

Community Connections for People with Disabilities Grant

2020

**Supplemental Coronavirus Community Development
Block Grant (CDBG-CV) Program**

A partnership between:



**Division of Disability and
Rehabilitative Services**

**Indiana Family and Social Services Administration
Division of Disability and Rehabilitative Services
402 W. Washington Street, P.O. Box 7083
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GENERAL GRANT INFORMATION

The Community Connections for People with Disabilities (CCPWD) grant opportunity is offered through the Indiana Division of Disability and Rehabilitative Services (DDRS), in partnership with the Indiana Office of Community and Rural Affairs (OCRA). The CCPWD grant opportunity is a Community Development Block Grant made available due to supplemental CDBG Coronavirus (CDBG-CV) funds authorized under the CARES Act.

The CCPWD grant opportunity encourages Indiana communities to develop virtual or technology-assisted activities addressing COVID-19-related barriers to community inclusion experienced by Hoosier adults with disabilities. CCPWD grant recipients will be required to partner with a qualifying community Developmental Disabilities (DD) organization in carrying out the proposed grant activities.

The CCPWD grant opportunity is restricted to applicants proposing activities targeted at Hoosiers with disabilities aged 18 and over. Only proposed activities that can feasibly be completed within six to nine months of CCPWD grant award will be considered.

CCPWD grant applications are reserved for applicants proposing public services activities (public facilities activities are not eligible for consideration under the CCPWD grant opportunity). Proposed public service activities must provide collective benefit to the target population by enhancing municipal or provider capacities and programming.

AVAILABLE MAXIMUM GRANT AMOUNT

OCRA has made \$4.9 million in CDBG-CV funds available for this CCPWD grant opportunity. A \$200,000 per-recipient maximum grant award amount has been established for the CCPWD grant.

The maximum award is not intended to serve as a target figure for requests for grant assistance. DDRS will review the level of grant assistance requested and will consider the appropriateness of the project's scope, reasonableness of budget, and demonstrated need. If DDRS determines that a lesser amount is appropriate, it may be necessary to revise the application before it is considered for funding.

There is no local match requirement for the CCPWD grant opportunity.

MINIMUM REQUIREMENTS OF GRANT APPLICANTS

CCPWD grants will be available only to selected applicants comprised of eligible local units of government partnering, via sub-recipient agreements, with qualifying DD organizations.

Eligible local units of government are counties, cities, or incorporated towns. Unincorporated areas must apply through the county in which they are located. This grant opportunity is available to any eligible local unit of government statewide regardless of entitlement or non-entitlement community designation under the CDBG program.

To qualify as a sub-recipient, a Developmental Disabilities organization must be a non-profit, be enrolled as a DDRS - Bureau of Developmental Disabilities Services (BDDS) service provider, and be located in or serve individuals within an area geographically connected to the partner local unit of government.

GENERAL SELECTION CRITERIA

The Office of Community and Rural Affairs (OCRA) and Division of Disability and Rehabilitative Services (DDRS) will consider the following general selection criteria when evaluating an application for the CCPWD grant opportunity:

1. The applicant must be a legally constituted general purpose unit of local government and eligible to apply for the state program.
2. The applicant must possess the legal capacity to carry out the proposed program.
3. If the applicant has previously received funds under CDBG, they must have successfully carried out the program. An applicant must not have any overdue closeout reports, State Board of Accounts audit findings or unresolved OCRA/IHCDA monitoring findings (where the community is responsible for resolution.) Any determination of “overdue” is solely at the discretion of the Indiana Office of Community and Rural Affairs.
4. An applicant must not have any overdue CDBG semi-annual Grantee Performance Reports, sub-recipient reports or other reporting requirements of the OCRA/IHCDA. Any determination of “overdue” is solely at the discretion of the Indiana Office of Community and Rural Affairs.
5. The applicant must first encumber/expend all CDBG program income receipts before applying for additional grant funds from the Office of Community and Rural Affairs.
6. To be eligible to apply at the time of application submission, an applicant must not have:
 - a. Any unresolved complaints filed against the applying party with the Indiana Civil Rights Commission or any other local human relations commission with jurisdiction (collectively “Commissions”)¹
 - i. A complaint during the investigation stage can be resolved for the purposes of this application if the applying party provides the response it submitted to the Commissions and provides verification that it is cooperating in the investigation.
 - ii. To resolve a complaint for the purposes of this application that has received a finding of Probable or Reasonable Cause, the complaint must be closed in a manner that includes the applying party taking a fair housing training and implementing a relevant policy to prevent future possible discriminatory incidents. The applying party need not take the training or implement the policy prior to the application being submitted if the applying party can provide proof that it intends to complete the training and implement the policy within a reasonable period of time. If a complaint has been closed and the closure did not include training or the implementation of a policy, then the applying party can elect to contact the Commissions to voluntarily complete training and have Commissions assist in the implementation of a relevant policy.

¹ If agreeable, it would be the Indiana Civil Rights Commissions obligation to provide timely responses as well as to provide data retrieved from other relevant local human relations commissions.

- iii. To resolve a complaint that merits litigation, the applying party must submit evidence that the complaint cannot be settled (i.e. settlement ask too high etc.) and evidence that training and a policy are not the impediments to settlement. Possible evidence can include offer letters, statements of disputed legal questions, statements of disputed facts, statements on behalf of the Commissions that they are unwilling to settle the case, or any similar document that illustrates the case is not ripe for settlement.
 - b. An unresolved pattern of complaints filed against the applying party with the Indiana Civil Rights Commission or any other local human relations commission with jurisdiction (collectively “Commissions”)
 - i. A pattern for purposes of this application is defined as any more than an average of two complaints over a period of four years, regardless of outcome.
 - ii. To resolve a pattern of complaints for purposes of this application, the applying party must partner with the Commissions or other equivalent housing organization to fully review the applying party’s current policies for best practices as well as for compliance with the Indiana Fair Housing Act and Indiana Civil Rights Law. Additionally, the applying party must show proof that the applying party intends to undergo annual fair housing training for all of its employees that regularly interact with tenants and biannual training for all supervising employees for at least one year.
7. The applicant may only submit one application at a time. Counties may submit either for their own project or an “on-behalf-of” application for projects of other eligible applicants within the county. However, no application will be invited from an applicant where the purpose is clearly to circumvent the “one application per round” requirement for other eligible applicants.

SUMMARY OF GRANT OBJECTIVES

The CCPWD grant supports Governor Holcomb’s vision, delivered during his 2020 State of the State address, to support Hoosiers with disabilities in their aspirations to be successful and “to live and work in a safe, affordable and accessible environment.” The CCPWD grant opportunity encourages local units of government to develop innovative technology strategies and cultivate strong community partnerships to address the negative social, economic, and health effects of COVID-19 on Hoosiers with disabilities and to increase community and workplace inclusion for this population.

Successful grant applications will seek to implement strategies via virtual or technology-assisted activities, targeted at one or both of the following issues:

- internet access and technology equity, or
- social isolation and lost access to natural supports (i.e., friends, family, community network).

Applications must explain how the proposed activities are specifically responding to or mitigating the negative effects of COVID-19 for Hoosier adults with disabilities.

This CCPWD grant opportunity requires a local unit of government to enter into partnership with a qualifying Developmental Disability (DD) organization that serves Hoosiers with disabilities within the geographic area of the local unit of government. This partnership with qualifying community DD organizations assists local units of government in identifying the population supported by the CCPWD

grant and encourages leveraging of existing infrastructure and capacity to facilitate the delivery of the proposed activities.

Applications must discuss how local unit of government and community DD organization will ensure coordinated planning and implementation of the proposed activities, discuss their respective roles, and how the proposed activities enhance the long-term capacity of the local unit of government and DD organization to address issues of community inclusion for Hoosier adults with disabilities.

ELIGIBLE GRANT ACTIVITIES

Due to the COVID-19 public health emergency, the Governor’s resulting stay-at-home order, and subsequent staged reopening of in-person social interaction, many Hoosiers with disabilities have experienced a substantial disruption to their normal service delivery models. COVID-19 social distancing considerations have also resulted in decreased access to natural supports and opportunities for community and workplace inclusion. CCPWD grant funds are intended to assist local units of government and their partner DD organizations in developing strategies leveraging virtual or technology-assisted activities to respond to or mitigate the negative social, economic, and health effects of COVID-19 for the target population.

Grant funds can only be used to fund activities that represent new programming or a new expansion of current programming (via expanded participation or new activities); grant funds cannot be used to support current programming or substitute for existing funding streams.

Applications must discuss how proposed grant activities will both target COVID-19 effects and increase community inclusion for Hoosiers with disabilities.

Proposed grant activities should be linked to one or more of the following issues:

Internet Access and Technology Equity

During a period of increased social distancing, virtual modes of interacting with others and accessing necessary services is of critical importance. Technology and internet access can support community and workplace inclusion and promote self-advocacy and independence for Hoosiers with disabilities. CCPWD grant funds are available for activities related to increasing access to the internet and internet-capable devices.

Examples of activities addressing internet access and technology equity may include:

- increasing internet access in provider-owned settings and public settings accessible to individuals in the target population;
- increasing accessibility of existing internet access points through assistive technology and universal design strategies;
- increasing access to internet-capable devices or programs,
 - e.g., device lending library, accessible internet platforms designed for people with intellectual and/or developmental disabilities;

- establishing technical assistance and training programs to increase technology literacy;
- increasing access to telework opportunities for the target population in community employers;
or
- developing accessible virtual entry-points to community supports and government services.

Social Isolation and Lost Access to Natural Supports

Community inclusion is an orienting objective of Indiana’s efforts to support Hoosiers with disabilities across the lifespan. Social distancing guidance has meant lowered access to inclusive social spaces, workplaces, and service settings. Public health considerations related COVID-19 have resulted in capacity and route reductions in public and community-based transportation services relied upon for social interaction and community integration. Isolation or quarantine protocols may have resulted in Hoosiers with disabilities losing access to their natural support networks or direct service professionals. CCPWD grant funds are available for activities related to mitigating social isolation and lost access to natural supports.

Examples of activities addressing social isolation and lost access to natural supports may include:

- increasing virtual access to friends, family, and community members,
 - developing virtual social circles, pairing individuals in the target population with family, friends, and/or community volunteers to enhance social interaction,
 - establishing virtual mentorship programs, pairing individuals in the target population with business owners or employers to support workplace inclusion,
 - establishing community-driven virtual health and wellbeing resources,
 - e.g., virtual emotional support groups, virtual peer-to-peer mentoring, audio-only or audio-visual warmlines, virtual exercise initiatives;
- developing virtual or technology-assisted strategies to mitigate social isolation due to COVID-19-related transportation issues:
 - e.g., eliminating need for transportation by bringing provider and community services to the individual, coordinating community ride-share or carpool efforts, providing virtual training on transportation rerouting; or
- establishing platforms for individuals in the target population to request supportive activities from community volunteers,
 - e.g., requests for meal or grocery deliveries, assistance in outside maintenance activities, and assistance with in-home needs such as housekeeping.

GRANT EVALUATION CRITERIA

Applications will be evaluated on the following criteria supporting the goals and objectives of the CCPWD grant. There are a total of 80 points possible. **Applications must achieve a minimum score of 40 points to be eligible for an award.**

Project Description and Scope of Work (Total: 20 points)

- Clear, understandable description of proposed activities, including anticipated or target outcomes (10 points)
- Clear, logical scope of work present for both recipient and sub-recipient (10 points)

Project Addressing COVID-19 Impacts (Total: 20 points)

- Description of how COVID-19 impacts the target resident population, including community inclusion and health/safety concerns (10 points)
- Description of how proposal will address COVID-19 impacts for target residents (10 points)

Project Supports Grant Goals (Total: 20 points)

- Description shows evidence of local unit of government/DD coordination and capacity building (10 points)
- Proposal describes how virtual or technology-assisted program design addresses one or both of the activities; proposal indicates this is a new program or new expansion of current program (10 points)

Fiscal Responsibility and Sustainability (Total: 20 points)

- Budget is detailed and correlates with scope of work, including cost breakdowns of recipient and sub-recipient (10 points)
- Description of need for CDBG funding to realize proposal and plans for sustainability of proposal activities once CDBG funds have been exhausted (10 points)

APPLICATION REQUIREMENTS AND TIMELINE

The application and supporting documentation should be packaged as single PDF file and electronically submitted by email to CCPWDgrant@fssa.in.gov. The single PDF file must be less than 20 MBs in size in order to send electronically via email. Digital signatures will be accepted. No paper copies should be submitted.

Applications must be received by 4:00 pm EST on January 10, 2021 to be eligible for consideration.

Applicant Reminders

1. Local units of government applying for the CCPWD grant must demonstrate, in the application, a robust plan for partnering with a qualifying DD service provider. Recipients must submit an executed sub-recipient agreement with a qualifying DD service provider as part of the application.

Applications submitted without a qualifying sub-recipient will not be considered for a CCPWD grant award.

Once grant recipients have been announced, the recipient will work with OCRA and DDRS to approve the sub-recipient agreement. **Recipients will receive their grant-identifier number and finalize their Term of Agreement beginning and end dates during the OCRA and DDRS approval**

period. A recipient must have an executed and approved sub-recipient agreement with a qualifying DD organization at all times to maintain eligibility for the award.

2. Applications must guarantee that only resident adults with disabilities (aged 18 and over) will be served by the proposed activities. An application should demonstrate how the recipient and sub-recipient will **ensure activities are available and accessible to all resident adults with disabilities, to the maximum extent feasible, and not available only to clients of the sub-recipient.**
3. Applications must propose activities that provide collective benefit to the target population by enhancing municipal or provider capacities and programming. **CDGB-CV funds cannot be used to fund activities providing individual benefit through transfer of real property, tangible goods, or funds to members of the target population; applications that propose such activities will not be considered.**
4. Applicants must propose activities that represent new programming or a new expansion of current programming (via expanded participation or new activities). Grant funds cannot be used to support current programming or substitute for existing funding streams. When proposing activities that represent a new expansion of current programming, the application (and proposed budget) should describe how CCPWD grant funds will only be used on the proposed expansion activities. **Applications should clearly describe how proposed activities represent new programming or new expansion of current programming; DDRS exercises sole discretion to determine an application ineligible for consideration because the proposed activities do not constitute new programming or new expansion of current programming.**
5. Applications must propose activities that can reasonably be completed six to nine months from award of a CCPWD grant. **DDRS exercises sole discretion in determining the reasonableness and feasibility of the proposal timeline; proposals exceeding this six- to nine-month timeline will not be considered.**
6. Applicants are encouraged (but not required) to work with an OCRA certified grant administrator. A list of OCRA certified grant administrators is available at www.in.gov/ocra/2536.htm.
7. Applicants must hold two public hearings during the grant program. The first public hearing must be held prior to submission of the grant application. **The second public hearing will be required only of recipients and must be held prior to closeout of the grant.**

Each public hearing notice must be posted at least 10 days prior to the hearing date. **Therefore, the public hearing cannot occur until the 11th day or after publication of the public hearing notice.**

Applicants should be aware of local newspaper deadlines for submitting advertisements. Some smaller newspapers are published weekly and will require that the advertisement is placed well in advance of the public hearing. Other methods of advertising the public hearing are also encouraged. All public hearings must be accessible to persons with disabilities.

The following public hearing steps should be adhered to and documented in the application:

- The public hearing notice and the publisher’s affidavit documenting publication dates, the dated sign-in sheet and signed minutes must be attached to the application.
- All public hearing ads submitted with the application must be of sufficient size to be readable upon review.
- Place all documents from the public hearing together in the application. Do not separate by type of documentation. A checklist of citizen participation documents is included in the **SUPPORTING DOCUMENTATION** section of this application.
- It is recommended that an audio tape of the public hearing be recorded and kept until the grant is closed out. OCRA or DDRS may request transcripts of the public hearing.
- **Minutes must be signed and dated by the party that recorded them.** If a third party, such as a grant administrator, takes the minutes of the meeting, the applicant must include a document stating that the third party is acting as the applicant’s representative.
- Minutes should document the topics of discussion and not simply state “there was a discussion.” Minutes are a great source of quotes showing residential impact.

All questions regarding Limited English Proficiency must be answered on the Citizen Participation page of the application. Please attach the Four Factor Analysis and Language Access Plan as required.

For more information on public hearing requirements, please refer to the [CDBG Handbook](#).

Application Timeline

1. **Application opens on October 23, 2020.** OCRA and DDRS will hold an informational webinar on October 26, 2020 at 1:00 PM EST to provide information on the CCPWD grant opportunity and answer questions from interested parties. Information on registering for the webinar and other important communications regarding the CCPWD grant opportunity can be found at: www.in.gov/fssa/ddrs/home/community-connections-for-people-with-disabilities/.

Questions about the CCPWD grant opportunity or application process can be directed to DDRS at CCPWDgrant@fssa.in.gov. The applicant may also contact their OCRA Community Liaison with CDBG-specific questions on the application process. Applicants can find information on their OCRA Community Liaison by reviewing the [map of community liaison districts](#).

2. **Application closes on January 10, 2021 at 4:00 pm EST.** Please plan to submit your application as soon as possible to CCPWDgrant@fssa.in.gov. Submitting early can provide time to resolve any technical issues preventing submission. **Extensions will not be granted for any reason.** Additionally, plan to conduct your first public hearing early enough to not threaten submission of the application by the closure date.

CCPWD GRANT APPLICATION

LEAD (LEGAL) APPLICANT:

CHIEF ELECTED OFFICIAL (NAME & TITLE):

MAILING ADDRESS:

CITY: COUNTY:

ZIP: PHONE: FAX: E-MAIL:

CHIEF FINANCIAL OFFICER (NAME & TITLE):

PHONE: EMAIL:

FEDERAL I.D. /E.I.N. NUMBER:

SUB-RECIPIENT ENTITY:

CHIEF EXECUTIVE OFFICER:

MAILING ADDRESS:

CITY:

ZIP: PHONE: FAX:

EMAIL:

FEDERAL I.D. /E.I.N. NUMBER:

GRANT ADMINISTRATOR (IF APPLICABLE):

BUSINESS OR ORGANIZATION:

ADDRESS:

CITY:

ZIP: PHONE: FAX:

EMAIL:

DATE CERTIFICATION FROM OCRA EXPIRES:

ESTIMATED ACTIVITY FUNDING (Amounts Rounded to the Nearest Dollar)

Amount of CCPWD funding requested:

ELIGIBLE ACTIVITY (Select at least 1)

- Addressing issues of internet access and technology equity
- Addressing issues of social isolation and lost access to natural supports

NATIONAL OBJECTIVE

- Applicant confirms that CCPWD funds will be used solely on activities targeting adults with disabilities 18 years of age and over.

Estimated number of individuals in the target population to be served by proposed activities:

From the above estimate, indicate the number of individuals that are clients of sub-recipient:

PROJECT NARRATIVE

Project Description and Scope of Work (20 points)

Provide a description, in non-technical terms, of the proposed activity (or activities). Include any anticipated or target outcomes of the proposed activity (or activities). Include a scope of work for the recipient and sub-recipient. (2-3 Paragraphs)

Project Addressing COVID-19 Impacts (20 points)

Describe the COVID-19 impacts on the target population residing in the community. Include concerns related to community inclusion and health/safety. Describe how proposed activity (or activities) will address COVID-19 impacts for target population residing in the community. (2-3 Paragraphs)

Project Supports Grant Goals (20 points)

Describe the anticipated coordination between recipient and sub-recipient, including the anticipated roles each entity will perform in proposed activity (or activities). Describe how the proposed activity (or activities) is a virtual or technology-assisted program design addressing one or both activities, and include a discussion of how the activities enhance recipient and sub-recipient capacities to serve the target population. Describe how the proposed activity (or activities) are new programming or a new expansion of current programming. (2-4 Paragraphs)

Fiscal Responsibility and Sustainability (20 points)

Attach a budget (see next section) that is detailed and correlates with scope of work, including cost breakdowns for recipient and sub-recipient. Describe the need for CCPWD grant funds funding to realize proposal. Include any plans for sustainability of proposal activities once CCPWD funds have been exhausted (2-3 Paragraphs)

CITIZEN PARTICIPATION

Two public hearings must be held at different stages of project development. The first public hearing must be held prior to submission of the application. Each public hearing must occur on or after the **11th day** from the date the ad was first published. Applicants should plan notice and hearing dates accordingly to allow for time to process and attach the required public hearing documents in the single PDF application prior to the application closure date.

The second hearing must be held by recipients prior to closeout of the grant. Applicants must only demonstrate compliance with the first public hearing requirement in this application.

Public Hearing Information	Date
Notice of first public hearing	
Date of first public hearing	

Describe the methods used to solicit participation of adults with disabilities:

Denote any adverse comments/complaints received and describe resolution:

Describe outcomes of Four-Factor Analysis for Limited English Proficiency:

If no comments were made by the residents during the public hearing, describe efforts to obtain input from resident on the project?

APPLICATION SUBMISSION SIGNATURES

Lead Recipient (Local Unit of Government)

I certify that submission of this document has been duly authorized by the governing body of the lead applicant; that the applicant has the legal capacity to carry out the proposed project; and that the proposed project is designed to target activities to adults with disabilities residing in the community and to mitigate COVID-19 related barriers to community inclusion for the target population. I also certify that the proposed project will be completed within nine (9) months of award, if funded.

Signature of Chief Executive Officer

Date

Typed Name of Chief Elected Official:

Title of Chief Elected Official:

Sub-Recipient (Developmental Disability Organization)

I certify that the sub-recipient organization qualifies for this grant application; and that the sub-recipient has assisted in the development of this application and agrees with the information presented within.

Signature of Chief Executive Officer

Date

Typed Name of Chief Executive Officer:

Title of Chief Executive Officer:

Grant Administrator (if applicable)

As the Lead Applicant’s Grant Administrator, I hereby certify that to the best of my knowledge and belief, the information, including any uploaded documents, submitted as part of this application are true and accurate, meets all relevant federal, state, and local laws, regulations, and policies, that above individuals have reviewed and confirmed the information for their respective sections on the online application, and that all the above signatures are authentic. I, as a certified Grant Administrator, have disclosed any real or potential conflict of interest to the community and certify that I have and will abide by the Grant Administrator Certification Policy and Code of Conduct set by the Office of Community and Rural Affairs.

Signature of Grant Administrator

Date

Typed Name of Grant Administrator:

Title of Grant Administrator:

SUPPORTING DOCUMENTATION

Immediately following this page, please attach the following documentation in the order listed. A checklist is provided to assist in complete submission of required documentation.

Citizen Participation

- Copy of Hearing Ad/Publisher's Claim for first hearing
- Copy of Hearing Minutes for first hearing
- Copy of Sign-In Sheet for first hearing
- Copy of response(s) to comments and/or complaints
- Copy of Four Factor Analysis
- Copy of Language Access Plan (if required)
- Third Party Authorization letter (if required)

Sub-Recipient Agreement

- Executed Sub-Recipient Agreement

Additional Documentation

- Any additional documentation deemed necessary by applicant

