

Rehabilitative Services Incentive Fund Guidelines

Overview

The State Rehabilitative Services Incentive Fund (RSIF) is stimulus funding designed to promote investment in meeting the needs of individuals with physical and sensory disabilities residing in communities across the Commonwealth of Virginia. RSIF funds will be allocated at the local level either through equal allotment among Disability Services Boards or through competitive grant review process with DSBs submitting grant proposals. The State RSIF may be used for one-time or multi-year proposals. The State RSIF grants are reimbursement grants. Access to the State RSIF requires matching funds, which a board may generate from local government, philanthropic organizations, fund raising, business and industry, and advocacy organizations. Boards will use the state incentive grant and matching funds to allow service providers to develop, expand, establish, or demonstrate a desired service or program needed by the community.

The Code of Virginia establishes incentive funds at both the state and local levels. Subsection A of Section (approved) 51.5-50 establishes a State RSIF “administered by the Department of Rehabilitative Services to meet programmatic and individual recipient needs not otherwise met through existing federal, state, or local programs, and to develop community programs to meet the needs of persons with physical and sensory disabilities.”

The Department of Rehabilitative Services is authorized to make grants approved by the Disability Services Council for programs and services for persons with physical and sensory disabilities to boards whose grant applications comply with the guidelines developed by the Disability Services Council.

Purpose of the RSIF

1.1 The guiding principles for the Rehabilitative Services Incentive Fund are:

- A. To serve as a first step in the development of the community-based, consumer-focused service delivery system envisioned by the Commission on the Coordination of the Delivery of Services to Facilitate the Self-Sufficiency and Support of Persons with Physical and Sensory Disabilities in the Commonwealth.
- B. To establish fiscal incentives for state and local commitment of resources to address needs identified by a DSB for new programs or expanded access to existing services. The State RSIF cannot be used to supplant the existing funding of a service operating in the community. Participation in the RSIF is a local option.

- C. To provide seed money for program innovation and coordination of services among organizations, jurisdictions, and Disability Services Boards.
- D. To enable DSBs to serve as catalysts by leveraging resources for services from multiple private and public sources and to stimulate statewide expansion of models that work.

Application Criteria

- 2.1 Applications must be consistent with the purposes of the State RSIF and meet the following criteria:
 - A. Support may only be sought for short-term, non-renewable, stimulus funding leading to:
 - (1) Expanded service delivery, planned and coordinated through community resources; or
 - (2) Pilot testing or demonstration of a model program or service delivery strategy for possible state or local adoption.
 - B. The proposed project must:
 - (1) Increase capacity through creation of a new program, improve accessibility of a previously inaccessible program, or expand an existing program;
 - (2) Broaden the range of service options for eligible individuals; or
 - (3) Enhance the overall service delivery system.
 - C. The proposal must also directly support one or more of the following goals:
 - (1) Inter-organizational coordination, cooperation, or resource pooling;
 - (2) Establishment of innovative direct service programs;
 - (3) Collaboration or delivery of services across programmatic and/or jurisdictional boundaries;
 - (4) Development of a comprehensive, consumer-focused service delivery system; or
 - (5) Service for under-served or unserved populations, including ethnic and cultural minorities with physical and sensory disabilities.

Terms and Conditions

- 3.1 Access to the State RSIF for an individual project or program is time-limited, based on the needs and design of the project and the justification by the DSB. Access to the State RSIF beyond the third year of funding either of one-year or a multi-year proposal is prohibited unless otherwise ruled by the DSC based on documented community need. In the event that a DSB submits a request for a project that has already received three years of RSIF funding, the Council will give special consideration to that proposal based on the following:
- likelihood that the service would not be provided without RSIF funding;
 - documentation of search for and likelihood of continuation of services
 - evidence of increased financial involvement by local government; and
 - number of people to be served by the program.
- 3.2 DSBs may access the State RSIF on behalf of services or programs from private, non-profit, local, state, and federal service providers. Such providers include, but are not limited to employment service organizations, centers for independent living, advocacy groups, and community service providers.
- 3.3 The Code of Virginia requires that Disability Services Boards “administer the Rehabilitative Services Incentive Funds, if received, through the designated fiscal agent in accordance with the approved expenditure plan.” To be eligible for funding through the Rehabilitative Services Incentive Fund, a DSB must designate a Fiscal Agent that meets the following definition:
- A. The Fiscal Agent must be a local government entity or a 501(c)(3) organization.
 - B. The Fiscal Agent assures accountability at the local level for funds expended by the Disability Services Board and maintains records on behalf of the DSB. The Fiscal Agent reviews all invoices submitted for reimbursement through the Rehabilitative Services Incentive Fund to assure accuracy of information, adherence to grant and contract requirements, and inclusion of proper documentation. The Fiscal Agent cannot be the same entity contracted to provide the service under the grant except in those circumstances where adequate segregation of duties has been proven in writing and approved by the Department of Rehabilitative Services (DRS).
 - C. Rehabilitative Services Incentive Fund grants are reimbursement grants. DRS can make payment either to the Fiscal Agent or directly to a Subgrantee, whichever reimbursement method the locality chooses.
- 3.4 The Disability Services Board, as the Grantee, is responsible for assuring that the Subgrantee meets the performance deliverables as outlined in the contract. This accountability is defined in the Grant contract and requires that the Disability Services Board, through either their local government staff or the Fiscal Agent, tracks and documents such performance.

- 3.5 Local DSB organizations, public or private, that receive state funding for DSB staff support are not eligible to receive RSIF dollars except in those circumstances where adequate segregation of duties has been proven in writing and approved by the Department of Rehabilitative Services (DRS).
- 3.6 All awards will require a DSB to (a) monitor progress of funded projects in accordance with operating and expenditure plans, and (b) provide a summary report at the completion of the project or at the end of the fiscal year on the outcomes of the RSIF supported programs. The Department of Rehabilitative Services may require interim progress reports for particularly complex or large grant awards.
- 3.7 Participating DSBs must provide the 10% requisite local match of the total project amount to receive funding. The local match may be either public or private funds, or a combination. Non-cash contributions (in-kind) or dollars funded by state funds shall not be accepted as part of the requisite local match.
- 3.8 Participating DSBs must have completed and submitted a 2006 Tri-Annual Needs Assessment report to the Department of Rehabilitative Services
- 3.9 Funds are available to support cost associated with one-year projects, as follows

One-year Projects	
RSIF grant funds may be used to pay for:	RSIF grant funds may <u>not</u> be used to pay for:
<ul style="list-style-type: none"> • Purchase of units of a given service. • Consultant services on an hourly or daily rate. • Equipment related to the described project. • Other costs related to the project, such as, printing, postage, and office supplies. 	<ul style="list-style-type: none"> • Personnel costs for one-year projects. • Services or accommodations that are required under a state or federal law, such as the Americans With Disabilities Act (ADA) or the Individuals With Disabilities Education Act (IDEA). • Studies for the purpose of identifying needed services for people with physical and /or sensory disabilities or gathering data with no tangible product or service. <p>Services, personnel or accommodations that are currently funded with another revenue source.</p>

Grant Proposal Development

- 4.1 The DSB shall submit its State RSIF grant request to the Department of Rehabilitative Services to be considered for funding. DRS shall use an interagency and consumer

panel to review, score, and make funding recommendations for all proposals. The DSB shall include the following information for each service or program proposal contained within that request:

- A. Project Description that defines purpose and duration of the project and details in concrete terms how the requested funds will be used, the goals of the project and what equipment, services, or programs will be provided
- B. Impact of project on people with physical and sensory disabilities describing in measurable terms direct benefit from the project; how the proposal will increase the availability, accessibility, and/or quality of services to people with physical and/or sensory disabilities in the service area; and how many people will receive services.
- C. Operating Plan including identification of a designated Fiscal Agent; an implementation plan; a time line; involvement of consumers in project planning, implementation, and evaluation; and documentation of formal and informal relationships with relevant stakeholders.
- D. Budget for the requested duration of State RSIF support (single year or up to three years for multi-year proposals).
- E. Needs Assessment Findings. Applicants must describe how the proposed project responds to the most current needs assessment findings of the local DSB.
- F. Certification of the availability of local matching funds, including both public appropriations and private donations, and commitment by the local source to provide the matching funds during the defined grant period.
- G. Community Collaboration, inter-organizational coordination and resource pooling, is a critical component in the development of RSIF projects. Additionally, a guiding principle of the RSIF is collaboration or delivery of services across programmatic, DSB or other jurisdictional boundaries. Applicants are asked to describe how the proposed project involves community organizations, consumer groups, businesses, and/or government organizations. Collaboration is a necessary factor in funding approval for transportation projects.

Allocation System: Competitive Grants

- 5.1 Proposals will be awarded based on a competitive review process approved by the Disability Services Council
- 5.2 Funding will be limited to one-year projects

- 5.3 The Council on an annual basis will set the dollar limit and number of grant(s) each DSB may apply for during that competitive award period.
- 5.3 Boards may not appeal funding in times of competitive allocation cycles.

Award Process-Competitive Grants

- 6.1 The disability Services Council shall use a competitive review process in times of severe budget constraint
- 6.2 An interagency and consumer panel shall review and score all RSIF applications and make award recommendations to the Disability Services Council.
- 6.3 Scores shall be based on compliance with the guidelines and submission of all required proposal documentation, the strength of the program description, as presented in the grant proposal; potential impact; documentation of need through the needs assessment process; and any program priorities which the Council may establish.
- A. DRS may consult with or provide technical assistance to a DSB as part of this review process if documentation is found to be missing, insufficient, or unclear.
 - B. DRS may also consult with a DSB regarding budget clarification and options for improved cost efficiency and effectiveness.
 - C. In support of final review by the Disability Services Council, DRS shall prepare recommendations for funding and a summary of all request proposals including those who do not meet the criteria.
- 6.4 Upon final approval by the Disability Services Council, the Department of Rehabilitative Services shall issue grant awards

12/10/93	Disability Services Council Approved
10/07/98	Disability Services Council Revised
10/21/99	Disability Services Council Revised
09/08/00	Disability Services Council Revised
03/27/01	Disability Services Council Revised
09/06/01	Disability Services Council Revised
12/08/03	Disability Services Council Revised
01/17/07	Disability Services Council Revised