

DISABILITY SERVICES BOARD: \_\_\_\_\_

SUB GRANTEE COVER PAGE

**REHABILITATIVE SERVICES INCENTIVE FUND  
TO ADDRESS UNMET OR UNDERSERVED NEEDS OF  
PERSONS WITH PHYSICAL AND/OR SENSORY DISABILITIES  
AS RELATED TO THIS DSB'S 2006? NEEDS ASSESSMENT  
REPORT  
FY 2009**

**SUBGRANTEE COMPETITIVE APPLICATION PACKAGE  
NOT TO EXCEED \$15,000  
GRANT PERIOD JUNE 1, 2008 – MAY 31, 2009**

APPLICATION AVAILABLE IN ALTERNATIVE FORMATS FROM YOUR DSB UPON REQUEST.

**TO BE CONSIDERED FOR FUNDING,  
PROPOSALS MUST BE AT THE DSB BY:**

**\_\_\_\_\_, 2008**

**SEND ONE DIGITAL COPY (MICROSOFT WORD FORMAT) AND \_\_\_\_\_ SIGNED  
PAPER COPIES (NO FACSIMILES) TO:**

\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

# REHABILITATIVE SERVICES INCENTIVE FUND

## Subgrantee Signature Sheet

SUBGRANTEE	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
CONTACT PERSON	CITY	ZIP
TELEPHONE NUMBER	FAX NUMBER	E-MAIL (IF APPLICABLE)

I certify that all information provided in this proposal is factual and that the organization is able to achieve the results described within the required timeframe for the RSIF. I further certify that local matching funds have been secured to support the required local match. A letter of verification for local match is attached.

\_\_\_\_\_  
SUBGRANTEE SIGNATURE

\_\_\_\_\_  
DATE

# PROJECT DESCRIPTION

1. Has the project ever received RSIF Funding?  Yes  No If yes, how many RSIF grant years? \_\_\_ \_\_\_

**(If funded beyond three years see section 3.1 in RSIF guidelines for points to address in the below purpose statement)**

2. Will/has the project receive funding support from any source other than RSIF ?(if yes, please list each source including amount of support)
3. The Grant applications should directly address needs in one or more of the core areas below and be based on the sponsoring DSB's 2006 Needs Assessment. The proposed project will support needs of persons with physical and/or sensory disabilities by improving services, developing community programs, or meeting needs not otherwise met through existing program in which of the following areas:

- Transportation
- Employment
- Housing
- Assistive Technology
- Case Management
- Education
- Family Support Services
- Training

- Public Awareness of Disabilities
- Medical and Therapeutic
- Independent Living Services
- Emergency Preparedness
- Access
- Independent Living Services
- Counseling
- Personal Assistance

Other \_\_\_\_\_

4. What problem(s) related to the selected core area above and identified in the DSBs needs assessment does your proposal address? *Briefly explain who is in need, what needs to change, and why there is a need for RSIF funding.*
5. What is/are the goal(s) of the project? *Your goals should include your intended results in general terms and the target population.*

6. What activities will you provide through RSIF funds and other allocated resources to achieve program goals. *This should include products to be developed, or services provided.*
  
7. What are the measurable, tangible, and direct products of the activities provided above? *This may include the number of unduplicated persons with physical and/or sensory disabilities who will receive services, number of classes taught, materials developed or distributed, hours of service provided, focus groups held, etc...*

# IMPACT OF PROJECT ON PEOPLE WITH PHYSICAL AND/OR SENSORY DISABILITIES

1. Proposals must meet criteria outlined in Section 2.1 of the RSIF Guidelines. Funding is only available for short-term, non-renewable, stimulus funding for proposals that meet at least one of the criteria below: (Check all that apply)

- Expanded service delivery, planned and coordinated through community resources
- Pilot testing or demonstration of a model program or service delivery strategy

2. In addition proposals must increase capacity and broaden the range of service options for eligible individuals through one of the strategies below (Check all that apply)

- Creation of a new program
- Improve accessibility of a previously inaccessible program
- Expand an existing program

3. The Proposal must also directly support one or more of the following goals (check all that apply)

- Inter-organizational coordination, cooperation, or resource pooling;
- Establishment of innovative direct service programs;
- Collaboration or delivery of services across programmatic and/or jurisdictional boundaries;
- Development of a comprehensive, consumer-focused service delivery system; or
- Service for under-served or unserved populations

4. For all of the boxes checked above briefly explain how your proposal matches each criteria

5. What changes or impacts do you expect to occur for individuals with physical and sensory disabilities as a result of your work? *This should include a measurable change in learning (knowledge, skills, attitude, values etc...), action (behavior, decisions, policies) or condition (human, economic, civic, environment, etc...) that happens as a result of your activities during or after the program.*

## **COMMUNITY COLLABORATION**

Collaboration is a necessary factor for all projects. The RSIF Guidelines emphasize inter-organizational coordination and resource pooling 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.

1. List the community organizations, consumer groups, businesses, and/or government organizations who will contribute to the proposed project and specify their contribution
  
2. How do the contributions listed above enhance the impact of your RSIF award on this project

# OPERATION PLAN

Sub-Grantees must demonstrate a clear plan of implementation to include strategies for utilizing requested funds within the specified timelines (June 1, 2008-May 31, 2009).

1. Provide a timeline for this project that includes expenditures, start and completion dates for **each** activity. If possible identify a sustainability plan with specific strategies and a timeline that will be used to continue project activities following termination of grant funding.
2. What actions will you take to implement your program/service in order to achieve program outcomes and, ultimately, your goal(s)?
3. What strategies will you use to monitor your proposed timeline and budget and address needed changes?
5. If funds become available for reallocation, please specify the additional outcomes that can be achieved and at what cost. : *In the event that a grantee is unable to fully implement a funded project, the manger of the RSIF may reallocate remaining funds. This statement asks you to identify extra outcomes that can be achieved with additional funding. These are outcomes beyond your original RSIF grant funding request that can be achieved during the grant timeframe. Do not include funding for this item in the project budget.*
6. Describe the mission, history, general achievements, and capability of the organization to carry out the proposed project. Resumes for key personnel assigned to the project, no longer than one page each, should be included. Letters of recommendation may be included in this section.

**RSIF FY 2009  
BUDGET INFORMATION – COMPETITIVE PROCESS**

**JUNE 1, 2008 TO APRIL 1, 2009 (EQUIPMENT) & MAY 31, 2009 (ALL OTHERS)**

PROJECT FUNDING Itemize each project expense	STATE RSIF	LOCAL CASH MATCH 10% OF TOTAL	TOTAL
<b>PURCHASE OF SERVICE:</b> RSIF funds may be used to purchase units of a service. Examples: number of transportation trips; number of persons with disabilities employed; . <b>Give a brief description of the service, # of units to be provided and cost per unit.</b>			
<b>EQUIPMENT:</b> Equipment must be purchased according to the Virginia Public Procurement Act. <b>List the equipment requested.</b>			
<b>OTHER:</b> RSIF funds may be used to reimburse such costs as printing, postage, office supplies, telephone, travel reimbursement @ \$.445/mile. <b>List below:</b>			
<b>TOTAL</b>			

**Note the following:**

- This is a **reimbursement** grant, with payment made after the service is provided.
- These figures will become part of a State Contract between the DSB, DRS and the Subgrantee.
- The total for the local match column should equal only the percentage of local match required (10% of the total project amount). Match cannot be in-kind or from state funds.
- The grant contract is for Fiscal Year 2009. All equipment grants conclude **April 1, 2009**, and services must conclude by May 31, 2009. All invoices for goods and/or services must be received by DRS no later than May 31, 2009.

## PROCESS OF REVIEW AND CRITERIA FOR AWARD

### A. Evaluation Committee

DRS will establish an Evaluation Committee for proposals received by the closing deadline. The committee will consist of interagency and consumer representatives.

The evaluation process may involve additional subject-matter experts in the process. The Department may request additional technical assistance from any source and may include information from references and prior RSIF awards.

All proposals will be screened by DRS staff for completeness and responsiveness to the RSIF application. Any not deemed complete or responsive will not be forwarded to the Evaluation Committee.

### B. Proposal Evaluation

The Evaluation Committee will review and score each proposal on the basis of its responsiveness to the RSIF solicitation, the projected impact of the program/service, and the estimated cost. Proposals will be evaluated according to the following criteria.

- |  |                  |
|--|------------------|
| 1. Proposal Need Statement                           | <b>25 points</b> |
| 2. Quality of Program Design and Implementation Plan | <b>25 points</b> |
| 3. Organizational, Staff and Provider Qualifications | <b>10 points</b> |
| 4. Cost of Services/Program and Match                | <b>10 points</b> |
| 5. Outcomes:   | <b>30 points</b> |

#### Specific Criteria to be used by Grant Reviewers

- |  |                  |
|--|------------------|
| 1. Proposal Need Statement:  | <b>25 points</b> |
| a. Evidence of need  |                  |
| b. Demonstration of relationship between need and services/program proposed                      |                  |
| 2. Quality of Program Design and Implementation Plan   | <b>25 points</b> |
| c. Clearly meets criteria outlined in section 2.1 of the RSIF Guidelines                         |                  |
| d. Clear goals   |                  |
| e. Quality of program/service  |                  |
| f. Clarity of design/program or service operation  |                  |
| g. Reflects "promising practices" and/or utilizes evidence-based practices                       |                  |
| h. Demonstrated capability to implement proposal   |                  |
| i. Provided detailed, realistic work plan and shows capacity to implement within grant timeframe |                  |
| j. Provides a clear and realistic plan for sustainability  |                  |

- k.
  - l. Demonstrates an Interagency, collaborative approach to delivering timely services and achieving outcomes
  - m. Documents appropriate interactions with local government, organizations and/or local businesses.
3. Organizational, Staff and Provider Qualifications **10 points**
- n. Qualifications of organization (applicant and any other providers) for proposed work
  - o. Qualifications of staff for proposed work
  - p. Track record of high performance demonstrated through quantifiable outcomes
  - q. Leadership, including participation in and formation of partnerships
4. Cost of Services/Program and Match **10 points**
- r. Includes a clear concise budget with appropriate detail
  - s. Costs proposed are reasonable and support proposed activities, outputs and outcomes
  - t. Utilized diverse funding sources
  - u. Meets/ exceeds project match requirements
  - v. Applicant, through administrative structure and past performance, demonstrates ability to maintain required records and fiscal accountability
5. Outcomes: **25 points**
- w. Projected outcomes are reasonable and feasible for funding level, services, and population to be served
  - x. Evidence in Proposal Narrative of service of service strategies that will produce projected outcomes
  - x. Outcomes demonstrated in related prior work