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# Notice of Funding Available: Supporting Language Access in Schools

Deadline to Apply: Friday, September 30, 2022–3pm CST

## Overview

The Missouri Developmental Disabilities Council (MODDC) has approved funding for a two year project for \$200,000. The overall goal is to develop and provide trainings, along with a tool kit of resources, to support schools in providing language access to Latinx families who have students with intellectual and developmental disabilities (I/DD).

NoFA #TBD

## Schedule

This NoFA will be governed by the following schedule:

- NoFA posted: 8/1/2022
- Deadline for written questions: 8/23/2022 1pm CST
- Q&A Webinar: 8/29/2022 1pm CST
- Applications due: 9/30/2022 3pm CST
- Staff review: 10/3/2022
- Enter Committee review: 10/28/2022
- Council approval: 10/28/2022
- Award recipients announced: 11/1/2022
- Contract negotiations and signed contracts: 11/22/2022
- Project begins: 12/1/2022
- Project ends: 11/30/2024

## Background

### About MODDC

MODDC, also referred to as the Council, is an independent entity that is funded by the Administration on Disabilities (AoD), Administration for Community Living (ACL), U.S. Department of Health and Human Services in accordance with the Developmental Disabilities Assistance and Bill of Rights Act 2000 (DD Act). [Learn more about AoD and the DD Act](#) on

ACL’s website. The Council’s Mission is to assist individuals, families, and the community to include all people with developmental disabilities in every aspect of life. To learn more about developmental disabilities (DD), including the federal definition of DD, check out our [Frequently Asked Questions](#).

## About Our State Plan

MODDC expects this project to meet the following 2022-2026 [State Plan](#) objective:

**Informed Leaders Make Change Happen:** People with developmental disabilities and family members guide changes to Missouri laws, policies and practices by informing decision-makers and educating the public about challenges and solutions.

**Objective 3b:** By September 30, 2026, implement recommendations that resulted from Latinx Seeds grants and Partners Latinx work, to develop two projects that will result in solutions to eliminate challenges and barriers experienced by the Latinx community.

## Systems Change

The DD Act requires systems change for all Council funded projects.

### What is the problem or barrier?

Is the problem or barrier linked to the availability, design or delivery of services or supports? Beyond services and supports are there real world situations that have been identified as needing transformative change that embraces complex relationships?

If yes, continue.

If no, the project would not be a systems change effort.

How will the grant address the problem?

What IMPACTS are expected for people with I/DD and their families?

Will the systems change effort be sustained (able to be maintained), transferred (work in other places), and replicated (able to be copied).

Strategies for systems change include demonstration project(s), capacity building, knowledge development, awareness and action, building community and connections.

## Project Description/Scope of Work

MODDC previously funded projects that were directed towards supporting individuals with I/DD and their family members within Latinx communities. These projects included SEEDS grants and the Latino Leadership and Advocacy Project. From these projects, the grantees provided feedback from Latinx individuals and family members regarding identified systemic barriers and needs. One recommendation was to address language access needs in special education advocacy. It was reported that school districts were not providing language access, as they are required to do so, under Title VI of the Civil Rights Act of 1964. We learned Spanish speaking families were not receiving interpretation or translation services and when they did; the quality was unsatisfactory. IEP and disability terminology are difficult enough to understand and comprehend when it is provided in a person's primary language. Many times the context or the meaning of what is being interpreted/translated is lost due to the complexity of terminology used in educational settings. Many school districts do not understand their legal obligations to provide quality language access, let alone what the best practices are to providing these services. By providing trainings and supports to school districts regarding Title VI requirements and provision of language access supports, Latinx families and students with I/DD will be more informed and better able to participate in their education advocacy.

### Working Premises:

1. MODDC has learned from Latinx families who have students with I/DD, that their language access needs are not being met by schools. As a result, the lack of language access experienced is a significant barrier to special education advocacy for these families; which leads to students with I/DD not receiving the educational supports and services they need.
2. School districts are not fully aware of their responsibilities under Title VI of the Civil Rights Act of 1964, nor are they aware of best practices in how to meet the needs of families and students under this mandate.
3. Many school districts do not have a list or data base of qualified providers who can provide quality translation or interpreter services.
4. Latinx families who have students with I/DD are not aware of their language access or special education advocacy rights. As a result, many are also not aware of the advocacy supports already available to them to obtain the services and supports they desire.

### Scope of Work:

MODDC invites innovative proposals to:

- Develop and provide trainings for school districts to understand their legal obligations and best practices for language access, to include the following:
  - Trainings for educators, administrators and school attorneys on the importance of language access and what is required.
  - Trainings to include cultural understanding along with language access.
  - Best practices in providing language access.
- Develop a tool kit that would include the following best practice resources on the following topics:

- Developing consistency for special education terminology (a glossary of common terms and what they mean that is culturally relevant).
- Development of language access policy/procedures on a district level.
- Establishing consistency in the use of interpreters/translation services and etiquette.
- Create systemic change:
  - Create a state database of qualified Spanish interpreters/translators for school districts to use.
  - Implement a coaching component, following the trainings, to assist trained participants in applying what they have learned in the trainings and to utilize the tool kit. The coaching component should support educators, administrators and school attorneys to implement their new knowledge to implement best practices and new policies/procedures. The coaching component should aid in the implementation and sustainability of best practices.
- Develop and support a grassroots network of Latinx families and students with I/DD to:
  - Educate Spanish speaking families and students about their language access rights.
  - Inform Spanish speaking families and students about disability education advocacy resources, already developed, to support them in their advocacy.
  - Advise and guide the work of this project.
- Draft, prepare and disseminate related announcements/documents collaboratively with MODDC.
- Prepare and carry out evaluation tools. Evaluation tools should capture the learning of participants; as well as what best practices they are implementing and what the outcomes are as a result of the trainings, tools, and coaching. Outcomes should also include any systems change outcomes.
- Development and implement a satisfaction survey.
- Organization and analysis of evaluation feedback.
- Enshrine best practices resulting from the project and inform further systemic change.

## Funding

### Maximum Funding and Duration

MODDC may award a maximum of \$200,000 for this two year project, to one organization. MODDC reserves the right to negotiate the budget as needed and may choose not to award funding for this project.

All funding for this NoFA is contingent on receipt of MODDC federal grant funding. MODDC may choose to reduce the amount of grant funding at the time of the grant award.

### Match Requirement

MODDC requires that grantees provide a matching contribution, also known as match. Match may include funding/cash, volunteer hours, or other [in-kind](#) donations, such as office space and utilities. Other federal funds may not be used as match. Items or funds that are used for match for another project funded with federal funds also may not be used as a match. There are three possible match requirement options applicants should use to calculate match in their proposed project budget. To determine which counties are poverty applicants should use the online tool from Missouri Community Action Network provides information related to [Missouri Poverty Rate by County](#).

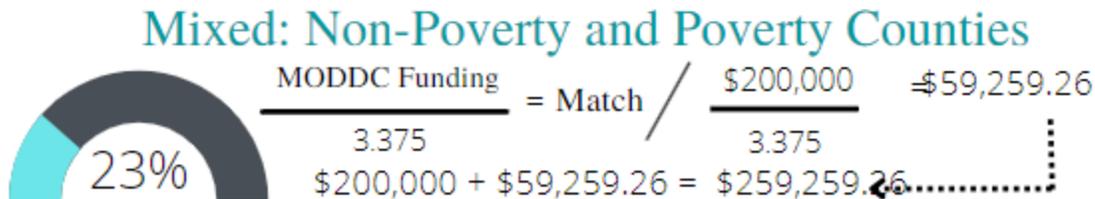
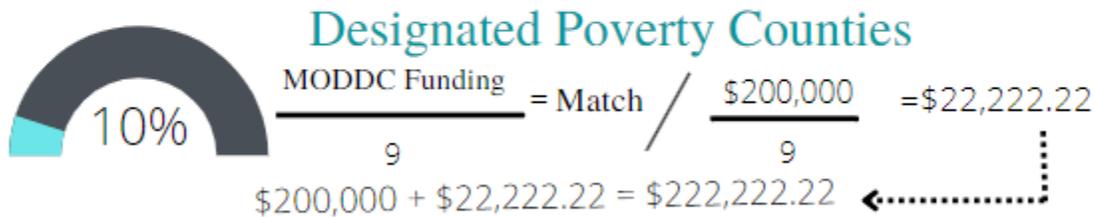
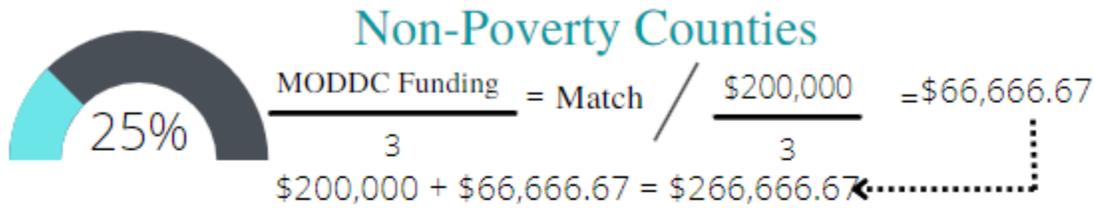
*Non-Poverty Counties:* MODDC funds may not pay for more than 75% of the total project cost for projects located in counties not designated as federal poverty areas.

*Poverty Counties:* MODDC funds may not pay for more than 90% of total project cost for projects located in counties designated as federal poverty counties. Following federal standards a county is deemed a poverty county if 20% or more of the county's population is living below the poverty level.

*Mixed - Non-Poverty and Poverty Counties:* MODDC funds may not pay for more than 77% of the total project cost for projects that include a mix of non-poverty and poverty counties.

## Match Requirement Options

MODDC Funding + Match = Total Project Cost/Grant



### Continuing Funding

Continuation of funding will be based on a review of the project's accomplishments, progress towards stated goals and objectives, financial management of funds, compliance with reporting requirements, review of the most recent program audit, review of findings of MODDC's onsite reviews, development of alternative funding, and the availability of MODDC funds.

MODDC does not plan to provide funding for this project beyond the number of years offered in this NoFA.

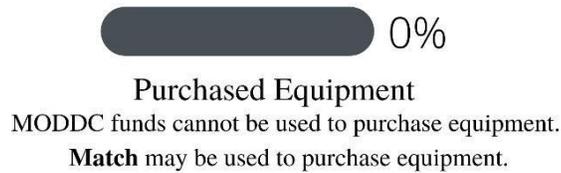
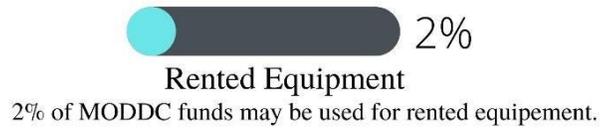
### Allowable Expenses

Four tests in determining allowable of costs:

Reference – [45 CFR 75; § 75.403](#)

1. **Reasonable and necessary:** costs that would be incurred by a prudent person, necessary for grant's performance;
2. **Allocable:** traceable to specific activities of the project ;
3. **Consistent:** assignment of costs to cost objectives – avoid duplicative charges;
4. **Conformance (allowability):** expenditures are permitted and not specifically prohibited by terms and condition of the Notice of Award.

## Equipment Allowable Expenses



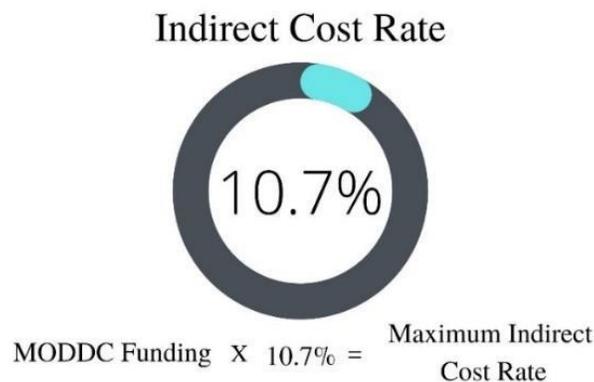
Rented equipment necessary for the successful accomplishment of project outcomes may be invoiced up to 2% of MODDC's funds. Prior approval from MODDC staff is required for rental equipment exceeding 2% of MODDC funds.

Purchased equipment necessary for the successful accomplishment of project outcomes must only come from the project match.

MODDC funds may not be used for capital expenditures or acquisitions, construction, remodeling, or purchase of buildings. Grant funds cannot be used for ongoing organizational activities, to supplant existing private, state or federal funding sources, to purchase equipment or furnishings, or to duplicate or replace existing services provided to people with developmental disabilities. Additionally, the following project costs are not permitted: bad debts, contingency funds or savings, entertainment, fines and penalties, organizational fundraising, interest costs, land or buildings, lobbying.

### Indirect Cost Rate

An [indirect cost](#) rate may be included in the project budget. A maximum indirect cost rate of 10.70% may be applied to MODDC funds.



## Accommodations and Language Access

Grantees are responsible for covering expenses to accommodate participants. Budgets should include line items to cover disability access and language access costs including, but not limited to: video captioning services, sign language interpretation, and language translation and interpretation services for Limited English Proficient (LEP) participants (including multiple languages as necessary).

## Application Process

### Q&A Webinar

MODDC values a supportive and transparent NoFA process. An informational webinar will be held to address any questions potential grantees may have regarding the project or the NOFA process. This webinar is to ensure that all potential grantees are well informed and all have the same information. Additionally, by attending the webinar, you ensure that your organization will be notified of any updates throughout the application process.”

Please submit questions in writing via email to [moddc@moddcouncil.org](mailto:moddc@moddcouncil.org) in care of Katheryne Staeger-Wilson by 1pm – CST on Tuesday, August 23, 2022. To register for the webinar go to [https://us02web.zoom.us/meeting/register/tZArc-CqzIvHNRA7IH83nwaew3J9T3z\\_wdB](https://us02web.zoom.us/meeting/register/tZArc-CqzIvHNRA7IH83nwaew3J9T3z_wdB) .

### Q&A Webinar Details:

- Monday, August 29, 2022 – 1pm CST
- Zoom Meeting ID: 846 4925 9560
- Zoom Password: 258851

All questions and answers addressed during the Q&A webinar will be posted on the MODDC website within 48 hours of the webinar. Applicants are advised to check the Q&A document posted on MODDC’s [website](#) for clarification throughout the NoFA process.

### Application Package

If interested in applying, please submit an application package to [moddc@moddcouncil.org](mailto:moddc@moddcouncil.org) by 3pm – CST on Friday, September 30, 2022. The application package must include the following:

- Responses to the [Application Questions](#);
- A detailed budget using MODDC’s [budget form](#) that includes spending estimates for each federal fiscal year (October 1 thru September 30);
- A work plan for each year of the project;
- Letters of support (optional).

## Evaluation Process

Application packages submitted by the deadline will undergo a technical review. Minimum criteria include meeting applicant eligibility requirements, submitting a complete application package, and not exceeding the maximum funding allowed.

Application packages meeting the minimum criteria will be evaluated for quality, applicability and appropriateness of responses, innovation, projected performance measures, cost effectiveness, and organization capacity to successfully achieve the project's goal and objectives.

The Project Development Committee (PDC) of MODDC will evaluate each application package based on how well the application package responds to the NoFA and instructions in the application questions, and the extent to which the proposed project may move MODDC closer to meeting the state plan goals and objectives. The committee may use MODDC's scorecard template, which can be reviewed [here](#), to assess applications. The committee will consider only the information included in the application package. Applicants may not have the opportunity to clarify or add to the information provided in the application package after the deadline. MODDC will only review materials included in the application package.

## Requirements

### Qualifications and Organizational Experience



Applications must show that the organization submitting the application has the infrastructure, experience, and capability to implement project activities successfully. Applications also must demonstrate that the organization can manage funds effectively.

Applications should also summarize the organization's successful projects as well as work/research completed with unserved/underserved populations and marginalized communities.

Any organization that receives an MODDC grant must be able to disburse funds for project activities and expenses, complete MODDC's forms correctly and on time, and be legally able to receive grant funds to reimburse the organization for expenses.

### Addressing Disparate Impact

MODDC and federal partners have become increasingly concerned that certain people with disabilities experience additional marginalization as a result of race, ethnicity, economic status, age, sexual identity and orientation, geographic or disability diversity.



As such, each application must identify an unserved or underserved group which is additionally affected by this issue. Identify particular strategies that will be used to ensure that any disparate impact on this group is improved. The group identified may be racially, ethnically, sexually, economically, geographically or disability diverse. The goal is to lessen the level of disparity experienced and to engage those who experience this disparity as integral partners in the work of the proposed project. To be clear, ‘disability’ in and of itself is not to be considered cause for disparate impact as people with disabilities are the target of all of this Council’s efforts. The Council is looking for those circumstances that are experienced by people in addition to their disability that causes further roadblocks to reaching their goals.

## Project Communications



Grantees will work with MODDC to develop and execute a communications plan for their project. Plans could include promoting grantee activities via external communications, raising awareness about products created as part of the project (if any), and developing required stories about the project’s impact at both the community and personal level. All communications products must be approved by MODDC.

## Reporting



Grantees must submit [quarterly reports](#) and a final report at the end of the grant. These must be submitted on time. MODDC staff will provide more information about these processes to the selected applicant.

Grantees also must report on federally-defined [Performance Measures](#). MODDC staff will provide assistance to grantees to understand the performance measures.

## Terms

Applicants must agree to the following terms:

- Applicants must disclose any conflicts of interest between themselves and [MODDC Council members](#), employees or their immediate families.
- Applicants must use respectful language, [people first language](#).
- Materials developed with funds from this grant must use media standards and protocols as established by the Council and may be copied and distributed only with the prior written permission of the Council.
- MODDC will retain rights to all products created using funding awarded through this NoFA.

- MODDC reserves the right not to fund any application under this announcement.

## MODDC Assurances

The following terms and conditions apply to organizations awarded MODDC grant funds:

- The Council reserves a royalty-free, non-exclusive, irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any work developed under any grant awarded by MODDC.
- Final drafts of any training materials, publications, videos, websites, or other products shall be reviewed and approved by the MODDC prior to dissemination to the general public. Products must prominently display the MODDC logo and must acknowledge Council funding (e.g. "Funding for the Supporting Language Access in Schools provided by the Missouri Developmental Disabilities Council, Grant FY Info TBD, as authorized by Public Law 106-402 - Developmental Disabilities Assistance and Bill of Rights Act 2000.").
- Reasonable steps must be taken in order for programs and materials to be provided in a linguistically competent manner, complying with the Civil Rights Act of 1964, Title VI. Grantees must take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency (LEP). Grantees will provide language assistance services in order to comply with Title VI, should implement policies and procedures to provide information in appropriate languages and ensure that LEP persons are effectively informed of and have meaningful access to covered programs.
  - Videos, DVDs and teleconferencing and distant learning activities produced by this project must be fully accessible. Any videos or DVDs must be captioned and online video platforms must meet accessibility standards.
  - Project materials developed must include plain language and easy-to-read versions. All materials should be provided in accessible formats for those with disabilities.
  - All information and resources created through this project must be available in Spanish and accessible to people of all abilities (this includes printed and digital documents, websites, images, flyers, etc.). Funding for this should be included in the [budget](#).
- Grantees shall administer and report survey results using an accessible survey format, capturing demographic information and satisfaction of performance measures for MODDC's annual reporting.
- The grantee will be required to complete and submit state and federal contract and [assurance](#) forms as a condition of grant award.

## Application Questions

Applications will be reviewed by the Council which primarily consist of self-advocates and family members of individuals with DD. Please provide information using plain language - easily understood and accessible. Suggested plain language resources can be found at [Plainlanguage.gov](#), [Hemingway App](#), or [Readable](#).

Throughout the application please include relevant information to assist MODDC to better understand and address the experiences of diverse groups of people who are unserved and underserved (including but not limited to, people of color, people living in rural areas, socio-economic status, sexual orientation and gender identity, religion, and disability). Applications must include the following:

- A methodology of how outreach to culturally informed stakeholders and/or cultural brokers will be identified for the project.
- A methodology to identify and measure cultural competence of the project.
- A summary of previous work experiences in the areas of multicultural and/or social justice projects.
- Describe the actions that will be taken to ensure an inclusive project, to include the following: interpretation and translation services and accessibility, so people with disabilities and their allies across distinct communities can fully participate and benefit from the project.

### 1. Executive Summary (500 words max)

Write a short summary that clearly states the goals of the project, the major activities of the project, and what impact the project will have on people with developmental disabilities and their families. List the county or counties the project plans to serve and note if any of them are [poverty counties](#).

### 2. Detailed Narrative (10,000 words max)

Describe the project, keeping in mind the NoFA. Address any requirements listed in the [Purpose/Scope of Work](#) section. The detailed narrative should include a plan to outreach communities that are unserved/underserved and steps taken to create a culturally and linguistically competent project.

### 3. Project Evaluation (500 words max)

Explain how success in reaching the project's stated goals and participant satisfaction will be evaluated.

### 4. Sustainability (500 words max)

Describe how the project will achieve lasting or permanent change and how project activities will continue after MODDC funding ends.

### 5. Qualification (500 words max)

Please address the requirements noted in the [Qualifications and Organizational Experience](#) section of the NoFA. Describe the organizations' purpose and experience, and that of their partners as it relates to this project.

List the qualifications of each person who will occupy a key position, such as the Project Director, and additional staff (if there are any), and others who will be significantly involved in implementing the project.

Include the organization's mission statement and, if applicable, explain how the organization support and promote full inclusion of people with disabilities and those of diverse backgrounds.

### Application Packet Checklist (*Optional*)

- Submitted by deadline provided in Schedule section.
- Use of plain language throughout the application.
- Addresses diverse groups of people who are unserved and underserved.
- Methodology provided for the following:
  - Outreach culturally informed stakeholders;
  - Identify and measure the culture and linguistic competency of projects;
  - Previous work examples in the area of multicultural projects.
- Addresses systems change.
- MODDC detailed budget sheet including:
  - Match requirement amount;
  - Spending estimates provided in federal fiscal year categories;
  - Line item for resources to be available in Spanish, sign language interpreter, and accessible to people with all disabilities.
- Addresses five application questions:
  1. Executive Summary
  2. Detailed Narrative
  3. Project Evaluation
  4. Sustainability
  5. Qualification
- Work plan for the each year of the project.
- Letters of support. (*Optional*)

## NoFA Budget Form

MODDC requires all NoFA applications to include budget information on the MODDC NoFA Budget Form. Additional budget information may be included in the remarks section on the final page or by submitting supplemental document(s). It is advised that applicants review the match requirement section of the NoFA for specific funding and match information.

### General Information:

Project Title: Type Project Title

Applicant Name: Type Your Name Applicant's Agency: Type Your Agency's Name

Applicant's Contact Info: Type Your Email and Type Your Phone Number

Anticipated Project Start Date: Click or tap to enter a date. Anticipated Project End Date: Click or tap to enter a date.

MODDC Funding Amount: Click or tap here to enter text. Match Amount Required: Click or tap here to enter text.

Select Match Type:  Non-Poverty Counties/25%  Poverty Counties/10%  Mixed: Non-Poverty and Poverty/23%

Budget Category	Total Cost for Items	Match		Funds Requested
		<i>Cash</i>	<i>In-Kind</i>	
PERSONNEL SERVICES: (Positions/Salaries)				
1.				
2.				
3.				
4.				
FRINGE BENEFITS: Includes: FICA, Worker's Comp, etc.				
1.				
2.				
3.				
4.				
STAFF TRAVEL				
Rate: Click or tap here to enter text.				
PROFESSIONAL SERVICES: (Specify)				
1.				
2.				
3.				
4.				
CONTRACTED SERVICES: (Specify)				
1.				
2.				
3.				
4.				

<b>TRANSLATION AND INTERPRETER SERVICES:</b> (Specify)				
1.				
2.				
3.				
4.				
<b>SUPPLIES:</b> (List on attached sheet)				
1.				
2.				
<b>EQUIPMENT:</b>				
Rented Equipment - up to 2% of MODDC funds				
1.				
2.				
Purchased Equipment - match only				
1.				<< MATCH ONLY >>
2.				<< MATCH ONLY >>
<b>OTHER:</b> (Specify)				
1.				
2.				
3.				
<b>INDIRECT COST RATE</b> (Maximum 10.70%)				
1.				
Covers the following expenses:				
<b>TOTAL:</b>				

**Federal Fiscal Year Breakdown:** MODDC requires each project to propose a federal fiscal year (Oct 1<sup>st</sup> – Sept 30<sup>th</sup>) breakdown to ensure MODDC’s (federal) funds are appropriately obligated to the project. Indicate the total amount of spending anticipated by federal fiscal year. Amount of funding obligated should equal the total amount of MODDC funding awarded to the project.

<b>Federal Fiscal Year:</b>	<b>Amount of Funding Obligated:</b>
Oct 1, 2022 – Sept 30, 2023	Enter dollar amount -or- <input type="checkbox"/> Not applicable – won’t use funding
Oct 1, 2023 – Sept 30, 2024	Enter dollar amount -or- <input type="checkbox"/> Not applicable – won’t use funding
Oct 1, 2024 – Sept 30, 2025	Enter dollar amount -or- <input type="checkbox"/> Not applicable – won’t use funding
Oct 1, 2025 – Sept 30, 2026	Enter dollar amount -or-

	<input type="checkbox"/> Not applicable – won't use funding
Oct 1, 2026 – Sept 30, 2027	Enter dollar amount -or- <input type="checkbox"/> Not applicable – won't use funding
Oct 1, 2027 – Sept 30, 2028	Enter dollar amount -or- <input type="checkbox"/> Not applicable – won't use funding

**REMARKS:**

Click or tap here to enter text.