



**New York State
Developmental Disabilities
Planning Council**

***Funding
Announcement***

George E. Fertal, Sr.
Chairperson

David A. Paterson
Governor

Sheila M. Carey
Executive Director

155 Washington Avenue / Second Floor Albany, NY 12210

1-800-395-3372 (VOICE/TDD)

(518)486-7505 (VOICE)

(518)402-3505 (FAX)

Website: www.ddpc.state.ny.us

DDPC Funding Announcement – Request for Proposal

Notice of Availability of Federal Funds and Requests for Proposals Under the New York State Developmental Disabilities Planning Council Grant Program

Literacy Zones Collaboration

Timelines for This Request for Proposal

RFP Release Date	September 1, 2009
Closing Date for Questions	November 1, 2009
Questions Posted By	November 1, 2009
Letter Of Intent	November 1, 2009
Proposal Due Date	December 1, 2009
Award Announcement	March 2010
Tentative Contract Start Date	July 1, 2010

Intent of Proposal - Why is the DDPC Making This Investment?

The New York State Developmental Disabilities Planning Council (DDPC) is announcing the availability of funding in the amount of up to \$140,000 per year, for each of two years, to establish at least two demonstration models (up to \$70,000 per project) funding cross-systems collaboration with NYS Literacy Zone initiatives, for the purpose of demonstrating their effectiveness in maintaining and supporting the community inclusion of individuals and families of people with developmental disabilities. The Literacy Zone initiative must address at least one of the DDPC core focus areas: systems capacity building, systems change or advocacy (see Definitions). If additional funds become available, the DDPC reserves the right to approve additional projects under the authority of this RFP.

Literacy Zones (LZ) is a reform initiative developed by the New York State Board of Regents and the State Education Department (SED) to close the achievement gap in urban and rural communities of concentrated poverty and high concentrations of families and individuals with limited literacy or English language proficiency. Literacy Zones are intended to provide a systemic focus on meeting the literacy and family self-sufficiency needs of communities, from birth through adult. The NYS Education Department began funding eleven Literacy Zone programs on July 1, 2009 and is anticipating funding six more Literacy Zone programs statewide effective October 1, 2009.

Project Description - What is the DDPC Seeking to Achieve?

The DDPC believes that the Literacy Zone approach presents a unique opportunity to effectively address the issues of educational, economic, health disparities, and social disadvantages faced by many persons with developmental disabilities. The socio-economic impact of poverty actively works against inclusion, economic self-sufficiency and the stability of the family structure, including families headed by persons with developmental disabilities.

The Literacy Zone approach includes a comprehensive focus on skill development including literacy, English language proficiency, public benefits advocacy, health education and advocacy, developing parenting skills and parental advocacy, facilitating and increasing the involvement of parents with their children's education, voter registration and citizenship skills, and developing skills and abilities essential to employment, including supports to obtain and maintain employment. Each Literacy Zone also includes a Family Welcome Center that provides access to an array of coordinated services that support students and their families and seeks to open pathways out of poverty. Literacy Zones are funded through Title II of the Workforce Investment Act (WIA) and as such have a sustainable funding stream.

The DDPC seeks to demonstrate effective ways that Literacy Zones can assist and support people with developmental disabilities, and in particular, parents with developmental disabilities. ***The DDPC will therefore establish at least two demonstration projects through this Request For Proposal (RFP) that will work to facilitating successful outreach, inclusion, supports and services for persons with developmental disabilities.*** The primary target populations to be served will be persons with developmental disabilities, in particularly families headed by persons with developmental disabilities. Other people with disabilities may also be served through these demonstration grants.

Each Literacy Zone has mandatory program components and required federal Performance Targets established by the US Department of Education and SED. In addition to these program and performance components, the DDPC will require each applicant to demonstrate the following:

- Indicate how the project will identify, outreach and engage persons, families and parents with developmental disabilities;
- Describe the process as to how the applicant will identify the barriers to the person and family in literacy, health, education, employment, etc. and provide a thorough plan to address each of these issues to support the person and/or family;
- Describe how the project will identify and make any programmatic modifications or adaptations necessary to facilitate inclusion and success in Literacy Zone component services and supports;
- Describe how the applicant's role in increasing physical, communication and attitudinal accessibility to all LZ and LZ partner programs and services;
- Describe how the applicant's Family Welcome Center will support persons and parents with developmental disabilities, including the type and nature of such supports;
- Demonstrate and evaluate the impact of Literacy Zones on improving people's lives;
- Indicate how the applicant will inform and educate other Literacy Zone programs on their promising practices and approaches in assisting people with developmental disabilities; and
- Indicate how the applicant will sustain their services and supports to persons and parents with developmental disabilities beyond the term of the DDPC grant.

Who Is Eligible To Apply for This Request for Proposal

Eligible applicants for the RFP may include either:

1. Designated State Education Department Literacy Zone programs, or
2. Community-based organizations with experience in effectively supporting individuals and families with developmental disabilities, and who develop formal effective partnerships with designated Literacy Zone programs. If a community-based organization is the lead entity, there must be a letter of commitment from the designated Literacy Zone partner.

The review of this RFP will be fully coordinated with review from SED and the Office of Mental Retardation & Developmental Disabilities (OMRDD). Applicants will be required to clearly identify the target population to be served under this demonstration.

Instructions for Completing This Request for Proposal

Answer all questions in the order in which the instructions are presented. All questions must be answered succinctly and provide a clear understanding of the proposed plan for implementation, including timelines and expected outcomes. Applicants will be judged on the information presented. *Please do not submit any information that was not specifically requested.*

The entire application should not exceed eleven pages and must include:

- Cover letter signed by the Chief Executive/Operating Officer of the organization;
- One-page Proposal Summary;
- Up to six pages of Project Narrative;
- One completed DDPC Budget Form (attached or available from the DDPC Program Planner);
- One or two-page Budget Justification.

Proposal Application - What Return Will You Give the DDPC for Its Investment?

I. Proposal Summary - Provide a one-page summary of your proposal which includes: identification of the requesting agency; agency/fiscal intermediary name and address; contact person, telephone, fax and email; project title; amount of funding requested; and a one or two paragraph description of the proposed project.

II. Proposal Narrative - Provide a complete but succinct description of the following:

A. *Plan of Action (40 points)*

- Describe the people/families with developmental and other disabilities who the Literacy Zone project will assist, the numbers you will serve, and how these people will be identified. Include an analysis of the problems and barriers faced by this population as they relate to the target needs intended to be addressed by Literacy Zones.
- Detail the structure of the proposed Literacy Zone service plan for people and parents with developmental disabilities. What services and supports will be provided and how will they be delivered?

- Describe how you will collaborate and partner with other systems and/or stakeholders and how these collaborations/partnerships will benefit people and parents with developmental disabilities.
- Provide projections as to what will be the impact of the actions you take, including who will benefit, the number of people who will benefit, including short-term and long-term outcomes, etc.
- Describe specific timelines for implementation and completion of essential project activities, including detailed and specific performance milestones. (put in table/chart format with dates)

B. Evaluation, Dissemination and Sustainability (20 points)

- Describe any adaptations or inclusions to mandated Literacy Zone Performance Indicators and your method for evaluating the impact and success of this initiative for both people and parents with developmental disabilities.
- How will you evaluate the satisfaction of all project customers (individuals, families, service providers, employers, etc. as appropriate) as well as any ratings of other key LZ system partners?
- What is your organizational commitment and specific sustainability plan to maintain this initiative, or the benefits of this initiative, past the receipt of DDPC grant funds?
- Describe any proposed project products that will demonstrate the impact of your project and/or lessons learned (including presentations of project findings or outcomes) and your organizational plan to disseminate such products or findings with other Literacy Zones.

C. Applicant Capability, Personnel, and Resources (20 points)

- Describe your, and/or your Literacy Zone partners, organizational experience or expertise in supporting and assisting persons with developmental disabilities in community engagement, as well as experience in addressing issues of literacy, health disparity, employment, community advocacy, etc., and in general your expertise/experience with the skill sets essential to project success.
- Who will be the lead organization and lead person responsible for programmatic reporting and coordination of project activities for this initiative, and what is their commitment to administering and completing this project? In the event of their absence, who will function as back-up to this lead person?
- Describe your relationship with the other Literacy Zone system partners or stakeholders in this demonstration project and their commitment of specific resources to this project.
- Describe your experience in building community coalitions or cross-systems collaborations with other organizations, relate as much as possible to your Plan of Action.
- If using contracted services or subcontractors, describe their roles and responsibilities.

III. Proposal Budget and Cost (20 points)*

Grant applications will also be evaluated and rated on the basis of budgetary reasonableness, which includes budget plans that are consistent with the proposed action plan; reasonable administrative costs (total administration and indirect not exceeding 10% of DDPC share); justification for each requested budget line; clear identification and percentage of matching funds, cost benefit and best value for outcomes (reasonableness of cost). Complete the attached budget form and return with the proposal, being sure to note and address the following:

- The budget for the proposed project must be consistent with the intent of the RFP and provide a logical justification for all expenses, including itemized equipment.

- The budget narrative must include an explanation for each budget line and clearly support the agency need for additional financial resources to achieve project outcomes.
- The budget must include and describe the required matching funds necessary for implementing the project.
- The budget narrative must also describe how the agency will monitor expenditures during the life of the project to ensure that the project stays on each budget line and within overall budget.

*Applicants should copy/paste the attached DDPC Budget form or request directly from the DDPC in MS-Word format. Complete the attached budget form and return with the proposal. **Please note that applicants should only submit an annualized one-year budget.** If there will be expected differences for subsequent year budgets, please note in the budget narrative.

The Request for Proposal Review Process

The DDPC will conduct a three-level review process for all submitted proposals:

- The first level entails a Pass/Fail DDPC Staff Review of the submitted proposals to ensure that the application is responsive to the conditions set forth in the RFP. **The DDPC will reject any applications that do not clearly and specifically address the purposes of this funding opportunity and/or fail to meet any one of the following criteria:**

1. Submission by an eligible entity, as specified within the RFP;
2. Clearly meets the purpose(s) intended by the RFP;
3. Serves the target population of people and families with developmental disabilities;
4. Submission of all requested RFP materials within the required timeframes;
5. Includes a budget and required budget match in format requested by the DDPC;
6. Submission of complete application in the format requested by the DDPC; and
7. If the lead applicant is not a Literacy Zone, there must be a letter of commitment from a designated LZ included.

- The second level consists of a scored Comprehensive Proposal Review that involves a thorough review of the submitted proposal specifically related to the project work plan, evaluation, organizational capability, commitment of partners, value of products and dissemination, overall strength of sustainability plan (if applicable), and/or the budget and corresponding budget narrative. The proposal review and rating will be conducted using the criteria stated in this DDPC Funding Announcement, and the DDPC reserves the right to conduct follow-up activities and discussions with applicants to clarify information in the submitted proposal. To comprise the review team, the DDPC will typically use staff, Council members, and peer/field expertise in the RFP topic area. No entity with an aggregate reviewer score averaging less than 80 points in the second-stage review will be considered for third-level review or funding.

- If necessary, all proposals scoring 80 points or above may be subjected to a third-level Panel Review that may add additional points for specific criteria, including: a) fidelity to RFP Concept; b) impact on identified underserved population of parents with developmental disabilities, c) sustainability, and d) education and mentoring of other Literacy Zones. Applicants will also be screened for a history of prior performance in implementing a DDPC grant; poor past performance may result in a reduction of overall score. A third-level review will be conducted by the appropriate DDPC Standing Committee and/or a DDPC designated review panel. The final total score will be the cumulative total of second and third-level reviews, with the RFP awards going to the highest rated proposal(s).

Awarding of DDPC Grants & DDPC Reserved Rights

The DDPC Standing Committee will recommend the highest ranked proposal(s) that *fully meet the intent of the RFP* as set forth by the DDPC. After reviewing proposals as outlined above, recommended awardees must be approved by the DDPC Executive Committee and by the Developmental Disabilities Planning Council. All costs associated with responding to this RFP are entirely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of State Comptroller (OSC). Upon such OSC approval, the grant process will begin, and all terms of the contract become public information.

As part of the grant award process, the grantee and DDPC must establish mutually agreed upon Performance Agreement and Performance Indicators, which become the contract deliverables. The DDPC reserves the right to:

- Reject any applications that do not meet the intent of this RFP;
- Based on quality of RFP applications, award less than the designated number of grant awards as set forth within the RFP;
- Negotiate with applicants regarding Performance Agreements, Performance Indicators, Budget line levels and other issues raised within the RFP review to achieve maximum impact from the grant award and serve the best interests of New York State; and
- If unable to negotiate the contract with the selected applicants within 60 days, the DDPC may begin contract negotiations with the next highest scoring qualified applicant(s).

Funding and Matching Requirements

DDPC funds are intended to minimize gaps in service and to increase the independence, productivity, integration and inclusion into the community of individuals with developmental disabilities and their families. These funds may not be used for activities that duplicate or supplant what is already available or required under existing laws and/or regulations. The issuance of this request for proposals does not obligate the DDPC to award grants.

Applicant agencies must supply at least thirty percent (30%) of the total cost of the project. For example, if the project total cost is \$100,000, the DDPC funding will be \$70,000 and there must be a grantee matching amount of approximately \$30,000. This match may be derived from State, local, agency, and/or private sources in the form of cash or in-kind contributions, such as project staffing, rent, indirect costs, or other project-related expenses. Other federal funds may not be used for grantee matching.

There are two exceptions to the 30% match requirement.

- If the total annual budget of the organization is less than \$4 million per year, the required match may only be 25%.
- In addition, if the project is providing services within a federally designated poverty area, the match may be reduced to ten percent (10%).

It will be the responsibility of the applicant to document either type of request for a reduced grantee match. Information about federally designated poverty levels by census tract can be located at www.factfinder.census.gov. For additional information on DDPC Matching Requirements, as well as technical assistance in using the www.factfinder.census.gov web-page, go to the RFP site at www.ddpc.state.ny.us. *Please note that Federal funds may not be used for any project matching funding nor may they be used for lobbying activities.*

Responsibilities: Confidentiality of Information & Publication Rights

Grantee and DDPC responsibilities are noted on the Quality Assurance attachment, and will also include quarterly fiscal and programmatic reporting on milestones agreed upon in the approved Performance Agreement and Performance Indicators. Successful applicants will also be required to agree to:

- *Rights in Data* – The DDPC will remain owner of data and records provided as part of this project, and the grantee shall not use the DDPC data, records and reports for any purpose other than the conduct of this project without the consent of the DDPC.
- *Ownership of Work Product* – Materials and documents produced by the grantee in the fulfillment of its obligations under this DDPC contract become the property of the DDPC, unless prior arrangements have been made with respect to specific documents. **All** products or reports disseminated must credit the DDPC as source of project work and original funding.
- *Product Distribution* – **All** curricula, presentations, articles and media products (print, internet, radio, TV) developed through DDPC grant resources must be submitted to the DDPC in advance of their public distribution, presentation or submission for publication, including those products developed after the completion of such grant funding. Grantees may set fees to recoup the costs of production and distribution of all grant products.
- *Confidentiality* – Compliance to HIPPA (Health Insurance Portability & Accountability Act) is mandatory. The grantee shall treat all person-specific information related to this grant as confidential in nature. Grantees shall only disseminate person-related information for purposes related to this grant with the express approval of such identified persons. The grantee shall not disseminate any information obtained in any manner except as necessary to the discharge of its obligations to the DDPC under contract.

Requests for any exemptions to these grant policies must be made in writing to the Public Information Officer, NYS-DDPC, 155 Washington Ave. 2nd Floor, Albany, NY 12210.

Assurances

Each recipient of a developmental disabilities assistance grant will be required to assure certain provisions required by both Federal and State laws. These include, but are not limited to: assurances of non-discrimination and affirmative action in hiring and service provision; assurances of compliance with accessibility requirements; and health standards for appropriate and quality services for persons with developmental disabilities. Upon approval of a grant, these assurances will be included in the formal contract between the grantee and the Developmental Disabilities Planning Council.

RFP Questions and Technical Assistance

Questions regarding this specific Request for Proposal must be submitted by mail to Nicholas Rose, DDPC Program Planner noted below, or by email to nrose@ddpc.state.ny.us by no later than November 1, 2009. All submitted questions should be identified as either Program or Fiscal related. A Questions and Answers summary will be posted to <http://www.ddpcb2b.com/rfp/default.aspx> and applicants are encouraged to go to that website first to see if their questions have already been addressed prior to the submission of such questions.

Submittal Deadlines

All interested applicants should submit a one-page letter of intent by November 1, 2009. A letter of intent is requested to assist the DDPC in identifying the interest and potential applicant pool for this grant. In some instances, additional information may be made available to all potential applicants who have expressed interest in this funding opportunity. Letters of intent should be forwarded to Nicholas Rose, DDPC Program Planner, at the address listed below. Letters of Intent are preferred, but not required for applications to be accepted for this RFP.

All final grant applications must be delivered to the DDPC office by close of business (5:00pm) on December 1, 2009. No applications will be accepted after this deadline. By this deadline date, the applicant must deliver an original completed and signed application package, seven hard copies for the DDPC Review Team and an electronic copy on CD or Memory Stick format to the attention of:

Sheila M. Carey, Executive Director
NYS Developmental Disabilities Planning Council
155 Washington Ave. 2nd Floor
Albany, NY 12210
Attn: **Literacy Zones Collaboration**

For More Information Contact – Nicholas Rose, Program Planner or Karen Jackuback, Research Assistant, at 1-800-395-3372 (NYS only TDD/TDY), by Fax at 518-402-3505, or by email at nrose@ddpc.state.ny.us or at kjackuback@ddpc.state.ny.us , or at the address noted above.

Definitions for Purposes of This Request-For-Proposal

“The term “***Developmental Disabilities***” means a severe, chronic disability of an individual that: (A) is attributable to a mental or physical impairment or combination of mental or physical impairments; (B) is manifested before the individual attains age twenty-two; (C) is likely to continue indefinitely; (D) results in substantial functional limitations in three or more of the following areas of life activity; self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and (E) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated”. (PL 106-402)

“***Advocacy activities***” – Active support of policies and practices that promote self-determination and inclusion in the community and workforce for individuals with developmental disabilities and their families.

“***Capacity Building activities***” – A system for sustaining and expanding the successful delivery of services, supports and other assistance to individuals with developmental disabilities.

“***Systemic Change activities***” – Sustainable, transferable and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families.

“***Sustainability Plan***” – The applicant’s plan to continue the goals, services, supports or other intended activity of the RFP beyond the end date of DDPC funding. The Sustainability Plan should be focused on continuance of intent, activities and outcomes through any combination of strategies, actions and resources.

“***Literacy Zone***” – An entity designated as such by the NYS Education Department and receiving funding through Title II of the Workforce Investment Act (WIA) and intended to close the achievement gap in urban and rural communities of concentrated poverty and high concentration of families and individuals with limited literacy or English language proficiency. Literacy Zones are intended to provide a systemic focus on meeting the literacy needs of communities, from birth through adult.

NYS Developmental Disabilities Planning Council – RFP Proposed Project One Year Budget

BUDGET (Submit as last page) Proposed Budget Period: From _____ To _____

Please fill in dollar amounts in the budget categories that are appropriate to the activities of your project. **TOTAL PROGRAM COST** must equal the sum of the matching share (cash and/or in-kind) plus the DDPC funds required. Include in the Proposal Application a brief narrative for each category for which DDPC funds are requested.

BUDGET CATEGORY	TOTAL PROGRAM COST	DDPC FUNDS REQUIRED	MATCHING SHARE	
			CASH	IN-KIND
Personal Service (Position/rate/salary) 1. 2. 3.				
Employee Fringe Benefits Total Rate _____% Includes:				
Staff Travel				
Contracted or Consultant Services (Specify: type, level & rate)				
Equipment (specify)				
Supplies a. Office Supplies b. Program Supplies				
Rent/Utilities (Specify)				
Miscellaneous a. b. c.				
Indirect Costs (DDPC share cannot exceed 10% of total funding request)				
TOTAL				

NYS Developmental Disabilities Planning Council Quality Assurance Responsibilities

Outlines DDPC and Grantee responsibilities that will foster successful project outcomes.

DDPC Responsibilities	Grantee Responsibilities
Set up meetings with potential grantees to provide training on setting and writing project goals, objectives and targets.	Identify a key individual who is committed to the project.
Work with grantees to develop realistic work plans, milestones and outcome targets.	Develop a contingency plan in the absence of key individual(s).
Be sure realistic targets are set.	Specify how proposed actions will address needs expressed in the RFP.
Be sure targets are related to funding amount.	Clarify goals and objectives.
Track the progress and outcomes of grants to determine whether technical assistance is needed.	Identify milestones and performance indicators and attach them to a timeline.
Send reminders about when required reporting and documentation is due.	Use partnerships to maximize the likelihood of meeting project objectives.
Assist grantees in developing ties by brokering key partnerships and project support through cluster group assistance.	Establish partnerships and collaborations at or before the proposal development stage.
Work with grantees and potential funders on continuation funding issues.	Explain any failure to meet a timeline and identify corrective plans to achieve milestones in the near future.
Assist grantee to disseminate project lessons, products, lessons learned and replication information.	Link the project budget to project activities and outcomes at the proposal and contract stage.
	Identify one or more sources of potential continuation funding/support in the proposal and refine and implement continuation funding plans throughout the life of the grant.