

Self-Advocacy Leadership Academy Frequently Asked Questions (FAQs)

Updated July 6, 2016

Question: What are the appropriate uses of and contract percentages for consultants and sub-contractors?

Answer: The DDPC has an expectation that the lead applicant's organization will conduct the majority of the work involved in planning, administering and implementing the grant. Consultants and sub-contractors are considered appropriate when they can provide specific programmatic expertise not otherwise available, when they can provide a service not traditionally conducted by the grantee (i.e. printing, media services, etc.), or when the use of such contractors and consultants are cost-effective or will lead to maximization of desired contract outcomes. The lead applicant has the responsibility to select and compensate a consultant or subcontractor, and to monitor the delivery of results and products that will assist in achieving the overall performance objectives for the project.

Question: Will the successful grantee be required to comply with Minority and Women's Business Enterprise (MWBE) provisions for any procurement that will be obtained as part of this grant; i.e. if the successful grantee were to contract for IT support related to this project?

Answer: We do not require grantees to be compliant with the MWBE provisions, although we strongly encourage the use of Minority and Women owned businesses.

Question: Who do I contact with any questions?

Answer: Questions regarding this specific Request for Proposal must be submitted to James Huben and Kathleen Mazur via email to: James.Huben@ddpc.ny.gov and Kathleen.Mazur@ddpc.ny.gov by no later than June 30, 2016. All submitted questions should be identified as either

Program or Fiscal related. A Questions and Answers summary will be posted by July 6, 2016 to http://ddpc.ny.gov/council_funding_announcements_responsive

Question: The File saved under “Year One Expenditure Form” appears as “Year Two Expenditure Form” when downloaded. How should applicants address this issue without having their application disqualified?

Answer: This file was named in error. Grantees can either change the name of the file from “Year Two Expenditure Form” to “Year One Expenditure Form”, or re-download the file (which has been updated) from the DDPC website.

Question: There are instructions for font size and page limits on the RFP, but what about line spacing? Should the narrative be single-spaced or double-spaced?

Answer: Both single or double-spaced narratives are acceptable.

Question: Does the applicant need to have an already established presence in all 5 regions?

Answer: No.

Question: Do the trainings physically need to be conducted onsite at each of the 5 regions?

Answer: The RFP did not specify a need for the trainings to be physically held in any region. This is to allow for innovative approaches (such as blended learning) and collaborations.

Question: Are there any requirements on the minimum and maximum number of training sessions and length of time, such as number of hours required in one year? Are there also the same time requirements pertaining to the number of meetings for the Project Advisory Group and Emerging Leaders Network? If so, what are they?

Answer: There are no explicit requirements stated in the RFP.

Question: "Employment" is the main topic in Year 1 but the RFP doesn't mention Years 2 & 3. All that is mentioned is: "following the Pilot phase curriculum, trainings and the plan for implementation will be refined based on feedback from participants, input from the Project Advisory Group and a preliminary analysis of the evaluative data." But will the topics still revolve around "Employment"?

Answer: Topical areas will likely change. The 1st year topic is Employment. The 2nd and 3rd may be housing, transportation, self-determination, health... as defined by the Project Advisory Group.

Question: The graduates of the leadership institute will be expected to train people in their regions on the material they learn. Will those trainees trained by graduates be expected to train others, or simply to apply the knowledge they learn in the training?

Answer: Those trained by graduates will not be expected to train others as a specific outcome of the grant. The only outcome we require is that the

grantee will “identify and train a minimum of 30 Leadership Academy graduates to provide training to other self-advocates.”

Question: Is there consideration of awarding more than one contract to serve different regions, perhaps with some coordination of curriculum development?

Answer: No, there was not consideration of more than one contract to serve different regions.