Southern California (USC), University Center for Excellence in Developmental Disabilities
• The Tarjan Center at the University of California Los Angeles (UCLA)
• The Center for Excellence in Developmental Disabilities at the MIND Institute (CEDD), University of California Davis
DISCLAIMER

This training does NOT replace the SCDD RFP Application and Instructions for the Cycle 43 Grants Program

Taking this training does NOT advantage you in the grant review process

So Where Are We So Far?

1. Getting Ready to Write the Proposal
2. The Project Narrative
3. Outcomes and Evaluation Plan
4. Budget
5. Required Attachments
Module 1
Getting Ready to Write the Proposal

Introduction
1a. Grants 101
1b. Prewriting/Preparation
1c. What is in the PDG Cycle 43 RFP?

Section 1a:
Grants 101
What is a Grant?

• Funding for a particular purpose
• Provided by federal, state and local government or foundations
• The entity providing funding is called ‘the funder’.
• ‘Funding priorities’

What is a Grant?

• A good idea is essential to a strong grant proposal,
  — but it isn’t enough
The RFP:
Your Guide to the Grant Application

The RFP Tells You:

• The history of the funding
• The priorities of the funding
• Who can apply
• General Information including
  – How to get more information
  – Important dates
The RFP Tells You:

- The Requirements for The Grant:
  - Sections to be included
  - Format
  - Length
  - Required attachments

The RFP Tells You:

- How to submit the proposal
- How the proposals will be scored
- A checklist for all sections of the proposal
The RFP Tells You:

- Funder’s Priority Area(s)
- Date of Submission
- Amount of Funding

Section 1b:
Prewriting/Preparation
What is Prewriting?

• Work you do before you start writing the grant
• It is very important to be familiar with the requirements
  —You do this in the prewriting phase

General Tips for a Successful Proposal
General Tips

• Read the RFP
• Know the Funding Agency
• Use a highlighter to note important parts of the RFP
• Make a grant writing checklist
• Use the language they use

General Tips

• Review their scoring criteria
• Pay attention to page limits
• Make it easy to navigate your proposal
• Proofread and edit your grant
• Get it in on time
Preparing for a Successful PDG Cycle 43 Proposal

• Know your region
• Develop a timeline
• Assemble your writing team
• Ask questions and get information
• Use the provided checklist
• Check the SCDD website

Putting Together a Grant Writing Team

• Grants can be written by 1 person or a team
  —Your team may consist of
    • Staff/volunteers at your agency
    • Sub-contactors
    • A professional grant writer
Putting Together a Grant Writing Team

• If putting together a team
  • Project lead
  • Everyone on the team

Section 1b: What is in the PDG Cycle 43 RFP?
Key Information from the PDG Cycle 43 RFP

- SCDD Goals
  - Regional Applications
  - www.scdd.ca.gov (click on Regional Offices)

Key Information from the PDG Cycle 43 RFP

- Date of Submission
  - Due on May 20, 2020
- Amount of Funding
  - Up to $20,000 per region
  - May fund 1 or more grants
Format for the Proposal

- Submit the proposal correctly
  - Arial 14-point font and
  - 1-inch margins
  - 1 hard copy
  - Complete
  - Use binder clips or paper clips only

Submission of Application

- Send through the mail or by express delivery (FedEx or UPS)
  - Require a signature if sending by mail (certified mail)
  - Do not send electronically
  - Do not fax
What is in the PDG Cycle 43 RFP?

• Table of Contents
• Introduction
• Essential Criteria for All Proposals
• Completed Proposals Must Include the Following Elements
• Program Evaluation and Selection Process

What is in the PDG Cycle 43 RFP?

• Allowable and Non-Allowable PDG Grant Costs
• PDG Proposal Requirements and Timeline
• Funding of Projects
• Notice of Intent to Award Contracts and Protests
What is in the PDG Cycle 43 RFP?

- Other Terms and Conditions
- Reporting Requirements
- Project Change
- Restrictions on Outside Employment of State Employees

Table of Contents

- Using the RFP table of content can save you time and energy
Introduction

- Information about the SCDD
- Laws that govern the SCDD and Program Development Grants (PDG)
- SCDD State Plan
- SCDD priorities and activities
- Where to find more information

Essential Criteria

- Meet the SCDD State Plan
- Federal definition of I/DD: https://www.nichd.nih.gov/health/topics/idds/conditioninfo/default
- Can’t ignore laws/ regulations
- Proposals must be complete
Completed Proposals Must include the Following Elements

• Cover Letter
• Project Data Sheet
• Project Narrative
• Outcomes Measures and Evaluation
• Budget Detail Worksheet
• Required Attachments

Program Evaluation and Selection Process

• How the proposals are reviewed and scored
• Proposals will go through 2 levels of evaluation:

1. Administrative Review
2. Evaluation Panel
How is the Proposal Scored?

• Administrative Review
  – Proposals are reviewed to see if they are:
    - Complete - all sections are there
    - Submitted on time - arrived at the SCDD office by the due date

How is the Proposal Scored?

• Evaluation Panel
  – A panel reads and scores the proposals
  – The proposals are scored on several factors
  – Each factor is given a certain possible number of points
  – The total number of points possible is 100 points
How is the Proposal Scored?

• Read the scoring criteria carefully, this will give you an idea of what SCDD is looking for in a grant proposal

Make sure you cover everything that is covered in each criteria

Allowable and Non-Allowable PDG Grant Costs

• What the grant funding can and cannot pay for
• Do not include Non-Allowable items in your budget

Note: Maximum indirect cost is 10%
RFP Proposal Requirements and Timeline

- What the proposal must include (requirements) and important dates (timeline)
- Read this section carefully

Funding of Projects

- Availability of funds
- SCDD doesn’t pay for the cost of preparing / writing the proposal
- How projects will receive their funds
- Reporting requirements
Notice of Intent to Award Contracts and Protests

• How the final decision of which projects to fund will be made
  – Initial list (by July 14, 2020)
  – Protest Period (July 15-25, 2020)
  – Final list (July 28, 2020)

Other Terms and Conditions

• Terms
  – The start and end dates of the project
    October 1, 2020 - start
    September 30, 2021 - end
Other Terms and Conditions

• Conditions refers to other important information including:
  – Patents and Copyrights.
  – Termination of the Contract
  – Subcontracts:
    Projects can have sub-contractors
  – Insurance Requirements

Reporting Requirements

• How projects will report their progress and how they will bill the SCDD:
  – Bi-monthly reporting
  – Bi-monthly invoices
  – Final report
Project Change

• Any change in the project
• Evaluation meets SCDD standards
• Software use and copyright laws
• Project will be evaluated within 60 days of the end of the project

Restrictions on Outside Employment of State Employees

• Hiring or sub-contracting with CA state employees for work paid by the grant is prohibited
• This includes:
  — Current employees
  — Former employees
What if I Have Questions?

• Submit your questions to kristie.allensworth@scdd.ca.gov
• Pre-bidder’s conference: Check website
• SCDD will publish bidders conference Questions and Answers