NEW YORK STATE OF OPPORTUNITY. | Developmental Disabilities Planning Council

Governor Andrew M. Cuomo

Sheila M. Carey, Executive Director

Funding Announcement

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

Supported Decision-Making

Grant 1: To fund one grantee up to $300,000 per year for five years, to develop and distribute educational materials and pilot supported decision-making models with individuals with intellectual and developmental disabilities who reside throughout New York State.

Grant 2: To fund one grantee up to $75,000 per year for five years, to conduct a comprehensive evaluation of the supported decision-making grantee including assessing the pilots and educational campaign.

RFP Release Date	**July 22, 2015**	**Proposal Due Date**	**Sept. 1, 2015**
Letter of Intent Due Date	**Aug. 7, 2015**	**Anticipated Award Announcement**	**Jan. 3, 2016**
Closing Date for Questions	**Aug. 12, 2015**	**Anticipated Contract Start Date**	**April 1, 2016**
Questions Posted By	**Aug. 13, 2015**		

********** 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.

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Eligible Applicants for both the Supportive Decision–Making Pilot Grant and the Evaluation 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 was 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?

Supported Decision-Making Overview

Supported decision-making (SDM) is a model that provides people with intellectual and/or developmental disabilities (I/DD) with the individualized supports and services necessary to make informed decisions. SDM emphasizes that the majority of individuals with disabilities, even those with significant disabilities, have the ability and the right to make important decisions impacting their lives.

The United Nations Handbook on the ***"Convention on the Rights of Persons with Disabilities"*** states that:

> "Supported decision-making can take many forms. Those assisting a person may communicate the individual's intentions to others or help him/her understand the choices at hand. They may help others to realize that a person with significant disabilities is also a person with a history, interests and aims in life, and is someone capable of exercising his/her legal capacity."

SDM is an alternative to the court process of appointing a guardian whereby the individual maintains the legal right and ability to make decisions impacting his or her life. Individuals without disabilities often rely on family, non-family, members of their church, and others to aid them in making decisions. SDM replicates the natural process that non-disabled individuals use to make important decisions. Typical SDM models surround the individual with family, friends, advocates and others who assist them with understanding the potential choices and options they have so that they can make their own decisions.

The outcome of this DDPC initiative is to demonstrate that SDM is a functioning alternative to surrogate decision-making and should be exhausted prior to anyone seeking or being granted guardianship over a person with I/DD. The goal will be to expand the models statewide for all individuals at risk of guardianship.

Grant 1: Supportive Decision-Making Educational Campaign and Pilot

Approach:

DDPC will select one grantee to work directly with Disability Rights New York (DRNY),[1] the designated Protection and Advocacy for Individuals with Intellectual and Developmental Disabilities (PADD) Program, and the selected evaluation grantee to develop an educational campaign as well as pilot SDM models with individuals with intellectual and developmental disabilities (I/DD).

The Supported Decision Making Pilot grant has three project components: **Education, Restoration and Alternatives to Guardianship**. These three components will overlap through this 5-year project period. The selected grantee will be required to work with DRNY to establish an advisory council consisting of legal advocates and/or attorneys, including attorneys who practice in front of Surrogate Court, individuals with disabilities, family members, caregivers and others. The selected grantee must hold three meetings a year with the advisory council and establish a plan for ongoing communication.

DDPC funds would be used to support the following:

1. Research supported decision-making models;
2. Develop educational materials and a campaign;
3. Pilot worthwhile models;
4. Document effective models via written and technology-based formats;
5. Work with DRNY and the evaluation grantee; and
6. Identify and make recommendations for revisions to relevant guardianship laws and other laws impacting supported decision-making.

Core Components of the Supported Decision Making Project

Education:

There is a great deal of misunderstanding about the need for guardianship. Parents and family members are often advised by the public school system and agencies that fund or deliver adult services that guardianship is necessary to maintain a presence in the life of an individual with a disability.

Educational materials and a campaign on alternative decision-making approaches are essential to informing key stakeholders, including individuals with disabilities, about maintaining, to the greatest extent possible, the legal right to make decisions about their life.

[1] Please note that none of the DDPC funding - nor grantee match - will be used to support the involvement of Disability Rights New York with this initiative.

The selected grantee will create materials and an educational campaign for individuals with I/DD, family and non-family supported decision-makers, attorneys, financial institutions, courts and educational providers, and others to:

- Understand options other than guardianship; and
- Understand the consequence of terminating guardianship and the benefits of a supported decision-making model;

This will be achieved by:

- Conducting education and training on Supported Decision-Making;
- Educating individuals with I/DD on how to make decisions;
- Assisting individuals, families and professionals that work with individuals with disabilities with understanding alternative options other than guardianship.

The selected grantee will work collaboratively with DRNY staff, the SDM evaluation grantee, and outside experts to develop and distribute educational materials which will be available in both electronic and printed formats and in alternative languages. The selected grantee will also work with DRNY and the evaluation grantee to assess the implementation, effectiveness, and impact of educational materials.

Alternatives to Guardianship

The Alternative to Guardianship component of the grant will focus on a minimum of 10 – 15 individuals in year one and 20 – 30 individuals in subsequent years who are at risk of guardianship through the Surrogate's Court 17-A process. Individuals selected for this component of the grant must include individuals from throughout New York State and reflect the State's culturally diverse populations. Initial focus is on transition-aged students with I/DD who are at risk for guardianship. Additional populations may be established in years two through five.

The selected grantee will be responsible for identifying individuals with I/DD to participate in the Supported Decision-Making pilot. The grantee will explore using resources found within the Office for People with Developmental Disabilities (OPWDD), circle of support, and other resources such as natural community supports, to assist the individual in identifying the person(s) that the individual would like to participate in a supported decision-making team. The grantee will assist the individual with creating a supported decision-making plan and executing any legal documents, via DRNY, to assist in the supported decision-making process. The grantee will educate participants about the role of supported decision-makers and establish resources (see above) and materials to assist this process. The grantee will also explore the use of mediation services/mediation processes to assist the participants in creating a supported decision-making plan, especially those individuals who are at immediate risk of guardianship. The grantee will develop SDM agreements or other documents necessary to effectuate the SDM pilot.

Restoration

A restoration pilot will focus on a minimum of 5 – 10 individuals in year one and 10 - 20 individuals per year, in years two through five, whom currently have guardianships through the Surrogate's Court. Individuals selected for this component of the grant must include individuals from throughout New York State and reflect the State's culturally diverse populations. The grantee will seek the participation of individuals who will transition to a supported decision-making model with the cooperation of their legal guardian. The grantee will assist the individual in locating others to support the individual in making decisions, creating a supported decision-making plan and executing any legal documents, via DRNY, to assist in the supported decision-making process. DRNY will ensure legal representation in Surrogate's Court proceedings to remove the existing guardianship. The restoration project will educate individuals and others that support the individual with the materials discussed above. Initial focus is on adults with I/DD aged 25 – 50 who already have a legal guardian. Additional populations may be established in years two through five.

For both the Alternative and Restoration Pilots the selected grantee will work with DRNY and be responsible for:

- Locating participants interested in engaging in the Supported Decision-Making project. Individuals selected should reflect the cultural diversity of New York State;
- Educating stakeholders, including Surrogate's Court, on Supported Decision-Making models;
- Identifying sources of support and resources to demonstrate decision-making ability. This may include locating volunteer, family, peer, or community supports, evaluating the needs of individuals in order to foster decision making, design volunteer and paid support approaches to sustain supported decision-making ability, assist with making community connections, and monitoring the implementation of individual SDM plans;
- Formalizing decision-making plans or agreements between individual and support systems;
- Ensuring that materials and resources are in accessible formats and address the cultural and linguistic needs of participants;
- Educating policymakers about this demonstration project and working to integrate results into the existing system of state-funded support for people with ID/DD;
- Developing individualized support plans;
- Working with the evaluation grantee to assess the implementation, effectiveness, and impact of educational materials, and resources and Supported Decision models; and
- Collecting relevant data on individual outcomes and process to inform potential changes to Article 17A Supported Decision-Making Law and other relevant laws.

The selected grantee will identify funding methodologies to ensure long-term sustainability of the Supported Decision-Making initiative including working with OPWDD to determine if this project can be sustained through the use of waiver funding such as funding a supported decision-making coordinator to assist individuals in identifying volunteer support people to participate in supported decision-making teams.

The selected grantee should also, to the extent possible, provide opportunities to educate the next generation of social workers, lawyers and others about Supported Decision-Making.

Instructions for Completing this Request for Proposal

All final grant applications must be delivered to the DDPC Office by 3:00pm, on September 1, 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);
- Six completed Expenditure-Based Budget Forms - One 5-year summary budget and 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 August 21, 2015 at: http://www.ddpc.ny.gov/ddpc_funding_support. No other notifications will be given.

The proposal application should reflect the full five 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 statewide rollout of this initiative; (0 - 4 points)
- Describe how, and to what extent, individuals with disabilities and caregivers were involved in preparing this proposal and how they will be involved in the development and implementation of the initiative; (0 - 4 points)
- Explain how you foresee working with Disability Rights New York on this initiative; (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 expand and scale up the initiative so that others can benefit; (0 - 6 points)
- Describe what proposed products and information will be available at each phase of the project and the organizational plan to disseminate and share such products and information with others; (0 - 4 points)
- Describe how you will use innovative, efficient and effective approaches to meet the goals of the initiative; including assistive technologies, 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 I/DD, family members, the education and court 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 $645,000 for the full 5-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 XX). 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 (up to 25 points) Please submit an overall 5-year budget, as well as individual budgets for each year of the initiative (years 1 - 5)

- The budget for the proposed project (overall 5-year and individual budgets for each year) supports, and is consistent with, the intent of the RFP; (0 - 10 points)
- The budget justification includes an explanation for each budget line, related to the budget amount within the plan of action, and expected results; (0 - 10 points)
- The budget includes the required matching funds, $645,000 necessary for implementing the project; (0 - 2 point)
- 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 - 3 points)

B. Guidelines for completing Budget Forms

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

Grant 2: Supportive Decision-Making Evaluation Grant

The selected evaluation grantee will work with the Supported Decision-Making Pilot Grantee and Disability Rights New York (DRNY) to evaluate the SDM educational campaign and the implementation and outcomes of the supported decision-making models on individuals with intellectual and developmental disabilities and their ability to make informed decisions.

The evaluation grantee will be required to develop quantitative and qualitative data collection tools including stakeholder evaluations, measures of success prior to and after development and implementation of supported decision-making plans in order to demonstrate replicability of the model.

The Evaluator will provide assistance to the supported decision-making grantee and DRNY to:

- Develop tools to collect required data for the cumulative evaluation;
- Develop tools to collect and share individual outcomes from the pilots (using written materials, videos and other media approaches);
- Provide training and ongoing support on data collection, and establish data collection protocols and timeframes;
- Assist grantee with selection of participants for the pilots ensuring that individuals represent both geographic and cultural diversity;
- Assist with identifying, compiling and disseminating best practice models suitable for statewide application;
- Explore uses of technology including social media;
- Assess the overall effectiveness and impact of the initiative;
- Identify strategies to create a sustainable model; and
- Document the effectiveness of the SDM models via written and technology based formats.

Instructions for Completing this Proposal

All final grant applications must be delivered to the DDPC Office by 3:00pm, on September 1, 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);
- Six completed Expenditure-Based Budget Forms - One 5-year summary budget and 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;
- One or two-page Budget Justification for the summary budget only;
- 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; and
- It is the applicant's responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by August 21, 2015 at: http://www.ddpc.ny.gov/ddpc_funding_support. No other notifications will be given.

Proposal Application

The Proposal Application should reflect the full 5 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.

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

A. Plan of Action (Up to 40 points)

- Describe your plan to show how you will assist the SDM Pilot grantee with evaluating this initiative; (0 – 10 points)
- Describe quantitative and qualitative methods, criteria and the timeline you will use for evaluating the impact and effectiveness of the DDPC-funded SDM initiative; (0 – 10 points)
- Describe how you will measure the satisfaction of all project stakeholders; (0 – 5 points)
- Explain how you foresee working with Disability Rights New York on this initiative; (0 – 4)
- Identify specific products and information that will be available at each phase of the project and how this information will be communicated to DDPC and other stakeholders; (0 – 5 points)
- Describe your plan for evaluating the short-term and long-term outcomes for various stakeholders both during and after their involvement with this initiative; (0 – 6 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

  http://www.wkkf.org/knowledge-center/resources/2006/02/WK-Kellogg- Foundation-Logic-Model-Development-Guide.aspx

B. Evaluation, Dissemination and Sustainability (Up to 15 points)

- Describe your organization's past experience with evaluating a similar statewide project; (0 – 5 points);
- Describe how you will support the SDM grantee to develop and implement sustainability plans that will ensure this initiative, or the benefits of this initiative, are maintained beyond the receipt of DDPC grant funds; **Details beyond seeking outside grant sources should be outlined**; (0 – 5 points);
- Describe any proposed project products (e.g. training modules, evaluative reports, etc.) that will assist the SDM grantee with implementation; (0 – 2 points); and
- Describe how you will report to key stakeholders on the impact of the project and/or lessons learned. (0 – 3 points)

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

- Describe your organizational expertise and experience with evaluating similar efforts that focus on individuals with I/DD or other disabilities and how these relate to carrying out the intent of the RFP; (0 - 8 points)
- Describe your organizational experience and expertise in collaborating with other organizations in similar initiatives; (0 – 2 points)
- Describe your connection and relationship to various stakeholders including individuals with I/DD, family members, the education and court system, etc.; (0 – 3 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 – 2 points)
- Describe past relationships and capability to collaborate with other statewide organizations that impact this project; (0 – 2 points)
- If using contracted services or subcontractors, describe their roles and responsibilities. ***(Note: No points will be added or deducted for this information.)***

III. Applicants must **match at least 43%** of the total cost of the project. For this project, the match is $161,250 for the full 5-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 11). 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 next page.

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 below.

A. Budget (Up to 25 points) Please submit an overall 5-year budget as well as individual budgets for each year of the initiative (years 1 - 5).

- The budgets for the proposed project (overall 5-year and individual budgets for each year) supports, and are consistent with, the intent of the RFP; (0 - 10 points)
- The budget justification includes an explanation for each budget line, related to the budget amount within the plan of action, and expected results; (0 - 10 points)
- Includes the required matching funds, $161,250 necessary for implementing the project; (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 - 3 points)

B. Guidelines for completing Budget Forms

- For 12 month budgets change anticipated contract period for each of the five 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 1 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.
- 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 one (1) additional point for exceeding RFP expectations for each of the following criteria:

1. Fidelity to RFP concept;
2. Geographic reach of initiative;
3. Cultural Diversity of individuals selected; and
4. Sustainability of project or project concept.

The final total 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 August 21, 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.

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%.

Supported Decision-Making Educational Campaign and Pilot Grant - $300,000 per year for 5 years – total of $1,500,000

Grant Match Calculation Based on a DDPC Grant Award of $1,500,000		
	43% Match	**34% Match**
DDPC Grant Award	$1,500,000	$1,500,000
Match	$645,000 ($1,500,000*.43)	$510,000 ($1,500,000*.34)
Total Grant (Award + Match)	$2,145,000	$2,010,000

Supported Decision-Making Evaluation grant - $75,000 per year for 5 years – total of $375,000

Grant Match Calculation Based on a DDPC Grant Award of $375,000		
	43% Match	**34% Match**
DDPC Grant Award	$375,000	$375,000
Match	$161,250 ($325,000*.43)	$127,500 ($325,000*.34)
Total Grant (Award + Match)	$536,250	$502,500

Please note that Federal funds may not be used to meet the matching funds requirement nor can they be used for lobbying activities.

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 NYS 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 equipment 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 NYSDDPC, 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 NYSDDPC 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 submitted by mail to Robin Hickey or via email (robin.hickey@ddpc.ny.gov) by no later than August 12, 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 August 21, 2015 at: http://www.ddpc.ny.gov/ddpc_funding_support.
No other notifications will be given.

Submittal Deadlines

All interested applicants must electronically submit a one-page Letter of Intent by August 7, 2015. A letter of intent is required to assist 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 close of business (3:00pm) on September 1, 2015. No applications will be accepted after this deadline. Acceptable submissions must include:

- 5 printed copies including one completed copy with original signatures;
- 1 electronic copy in an editable format, readable by Microsoft Word.

Electronic copies are emailed to robin.hickey@ddpc.ny.gov. Use the guidelines included in the RFP to prepare the application package. Do not send any materials that have not been specifically requested. Printed copies should be mailed to:

Sheila M. Carey, Executive Director
NYS Developmental Disabilities Planning Council
99 Washington Avenue, Suite 1230
Albany, NY 12210
Attn: Supported Decision-Making

For More Information, contact, Robin Hickey, Program Planner, at 1-800-395-3372, by Fax at 518-402-3505, by email at robin.hickey@ddpc.ny.gov or at the address noted above.

NYS 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:

- Developing realistic work plans, milestones and outcome targets;
- Ensuring the targets are related to the scope of the initiative;
- Tracking the progress and outcomes of grants to determine whether technical assistance is needed;
- Sending reminders about when required reporting and documentation is due;
- Assisting grantees in developing key partnerships and project support through cluster group assistance;
- Working with grantees and potential funders on continuation funding issues; and
- Assisting 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

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 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).

Caregivers are individuals who provide care for a person with a disability, including but not limited to, family members, direct support professionals, or medical providers.

Scaling-up is the process of reaching larger numbers of a target audience by systematizing effective programs

Stakeholders are people or organizations, who have an interest in the outcomes of the proposed activities such as donors, grant beneficiaries, partner agencies, government and non-governmental organizations.

Supported Decision-Making: A process in which adults who need assistance with decision-making – for instance, some people with intellectual or developmental disabilities (I/DD) – receive the help they need and want to understand the situations and choices they face, so they can make life decisions for themselves, without the need for undue guardianship.

Sustainability plan is 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 are 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.

[2] http://bbi.syr.edu/news_events/news/2014/02/Supported%20Decision%20Making-2014.pdf

ATTACHMENT B – LOGIC MODEL TEMPLATE

Goal:

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.**