

**RFGA FFY24-CON/TRN-0400; Support for Conferences, Symposiums or Trainings;  
Release on February 2, 2024; Due on March 7, 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](mailto: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 8-16

Section 3: Special Instructions, pages 17-21

Section 4: Template for Evaluation Narrative, Demographic & Survey Data, pages 22-27

## **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:**

\$50,000; \$7,500 maximum per Applicant.

1. Applicants shall only apply for a maximum amount of \$7,500. Only one request per Applicant shall be submitted.
2. All costs shall be considered, to include costs that will be incurred to conduct the proposed Conference/Training which can be either online, in-person or a hybrid format. Costs include staffing, materials to develop in plain language, speaker fees, costs for interpreters and translators, facility rental, and evaluation/data collection from participants that attend.
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 will be made.

**Eligibility:**

1. Priority may be given to applicants that have not received funding from the Council in previous solicitations under the Conference Sponsorships RFGA.
2. Priority may be given to applicants that can propose a Conference/Training in an unserved or underserved area of the state, or outside of Maricopa and Pima Counties, or in a Tribal community.
2. Applicants that have received a grant in the past three years (2021, 2022, and 2023) may apply, if the applicant proposes a new conference theme and /or training and the event must not be a previously funded event during 2021-2023.
3. 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

**Term of the Contract:**

The contract period for any approved application is 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 will not offer a contract renewal under this grant solicitation.

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

*Part 2*

**Purpose & Other Requirements:**

The ADDPC will award grants to sponsor conferences, trainings, seminars, workshops, symposiums, or other planned events (referred to in this solicitation as a Conference/Trainings) of which the primary purpose is to support the dissemination of information relevant to individual persons with intellectual/developmental disabilities (I/DD), their families, professionals, and other stakeholders.

The ADDPC will review and consider all applications that can implement their Conference/Training in a format that is determined best by the applicant. The format can be online, in-person or a hybrid, combination of both.

Additional information for Applicants to know when applying:

1. The proposed Conference/Training shall take place within the contract period of one year, including conducting an evaluation survey of participants. If awarded, the ADDPC will provide the required demographic (racial, gender, county location) and performance measures that grantees are required to collect and submit to the ADDPC by the end of the contract period.
2. The proposed Conference/Training theme shall support one of the Council's Goals: Self-Determination, Meaningful Careers, Inclusion with Engagement, Safety, or System Access & Navigation (See page 6 for definitions of each Goal).
3. The proposed budget is limited to \$7,500. Funds are restricted and the applicant must follow all budget instructions. These costs are unallowable: food/beverage, entertainment, honorariums, fundraising, lobbying or for any public relations events. Information on how to develop your budget narrative and what costs are allowable are in the Budget Narrative section, beginning on page 13. If awarded a grant from the ADDPC, you must have sufficient funds to await cost reimbursement of expenses. All grants by the ADDPC are on a cost-reimbursement basis.

### *Part 3*

#### **Written Narrative & Attachments:**

The applicant shall propose a Conference/Training of which the primary purpose is to support the dissemination of technical information to individual persons with intellectual/developmental disabilities (I/DD), their families, caregivers, professionals that work with this population, and other stakeholders.

Applicants shall provide a written narrative addressing each question listed below. The written narrative shall be single spaced and shall be a minimum of five (5) pages but a maximum of eight (8) 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 the proposed theme, general topics of the proposed Conference/Training, and how the proposed theme fits within one of the Council's Goals. State the overall purpose for hosting the Conference/Training.
2. Describe if a structured committee is necessary to assist in planning for the Conference/Training. This includes describing any partners that will be involved. If so, describe what sort of activities the committee will undertake.
3. Describe how printed materials will be developed to meet the needs of participants, including how materials and speakers will use People First language, be culturally competent and sensitive to the needs of the participants, and how materials will be available in alternative formats.

4. Describe which community/area the proposed Conference/Training will take place and how outreach efforts will occur. State the expected number of participants to attend.
5. Describe your registration process. How will interested parties be notified? How long will the registration process be open? How will specific requests by participants be addressed, such as materials needed in alternative format or interpretation services? If you plan on charging a registration fee, what is that amount per participant and how will those funds be used to offset any costs associated with this Conference/Training. Please note: Registration fees are considered Program Income and those funds must be reported to the ADDPC and be used to offset any costs for this Conference/Training. Ensure your registration form can include identifiable information, such as if the registrant is a: Self-Advocate; Family member/Caregiver; or Professional (Note: For data reporting purposes, a person may not check off multiple boxes).
6. Describe the proposed format for the Conference/Training, including the proposed date(s), what online web service will be used, if being held virtually/hybrid (i.e., Google Meet, Zoom, other format), and how accessibility will be provided to unserved or underserved groups.
7. Introduce the proposed speakers that will be considered, their expertise in the topic(s), how they will be chosen, and if speaker fees will be involved. Do not attach any resumes of any speaker.
8. Describe if scholarships will be made available, how many will be made available, and what is the eligibility process for receiving a scholarship.
9. If awarded, the grant recipient shall use the Evaluation Narrative, Demographic & Survey Data. See pages 22-27 for the template. Describe the process of distributing and collecting an evaluation survey at the end of the Conference/Training. The applicant shall strive to receive a completed survey from a minimum of 30% of participants to tabulate and report to the ADDPC.
10. State the estimated overall cost to hold the proposed Conference/Training.

**Attachments:**

Three attachments shall be provided 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 Conference/Training 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. Do not include proposed speakers for your conference/training (should be described in narrative, #7)

#### *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 a minimum of 30% of participants and analyze the feedback and submit the information in a final report to the ADDPC.

The ADDPC's Evaluation Narrative, Demographic & Survey Data template is located as Section 4 of this RFGA and starts on page 22. The final evaluation narrative template will be forwarded to the grant recipient upon award notification.

#### *Part 5*

##### **Deliverables to the ADDPC:**

If a Conference/Sponsorship is awarded, the ADDPC will provide templates for narrative and fiscal reporting. The contractor will be required to provide the following:

1. Two evaluation narrative reports which provide an overview of the work being conducted per the Scope of Work and implementation plan. The first (interim) report will be submitted six months through the funded year and will detail progress to date on the proposed project. The second and final report will be a summary of the Conference/Training that took place, all required demographic data and survey data collected.
2. Fiscal invoicing, including backup to support expenses based on approved costs, that also includes matching dollars used to financial support the conference/training.
3. 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:**

###### **Letters of Intent Due Date:**

February 29, 2024, via email: [mcrane@azdes.gov](mailto: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](mailto:mcrane@azdes.gov) by February 29, 2024, 5:00 PM Phoenix Local Time.

**Application Due Date:**

March 7, 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](mailto: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-CON/TRN-0400

Title of RFGA: Conference Sponsorship/Training

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**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:

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(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				-
<b>Total Costs</b>	-	-	-	-

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:** *Not Allowable.*

**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 with the required 25% cash or in-kind:

Step 1: \$7,500 (requested amount) / .75 = \$10,000 (total project cost).

Step 2: \$10,000 (total project costs) - \$7,500 (requested amount) = \$2,500 (total match requirement).

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

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

### **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**

**Administration/Indirect Costs.** Not allowable.

**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. 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.
- b. 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 17 - 21;and

Section 4 - Template for Evaluation Narrative, Demographic & Survey Data, pages 22-27.

Both are specifically related to this Conference/Training grant solicitation RFGA # FFY24-CON/TRN-040.



**Arizona Developmental Disabilities Planning Council**  
**RFGA# FFY24-CON/TRN-0400**

**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](mailto: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 not** hold a Pre-Application Review. All questions shall be sent by email to Marcella Crane at [mcrane@azdes.gov](mailto:mcrane@azdes.gov) by February 29, 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](mailto:mcrane@azdes.gov) **no later than February 29, 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](mailto:mcrane@azdes.gov) **by the due date and time, March 7, 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

The applicant shall submit one complete electronic copy, in PDF format, to [mcrane@azdes.gov](mailto: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. Nonprofit status: 501 (c)(3) determination letter from IRS, if applicable
- H. 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.

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.

## Section 4: Template for Evaluation Narrative, Demographic & Survey Data

### **RFGA FFY 24-CON/TRN-0400; Support for Conferences, Symposiums or Trainings**

#### **DRAFT Only for RFGA Review**

Contractor Name: \_\_\_\_\_

Contract Period: TBD

Email reports to: [mcrane@azdes.gov](mailto:mcrane@azdes.gov)

Questions?: Contact Marcella Crane via email at [mcrane@azdes.gov](mailto:mcrane@azdes.gov)

Please read the instructions carefully.

#### **Narrative Report overview:**

As part of the contract deliverables, two narrative reports are required to ensure the project is in good standing. The narrative report shall be no more than 2 typed pages and include questions 1-5. You may include flyers, brochures, or other handout materials as attachments.

Reports are due as listed in the schedule. If your conference takes place by December 31, 2024 - one final report can be submitted to the ADDPC that shall include the narrative responses and final demographic data and survey results.

If the conference takes place between January 1 and June 30, 2025, the grantee is required to submit two reports as outlined below, with final demographic data and survey results.

<b>Due Date</b>	<b>Time Period</b>
January 31, 2025	July 1 – December 31, 2024 First Narrative Report
July 31, 2025	January 1 – June 30, 2025 Final Narrative Report with all required survey responses and demographic data.

#### **Section 1:**

##### **Narrative Report Questions**

1. Provide a summary of the progress to date. Include how the planning for your Conference or Training is taking place, how partners are involved, and if you're

following the timeline as approved in your application. Describe what key tasks have taken place.

2. Describe if certain tasks as listed in your timeline have not been met or need to be adjusted. Provide an explanation of why and what changes are necessary to make.

3. Are financial expenses and match reporting on track? If not, provide an explanation.

4. Do you need to request any contract amendments? (Please inform the ADDPC Contracts Manager prior to any changes being implemented for written approval).

5. Do you need any technical assistance from the ADDPC? If so, describe the type of assistance you need and by what date this needs to be scheduled.

**Section 2:**

**All required demographic data and survey results shall be collected in a manner that is non-duplicative, (participants may only be counted in a single category), and that can be analyzed and summarized for the final report to the ADDPC. Include in your final report, all demographic data and survey results.**

**Please note: All of the following demographic data points are required by the Council’s federal funding agency. We understand that some of this information may be considered sensitive by certain event participants and some may not wish to answer. In most cases, a “Prefer not to answer” option is provided.**

**A) Demographic data, capture one time**

<b>I identify my race as:</b>	<b>Number</b>	<b>Percentage</b>
American Indian or Alaskan Native (AIAN)		
Asian American		
Black or African American		

Hispanic/Latino		
Native Hawaiian or other Pacific Islander		
White or Caucasian		
Two or more races		
Race unknown		
Prefer not to answer		

<b>I'm a person participating in this conference as: (May be Captured at Registration)</b>	<b>Number</b>	<b>Percentage</b>
Person with an I/DD		
Family member/Caregiver		
Professional (not identified as either Person with an I/DD and/or Family member)		
Prefer not to answer		

<b>I live in this Arizona County:</b>	<b>Total Number</b>
Apache	
Cochise	



Coconino	
Graham	
Gila	
Greenlee	
La Paz	
Maricopa	
Mohave	
Navajo	
Pima	
Pinal	
Yavapai	
Yuma	
Prefer not to answer	
Live outside Arizona	

**Sexual Orientation**

<b>Which of the following best represents how you think of yourself? Select one:</b>	<b>Total Number</b>
Lesbian or gay	
Straight, that is not lesbian or gay	
Bisexual	
Two-Spirit* (if respondent is AIAN)	
I use a different term	
Don't know	
I prefer not to answer	

## Gender Identity

<b>Q1: What is your current gender? Select one:</b>	<b>Total Number</b>
Man	
Woman	
Non-binary	
Two-Spirit* (If respondent is AIAN)	
I use a different term	
Prefer not to answer	

<b>Q2: Do you consider yourself to be transgender?</b>	<b>Total Number</b>
Yes	
No	
Prefer not to answer	

- AIAN is American Indian or Alaskan Native

## B). Survey Questions to include in your overall survey/questionnaire

<b>Survey Questions</b>	<b>Number of Responses</b>
Total number of self-advocates satisfied & not satisfied with the conference	Satisfied = Not Satisfied= Did not respond=
Total number of family members satisfied & not satisfied with the conference	Satisfied= Not Satisfied= Did not respond=
Total number of professionals satisfied & not satisfied with the conference	Satisfied= Not Satisfied= Did not respond=

Total number of participants who said resource materials received during the conference will be used and helpful	
Total number of participants who requested any type of accommodation	
Total number of participants attending for the first time	
Total number of sessions offered?	
Total number of sessions repeated?	
Total number of surveys distributed/issued	
Total number of completed surveys received	
Total number of surveys not received	
Other questions captured by the Grant Recipient to report on (add rows and data points)	