How to Prepare A Grant Proposal to the California State Council on Developmental Disabilities

March 23 and 24, 2020
Produced by

• The University of Southern California (USC), University Center for Excellence in Developmental Disabilities (UCEDD)
• 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
Presented by

• Fran Goldfarb, MA, MCHES, CPSP
• Katherine Hayward, PhD
• Maya Matheis, PhD, MSW
• Olivia Raynor, PhD
• Aubyn Stamher, PhD
About this Webinar

- Everyone will be muted
- Please use the chat box on the bottom of your screen to make comments or ask questions
Purpose of this Training

• Supplement the online training modules
• Provide insight into areas others have found difficult
• Answer general questions about writing a competitive proposal
DISCLAIMER

• This training is not a substitute for viewing the online modules or participating in the pre-bidder’s conference call
• Participating in this training doesn’t advantage you in the grant review process
• We can’t answer questions about your proposal in specific.
Agenda

1. Reviewing RFP and Tips
2. Organizational Capacity
3. Promising and Best Practices
4. Outcomes/Outputs
5. Overview of the Website
Before We Get Started

• Please indicate
  – If you have ever submitted a SCDD grant.
  – Your level of experience in grantwriting.
Reviewing the RFP and Tips

Fran Goldfarb, MA, MCHES, CPSP

USC UCEDD CHLA
The RFP Contains the Following Sections

- Table of Contents
- Introduction
- Essential Criteria for All Proposals
- Completed Proposals Must Include the Following Elements
- Program Evaluation and Selection Process
The RFP Contains the Following Sections

- Allowable and Non-Allowable PDG Grant Costs
- PDG Proposal Requirements and Timeline
- Funding of Projects
- Notice of Intent to Award Contracts and Protests
The RFP Contains the Following Sections

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

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

• Flyer
• 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 address everything that is covered in each criteria
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
Important Things to Remember

• Your proposal must meet the goals/objectives for your region
• The budget can be tricky
  —Must include a match
Questions

• Submit your questions to kristie.allensworth@scdd.ca.gov

• Pre-bidder’s conference:
  — April 1, 2020 1:00 – 2:30 PM

• SCDD will publish bidders conference Questions and Answers
Qualifications

Dr. Katharine Hayward
Tarjan Center
University Center for Excellence
University of California, Los Angeles
What It Says in RFP

• Describe your organization's qualifications to implement the proposed project, including your experience working with people with developmental disabilities.
Evaluation Criteria

• The Proposer has demonstrated experience, knowledge, and potential to accomplish what is being proposed.
Qualification Elements

• Overview of your organization, its mission, & who you serve
• Experience with people with I/DD
• Staff expertise, programs, and activities
• Quantify your accomplishments
Example – Organizational Overview

• Since our *inception* over 30 years ago, Get Safe has been committed to making our communities a safer place.

• Get Safe has been a *vendor* of the Regional Center since 2001.
Example- Programs

• Many of our successful programs... were established in direct response to a need identified by either a Regional Center or an advocacy agency
Example – Quantify Accomplishments

• With over 100,000 individuals trained
• Only agency in the state able to provide an instructor course on the topic of disability awareness
Promising or Best Practice

• Describe how a promising or best practice will be created
  ─ will be created
  ─ will be improved
  ─ will be supported
Promising Practice

- Successful in at least one program or setting
- Makes a current practice better
- Likely to lead to better outcomes for people with DD
- May benefit other agencies and programs
Promising Practice – AT Course Engineers

• Panels and guest speakers
• Teams paired with PWD
• Lab component
• Feedback from client (PWD)

• Good idea
• Rooted in educational and attitudinal theories
• Feedback and evaluation
Best Practice

• Is a proven strategy
• Has research studies showing that it works
• Has good outcomes when it is tested
• Shown to work in several agencies, settings, or groups of people
Best Practice - PEERS

- Evidence based – randomized control trials
- Manualized social skills training for youth on the autism spectrum
- 30+ research reports/articles
- Used in 20 countries
Conceptual Framework

• Shows how your activities are linked to goals and outcomes
• Can be visual or written
• Useful for Promising or Best Practice
How to Decide: Promising or Best Practice

• Do your research
  —Google/Google scholar search
• Talk to your peers
• Think about the work of your organization and what the data tell you
Outputs and Outcomes

Dr. Aubyn Stahmer
Dr. Maya Matheis

Center for Excellence in Developmental Disabilities
The MIND Institute
University of California, Davis
SMART Goals

• **Specific**
• **Measurable**
• **Achievable**
• **Relevant**
• **Time-bound**
Link Goals to the State Plan Goals/Objectives

• How well does the project advance the State Plan Goals/Objectives?

• Read the SDCC State Plan Goal priority FOR YOUR REGION

• Look at the objectives for the goal chosen by your region
SCDD Performance Measures

• In the appendix
• Map your outputs and outcomes to these
• Do not need all of them
• Depends on your project
Using the Outputs Flowchart

* Available for DOWNLOAD on online modules page
Example:

STARR training for law enforcement in understanding and supporting persons with I/DD
Example:
The number of law enforcement personnel you trained in how to support people with I/DD
Example:
The number of people with I/DD supported by your trainees.
Example:

STARR training manual and materials
Using the Outcomes Flowchart
Example: Training for people with I/DD on Person-Centered Planning
Example: Training for people with I/DD on Person-Centered Planning included in agency procedures
Summary

• Start with writing SMART goals related to the practice you are testing
• Choose the outputs and outcomes related to those goals
• More about this and how to measure outputs and outcomes can be found in Module 3 of the on-line training.