



GRANT OPPORTUNITY: INTERNET SAFETY TRAINING

Training and Resource Development

Amount: Up to \$100,000

We currently have a grant opportunity to increase the knowledge among individuals with intellectual and developmental disabilities, caregivers, support professionals, and provider agencies on how to recognize unsafe and/or harmful internet practices.

This training will be:

- For individuals with I/DD and their families, as well as other interested people
- To enhance the ability to recognize, report, and respond to internet safety threats
- Learn key skills to avoid potential harm when using the internet and apps to advocate for their own safety while online

Deadline:
Thursday – 3:00 P.M.
April 25, 2024

The grant is available to nonprofits, colleges or universities, and for-profits. We may award multiple grants. Organizations can apply for up to \$100,000 in funding.

Funds may be used for: Staff costs, supplies, operating expenses, travel, consultant fees

Questions? Contact Marcella Crane at mcrane@azdes.gov for any questions about this grant.

A preview of this grant opportunity is scheduled for March 27, 2024 at 1:30 p.m. Arizona Time. Registration is required by March 25 – email your full contact information to mcrane@azdes.gov to register. This preview meeting is not required to apply for the grant.

Grant Release: March 14	Due Date of Applications: April 25 at 3:00 p.m. Arizona Time
Pre-Application Review: Wednesday, March 27 Begins 1:30 p.m.; online only	Amendment (if any) Posted Here: Thursday, March 28
Letters of Intent Due (not required): April 18	Questions? Email: mcrane@azdes.gov

RFGA FFY24-SAFETYIDD-0300; Internet Safety Training & Resource Development
Release on March 14, 2024; Due on April 25, 2024

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SCOPE OF WORK AND INSTRUCTIONS.

If you have any questions regarding this grant solicitation, the only person you may contact is Marcella Crane via email only mcrane@azdes.gov .

Applicants shall not contact other staff or ADDPC Council members regarding this process.

This solicitation is broken into three sections:

Section 1: Scope of Work, pages 1-7

Section 2: Application Forms, pages 8-20

Section 3: Special Instructions, pages 21-25

SCOPE OF WORK

In this section, the Council will detail the Scope of Work. Please read this section carefully to determine if you're a fit for applying for a grant from the Arizona Developmental Disabilities Planning Council (ADDPC). The Catalog of Federal Domestic Assistance (CFDA) number for the ADDPC Grant is 93.630.

Part 1

Total Amount Available:

\$100,000

1. Applicants shall only apply for the amount that is necessary to carry out the scope of work based on your design and implementation, as a pilot project. Only one request per Applicant shall be submitted.
2. All costs shall be inclusive and may include costs for personnel, travel, supplies, interpreters, translators, and subcontracting activities. See budget guidelines for more information on how to develop your budget summary and narrative, including the required 25% match.
3. The ADDPC reserves the right to increase or decrease the total amount of available funding depending on the number of applications that are susceptible for an award. In addition, the ADDPC reserves the right to make awards for greater or lesser amounts than requested and to negotiate the proposed project and budget with the applicant prior to making an award.

Number of Awards:

Multiple awards may be made.

Eligibility:

1. This solicitation is open to the following organizations/agencies:
 - Corporation – Nonprofits (must submit a 501 (c)(3) determination letter from the IRS with your application)
 - Corporation – For profit organizations
 - Unit of Local Government agencies
 - Tribal Governments
 - Colleges or Universities
 - Or a combination of the above
2. The ADDPC will review and consider all applications that have experience in the RFGA topic of Internet Safety Training and Resource Development for the I/DD community. This includes the applicant's qualifications in research, content development, training, resource development, outreach and evaluation data gathering.

Term of the Contract:

The contract period for any approved application is 12 months, with the option for renewal of the contract for an additional 12 months. The term of the contract shall commence on the date of last signature on the Award Notification (Offer and Acceptance Form) and shall remain in effect as stated, unless terminated, canceled, or extended as otherwise provided herein.

The contract shall not bind nor purport to bind the ADDPC for any contractual commitment more than the original contract period. The ADDPC may offer a one year contract renewal under this grant solicitation to applicants that can satisfactorily fulfill all contract deliverables.

The expected start date is July 1, 2024. Official award notification will be made in writing by the ADDPC.

Part 2**Purpose & Other Requirements:**

The ADDPC will award grants to increase the knowledge among individuals with I/DD, caregivers, support professionals, and provider agencies on how to recognize unsafe and/or harmful internet practices. This training will be for individuals with I/DD and their families, as well as other interested persons, to enhance their ability to recognize, report, and respond to internet safety threats; learn key skills to avoid potential harm when using the internet and internet-based applications, and advocate for their own safety while online.

Who is the Target Audience:

- Individuals with Intellectual and/or Developmental Disabilities (I/DD)
- Family members/Caregivers
- Providers
- Educators/School personnel
- Other Disability professionals
- Tribal communities, and other Un/Underserved communities

What are the activities that will be considered for funding:

1. Develop or use a best or promising practice training on Internet Safety for young adults and their families and tailor it for the intellectual and developmental disabilities (I/DD) community.
2. Conduct a minimum of four (4) pilot training sessions to a targeted group of individuals. The training must be a minimum of two hours long, and a minimum number of six (6) participants per training shall attend. The format can be online, in-person or a hybrid combination of both.
3. Conduct one training session in a rural community outside of Maricopa and Pima counties; and one training session in Spanish.
4. Develop training materials and easy reminders for participants in plain language, and in Spanish. Create an easily accessible tool kit, resources, or directory of where to find further information.
5. Develop a survey and follow up process to gather evaluation and satisfaction data. Feedback provided after each training session must be used to change and enhance the training curriculum, and any materials and resources.
6. Collaborate with other disability and non-disability organizations to address this issue.
7. Sixty days prior to the end of the contract period, the applicant shall have a final training curriculum and resources available in plain language and in Spanish. Materials must be reviewed by the ADDPC for feedback and approval prior to the end of the contract period.

Topics to consider:

- Identification, grooming, and exploitation.
- Cyberbullying.
- Scams (e.g., requests for an iPhone, gift cards, or money) and threats (e.g., attempts to extort money, information, or sex under threat of harm to self or others).
- Online dating.
- Identity theft.
- Human trafficking/kidnapping.
- Abuse (emotional, physical or financial).
- Creation of a false identity to establish a relationship.

Training should include, at a minimum, the following:

- Awareness of and use of parental controls.
- Situations, sites, and individuals that are problematic and what to look for.
- How to recognize a potential threat and ways to protect yourself; how to increase safety when online and how to advocate for yourself.
- When do you talk with someone you trust about concerns regarding online activity?
- When and how do you involve law enforcement?
- Video demonstrations of appropriate and inappropriate situations.
- Provide a list of resource, a toolkit, directory for additional information
- Dos and Don'ts, such as:
 - Do tell a parent or caregiver that you met someone online but are not sure they are real (AI/false identity).
 - Do not share your home address or other personal information with a stranger you have never met and do not know.

Part 3

Written Narrative & Attachments:

Applicants shall provide a written narrative addressing each question listed below. The written narrative shall be single spaced and shall be a minimum of eight (8) pages but a maximum of twelve (12) pages typed, not including other forms and attachments that are necessary to submit as part of your application. Type each question before answering and in the order as stated:

1. Describe in detail the training curriculum that will be used or developed and why this is the best training to educate the I/DD community. In your response include information if this is a best or promising practice training curriculum; describe the topics covered; and state the effectiveness rate or any data that has been shown to increase the knowledge of participants on this topic.
2. Describe the steps that will be taken to modify the training curriculum and resources in plain language for persons with I/DD.
3. What additional topics will be included in your training that are not already listed? Describe in detail the topics and why they are chosen.
4. Describe your methodology to conduct outreach to specific target groups that will participate. If the required number of training sessions and/or participants is less than expected, how will this barrier be addressed?
5. List any community partners that will be involved in carrying out the project. Provide an explanation of their expertise in this area and the role(s) they will play in the project.
6. Provide a sample survey that will be used to ask for their feedback on the effectiveness of the training session, their satisfaction with it, and the usefulness of resource materials.
7. As this is a pilot project, provide an overview of how feedback from the participants will be used to enhance and improve the training curriculum, training sessions, and resource materials that are developed.

8. Applications that are approved for a one year contract may be considered for a second year grant, if all deliverables are met to the satisfaction of the ADDPC. Briefly describe the activities the applicant will carry out in a second year of this project and the anticipated amount of grant funds to be requested for that additional year.

Attachments:

Three attachments shall be provided as part of your application, and are not part of the maximum number of written pages to be typed. Include the following:

1. Provide a one-year timeline of major activities to be performed, showing who will have responsibility for those tasks, and by what date they will be completed.
2. Provide two (2) letters of support from a collaborator that shows commitment to the proposed project. The letters of support shall be on their company letterhead, show a current date, and be signed by an authorized representative.
3. Summary of key staff, either in a paid or volunteer capacity. Volunteers' time can be tracked as Match. Do not include resumes.

Part 4

Evaluation Requirements:

The ADDPC requires all funded organizations to evaluate their projects. The ADDPC is funded by the U.S. Department of Health and Human Services, Administration on Community Living and as recipients of federal dollars, evaluation data submitted by grant recipients will be used to develop and strengthen programming for individuals with intellectual and developmental disabilities and their families across Arizona. Demographic data is being collected to determine how the ADDPC can better support underserved/unserved communities in Arizona.

Please keep in mind that the collection of demographic and survey data should be anonymous and completely voluntary, but that the grant recipient should strive to receive a completed survey from each participant and analyze the feedback and submit the information in a final report to the ADDPC.

Part 5

Deliverables to the ADDPC:

If the application is approved for a contract, the ADDPC will provide templates for narrative and fiscal reporting. The contractor will be required to provide the following:

1. Quarterly narrative reports which provide an overview of the work being conducted per the Scope of Work and implementation plan. The final report will be a summary of the pilot project and all required demographic and survey data collected.
2. Sixty days prior to the end of the contract period, the contractor shall provide to the ADDPC copies of the training materials used and resource materials developed for review and feedback.

3. Monthly fiscal invoicing, including backup to support expenses based on approved costs, that also includes matching dollars used to financially support the project.
4. Other information deemed necessary by the ADDPC. This may include photographs and stories of participants, obtained through signed releases.

Part 6

Dates to be Aware of:

Pre-Application Review - Online Only:

March 27, 2024, 1:30PM Phoenix Local Time

To register for this event, send an email to Marcella Crane at mcrane@azdes.gov with your complete contact information by March 25, 2024. A Google Calendar Invite will be sent to those potential applicants that register for the Pre-Application Conference. This is not mandatory to attend.

Letters of Intent Due Date:

April 18, 2024, via email: mcrane@azdes.gov

Submission is not required and will not obligate the applicant to submit an application.

RFGA Questions to the ADDPC's Contract Manager:

All questions shall be sent by email to Marcella Crane at mcrane@azdes.gov by April 18, 2024, 5:00 PM Phoenix Local Time.

Application Due Date:

April 25, 2024, 3:00 PM Phoenix Local Time (Email Only)

Applicants shall submit a full application, with all required forms and attachments, in one PDF format, via email to mcrane@azdes.gov

Part 7

Definitions:

The Five Goals of the Council are the following:

1. **Self-Determination:** Establish, strengthen, and expand advocacy among and for persons with I/DD so that they can live more self-determined lives, fully engaged, and included in all aspects of community life.
2. **Meaningful Careers:** Increase the career of potential people who have I/DD and link them to resources needed to achieve their career goals.
3. **Inclusion with Engagement:** Support communities and agencies across Arizona to include and engage people of all ages and backgrounds who have I/DD.
4. **Safety:** Expose and reduce instances of abuse and neglect against individuals with I/DD of all ages while working toward a systemic focus on prevention.
5. **System Access & Navigation:** Enhance, strengthen, and expand access to accurate and user-friendly information and the services needed for people with I/DD to lead more self-determined lives.

Assistive Technology Device: Any item, piece of equipment, or product system, whether acquired commercially, modified or customized, that is used to increase, maintain, or improve functional capabilities of individuals with developmental disabilities.

Culturally Competent: Services, supports, other assistance conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who receive the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved. The term is used with respect to services, supports, or other assistance.

Developmental Disability (DD): From the DD Act of 2000, a developmental disability is a severe, chronic disability that occurs before an individual is 22 that is likely to continue indefinitely and results in substantial functional limitations in three or more of the following areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency. Diagnosed conditions may include autism, Down syndrome, intellectual disability, cerebral palsy, spina bifida, epilepsy, and others.

Employment-Related Activities: Advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities acquiring, retaining, or advancing in paid employment, including supported employment or self-employment, in integrated settings in a community.

Inclusion: The acceptance and encouragement of the presence and participation of individuals with intellectual and/or developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities.

Intellectual Disability: A type of developmental disability that starts before the age of 18 and is characterized by difficulties with intellectual functioning or intelligence, ability to learn, reason, problem solve and other skills; and can be adaptive behavior which includes everyday social and life skills (per the National Institutes of Health).

Nonprofit Organization: An organization that is described in section 501 (c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of the Code.

Unserved and Underserved: Populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.

State of Arizona

AZ Developmental Disabilities Planning Council

3839 N. Third Street, Ste. 306

Phoenix, AZ 85012

Jon Meyers, Executive Director



Request for Grant Application No: FFY24-SafetyIDD-0300

Title of RFGA: Internet Safety Training & Resource Dev.

Page 1

OFFER AND ACCEPTANCE FORM (SPO FORM 203)

TO THE STATE OF ARIZONA, ARIZONA DEVELOPMENTAL DISABILITIES PLANNING COUNCIL:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements, and amendments in this Request for Grant Application ("RFGA") solicitation and any written exceptions, as accepted by the Arizona Developmental Disabilities Planning Council, in the Application.

Name of Applicant Organization

Signature of Person Authorized to Sign Offer

Address

Printed Name

City State Zip

Title

Phone:

E-Mail:

By signature in the Offer section, the Applicant certifies:

1. The submission of the Application did not involve collusion or other anti-competitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization IS/ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.
5. The Offeror is not debarred from, or otherwise prohibited from participating in any publicly-funded contract awarded by any Federal, State or local jurisdiction.

ACCEPTANCE OF OFFER

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant Application, and based upon the RFGA Solicitation documents, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant Application as accepted by the State.

This grant shall henceforth be referred to as Contract No. _____.

The effective date of the Contract is _____.

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives purchase order, contract release document or written notice to proceed.

State of Arizona, Awarded this _____ Day of _____ 2023.

Jon Meyers, Executive Director _____

Applicant's Background Information Form

Complete each item, using attachments where necessary and label your response "**Applicant's Background Information Form**". Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of your application as unresponsive. If awarded a Contract, the ADDPC will need to know who to contact for any questions.

1. Contact Name for Project: _____

Organization Name: _____

Address: _____

Phone Number: _____ Email: _____

2. The Applicant is and was established when:

TYPE	YEAR ESTABLISHED
Corporation – Nonprofit	
Corporation – For Profit	
Unit of Local Government	N/A
Indian Tribal Government	N/A
Other	

3. As the lead applicant, read each statement carefully and mark Yes or No.

	YES	NO
a. Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to your business activities? If YES, please attach an explanation.		
b. Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? IF YES, please attach an explanation.		
c. Does the Applicant have sufficient funds to meet obligations on time under the Contract while awaiting reimbursement from ADDPC? If NO, please attach an explanation.		

d. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.		
e. Have you or has your organization terminated any contracts, had any contracts terminated, had any liquidated damages assessed or been involved in contract lawsuits? If YES, please attach an explanation.		
f. Do you, your staff, any of your relatives, or voting members of your Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. §38-502, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		
g. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		
h. Does your organization have Insurance and Indemnification coverage to enter into a state contract? At a minimum a Certificate of Insurance, for each, shall be provided to the ADDPC if a contract is awarded. This will include coverage for Commercial General Liability (CGL), Business Automobile Liability, Workers' Compensation and Employee Liability, and Professional Liability.		

4. Authorized Signatory:

(Name and Title of Authorized Signatory) is the signatory to this Contract on behalf of the Contractor and is responsible for the delivery of Contract Services during the term of this Contract.

Applicant's Qualification Form

For the following two questions, label your response **"Applicant's Qualifications Questionnaire"** and indicate the question number that is being addressed. Answer the questions or inquiries in this questionnaire using attachments where necessary. This Questionnaire shall also apply to any Subcontractor that will have a key role in the proposed project.

1. Briefly provide an overview of the lead organization describing how the organization is involved in the developmental disabilities community and summarize the programs and services provided. (Limited to one page).

2. Briefly describe the lead organization's experience, expertise, qualifications, and outcomes that demonstrate the applicant's ability to successfully deliver the proposed project requirements as described in the Scope of Work. If a Subcontractor will have key responsibilities, briefly describe their experience, qualifications, and expertise to carry out the project. (Limited to one page).

ANYTHING PROVIDED IN EXCESS OF THE PAGE LIMITS ABOVE WILL NOT BE CONSIDERED AS PART OF THE APPLICATION.

Budget Request Form

Contractor Name: _____

Contractor Address: _____
Street Address City State Zip

Project Name: _____

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries				-
Fringe Benefits				-
Supplies / Operating Expenses				-
Travel				-
Rent or Cost of Space				-
Contracted Services / Professional Services				-
Administrative / Indirect Costs				-
Total Costs	-	-	-	-

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

Name of Certifying Official

Title of Certifying Official

Phone Email

Budget Development Guidelines to Develop Budget Request Form and Narrative

The purpose of the budget narrative is to support the proposed project and provide more clarity and detail on the various budget line items that funds are being requested to support. The budget narrative should explain the criteria used to compute the budget figures on the budget form. The Budget Request Form and Budget Narrative shall not exceed 12 months of requested funding.

A budget narrative should also include Match, by listing each Matching Funds Source. Please verify that the narrative and budget request form correspond to each other and the calculations and totals are accurate. This is a federal requirement per the DD Act.

The budget request form and budget narrative shall be in accordance with the Office of Management and Budget (OMB) requirements. It is the responsibility of the Applicant to know and understand the applicable circular and basic guidelines for allowability of costs.

The ADDPC reserves the right to ask the applicant for a revised budget summary, narrative and matching costs during contract clarifications. The ADDPC will review all costs that are proposed in the Budget Request Form and Narrative. Therefore, please be as accurate as possible. Of special concern are those costs that are Allowable and Non-Allowable as defined by the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for **HHS Awards under 45 CFR Part 75**. These requirements can be found on the U.S. Government Publishing Office website:

<https://www.gpo.gov/fdsys/granule/CFR-2016-title45-vol1/CFR-2016-title45-vol1-part75/content-detail.html>

eCFR :: 45 CFR Part 75 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards

Personnel/Salaries: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages. All organizations will be monitored to assure compliance with this requirement. Please review the appropriate Federal Cost Principle and OMB Circular for your organization.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Supplies/Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

Travel: Travel costs are according to the State of Arizona Accounting Manual (SAAM), Travel written policy and can be located at <https://gao.az.gov/travel/travel-information>. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). The ADDPC reserves the right to determine the reasonableness of the applicant's proposed travel costs, in accordance with the State of Arizona Accounting Manual (SAAM) Travel written policy.

Rent or Cost of Space: Costs for rental space are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Define how the cost for rental space was determined and the justification for charging the cost to the grant.

Contracted Services / Professional Services: If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category may also include Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the rates and other costs are determined. Explain how all contracts will be procured.

Administrative / Indirect Costs: The ADDPC has authority to cap all Administrative/Indirect Costs to 10% regardless of the Applicants internal policy. Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. These costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

For organizations that have an established federally approved indirect cost rate for federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

If the applicant's written allocation policy for indirect costs OR the federally approved indirect cost rate agreement is not provided with the application (new or renewal funding), the ADDPC has the right to deny approving Administrative Costs.

Applicants may choose Option A OR Option B.

Option A: Internal Organizational Policy: With proper justification, Applicants may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request. If you choose Option A, provide a listing of the items included in this category and a copy of the written allocation policy for these costs.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, Applicants are only allowed to include an allocation for indirect costs for up to 10% of the grant request. The forgone costs (difference between the ADDPC 10% cap and the approved Indirect Rate) can be used as Match towards the project. Applicants must provide a recent copy of their federally approved indirect cost rate agreement with the application.

Match: Per the DD Act-Section 126(a)(1) and Section 126 (a)(2), Applicants shall contribute 25% Match towards the total program costs, either in the form of Cash or In-Kind. The ADDPC will fund 75% of the total program costs; therefore it is the responsibility of the Applicant to come up with the remaining Match dollars to fund the full program costs. Match is a requirement to show in your budget summary and budget narrative and must be accounted for in supporting documentation.

a) What is **NOT** considered Match:

- 1) Applicants are prohibited from using other federal dollars that are currently awarded to the applicant as Match towards the requested total program costs.
- 2) Applicants are prohibited from using a source of funds that is already designated as Match towards an existing program and applying it as Match towards the proposed project.

b) Example of Match Calculation (Total Program Cost) with the required 25% cash or in-kind:

Step 1: \$65,000 (requested amount) / .75 = \$86,667 (total project cost).

Step 2: \$86,667 (total project costs) - \$65,000 (requested amount) = \$21,667 (total match requirement).

SPECIFIC ALLOWABLE AND UNALLOWABLE COSTS, THESE ARE THE MOST COMMON REQUESTS

The following highlights allowable and unallowable costs under a proposed training. No costs other than those specified in this subsection as allowable, including any qualifications on their allow-ability, are permitted under this RFGA. .

Allowable Costs

In general, consistent with 45 CFR 75.432, conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.

Conference Services. Grant funds may be used for necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.

Consultant Services. Grant funds may be used to pay consultant fees.

Equipment Rental. Grant funds may be used for the rental of necessary equipment (less than \$5,000 value).

Publication Costs. When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, allowable costs include special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified at the time the grant is awarded.

Registration Fees. Shall be reasonable to not exclude any participant. Funds are notated as Program Income and shall be reported to the ADDPC. Funds can be used to offset other costs associated with the Online Conference/Training.

Salaries. In accordance with the policy of the recipient organization, grant funds may be used for all or part of the salaries of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.

Speakers Fees. Speakers' fees for services rendered are allowable.

Supplies. Grant funds may be used for the purchase of supplies for the conference if the supplies are received and used during the budget period.

Unallowable Costs

Alteration and Renovation (capital improvement costs). Not allowable.

Entertainment and Personal Expenses. Costs of amusement, diversion, social activities, ceremonials, and related incidental costs, such as bar charges, tips, personal telephone calls, and laundry charges of participants or guests, are unallowable.

Equipment Purchase. Grant funds may not be used for the purchase of equipment.

Foreign Travel: Not allowable.

Honoraria. Honoraria or other payments given for the purpose of conferring distinction or to symbolize respect, esteem, or admiration may not be paid from grant funds.

Local Participants' Expenses. Grant funds may not be used to pay per diem or expenses for local participants in the conference.

Meals/Beverages (non-alcoholic). Not allowable.

Membership Dues. Not allowable.

Research Patient Care. Not allowable.

Visas and Passports. Not allowable.

Other Fiscal Notes:

- a. **If applicable, Applicants shall complete the Financial Systems Survey (document attached, as pages 18-20).**
- b. Applicants are prohibited from supplanting, defined as to replace or take the place of federal, state, or local funding. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. Existing funds for a project and its activities shall not be displaced by federal funds and reallocated for other organizational expenses.
- c. Applicants are allowed to supplement, which is adding federal funds to what is available in state, local or agency funds.

Applicants must read Section 3 - ADDPC Special Instructions, pages 21-25 for how to complete your application and further information.

Financial Systems Survey

Applicants: If you have a current contract with the ADDPC **OR** have received a grant from the ADDPC in the past 3 years, you are **not required** to fill the Financial System Survey. This must be completed for NEW Applicants.

All other NEW applicants, please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

Name of Applicant: _____

As stewards of federal funds, the Arizona Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last three years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Has your organization completed an A-133 Single Audit within the past three years? (organization has expended \$750,000 in federal funds in the applicant's past fiscal year. ADDPC may request copy)	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past three years? If so, what year? _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
5. If you answered YES to question #4, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other: Please Specify Type _____. Attach copy of determination letter from IRS	Attachment Required
6. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="checkbox"/> YES <input type="checkbox"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="checkbox"/> Manual <input type="checkbox"/> Automated <input type="checkbox"/> Combination
2. How frequently do you post to the General Ledger?	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other

3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Is your organization familiar with OMB final guidance for HHS federal awards, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR, Part 75)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an approved federal indirect cost plan/rate need to attach a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input type="checkbox"/> Direct Charges <input type="checkbox"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Are forgone indirect costs used as a match for the proposed grant program?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="checkbox"/> YES <input type="checkbox"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Does the organization maintain a system of contract administration to ensure Subcontractor conformance with the terms and conditions of each contract?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO

E. CONTACT INFORMATION

Please indicate the following information, in the event that the Arizona Developmental Disabilities Planning Council has questions about this survey.

Prepared By: _____

Job Title: _____

Date: _____

Phone & Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Applicant has accepted the responsibility of maintaining a legal and valid financial system.

Signature

G. COMMENT AND ATTACHMENTS

Please type on a separate piece of paper to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment. Label this extra sheet as Financial Systems Survey - Comment. And attach any related and required documents at the end of the Financial Systems Survey.

Arizona Developmental Disabilities Planning Council
RFGA# FFY24-SAFETYIDD-0300

SECTION 3: ADDPC SPECIAL INSTRUCTIONS FOR THIS RFGA

1. **AUTHORITY**

In accordance with A.R.S. §41-2701, competitive sealed grant applications to support the Developmental Disabilities Assistance and Bill of Rights Act of 2000 Grant Program will only be received by the ADDPC. The CFDA # is 93.630

2. **SOLICITATION CONTACT PERSON**

Any inquiry related to a solicitation, including any requests for or inquiries regarding standards referenced in the solicitation shall be directed solely to the ADDPC Contracts Manager, Marcella Crane, via email: mcrane@azdes.gov.

Applicants are prohibited from contacting any State of Arizona employee, ADDPC Council member or ADDPC staff other than whose name is listed in the solicitation.

3. **REQUIRED REVIEW**

Applicants should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by ADDPC at least seven (7) days prior to the application's due date. Protests based on any omission or error, or on the content of the solicitation, may be disallowed if these faults have not been previously brought to the attention of ADDPC as required herein.

In the event of a contract award, no plea of ignorance of conditions that exist, or may hereafter exist, or of difficulties that may be encountered in the provision of services under the contract will be accepted as an excuse for any failure or omission on the part of the applicant to fulfill in every detail all of the requirements of the contract, nor accepted as a basis for any claims for extra compensation.

4. **PRE-APPLICATION REVIEW / AMENDMENTS/ RFGA QUESTIONS**

The ADDPC **will hold** a Pre-Application Review on March 27, 2024 at 1:30 PM Phoenix Local Time. To register for this event, send an email to Marcella Crane at mcrane@azdes.gov with your complete contact information by March 25, 2024. A Google Calendar Invite will be sent to those potential applicants that register for the Pre-Application Conference. This is not mandatory to attend.

All questions shall be sent by email to Marcella Crane at mcrane@azdes.gov by April 18, 2024, 5:00 PM Phoenix Local Time.

The solicitation may be amended at any time before the application due date by the ADDPC. The solicitation shall only be modified by a solicitation amendment. Each solicitation amendment shall be signed with an original signature by the person signing the application, and shall be submitted as part of the full application by the due date and time. Failure to return a signed solicitation amendment may result in rejection of the application.

An application may not be amended after the Application due date and time except as otherwise provided under applicable law.

It is the sole responsibility of the applicant to check the ADDPC website at <https://addpc.az.gov> for any amendments to this solicitation.

5. **LETTER OF INTENT**

Applicants are strongly encouraged to submit a Letter of Intent via email. The purpose of a Letter of Intent is to notify the ADDPC of the applicants' intent to apply for grant funding under this RFGA. Letters of Intent will be used only to review the number of expected applications and for planning purposes.

Include in your Letter of Intent the name of the Applicant and the amount of funding being requested. Letters of Intent shall be emailed to the Contracts Manager, mcrane@azdes.gov **no later than April 18, 2024**. Letters of Intent shall remain confidential until final contract award.

6. **SUBMISSION OF APPLICATIONS**

It is the responsibility of each applicant to ensure their application is electronically submitted, as one complete PDF application, to mcrane@azdes.gov **by the due date and time, April 25, 2024, 3:00 PM (Phoenix time)**.

The ADDPC will not accept: Late electronic submissions, mailed or telefax copies. The ADDPC is not responsible for costs of developing the application and is not responsible if any electronic copy is sent to a person other than the person who is designated on this grant solicitation to receive completed applications.

7. **APPLICATION FORMAT AND CONTENT** (Use as a Checklist)

The applicant shall submit one complete electronic copy, in PDF format, to mcrane@azdes.gov by the due date and time.

The application narrative shall be typed, single-spaced with one-inch margins or wider using 12-point Verdana, Times New Roman or Arial font. Page numbers must be on the bottom of all pages.

The maximum number of pages to be typed, exclusive of other required attachments and forms, is eight (8) pages. Legibly fill out the other required forms, and ensure proper signatures are obtained where necessary.

Below is the order in which the application shall be presented:

- A. Offeror and Acceptance Form, signed
- B. Project Narrative - all questions are fully answered (Part 3 in scope of work)
- C. Attachments as follows:
 - C1. Attachment 1: Timeline/Implementation Plan of Major Activities
 - C2. Attachment 2: Two Letters of Support
 - C3. Summary of Key Staff (no resumes)
- D. Project Budget Summary Page, signed; Budget Narratives for Costs and Required Match
- E. Applicant's Background Information Form, signed
- F. Applicant's Qualification Form
- G. Financial Systems Survey, signed
- H. Nonprofit status: 501 (c)(3) determination letter from IRS, if applicable

I. RFGA Amendment(s), if applicable, signed

Please Note: Failure to include the requested information and in the required format will have a negative impact on the evaluation of the application.

Offer and Acceptance and Evidence of Intent to be Bound: The Offer and Acceptance Form within the solicitation shall be submitted with the application and shall include a signature by a person authorized to sign the application. The signature shall signify the applicant's intent to be bound by the application and the terms of the solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of an intent to be bound, such as a signature, shall result in rejection of the application. Failure to return an Offer and Acceptance Form may result in rejection of the Application.

8. **APPLICATION OPENING**

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant may be recorded. The evaluation documentation shall not be subject to public inspection until after the Contract award.

9. **OFFER ACCEPTANCE PERIOD**

Applications shall be irrevocable for 120 days after the application due date.

10. **RESPONSIVENESS AND ACCEPTABILITY**

Applications may not be considered responsive and / or acceptable if they do not contain information sufficient to evaluate the application in accordance with the factors identified in the solicitation or other necessary application components. Necessary components include: an indication of the applicant's intent to be bound, response to the scope of work, budget information, and submission of all other required forms and attachments.

11. **EVALUATION**

The ADDPC shall ensure that the final selection for the grant awards shall be made to those whose application is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation criteria include the following:

1. Meets Eligibility requirements.
2. Provides a comprehensive response to the Scope of Work, including complete responses to all questions under Part 3 – Project Narrative including a timeline of proposed activities and letters of support that demonstrate support and collaboration.
3. Experience and qualifications of the applicant and personnel in carrying out the proposed project.
4. Cost effectiveness of the program that shows reasonable and allowable costs and matching funds; and experience in sound fiscal grant management practices.

ADDPC reserves the right to consider historic information and facts, whether gained from the Offeror's application, negotiations, references, or other source and the views of the evaluator(s) with a prior contract or service delivery experience with any of the offerors, while conducting the application evaluations.

12. COMPETITIVE RANGE

If the ADDPC determines that the number of applications that would otherwise be in the Competitive Range exceeds the number at which an efficient competition can be conducted, the ADDPC may limit the number of applications in the Competitive Range to the greatest number that will permit an efficient competition among the most highly advantageous applications.

13. CLARIFICATIONS

ADDPC may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or of eliminating minor informalities or correcting nonjudgmental mistakes in applications. Clarifications shall not otherwise afford the applicant the opportunity to alter or change its application.

14. NEGOTIATIONS

ADDPC reserves the option to conduct negotiations with applicants who submit applications determined to be in the competitive range or reasonably susceptible of being selected for award. If negotiations are conducted, ADDPC shall issue a written request for final application revisions. Award may be made without negotiations; therefore, applications shall be submitted complete and on most favorable terms.

15. EXCEPTIONS

All exceptions included with the application shall be submitted in a clearly identified separate section of the application in which the applicant clearly identifies the specific paragraphs of the solicitation where the exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting contract unless such exception is specifically accepted by the ADDPC in a written statement. The applicant's preprinted or standard terms will not be considered by the State as a part of any resulting contract, if any.

All exceptions that are contained in the application may negatively impact an applicant's susceptibility for award. An application that takes exception to any material requirement of the solicitation may be rejected.

16. CONFIDENTIAL INFORMATION

If a person believes that any portion of the application, offer, specification, protest, or correspondence contains information that should be withheld, then the ADDPC shall be so advised in writing (Budget is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §§ 41-2611 through 41-2616.

17. CONTRACT INCEPTION/EFFECTIVE DATE

An application does not constitute a contract nor does it confer any rights on the applicant to the award of a contract. A contract is not created until the application is accepted in writing by the ADDPC. The effective date of a contract, if any, shall be the date that the ADDPC signs the Offer and Acceptance Form or other official contract form, unless another date is specifically stated in the contract.

18. APPLICATION RECORDS

Keep a copy of this solicitation and the submitted grant application. If awarded, the applicant shall be bound to the services listed by the grant application and based upon

the solicitation, including all terms, conditions, specifications, amendments, clarification responses, etc.

19. SOLICITATION RESULTS

All applicants will be notified in writing, whether or not selected for award, prior to the anticipated contract start date. Pursuant to A.R.S. §41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. §41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

20. DEFINITION OF TERMS

A. Shall, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.

B. Should: Indicates something that is recommended but not mandatory. If the applicant fails to provide recommended information, the State may, at its sole option, ask the applicant to provide the information or evaluate the application without the information.

C. May: Indicates something that is not mandatory but permissible.

21. AVAILABILITY OF FUNDS FOR THE NEXT STATE FISCAL YEAR

Funds may not presently be available for performance under this solicitation beyond the current state fiscal year. If funds are not allocated and available for the continuance of this solicitation, and any subsequent contracts, they may be terminated by the ADDPC at the end of the period for which funds are available.

22. ADDPC'S RIGHTS

Notwithstanding any other provision of the RFGA, ADDPC expressly reserves the right to:

- A. Waive any immaterial defect or informality;
- B. Reject any or all applications, or portions thereof;
- C. Amend the solicitation; or
- D. Cancel the solicitation.