



GRANT OPPORTUNITY: TRAININGS & CONFERENCES

ADDPC Sponsorships for Conferences/Trainings

The Arizona Developmental Disabilities Planning Council will award multiple grants to applicants that will sponsor either a conference, training, seminar, workshop, symposium or other planned educational event. The primary purpose is to support the dissemination of information to individuals with intellectual and developmental disabilities, family members or other groups.

The grant is available to nonprofits, for profits, colleges or universities, tribal governments and local governments. **The total amount of funding available is \$100,000, and the maximum amount to apply is \$10,000.** This is a one year contract and multiple awards will be made.

A pre-application conference is scheduled for April 30, 2019 at 1:00 p.m. Arizona Time at our Arizona Developmental Disabilities Planning Council office, located at 3839 North Third Street, Suite 306, Phoenix, Arizona 85012. If unable to attend in person, teleconferencing is available by dialing 1-240-454-0879, Access Code 806-463-229 #.

Grant Release: Monday, April 15, 2019	Due Date of Applications: May 23, 2019, 4:00 p.m. Arizona Time
Pre-Application Conference: April 30, 2019 at 1:00 p.m. Arizona Time	Anticipated Review: June 2019
Amendment (if any) Posted: May 1, 2019	Anticipated Award: July 1, 2019
Letters of Intent Due (not mandatory): May 16, 2019	Questions? Call (602) 542-8976

RFGA FFY19-CON/TRN-020; Council Sponsorship for Conferences and/or Trainings; Due on May 23, 2019

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: 602-542-8976, mcrane@azdes.gov or by mail to 3839 North Third Street, Suite 306, Phoenix, AZ 85012.

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 1-8

Section 2: Application Forms, pages 9-29

Section 3: Special Instructions, pages 30-34

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).

Title: Council Sponsorship for Conferences and/or Trainings

Part 1

Total Amount Available:

\$100,000; \$10,000 maximum per Applicant

1. Applicants shall only apply for a maximum amount of \$10,000. 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, including staffing, materials to develop, speaker fees, facility rental and evaluation/data collection of participants that attended.

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. Priority may be given to Applicants that have not received funding from the Council in previous solicitations under the Conference Sponsorships.

2. Current grantees awarded under RFGA #ADDPC-FFY18-CON/TRN-010, may only apply for new funding if they can demonstrate that a new Conference/Training topic to implement is not currently funded; OR the Applicant can demonstrate a new target audience in an area of the state that is not currently served, including those areas and populations that are considered unserved or underserved.

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 date of last signature on the Award Notification or date of Award Letter 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 in excess of the original contract period. The ADDPC will not offer a contract renewal under this grant solicitation.

Part 2

Purpose & Other Requirements:

The ADDPC will award grant monies 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 developmental disabilities, their families, professionals, and other stakeholders.

Additional information for Applicants to know when applying:

1. The proposed Conference/Training shall take place in the State of Arizona.
2. The proposed Conference/Training shall take place within the contract period of one year, including conducting an evaluation survey of participants.
3. The proposed Conference/Training theme shall support one of the Council's Goals: Self-Advocacy, Integrated Employment or Inclusion.
4. Proposed budget funds shall not be used to pay for entertainment, honorariums, fundraise, lobby or used for any public relations events. Other allowable and unallowable costs are located in the budget narrative section, page 22.

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, shall be a minimum of 5 pages but a maximum of 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. Describes 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 of hosting a 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/speakers shall use People First language, be culturally competent and sensitive to the needs of the participants, and be provided in plain language or in alternative formats.
4. Describe what community/area the proposed Conference /Training will take place and how outreach efforts to underserved and unserved populations will occur. State the expected number of participants to attend.
5. Describe the proposed format for the Conference/Training, including the proposed date(s), the venue, and verification that the venue location(s) has full accessibility.
6. Describe the registration process to ensure that the needs of the participants will be fulfilled, and that the registration process is fully accessible. Will there be a registration fee? If so, what is the proposed cost? Describe how those generated funds will be used

7. Describe if scholarships will be made available, how many will be made available, and what is the eligibility process for receiving a scholarship.
8. Introduce the proposed speakers that will be considered, their expertise in the topic(s), how they will be chosen and if travel/speaker fees will be involved. Do not attach any resumes of any speaker.
9. Describe how and who will be in charge of the distributing and collecting the evaluation survey at the end of the Conference/Training.
10. State the estimated overall cost to hold the proposed Conference/Training.

Attachments:

Two 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 to have them completed.
2. Provide two (2) letters of support from collaborators that show commitment to the proposed project. Letters of support shall be on letterhead, current date, signed, and clearly states the type of support offered.

Part 4

Evaluation:

The ADDPC requires all funded projects to evaluate their projects based on certain performance measures and adherence to the proposed timeline and scope of work requirements. The Applicant shall try to receive a 60% return rate of distributed surveys, analyze the feedback and submit the information in a final report to the ADDPC.

Additional questions may be proposed to ask, relevant to the funded Conference/Training theme, speaker(s), location, materials, etc.; however the first six Performance Measures are required by the ADDPC and shall not be modified or removed. These ADDPC Performance Measures shall be included in your overall Evaluation Survey:

1. The number of people with intellectual/developmental disabilities (I/DD) who attended the Conference or Training.
2. The number of family members who attended the Conference or Training.
3. The number of other* people trained or educated through the Conference or Training. (*Other refers to professionals, policymakers, stakeholders, or direct support staff.) This number does not include self-advocates or family members.
4. The number of sessions offered in the Conference or Training, or the number of times the session was offered.
5. The number of participants satisfied with the Conference/Training, broken out by people with I/DD, family members, and other.

The evaluation survey response rate (i.e. the number of surveys issued compared to the number of surveys received).

Part 5

Deliverables to the ADDPC:

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

1. Three 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 brief summary of the Conference/Training that took place and evaluation data collected, including ADDPC performance measures.
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 pictures and stories of participants, obtained through signed releases.

Part 6

Dates to be Aware of:

Pre-Application Meeting Date: Attendance is not required
April 30, 2019, 1:00 PM

Location: Arizona Developmental Disabilities Planning Council
3839 North Third Street, Suite 306
Phoenix, Arizona 85012.

If unable to attend in person, teleconferencing is available by dialing
1-240-454-0879, Access Code 806-463-229 #

Letters of Intent Due Date:

May 16, 2019 via email: mcrane@azdes.gov

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

Application Due Date:

May 23, 2019, 4:00 PM Phoenix Local Time (Email Only)

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

Part 7

Definitions:

Assistive Technology Device: Means 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: The term is used with respect to services, supports, or other assistance, means services, supports, other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals

who receiving the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved.

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: Means 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: Means the acceptance and encouragement of the presence and participation of individuals with 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 National Institute 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 specific groups of individuals with the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.



Offer and Acceptance

**AZ Developmental Disabilities
Planning Council**

3839 North Third Street, Ste. 306

Phoenix, AZ 85012

SOLICITATION NO.: ADDPC-FFY19-CON/TRN-020

PAGE
1

OFFFEROR:

OF
1

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Company Name

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

Phone:

Contact Email Address

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive 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 by, or otherwise prohibited from participating in any publicly-funded contract awarded by any Federal, State or local jurisdiction.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract 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 Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

day of

20

Erica McFadden, PhD, MSW, 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.

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	
Indian Tribal Government	
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.		

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 Qualifications Questionnaire

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 that includes Mission, Vision and Values. Describe 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.

Personnel Qualifications Form

Complete a separate Personnel Qualifications Form for each staff that will be paid from the grant or will be conducting their work as Match. This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: _____

2. Position currently held with Applicant: _____

3. Proposed position for contract service and percentage of time devoted to the contract service:

_____ %

4. Number of years with Applicant: _____

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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.

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="radio"/> YES <input type="radio"/> 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="radio"/> YES <input type="radio"/> 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="radio"/> YES <input type="radio"/> NO
4. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
5. If you answered YES to question #5, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> 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="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> 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="radio"/> YES <input type="radio"/> 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="radio"/> YES <input type="radio"/> 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="radio"/> Direct Charges <input type="radio"/> 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="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are forgone indirect costs used as match for the proposed grant program?	<input type="radio"/> YES <input type="radio"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
7. Does the organization maintain policies that include procedures for assuring	<input type="radio"/> YES

compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO
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D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> 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="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Arizona Developmental Disabilities Planning Council has questions about this survey, this individual will be contacted.

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 systems.

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 Financial Systems Survey.

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 for. 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 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). It is the responsibility of the Applicant to know and understand the applicable circular and basic guidelines for allow-ability of costs.

The ADDPC reserves the right to ask the applicant for a revise 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 these 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>

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 Principal 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>. 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 applicants 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: \$5,000 (requested amount) / .75 = \$6,667.00 (total project cost).

Step 2: \$6,667.00 (total project costs) - \$5,000 (requested amount) = \$1,667.00 (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 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, including travel and supporting costs (per diem or, where applicable, subsistence).

Equipment Rental. Grant funds may be used for the rental of necessary equipment.

Federal Employees. See Grants to Federal Institutions and Payments to Federal Employees under Grants chapter.

Meals. When meals are justified by the applicant as an integral and necessary part of a conference (i.e., a working meal where business is transacted), grant funds may be used for such meals, as qualified under Travel below. However, direct charges for meals/food and beverages are unallowable charges to an NIH grant where the primary purpose is to support a scientific meeting/conference.

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. Grant funds may not be used for registration fees paid by the recipient to other organizations on behalf of attendees. Grant funds may be used to help defray registration costs for some select conference attendees (for example, women, racial/ethnic minorities, persons with disabilities, other individuals who have been traditionally underrepresented in science, graduate students).

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.

Travel. Funds may be used for the travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the recipient organization are governed by the recipient's travel policies, consistently applied regardless of the source of funds.

Proposed per diem or subsistence allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration.

Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.

In accordance with 45 CFR 75.474, temporary dependent care costs (as dependent is defined in 26 USC 152) above and beyond regular dependent care that directly results from travel to conferences is allowable provided that:

- (i) The costs are a direct result of the individual's travel for the Federal award;
- (ii) The costs are consistent with the non-Federal entity's documented travel policy for all entity travel; and
- (iii) Are only temporary during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the HHS awarding agency. However, as indicated in 45 CFR 75.432, as needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable.

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. However, meals may be allowable as provided under Allowable Costs-Meals as strictly stated above.

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

Facilities and Administrative Costs or Indirect Costs. Not allowable.

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. With the exception of local mileage as indicated under Allowable Costs-Travel above, grant funds may not be used to pay per diem or expenses for local participants in the conference.

Meals. Direct charges for meals/food and beverages are unallowable charges to an NIH grant where the primary purpose is to support a scientific meeting/conference.

Membership Dues. Not allowable.

Research Patient Care. Not allowable.

Visas and Passports. Not allowable.

SASURANCES FOR NON-CONSTRUCTION PROGRAMS

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: 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 sign the Assurances for Non-Construction Programs.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763)

relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires

recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with the Contractor Employee Whistleblower Rights and Requirement to

Inform Employees of Whistleblower Rights of 2013 (P.L. 112-239, U.S.C. §§4712 et seq., section 828 of the National Defense Authorization Act).

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including the U.S. Health and Human Services, 2 CFR Part 300, and 45 CFR Part 75; and Grants Policy Statement. Each governs the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
OFFEROR ORGANIZATION	DATE

Arizona Developmental Disabilities Planning Council
RFGA# FFY19-CON/TRN-020

SECTION 3: ADDPC SPECIAL INSTRUCTIONS FOR THIS RFGA

1. **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 awarded, 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.

2. **PRE-APPLICATION CONFERENCE**

As listed in Part 6 of the Scope of Work, a Pre-Application Conference will be held at the ADDPC Office on April 30, 2019, 1:00 PM. Applicants can attend in person or by teleconference. Attendance is not required. The purpose of the conference will be to clarify the contents of the solicitation in order to prevent any misunderstanding of ADDPC's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to ADDPC at the conference. ADDPC will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation. **It is the sole responsibility of the applicant to check the ADDPC website at <https://addpc.az.gov> for any amendments to this RFGA.**

3. **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 May 16, 2019**. Letters of Intent shall remain confidential until final contract award.

4. 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**, May 23, 2019, 4:00 PM.

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

5. APPLICATION FORMAT AND CONTENT

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 with a 12-point using 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 is 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 the application shall be presented in:

- A. Offeror and Acceptance Form
- B. Project Narrative (Part 3 in scope of work)
 - B1. Attachment 1: Timeline/Implementation Plan of Major Activities
 - B2. Attachment 2: 2 Letters of Support
- C. Project Budget Summary, and Budget Narratives for Costs and Match
- D. Applicants Background Information Questionnaire
- E. Applicants Qualifications Questionnaire
- F. Personnel Qualifications Questionnaire
- G. Financial Systems Survey, any attachments, if applicable
- H. Nonprofit status: 501 (c)(3) determination letter from IRS
- I. Assurances for Non-Construction Programs
- J. Signed RFGA Amendment(s), if applicable

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

6. 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 read publicly and recorded. The evaluation documentation shall not be subject to public inspection until after Contract award.

7. OFFER ACCEPTANCE PERIOD

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

8. 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 applicants intent to be bound, response to the scope of work, budget information, and submission of all other required forms and attachments.

9. 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 includes the following:

1. Meet Eligibility requirements.
2. Provide 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.
 - 2.1 The proposed conference or training must lead to dissemination of information to target audiences.
 - 2.2 Proposed conference or training will focus on a geographic area of the state that is unserved or underserved, or in economically isolated communities, or target an unserved or underserved group of individuals.

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 offeror's, while conducting the application evaluations.

10. 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.

11. 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.

12. 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.

13. EXCEPTIONS

Applicants shall indicate any exceptions they have taken to the instructions, terms, conditions or other requirements of the solicitation. Exceptions may result in the rejection of the application.

14. 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.

15. 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.

16. 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.

17. 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; or

C. Reissue the RFGA.