**Questions Asked Regarding 21PR6 Accessibility Grant - Universal Design for Learning and Plain Language**

1. **Is this a “How to Guide” or an informational Manual?** This manual will explain and set organizational standards around universally accessible, plain language materials. This manual will serve as a launching point for future opportunities to support GCDD’s commitment to the production of universally accessible materials.
2. **Are applicants being asked to take already existing GCDD materials and transform them into plain language materials?** No, they are only being asked to create the manual to set organizational standards for the creation of GCDD materials.
3. **How will this manual be used? What is the expectation for dissemination and in what format(s)?** The objective of the UDL/PL manual is to set standards for the creation of accessible documents and presentations, as well as publications in print, web-based and multi-media formats from which all audiences, inclusive of people with intellectual and developmental disabilities, can benefit.
4. **Who is this being published for? Who is the audience?** GCDD staff is the audience.
5. **What are the specific deliverables related to the creation of the manual and production expectations?** A full detailed timeline will be given upon award of the contract.
6. **Are there specific templates or documents that GCDD will require in the manual? If so, will these be provided?** See answer below in Question #14
7. **What does “other relevant content-building tools and practices” entail?** Any and all rules that are best practices when created UDL/PL public information materials.
8. **Are production lists static or will the list of needed templates, etc. be updated throughout the year?** These decisions can be made during contract negotiations and will not change after the initiation of the contract unless agreed upon by both parties.
9. **Where will questions be answered and posted?** These and all questions and answers will be made public on our website by Friday May 7.
10. **Who is the intended audience for the manual? Is it for an internal staff of content creators at GCDD or will it be disseminated for use by others?** GCDD staff is the audience. The work produced may result in future disseminated products.
11. **The integration of Section 508 Guidelines with UDL and PL is essential to ensure accessibility. Should the manual assume 508 Guidelines are being met?** No, it should incorporate those guidelines.
12. **May we include in our proposal a supplemental recommendation to use a newly developed set of communication guidelines for individuals with DD who do not read at PL level?** **The Guidelines for Minimizing the Complexity of Text were developed recently to address the specific needs of individuals who read at lower levels.** Absolutely, applicants may include anything pertinent to their vision of the work.
13. **How will the templates be used?** To produce public-facing materials on issues related to GCDDs work.
14. **What are some names, types of communications, and publications frequently produced by GCDD that would benefit from templates or content-building tools?** We are looking for the grantee to identify and take the lead on creating universally accessible materials through a rubric or set of guidelines that we can measure our materials against.
* Possible items include but are not limited to, nor is the expectation that all templates will be created during the scope of the contract.
* One-page Issue Briefs
* Infographics on Policy Issues
* Legislation Summaries
* Action Alerts
* The following categories are ones in which GCDD currently produces materials:
* Power Points/accessible presentations
* Council materials
* Social media content
* Website content
* Legislative Content
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