

**West Virginia
Developmental Disabilities Council**

Policy on Grants

Adopted 7/11/95

(Amended 01/30/07)

(Amended 04/25/17)

I. Purpose

- A. One of the responsibilities of the Council is to support the development of positive values and innovative practices that promote the independence, productivity, integration and inclusion of people with developmental disabilities. Demonstration grant projects are one strategy employed by the Council for achieving this end. The Council also, at its discretion, may provide long term grant funding to initiatives not intended to be demonstration projects.
- B. This policy intends to assure that: 1) awards are made in a manner that is consistent with the goals of the Council's Five-Year State Plan, 2) awarded grants which promote systems change, and 3) there is an open and fair competition for funds.

II. Funding Priorities

- A. Funding priorities shall be based on the goals and objectives included in the Council's Five-Year State Plan and annual revisions. Priorities shall emphasize systems change and an ongoing benefit to people with developmental disabilities after Council funding ends.
- B. The Council shall approve specific priorities for the upcoming fiscal year prior to the solicitation of proposals.
- C. The first priority shall be the continuation of eligible projects for up to five years, contingent upon a favorable evaluation of the project, timely submission of a renewal application, and the availability of Council funds.

III. Solicitation of Proposals

- A. The Council shall solicit proposals annually for the Federal fiscal year beginning October 1 and at other times as determined necessary to further the work of the Council.
- B. Call for Investments (CFIs) shall contain a clearly written description of project priorities and specifications, proposal requirements, availability of funds, match requirements, and a timetable for proposal submission and grant awards.
- C. Eligible grant recipients shall be public or private organizations.
- D. CFIs shall be disseminated statewide to consumer groups, advocacy organizations, and existing and potential providers of services to people with developmental disabilities. In addition, CFIs will be advertised across the State.
- E. The Council shall provide information and assistance to interested applicants regarding the submission of grant applications. CFIs will be provided in alternative formats upon request.

IV. Submission of New Proposals

- A. Proposals must be legibly postmarked on or before the due date listed in the CFI.
- B. Late submissions will not be considered.

V. Review and Selection of Proposals

- A. A workgroup of the Council shall review all timely submitted proposals.

- B. Council grant application forms shall contain specifications that enable the workgroup to determine:
- 1) the applicant's eligibility to be a grant recipient (and contractor) and its qualifications to carry out the proposed activities;
 - 2) the appropriateness of the budget including the nature and amount of match funds committed;
 - 3) the inclusion of the necessary assurances;
 - 4) the relevance of the project proposal goals, objectives, deliverable outcomes and activities to the Council's plan and targeted priorities;
 - 5) the potential for replication of the project if successful in meeting its objectives;
 - 6) the potential for the continuation of long term goal activities when Council funding is no longer available;
 - 7) the involvement of persons with developmental disabilities and/or family members in the development and planned implementation of the proposed project;
 - 8) the degree to which the proposal objectives are not currently the responsibility of an agency or organization without Council funding; and
 - 9) the benefit of the continuation of projects eligible for renewal.
- C. The workgroup shall make recommendations to the Council which in turn shall make or not make grant awards.

VI. Notification to Applicants

- A. All applicants will be notified in writing of the Council's action regarding their proposals.
- B. Grantees shall be informed that they are required to acknowledge the Council in any publications, conference announcements or other materials that pertain to the Council-funded project.

VII. Demonstration Grant Evaluation and Renewal

- A. All Council demonstration grants will be evaluated at least annually based on quarterly progress reports submitted by the grantee and an annual site visit by Council representatives.
- B. The following criteria shall be used in evaluating the project:
 - (1) Progress toward the project objectives
 - (2) Compliance with contract requirements
 - (3) Consumer satisfaction
 - (4) Progress toward developing ongoing resources to support the project when Council funds end
- C. Unless otherwise stated in the CFI, demonstration projects shall be eligible for funding on an annual basis for up to five years, contingent upon a favorable evaluation of the project, timely submission of renewal application, and the availability of Council funds.

VIII. Long Term Projects Evaluation and Renewal

- A. Long term grant projects will be evaluated at least annually based on quarterly progress reports submitted by the grantee and an annual site visit by Council representatives.
- B. The following criteria shall be used in evaluating the project:

- (1) Progress toward the project objectives
- (2) Compliance with contract requirements
- (3) Consumer satisfaction
- (4) The project's purpose continues to be of importance to the Council in helping to meet its goals, objectives and/or requirements set forth in P.L.106-402.

IX. Corrective Action/Termination Process

If, at time of site review or upon review of quarterly reports, a problem is identified with a grantee's compliance with contract specifications or in progress overall, a corrective action plan must be submitted by the grant recipient to the Council within 10 working days of notification of problem(s). Every reasonable effort will be made by staff to assist the grantee in fulfilling objectives. Should there be a recommendation for termination from the Council, staff will advise the grantee of such decision and provide 60 day notice.