



Funding Announcement

Notice of Availability of Federal Funds and Requests for Proposals by the New York State Developmental Disabilities Planning Council (DDPC)

New York State Sibling Network Development

Grant: To fund one grantee up to \$50,000 a year (for up to 2 years) to develop an effective and responsive network for siblings of individuals with intellectual and developmental disabilities (IDD). Work will include creation of a website portal, ongoing outreach and cataloging capacity, development of a baseline of trainings, resources and tools for siblings of individuals with IDD and training for service providers on culture and practice change around sibling involvement.

RFP Release Date	11/18/15	Proposal Due Date	12/22/15
Letter of Intent Due Date	12/2/15	Anticipated Award Announcement	4/1/16
Closing Date for Questions	12/7/15	Anticipated Contract Start Date	7/1/16
Questions Posted By	12/8/15		

***** Important Please Read *****

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reforms to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for proposals to be evaluated. Information can be found at <http://grantsreform.ny.gov>. Go to the "grantees" tab for details, instructions and the process.

Proposals received from eligible not-for-profit applicants who have not been Registered **AND** Prequalified by the proposal due date of 3:00pm on December 22, 2015 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

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Eligible Applicants for Sibling Network Development Grant:

- Nonprofit organizations;*
- Public or private institutions, such as universities, colleges, hospitals;
- Disability-service organizations;
- Community-based organizations;
- Consortia, groups or partnerships among organizations

Organizations whose staff were involved in the development of this Request for Proposal are **not** eligible to directly apply or be included as a sub-contractor for another applicant.

**Note: the lead applicant cannot be a for-profit organization; however, for-profit organizations may serve as subcontractors to the lead applicant.*

Intent of this Proposal: Why is the DDPC making this Investment?

New York State Sibling Network Development

Over the last decade, increased attention has been given to siblings of individuals with intellectual and developmental disabilities (IDD). Besides the importance of maintaining their familial relations, the increased life expectancy of individuals with IDD creates opportunities for siblings to fill support and advocacy needs once filled by parents.

In 2007, a national organization was formed by and for siblings of people with IDD called the Siblings Leadership Network (SLN). The mission of SLN was to provide information, support, and tools to assist brothers and sisters of people with IDD and to promote the issues important to them and their entire families. The organization has grown perennially and today has chapters in almost 20 states including New York (Sibs-NY). DDPC staff have attended meetings held by both SLN and Sibs-NY with great interest and understand the need to continue to support the role of siblings in the lives of their brothers and sisters with IDD.

In 2011, the DDPC awarded a grant to Cornell University to identify issues experienced by siblings of individuals with IDD in New York State. In addition, the project evaluated the supports offered by the service delivery system in New York State to facilitate their ongoing participation. In 2013, Cornell University issued their report with 20 recommendations of areas of work that the DDPC could undertake. Cornell's report also contained a database of over 400 siblings interested in DDPC siblings-related efforts. The DDPC assembled a workgroup (comprised predominantly of siblings) to review the report and develop a systematic approach to implementing the recommendations in New York State. The approach is outlined in the following section.

New York State Sibling Network Development

Approach:

DDPC will select one grantee to develop and/or enhance a user-friendly website portal dedicated to issues concerning siblings of individuals with IDD. The website shall contain navigation links, links to lists and pages including but not limited to:

- Updated information about the current service delivery system in New York State;
- A Frequently Asked Question (FAQ) section containing resources and descriptions of changing systems for adult siblings, system access and delivery structure basics;
- Annotated links to available trainings;
- Opportunities for online training and events posting of relevant activities, trainings and other opportunities;
- Bookmarking tools that will enable users to view, save, categorize and share online resources (e.g. websites); and
- The grantee will complete testing of the site to ensure that the website meets the State requirements for accessibility.

The website will include an opportunity for siblings to sign up for the siblings database and receive additional resources and announcements.

The existing siblings database will be forwarded by the DDPC to the grant recipient and serve as the base of a new database.

Planned Activities for Year 1: The grantee is expected to produce 1 online training opportunity for siblings on sibling-related issues and 1 training for service providers on culture and practice change around sibling involvement. The grantee should also attend 3 events (i.e. statewide conference) designed to increase participation of siblings in the work of the service delivery system.

Planned Activities for Year 2: Activities will include development of trainings, tools and resources for siblings of individuals with IDD as well as a training for service providers on culture and practice change around sibling involvement. The selected Grantee will be expected to develop a customer satisfaction and site analysis tool which includes tracking and analytics such as: web-hits, user satisfaction, most-used features, demographics usage, and other factors which will enhance the sustainability of the developed web portal.

Sustainability: The grantee is expected to sustain the website portal, including hosting and providing updates for content, conducting ongoing outreach and cataloging capacity. An expected deliverable should be a sustainability plan including developing a plan for hosting, monitoring and maintaining the website.

Instructions for Completing this Request for Proposal

All final grant applications must be delivered to the DDPC Office by 3:00pm, on December 22, 2015.

Agencies should format their application consistent with the order of items presented in these instructions. Answer all questions by each Heading Category (e.g. Plan of Action, Evaluation, Dissemination, Sustainability, etc.) and in the sequence in which the information is 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 must not exceed 14 pages (not including Expenditure-Based Budget Forms) and must include:

- Cover letter signed by the Chief Executive/Operating Officer of the organization;
- One-page Proposal Summary;
- Up to 10 pages of Project Narrative including the completed logic model (Attachment B);
- Three completed Expenditure-Based Budget Forms - One 2-year summary budget and 2 single-year budgets for each grant year (The Budget Forms do not count toward application page limit.)
Budget forms specific to this RFP can be found on the DDPC website at: http://www.ddpc.ny.gov/ddpc_funding_support; and
- One or two-page Budget Justification for the summary budget only.

Proposal Application

All proposals must be submitted in Arial typeface, no smaller than 10 points. Submissions may include larger characters; however, you must use the Arial typeface. Condensed character-spacing is not permitted. A smaller font size is permitted for figures, graphs, diagrams, charts, tables, figure legends, and footnotes, however, typeface rules still apply.

It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by December 15, 2015 at: http://www.ddpc.ny.gov/ddpc_funding_support. No other notifications will be given.

The proposal application should reflect the full two years of the potential funding, except where noted in the Budget Section.

I. Proposal Summary—Provide a one-page summary of your proposal that 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 one to two brief paragraphs describing the proposed project and how this proposal is consistent with and a match to the mission of your organization.

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

A. Plan of Action (Up to 40 points)

- Provide a comprehensive overview / summary of how your organization plans to meet the intent of the RFP; (0 - 10 points)
- Provide a description of the website portal for this initiative; (0 - 4 points)
- Describe how training, tools and resources will be conceptualized and developed; (0 - 2 points)
- Describe how training, tools and resources will be distributed; (0 - 2 points)
- Describe your organization's capacity to design and implement online training; (0 - 4 points)
- Provide specific timelines for implementation and completion of essential project activities, including detailed and specific performance milestones and targets; (0 - 4 points)
- Describe how you will identify Statewide events to attend and propose activities to be conducted at the events; (0 - 6 points)
- Describe what proposed products and information will be available at each phase of the project; (0 - 4 points)
- Describe how you will use innovative, efficient and effective approaches to meet the goals of the initiative; including web-based applications, social media, etc.; and (0 - 4 points)
- Include a logic model that details your work plan. While a logic model is required, no additional points will be awarded or deducted. *For additional information on logic models, see: <http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html> or <http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg-Foundation-Logic-Model-Development-Guide.aspx>.*

B. Evaluation, Dissemination and Sustainability (Up to 10 points)

- Describe what short-term and long-term benefits will result from the Plan of Action; (0 - 2 points)
- Describe how you will evaluate the extent to which the program has achieved its stated objectives and outcomes; (0 - 2 points)
- Describe how you will evaluate the satisfaction of all project customers and stakeholders, including details on how you will assess positive changes for individuals and family members; and (0 - 2 points)
- Describe the sustainability plan and strategies to maintain this initiative, or the benefits of this initiative, past the conclusion of the DDPC grant funding cycle. Alternative strategies, in addition to seeking other grant funding, should be identified. (0 - 4 points)

C. Applicant Capability, Personnel, and Resources (Up to 25 points)

- Describe the organizational expertise and/or capability to carry out the intent of the RFP; (0 - 10 points)
- Describe your connection and relationship to various stakeholders including individuals with DD, siblings, family members and the service delivery system, etc.; (0 – 2 points)
- Describe who will be the lead person(s) responsible for project implementation and what experience or expertise they bring to ensure the successful implementation of this initiative. In the event of their absence, identify a back-up person and describe their experience or expertise to ensure the successful implementation of this initiative; (0 - 3 points)
- Describe the planned collaborations and various roles these organizations will play in project development and implementation; (0 - 5 points)
- Describe past relationships and capability to collaborate with other statewide organizations that impact this project; (0 - 5 points)
- *If using contracted services or subcontractors, describe their roles and responsibilities. (Note: No points will be added or deducted for this information.)*

III. Matching Funds, Administrative Costs, and Proposal Budget

Applicants must **match at least 43%** of the total cost of the project. For this project, the match is \$43,000 for the full 2-year contract. Matching funds may be derived from state, local, agency, and/or private sources in the form of cash or in-kind contributions (see guidelines on page 8). Total administrative and indirect costs **should not exceed 10% of DDPC share**. Rent is considered as an indirect cost. Grant applications will be evaluated and rated on the basis of budgetary reasonableness, the budget’s consistency with the proposed action plan, and must meet the requirements on the following page.

A. Budget (20 points) Please submit an overall 2-year budget, as well as individual budgets for each year of the initiative (years 1 - 2)

- The budget for the proposed project (overall 2-year and individual budgets for each year) supports, and is consistent with, the intent of the RFP; (0 - 10 points)
- The budget justification includes a rationale for each budget line, which includes and/or purpose of the line item and expected results; (0 - 6 points)
- The budget includes the required matching funds of \$43,000 (0-2 points)
- Describe how you will track expenditures associated with the grant (e.g. reviews of existing fiscal/financial data, on-site records, reviews of financial/expenditure information). (0 - 2 points)

B. Guidelines for completing Budget Forms

- For 12-month budgets, change anticipated contract period for each of the 2 years.
- Do **not** make any entries on the “Summary” tab, this will automatically calculate.

The Request for Proposal Review Process

Instructions for all Applicants

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

Level I Review - The first level entails a pass/fail DDPC review of the submitted proposals to ensure that the application meets the criteria set forth in the RFP. The DDPC will reject any applications that fail to meet any one of the following criteria:

- Letter of Intent was received within specified timeframe;
- Applicant is an eligible entity as specified within the RFP;
- The proposal is focused on the population specified within the RFP;
- The proposal was submitted within the designated timeframes;
- The proposal was submitted consistent with the format requested by the DDPC (i.e., number of copies, format, print size, signatures, etc.);
- The applicant included a logic model, budget and justification; and
- Vendor Registered and Prequalified in Grants Gateway.

Level II Review - The second level consists of a thorough review of the submitted proposals including the project work plan, evaluation plan, organizational capability, commitment of partners, value of products and dissemination, overall strength of sustainability plan, and 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.

The DDPC Review Team will typically consist of Council staff and Members, and peer/field expertise in the RFP topic area. No applicant with an average reviewer score of less than 80 points in the second-level review will be considered for third-level review or funding.

Level III Review - All proposals averaging 80 points or above at level-II review will be subjected to a third-level Panel Review conducted by the appropriate DDPC Standing Committee and/or a DDPC-designated review panel. The third-level review may add 1 additional point for exceeding RFP expectations for each of the following criteria:

- Fidelity to RFP concept;
- Geographic reach of initiative;
- Cultural Diversity of individuals selected; and
- Sustainability of project or project concept.

The final score will be the cumulative total of second and third-level reviews, with the RFP awards going to the highest scoring proposal. In case of a tie at the conclusion of the level-III scoring process, the agency that scored highest at level-II in the category of Plan of Action will receive the award. Secondly, if the scores are tied in the category of Plan of Action, the award will go to the agency with the highest score at level-II in Evaluation, Dissemination and Sustainability.

Awarding of DDPC Grants & DDPC Reserved Rights

After reviewing proposals as outlined above, recommended funding must be approved by the Developmental Disabilities Planning Council. All costs associated with responding to this RFP are solely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of the State Comptroller (OSC). Upon such OSC approval, the grant award process will begin, and all terms of the contract will become public information. As part of the grant award process, the grantee and DDPC will establish a mutually agreed upon final budget, Performance Agreement (grant work plan) and Performance Indicators, that become part of the contract deliverables. Quarterly program and fiscal reports will also be required. Additionally, DDPC will require the use of a logic model for planning purposes and implementation of the final evaluation for the initiative.

The DDPC reserves the right to:

- Reject any or all applications received in response to this RFP;
- Withdraw or reissue the RFP at any time, at the sole discretion of the DDPC;
- Change any of the scheduled dates stated in the RFP. It is the applicant's responsibility to check the DDPC website at: http://www.ddpc.ny.gov/ddpc_funding_support for any amendments to the RFP. All changes will be posted by December 15, 2015 on the DDPC website. No other notifications will be given;
- DDPC can award additional funds pursuant to this RFP should they become available. Additional awards would occur, if DDPC has funds available and would only go to the next highest scoring applicant(s). Minimum score for funding consideration would be average score of at least 80 at the level-II review, however, the additional award would go to the next highest scoring applicant from the level-III review. Additional awards must be made within 1 year. Beyond this period, the DDPC will seek additional approvals via a single-source request;
- Award less than the designated number of grant awards as set forth within the RFP;
- Make an award under the RFP in whole or in part;
- Seek clarifications at any time during the procurement process including correction of arithmetic, or other apparent errors for the purposes of assuring full and complete understanding of the proposal; and
- Eliminate mandatory requirements unmet by all applicants.

If DDPC is 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).

All materials submitted in response to this request become the property of the DDPC. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the DDPC and not returned to applicants.

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 intellectual and 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. The issuance of this request for proposals does not obligate the DDPC to award grants.

Applicants must supply at least 43% of the grant award. Matching funds may be derived from state, local, agency, and/or private sources in the form of cash or in-kind contributions, such as staff time, fringe benefits, supplies, equipment, travel, rent, indirect costs, or other project-related expenses. Other Federal funds **may not** be used as grantee match nor can they be used for lobbying activities.

There is one exception to the 43% match requirement.

1. If the total annual budget of the organization is less than \$4 million per year, the required match may only be 34%.

New York State Sibling Network Development - \$50,000 per year for 2 years – total of \$100,000

Grant Match Calculation		
Based on a DDPC Grant Award of \$100,000		
	43% Match	34% Match
DDPC Grant Award	\$100,000	\$100,000
Match	\$43,000 (\$100,000*.43)	\$34,000 (\$100,000*.34)
Total Grant (Award + Match)	\$143,000	\$134,000

Awarding of DDPC Grants & DDPC Reserved Rights

During the funded grant period, the grantee shall submit quarterly reports to DDPC that, at a minimum, include:

- Discussion of milestones achieved and evaluation of project status;
- Discussion of any delays or other issues encountered;
- Plan of action for addressing any delays or other issues encountered;
- Objectives for the next reporting period;
- Objectives for the remaining project period;
- Evaluation and other quality assurance measures; and/or discussion of any quality control measures performed; and
- Quarterly expenditure reports of project expenses.

Responsibilities: Publication Rights & Confidentiality of Information

Grantee and DDPC responsibilities are noted in the Quality Assurance section and will include quarterly fiscal and programmatic reporting on milestones agreed upon in the approved Performance Agreement and Performance Indicators. Successful applicants will be required to agree to the following regarding publication rights and confidentiality:

- The DDPC will retain ownership 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.
- If the Contractor is an educational institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Master Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Master Contract, or if requested by the State, the Contractor shall provide the State with a 30-day period in which to review each manuscript for compliance with Confidential Information requirements; or if the Contractor is not an educational institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State 45 calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate.
 - ◇ Publicity includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.

- ◇ Any final publication created by a contractor, under a contract with the DDPC, must acknowledge the funding support of the DDPC. For example, a statement in a publication might read, “The publication of this pamphlet is supported by funds from the New York State Developmental Disabilities Planning Council.” Any publication must also state that “The opinions, results, findings and/or interpretation of data contained therein are the responsibility of the contractor and do not necessarily represent the opinions, interpretation or policy of the New York State Developmental Disabilities Planning Council.”
- ◇ The grantee may not use any information obtained via DDPC contract, including those products developed because of the grant but completed after the conclusion of grant funding, in any public media including those listed above, without the prior approval of the DDPC. Contractors bear the responsibility to uphold these standards and to require compliance by employees and/or subcontractors.
- DDPC requires that any produced documents reflect “People First Language” – that is, language that thinks of the person first over a condition – E.g. “a woman who has developmental disabilities” rather than “a developmentally disabled woman.” A “People First” language style guide can be accessed at: http://www.cdc.gov/ncbddd/disabilityandhealth/pdf/DisabilityPoster_Photos.pdf.
- The grantee shall treat all information, including but not limited to, information pertaining to service recipients and providers, obtained by the grantee through its performance under the DDPC contract, as strictly confidential. Grantees shall not disseminate any information except as necessary to the proper discharge of its obligations under contract with the DDPC.
- The grantee owns the materials, documents, data, records and reports produced by the grantee in the fulfillment of its obligations under the DDPC grant, and DDPC shall have a royalty-free, non-exclusive, world-wide and irrevocable license and right to reproduce, publish, or otherwise use such data and material. All materials, documents, data, records and reports disseminated by the grantee must credit the DDPC as source of project work and original funding.
- Grantees may set nominal fees to recoup the costs of production and distribution of all grant products.

Grantee 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 intellectual and developmental disabilities. Upon approval of a grant, these assurances will be included in the formal contract between the grantee and the DDPC.

Purchasing Guidelines for DDPC Grantees

The Developmental Disabilities Planning Council has implemented spending guidelines with respect to the purchase of technology equipment by organizations that receive DDPC grants.

Grantees are expected to possess technology assets sufficient to fulfill the terms of their grant contract; however, a situation may arise wherein a grantee will need to expend grant funds on equipment in order to fulfill their contractual obligations to the DDPC. The DDPC will review - and must approve - all technology purchases before these purchases are charged to the grant.

Spending Allowances

Spending allowances for technology are based upon the type of equipment and length of grant. The table below indicates the maximum flat-rate allowance for each category of equipment by length of grant. If a piece of equipment costs more than the purchase allowance, the additional cost will be incurred by the grantee.

EQUIPMENT CATEGORY	GRANT LENGTH			
	1 Year	2 Years	3 Years	4+ Years
Desktop PC	\$100	\$200	\$300	\$400
Laptop PC	\$112	\$224	\$336	\$448
LCD Projector	\$125	\$250	\$375	\$500
Printer	\$50	\$100	\$150	\$200
Tablet Computer	\$75	\$150	\$225	\$300

Example: A grantee requires an LCD projector in order to fulfill the regional training requirements of a two-year grant. After receiving approval from the DDPC, they will be permitted to use \$250 of their grant to purchase the equipment. If the projector costs \$500, the grantee must incur \$250 of the cost.

Purchase allowances for categories of equipment not included in the above table will be evaluated on a case-by-case basis and will be required to be partially supported by match funds.

All purchase requests for equipment must be submitted in writing and must include a detailed justification for the purchase, as well as a detailed description of the due diligence exercised in obtaining the lowest possible price for the product.

The DDPC reserves the right to decline funding for purchases that it deems to be excessive in cost, not sufficiently justified, or where due diligence in identifying the best value has not been demonstrated.

Accessories such as laptop cases and tablet covers may not be purchased with grant funds. In addition, grant funds may not be used to purchase consumables such as printer ink or toner.

RFP Questions and Technical Assistance

Questions regarding this specific Request for Proposal must be received by James Huben (james.huben@ddpc.ny.gov) by close of business on December 7, 2015. All submitted questions should be identified as either Program or Fiscal related.

Questions and Answers summary will be posted to <http://ddpc.ny.gov> under the "Funding" tab in the main menu. 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.

Amendments to the Request for Proposal

It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by December 15, 2015 at: http://www.ddpc.ny.gov/ddpc_funding_support.

Submission Deadlines

All interested applicants are required to submit by mail or electronically, a one-page Letter of Intent by December 2 2015. The Letter of Intent should include the following information:

- Name of DDPC Funding Opportunity
- Agency Name, Address and Website
- Primary Contract Person, Contact Address (if different from above), Phone Number and Email Address
- NYS Vendor Identification Number
- One paragraph description of agency; and
- One paragraph description of proposed project.

Although a letter of intent is one of the Level 1 Review requirements, the content does not enter into the score of a subsequent application. The information that it contains assists the DDPC in identifying the interest and potential applicant pool for this grant.

All final grant application packets must be delivered to the DDPC office by 3:00pm on December 22, 2015. No applications will be accepted after this deadline. Acceptable submissions must include:

- 5 printed copies including one completed copy with original signatures; and
- 1 electronic copy in a format that can be edited and read by Microsoft Word.

Sheila M. Carey, Executive Director
NYS Developmental Disabilities Planning Council
99 Washington Avenue, Suite 1230
Albany, NY 12210
Attn: NYS Sibling Network Development

For More Information, contact James Huben Program Planner, at 1-800-395-3372, by Fax at 518-402-3505, by email at james.huben@ddpc.ny.gov or at the address noted above.

Developmental Disabilities Planning Council

Quality Assurance Responsibilities

Below is an outline of DDPC and grantee responsibilities that will foster successful project outcomes. DDPC will work collaboratively with selected grantees to achieve the following:

- Develop realistic work plans, milestones and outcome targets;
- Ensure the targets are related to the scope of the initiative;
- Track the progress and outcomes of grants to determine whether technical assistance is needed;
- Send reminders about when required reporting and documentation is due;
- Assist grantees in developing key partnerships and project support through cluster group assistance;
- Work with grantees and potential funders on continuation funding issues; and
- Assist grantees to disseminate project lessons, products, lessons learned and replication information.

DDPC Expectations of Selected Grantees

Selected grantees will work with DDPC staff to achieve the following:

- Identifying key individuals who are committed to the project, including programmatic and fiscal staff to ensure timely completion of all required reporting and documentation;
- Developing a contingency plan in the absence of key individual(s) noted above;
- Completing all expected grant deliverables in a timely manner;
- Ensuring the completion, tracking and documentation of performance outcomes and working with DDPC to problem solve and meet performance goals;
- Establishing key partnerships and collaborations at, before and subsequent to the proposal development and implementation stages; and
- Exploring and implementing a sustainability plan to support the project beyond DDPC funding.

Attachment A

Definitions of Terms

Developmental Disabilities: 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 major 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. Developmental Disabilities Assistance and Bill of Rights Act, (PL 106-402).

Database: a collection of information that is organized so that it can easily be accessed, managed, and updated. In this case, the database will be used to store contact information of siblings who want to remain up-to-date on grant activities.

Stakeholders: people or organizations, who have an interest in the outcomes of the proposed activities such as siblings, self-advocates, parents, partner agencies, government and non-governmental organizations.

Sustainability plan: an 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 focus on continuance of intent, activities and outcomes through any combination of strategies, actions and resources.

Systemic change activities: sustainable, transferable and replicable changes 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.

Website Portal: one specially designed web page that brings information together from diverse sources in a uniform way. In this case, the DDPC would like for the grantee a separate and distinct website for exclusive use by siblings.

ATTACHMENT B – LOGIC MODEL TEMPLATE

INPUTS	ACTIVITIES	OUTPUTS	SHORT TERM OUTCOMES	MEDIUM TERM OUTCOMES	LONG TERM OUTCOMES
In order to accomplish our goals we will need the following resources.	Accomplishing the following activities will result in the following measurable deliverables. Where applicable, indicate who will perform or participate in each activity.	The accomplished activities will result in the following evidence of progress (outputs). Identify participants and stakeholders that will benefit from the deliverables.	We expect the following measurable changes during the first year of the grant.	We expect the following measurable changes within the next one to three years.	We expect the following impacts/trends within the next three to seven years or more.

Be sure to indicate how each of these will be measured.