

GRANT OPPORTUNITY

The Mount Rogers Disability Services Board (DSB) is accepting applications for the Rehabilitative Services Incentive Fund (RSIF) grant program. RSIF grant funds are provided through the Virginia Department of Rehabilitative Services and are used as stimulus funding designed to promote investment in meeting the needs of Virginia residents with physical and/or sensory disabilities. RSIF funds are to be used as seed money, encouraging investment from other sources into a project aimed at improving the lives of individuals with physical and/or sensory disabilities.

The state award will not exceed \$15,000. This must be accompanied by a 10% local match for a total proposed project budget not to exceed \$16,500.

RSIF funds cannot be used to pay for 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).

Public or private organizations located in the counties of Bland, Grayson, Smyth, Washington, and Wythe and the Cities of Bristol and Galax are eligible for funding.

For an application package or for more information, contact Brian Martin or Gena Elam at:

Mount Rogers Planning District Commission
1021 Terrace Drive
Marion, VA 24354
(276) 783-5103
(800) 828-1120 TTY
(800) 828-1140 VOICE RELAY
bmartin@mrpd.org

A completed grant application and six (6) copies must be received at the above address by 5 P.M. on October 1, 2004.

**MOUNT ROGERS DISABILITY SERVICES BOARD
2003 NEEDS ASSESSMENT**

Report Objective

The Mount Rogers Disability Services Board's purpose of this triennial Needs Assessment is to provide direction for the local needs and services of persons with physical and sensory disabilities in the Mount Rogers region.

Area Served

The Mount Rogers Disabilities Services Board (DSB) serves the counties of Bland, Grayson, Smyth, Washington, and Wythe; as well as the cities of Bristol and Galax. The total estimated population of this region is 178,200 (2000 census).

Board Members as of March 1, 2003

Chairperson - Diane Evans (Washington County)
266 W. Valley Street
Abingdon, VA 24210

Larry Overbay (Liaison)
Department of Rehabilitative Services
468 East Main Street
Abingdon, VA 24210

Greg Morrell (At-Large Consumer)
Appalachian Independence Center
230 Charwood Drive
Abingdon, VA 24210

Dan Campbell (City of Galax)
P.O. Box 1187
Galax, VA 24333

Debbie Looney (Bland County)
Route 1 Box 305
Bland, VA 24315

Orba Alderman (City of Galax – Alternate)
P.O. Box 1187
Galax, VA 24333

Pat Sheffey (Washington County Consumer)
268 Henderson Court
Abingdon, VA 24210

Eddie Tilson (Wythe County Consumer)
3000 North Fourth Street
Wytheville, VA 24382

George Crawford (Grayson County Consumer)
P.O. Box 253
Independence, VA 24348

Carson Frye (Wythe County)
Town of Wytheville
P.O. Drawer 533
Wytheville, VA 24382

William Banks (City of Bristol Consumer)
49 Oakview Circle
Bristol, VA 24201

Warren Elliott (Smyth County)
P.O. Box 488
Saltville, VA 24370

Kenneth O. Reynolds (Washington County)
19607 McCray Drive
Abingdon, VA 24211

Vincent Groseclose (Smyth County)
241 Magnolia Street
Marion, VA 24354

Brian Martin (Staff Support)
1021 Terrace Drive
Marion, VA 24354

For the 2003 Needs Survey, the Mount Rogers Disability Services Board conducted a consumer survey among person with disabilities in the Mount Rogers region. The survey consisted of several questions focusing on the needs and availability of services and programs provided by various organizations through the region.

Summary of Survey Results

A total of 25 surveys were returned, with a total of 19 persons with physical disabilities, 2 with visual disabilities, and 6 with hearing disabilities. Education levels of respondents ranged widely from individuals without a high school education up to individuals holding a Masters degree. Of responses to the optional race/ethnicity questions, 1 person was black, 21 were white, and 1 listed as other. 19 of the respondents were female and 6 were male. When asked about their employment status, 13 people were listed as unemployed, 8 listed as employed full-time, 3 were retired, and 1 listed as a volunteer. Regarding current living arrangements, 16 owned their own home, 7 rented, 1 lived with their family, and 1 listed as other.

Determined Needs

The following needs were ranked, respectively, based on the importance to the survey respondents and their observations about the availability of services to accommodate these needs:

1. Community Accessibility: --accessibility limited in the Mount Rogers region
 --many consumers forced to use facilities outside the region or
 not participate in services due to lack of accessibility
 --improved accessibility to public and private facilities essential to
 full utilization by the disability community
2. Transportation: --limited or no service to many areas in this rural region
 --where service is provided, often inadequate to meet needs of the
 consumer
 --transportation for medical care a top priority for the region
3. Educate the public about --services currently available, but limited due to funding
 Disabilities --apparent sense of public apathy until faced with disabilities in one's
 own family
 --more public outreach crucial to better understanding
4. Housing: --accessible and low-income housing severely limited in the region
 --strong push needed toward implementing "universal design" in
 construction of new dwellings

The following needs were listed as important, but it was also noted that services are strongly to sufficiently adequate to address these needs:

5. Making Own Decisions: --centers for independent living well serve the region
6. Personal Assistance Service: --funding available through Medicaid and state agencies
7. Assistive Technology: --centers for independent living, VATS are excellent resources

8. Communication: --VDBVI, VDDHH, provide excellent services; however budget cuts are resulting in reduced or eliminated services
9. Persona Education:
10. Employment: --ranked as unimportant for services to be provided, but this may be due to the current employment status of the respondents

FUTURE GOALS

Over the next three years, the Mount Rogers Disability Services Board will work with local agencies, public and private, in an effort to increase the amount of accessible housing in the region. Universal Design concepts will be discussed with local and state officials.

Efforts will be made to draw attention to the need for increased public accessibility by reaching out to businesses, service providers, and local governments within our region. Stronger presence at events and conferences relating to disabilities issues, as well as other public forums, to “get the message out”.

A major goal of the Mount Rogers Disability Services Board will be to push for a return to full-funding of the Rehabilitative Services Incentive Fund (RSIF) grant program. The RSIF program is a powerful tool for addressing many of the needs in our region. The loss of funding in FY2003 has not only impacted current grantees, which have had to sharply cut or eliminate services. It greatly impacts future opportunities to benefit our communities.

As our primary obligation has always been, the Mount Rogers Disability Services Board will continue to advise local governments on the needs of the disability community and to advise them of ADA compliance issue that may be brought to the attention of the DSB. This board will serve as an intermediary between the Department of Rehabilitative Services and local governments. Our main focus will continue to play the role of advocate for persons with disabilities.

RSIF Competitive Grant Match Formula

Here is how you figure it for \$15,000. The formula is $15,000 \times 10\% + 1,500$. Then, divide this number by “1.00 minus the match % (which is $1.00 - .100 = .90$). Then divide 1,500 by .90, which equals 1,666. To check the results, add $\$15,000 + \$1,666$ for the total project cost of \$16,666. Then multiply $\$16,666 \times 10\%$ which equals the match \$1,666.

DISABILITY SERVICES BOARD: MOUNT ROGERS

REHABILITATIVE SERVICES INCENTIVE FUND

**TO ADDRESS UNMET OR UNDERSERVED NEEDS OF
PERSONS WITH PHYSICAL AND/OR SENSORY DISABILITIES AS
RELATED TO THIS DSBs 2003 NEEDS ASSESSMENT
REPORT**

FY 2006

**SUBGRANTEE COMPETITIVE APPLICATION PACKAGE
NOT TO EXCEED \$15,000
GRANT PERIOD JUNE 1, 2005 – MAY 31. 2006**

APPLICATION AVAILABLE IN ALTERNATIVE FORMATS FROM YOUR DSB UPON REQUEST.

**TO BE CONSIDERED FOR FUNDING,
PROPOSALS TO BE RECEIVED AT THE DEPARTMENT OF REHABILITATION SERVICES BY
5:00 PM ON:**

APRIL 22, 2005

SEND ORIGINAL AND 6 COPIES (NO FACSIMILES) TO

**SHIRLEY FERGUSON
DEPARTMENT OF REHABILITATIVE SERVICES
8004 FRANKLIN FARMS DRIVE
RICHMOND, VA 23229
PHONE: 804-662-7070 VOICE/TTY**

Disability Services Board Name: Mount Rogers

REHABILITATIVE SERVICES INCENTIVE FUND
FY 2006 COMPETITIVE APPLICATION

To address unmet or underserved needs of persons with physical and sensory disabilities as identified in your 2003 Needs Assessment Report

SIGNATURE SHEET

THIS PAGE TO BE COMPLETED BY THE DISABILITY SERVICES BOARD

OFFICIAL NAME OF DISABILITY SERVICES BOARD	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
Mount Rogers Disability Services Board	1021 TERRACE DRIVE	
CHAIRPERSON'S NAME	CITY	ZIP
Diane Evans	MARION	24354
TELEPHONE NUMBER	FAX NUMBER	E-MAIL (IF APPLICABLE)
276.783.5103	276.783.6949	BMARTIN@MRPDC.ORG

FISCAL AGENT INFORMATION

The Fiscal Agent must be a local government entity who agrees to manage the financial aspects of the grant, assure accountability for funds expended, and maintain records on behalf of the DSB.

CONTACT PERSON 'S NAME AND/OR FISCAL AGENTS NAME	STREET ADDRESS AND PO BOX (IF APPLICABLE)	
DAVID A. BARRETT	1021 TERRACE DRIVE	
NAME OF GOVERNMENT AFFILIATION	CITY	ZIP
MOUNT ROGERS PLANNING DISTRICT COMMISSION	MARION	24354
TELEPHONE NUMBER	FAX NUMBER	E-MAIL (IF APPLICABLE)
276.783.5103	276.783.6949	BMARTIN@MRPDC.ORG

CERTIFICATION OF INFORMATION

I certify that the Disability Services Board is organized in accordance with the Code of Virginia and that this grant application complies with the Rehabilitative Service Incentive Fund Guidelines as approved in September 2001. I confirm that local matching dollars have been committed for this project. **The confirmation letter is attached.**

DSB CHAIRPERSON

DATE

I agree to perform the duties of Fiscal Agent as defined in the Rehabilitative Service Incentive Fund Guidelines for the Disability Services Board as proposed in this grant application.

FISCAL AGENT

DATE

DISABILITY SERVICES BOARD: MOUNT ROGERS

REHABILITATIVE SERVICES INCENTIVE FUND

**TO ADDRESS UNMET OR UNDERSERVED NEEDS OF
PERSONS WITH PHYSICAL AND/OR SENSORY DISABILITIES AS
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REPORT**

FY 2006

**SUBGRANTEE COMPETITIVE APPLICATION PACKAGE
NOT TO EXCEED \$15,000
GRANT PERIOD JUNE 1, 2005 – MAY 31, 2006**

APPLICATION AVAILABLE IN ALTERNATIVE FORMATS FROM YOUR DSB UPON REQUEST.

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

5 P.M., APRIL 7TH, 2005

SEND ORIGINAL AND 6 COPIES (NO FACSIMILES) TO YOUR LOCAL DSB:

NAME: _____
ADDRESS: _____

PHONE: _____

Disability Services Board Name: Mount Rogers

**REHABILITATIVE SERVICES INCENTIVE FUND
FY 2006 COMPETITIVE APPLICATION**

To address unmet or underserved needs of persons with physical and sensory disabilities as related to this DSBs 2003 Needs Assessment Report

Please type application and complete all sections. Submit original and six copies. Application must be submitted in this format only. Application available on diskette or via email at Sheila.Williams@drs.virginia.gov or Shirley.Ferguson@drs.virginia.gov

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 local requisite match. A letter is attached.

SUBGRANTEE SIGNATURE _____
DATE

PROJECT DESCRIPTION

The Project will support needs of persons with physical and sensory disabilities in your community by improving services in which of the following areas:

- | | |
|---|---|
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Public Awareness of Disabilities |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Assisted Communication |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Independent Living Services |
| <input type="checkbox"/> Assistive Technology | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Case Management | |

- 1) Describe in concrete terms how the requested funds will be used.
- 2) Define the goals of the project.
- 3) What equipment, services, or programs will be provided?

Disability Services Board Name: Mount Rogers

IMPACT OF PROJECT ON PEOPLE WITH PHYSICAL AND SENSORY DISABILITIES

- 1) In measurable terms, describe how people with physical and sensory disabilities will directly benefit from this proposal.
- 2) How will this proposal increase the availability, accessibility, and/or quality of services in your community?
- 3) How many people will receive services? See Application Criteria in the RSIF Guidelines.

IMPLEMENTATION PLAN

- 1) Provide a timeline for the project. What experience does the organization have that contributes to the success of the project?
- 2) What steps will be taken once the funds are received?
- 3) Discuss how the proposed project will be implemented within the planned grant period.

NEEDS ASSESSMENT FINDINGS

- 1) Describe how the proposed project **responds to this DSB's 2003 Needs Assessment findings.**
- 2) Attach a copy (the pages/pages specific to this proposal) of this DSBs 2003 needs Assessment Report. A guiding principle for the RSIF is to serve as a first step in the development of a community-based, consumer-focused service delivery system for people with physical and sensory disabilities.

Disability Services Board Name: Mount Rogers

COMMUNITY COLLABORATION

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. Collaboration is a necessary factor in funding approval for transportation projects.

1) Describe how the proposed project involves community organizations, consumer groups, businesses, and/or government organizations

**RSIF FY 2006
BUDGET INFORMATION – COMPETITIVE PROCESS**

JUNE 1, 2005 TO APRIL 1, 2006 (EQUIPMENT) & MAY 31, 2006 (ALL OTHERS)

PROJECT FUNDING Itemize each project expense	STATE RSIF	LOCAL CASH MATCH 10% OF TOTAL	TOTAL
PURCHASE OF SERVICE: RSIF funds may be used to purchase units of a service. For example: # transportation trips. Give a brief description of the service, # of units to be provided and cost per unit.			
EQUIPMENT: Equipment must be purchased according to the Public Procurement Act. List the equipment requested.			
OTHER: RSIF funds may be used to reimburse such costs as printing, postage, office supplies, telephone, travel reimbursement @ \$.325/mile. List below:			
TOTAL			

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 **total project**). Match cannot be in-kind or from state funds.
- The grant contract is for Fiscal Year 2006. All equipment grants conclude **April 1, 2006**, and services must conclude by May 31, 2006. All invoices for goods and/or services will need to be received by DRS by June 8, 2006.

Disability Services Board Name: Mount Rogers

Guidelines for Establishment and Operation of the State Rehabilitative Services Incentive Fund

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.” In addition, Section 51.5-51 states “local disability services boards may establish a local rehabilitative services incentive fund and may make expenditures from such fund 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.”

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.

Allocation System

The Code of Virginia, Section 51.5-49 requires that the Disability Services Council (DSC) develop a grant allocation system which requires local match.

2.1 The resources of the State RSIF shall be distributed in a manner that promotes equitable access for all DSBs. In times of economic prosperity, each DSB shall receive an allocation that reflects the number of individuals with disabilities residing in the localities participating on that board. Numbers of people shall be estimated using a composite measure of prevalence data for individuals with physical and sensory disabilities and reliable service or benefit related counts.

- A. With updating and revision, as necessary, to be performed on a biennial basis, this composite allocation measure shall include the following:
 - 1. Clients with physical and sensory disabilities served through the Department for the Deaf and Hard-of-Hearing's interpreter service and technical assistance programs.
 - 2. Clients with physical and sensory disabilities served through the Department for the Blind and Vision Impaired programs.
 - 3. Clients with physical and sensory disabilities served through the Department of Rehabilitative Services' vocational rehabilitation program.
 - 4. Students with physical and sensory disabilities served through local Department of Education's birth to 22 program.
 - 5. Recipients of Supplemental Security Income.
 - 6. Beneficiaries of Social Security Disability Insurance.
 - 7. Numbers of individuals age 16 and older who, through the US Census, are self-identified as having a disability.
- B. A minimum allocation will be established by the Disability Services Council to insure the viability of the fund for communities with small numbers of individuals with disabilities. The minimum allocation is set by the Council at \$5,000 and an additional \$2,000 for each additional locality beyond one that they represent
- C. The Department of Rehabilitative Services will provide the DSC with updated individual allocations biennially to ensure responsiveness to changing conditions.

- D. A board's decision not to access all or part of its State RSIF allocation will not reduce its allocation in subsequent years.
 - E. In times of severe budget constraint, the State RSIF allocation may be determined through a competitive grant review process.
 - F. State funds remaining from boards that have decided not to access all or part of either grant allocation process shall be pooled to make supplementary allotments through a competitive grant review process. Supplementary allotments are one-year incentives that do not increase the board's allocation in later years.
- 2.2 DSBs must provide local matching funds in order to access the State RSIF. The local match may be either public or private funds, or a combination.
- A. Local match is required for both the State RSIF allocation and any supplementary allotments.
 - B. The local match rate is 10%, adjusted based on the per capita revenue generating capacity of the localities within an individual DSB. Any such adjustment shall be capped at 5 percentage points over the unadjusted local match rate. The DSC shall update these adjustment factors on a biennial basis.
 - C. Non-cash contributions (in-kind) or dollars funded by state funds shall not be accepted as part of the requisite local match.

Application Criteria

- 3.1 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.

3.2 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.

Two types of projects are funded through the RSIF:

A. One-year projects. RSIF funds are available to support one time, non-recurring costs that cover only one year, 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. • Services, personnel or accommodations that are currently funded with another revenue source.

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*** *One-year projects would be considered for funding during times of budget constraint when competitive grants review process is required.*

B. Multi-year projects. RSIF funds are available for projects of two to three years in duration. These projects are intended to initiate a new service or to demonstrate a service model. Support through state incentive funds for staff and operating costs should be reduced each year. Funding beyond the first year of a multi-year contract is contingent on continued appropriations to the State RSIF. Funds are available, as follows:

Multi-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. • Personnel, new or existing, <u>not</u> funded through existing revenue of the organization for multi-year projects. 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"> • 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. • Services, personnel or accommodations that are currently funded with another revenue source

3.3 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.

3.4 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.

3.5 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.

3.6 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).

Grant Proposal Development

4.1 The DSB shall submit its State RSIF grant request to the Department of Rehabilitative Services for review and screening. DRS shall use an interagency and consumer panel for this initial review and screening. 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.

Grant Award Process - Initial Allocation Award

- 5.1 The Department of Rehabilitative Services shall use an interagency and consumer panel to review all RSIF applications for compliance with the guidelines and submission of all required proposal documentation. The Disability Services Council shall provide a final review of each board's grant request for consistency with the State RSIF guidelines.
 - 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.
- 5.2 Any DSB whose initial proposals do not meet the guidelines will have 30 days from receipt of a denial letter to appeal to the DSC in writing. Following the appeal period, the DSC shall direct DRS to make supplementary allotments to individual boards utilizing the competitive grant process established in Section 5.4.
- 5.3 Upon approval by the Disability Services Council, the Department of Rehabilitative Services shall issue grant awards for all approved proposals. Funding of second and third year access for multi-year proposals shall be contingent on the appropriations of the General Assembly and therefore can not be guaranteed at the time of first year funding.

Grant Award Process – Competitive Award

- 5.4 Following issuance of the initial grant awards, the Disability Services Council shall competitively award any uncommitted resources remaining in the State RSIF.
 - A. The Council shall request proposals for use of uncommitted funds, with competition open to all DSBs. Participating DSBs must provide the 10% requisite local match of the total project amount to receive funding.

- B. Submission, screening and final review procedures for these competitive grants shall parallel those employed for the initial access to the State RSIF.
- C. Funds under these competitive awards may be used for:
 - the purchase of units of a given service
 - the purchase of equipment
 - or to expand a project or service already supported by an initial State RSIF grant.
- D. Awards shall be based on 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.
- E. 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.

5.5 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.

5.6 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.

5.7 The Department of Rehabilitative Services will provide a summary of RSIF grant awards annually to DSBs.

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
12/8/03	Disability Services Council Revised