



# 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 (RFP) by the New York State Developmental Disabilities Planning Council (DDPC)

### Transit Research & Accessibility Center (TRAC)

The New York State Developmental Disabilities Planning Council is announcing availability of grant funds:

To fund one grantee up to \$200,000 (\$100,000 per year for a two year period) for the creation of the Transit Research & Accessibility Center (TRAC) . TRAC will develop and pilot a transit accessibility evaluation program that utilizes a stakeholder informed and developed curriculum, create and maintain a user-generated online regional transit rating database, and inform transit agencies of steps to improve accessibility.

RFP Release Date	September 7, 2016	Questions Posted By	September 30, 2016
Letter of Intent Due Date	September 21, 2016	Proposal Due Date	October 20, 2016
Changes to RFP	September 29, 2016	Anticipated Award Announcement	April, 2017
Closing Date for Questions	September 29, 2016	Anticipated Contract Start Date	October, 2017

**\*\*\*\*\* 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 October 20, 2016 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.

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## **Eligible Applicants for the Transit Research & Accessibility Center (TRAC):**

- 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?**

### **Overview**

The year 2015 marked the 25<sup>th</sup> anniversary of the passage of the Americans with Disabilities Act (ADA). Since its passage, virtually every facet of life has become more accessible and inclusive for individuals with disabilities. Nevertheless, individuals with disabilities continue to face persistent barriers to reliable and accessible community public transportation. For many individuals with disabilities, this reality poses formidable, sometimes insurmountable barriers, to their desire to live independent, integrated lives within the community.

In the past, initiatives to improve transportation services have traditionally been focused on the provider and systems level. Though there is certainly a need for such approaches, they often come at the expense of individual or grassroots generated initiatives. While transit providers can point to physical and programmatic accommodations of their services as evidence of accessibility, data on the individual user experience is lacking or non-existent. There has been a need for rider and advocate generated solutions to the challenges individuals with disabilities continue to face as they utilize public forms of transit.

Through this initiative, the DDPC intends to develop, populate, evaluate, and recommend local and regional accessible transit services through a trained user generated database. Utilizing a curriculum and evaluation criteria developed by individuals with disabilities, this tool will contribute to the development of a regional transit database. This [online database](#)\* can serve as a tool for advocates to identify accessible transit providers, increase disability awareness, and foster productive dialogues with transit agencies.

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\*For an example of this, please visit: <http://healthland.time.com/2013/10/14/wheelchair-inaccessible-the-story-behind-an-app-that-maps-obstacles-for-the-disabled/>

## **Approach**

The DDPC seeks to create the Transit Research & Accessibility Center (TRAC), which will develop and pilot a transit accessibility evaluation program of [fixed route](#) (non-paratransit) public transportation in a region with urban, suburban, and rural populations. The program will utilize a stakeholder informed and developed curriculum to train evaluators and populate and maintain a trained user-generated online regional transit rating database that will inform transit agencies of steps to improve accessibility.

The grantee will work within at least one OPWDD region of the State ([Attachment A](#)) comprised of rural, suburban, and urban areas to:

- Review applicable federal, state and local laws and regulations impacting transportation needs of individuals with disabilities;
- Gather stakeholder input that reflects the transit needs, opinions, and barriers to individuals with disabilities, including individuals from culturally and linguistically diverse populations in the selected OPWDD region.
- Develop a culturally and linguistically<sup>3</sup> competent curriculum, utilizing collected stakeholder input, and implement training that evaluates the accessibility of transit providers;
- Utilizing this curriculum, TRAC will train Evaluation Teams consisting of individuals with disabilities (50% of Evaluation Team members), advisory committee members, community-based organizations, students and other key stakeholders to conduct Regional Accessibility Transit Evaluations (RATE);
- In conjunction with the advisory committee members, engage with transit providers to offer feedback on physical and programmatic improvements based upon RATE findings;
- Develop, maintain, and ensure accuracy of a searchable web-based database in both English and Spanish; and
- Advertise database and trainings to individuals with ID/DD, regional self-advocacy organizations, multicultural agencies, community-based organizations, and transportation professionals.

The grantee must also create a racially and ethnically diverse advisory committee ([Attachment B](#)) to inform, advise, and review all phases of grant development. Additionally, the committee will engage with transit providers to offer feedback on physical and programmatic improvements. The committee will consist of:

- individuals with ID/DD;
- individuals with limited mobility;
- regional transit professionals;
- individuals from [metropolitan planning organizations](#) (MPO)<sup>1</sup>;
- advocacy associations;
- additional stakeholders from rural, suburban, and urban regions<sup>2</sup>;

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<sup>1</sup><https://www.dot.ny.gov/divisions/policy-and-strategy/public-transportation/local-dev-coordinated-plans>

<sup>2</sup>The DDPC will use the 2010 Census Definitions for Population Density: Rural (Less than 2,500), Suburban (Urban Clusters of 2,500-49,999), and Urban (50,000+). "Geography." 2010 Urban and Rural Classification. 2010. Accessed November 17, 2015. <https://www.census.gov/geo/reference/ua/urban-rural-2010.html>.

<sup>3</sup>The grantee is encouraged to translate any grant materials into other languages as needed, but at a minimum, English and Spanish.

## Program Requirements and Scope of Work

### Year 1

- Establish a Transit Research & Accessibility Center (TRAC) that will promote accessible transit options;
- Establish a working relationship with advocates including individuals with ID/DD within the selected region that include members from racially and ethnically diverse communities and regional transit entities that serves rural, suburban, and urban populations to promote accessible transit;
- Design, pilot, and analyze a stakeholder survey in English and Spanish<sup>4</sup> within the selected OPWDD region to establish a baseline of accessible transit needs in the Region to inform TRAC curriculum development;
- [Modify](#)<sup>5</sup> or create, and pilot curriculum that TRAC will use to train Evaluation Teams that is consistent with the overall project philosophy. At a minimum, this will include training modules addressing:
  - An overview of mass transportation modalities and terminology;
  - Disability awareness, sensitivity and Person First Language;
  - The American with Disabilities Act (ADA) compliance<sup>6</sup> and accessible transit features;
  - Technological and physical transit accommodations including, but not limited to:
    - Lifts
    - Seat priority
    - Securements;
  - Cultural and linguistic accessibility;
  - Evaluation criteria, protocol, and tools;
- Pilot an Evaluation Team Protocol and conduct 3-5 RATEs within urban, suburban, and rural sections of the selected region. RATEs must include evaluations of provider service during instances of seasonal inclement weather (i.e. snow in winter). At a minimum, RATEs should include:
  - Cataloging of accessible features;
  - Evaluation of:
    - Driver accommodation and driving habits related to traffic and weather;
    - ADA Compliance;
    - Service during both peak and off-peak hours;
    - Accessibility to major and I/DD specific [trip generators](#);
    - Print and electronic materials and mobile applications;
    - Signage at stations/stops and within vehicles;
    - Overall ease of use for rider;
    - Multiple routes, stations, and signage in major and minor travel corridors
    - Service variance in urban, suburban, and rural developed environments;

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<sup>4</sup>The NYS Division of Human Rights keeps updated information about the top languages spoken in New York State. For more information, refer to their website here: <http://www.dhr.ny.gov/language-access>. Currently, the top six languages include: Spanish, Chinese, Russian, Haitian-Creole, Korean and Italian.

<sup>5</sup>For examples of existing curricula see [Attachment C](#).

<sup>6</sup><https://www.transit.dot.gov/ada>

- Develop and pilot outcome tools and methods to measure success of the initiative for individuals with disabilities and local transit providers; and
- Develop a framework for a searchable web-based database in both English and Spanish derived from regional transit evaluations that connects and refers users to available and accessible transit options.

## **Year 2**

- Update the curriculum using pilot evaluators' feedback and train additional evaluators using TRAC training modules in in-person and online settings;
- Publically advertise the availability of transit evaluation curriculum and training to individuals with ID/DD and other disabilities, service providers, MPO's, and transit professionals;
- Encourage the training of advocates, college and graduate students as evaluators through courses and internships;
- Train additional evaluators (minimum of 50 evaluators) to conduct a minimum of 15-20 RATEs in urban, suburban, and rural sections of the selected region ;
- Launch and maintain database in order to provide accurate and accessible information to users;
- Following completion of RATEs, the grantee along with the advisory committee will provide written suggestions to transit providers on how their services can be more accessible;
- The grantee along with the regional advisory committee will encourage transit agencies to:
  - Work directly with advocates to make existing services more inclusive in urban, rural, and suburban settings, and
  - Create and/or modify policies, practices, and service accommodations;
- Track outcomes and improvements to transit systems and usage by individuals with disabilities;
- Submit an action plan that will provide DDPC with a regional summary of findings and recommendations, providing action steps towards future model scalability ; and
- Develop a sustainability plan identifying strategies to:
  - Expand and populate the database;
  - Increase the number of trainers and evaluators trained, in online and in-person settings;
  - Maintain and update materials; and
  - Implement best practices and actions steps to promote cultural and linguistic competency.

## Instructions for Completing this Request for Proposal

**All final grant applications must be delivered to the DDPC Office by 3:00pm, on October 20, 2016.**

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 page 1 of the IRS Form 990) 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 Work Plan ([Attachment D](#))
- Three completed Expenditure-Based Budget Forms (total of 15 pages) - One 2-year budget and single year budgets for each grant year. Budget forms specific to this RFP can be found on the DDPC website at: [http://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive)
- One or two-page Budget Justification for the summary budget only
- Page 1 of IRS form 990 if requesting 34% match

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 September 29 2016 at: [http://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive). No other notifications will be given.

## Proposal Application

The Proposal Application should reflect the full 2 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)

- Provide a comprehensive overview/summary of how your organization plans to meet the intent of the RFP; (0 - 10 Points)
- Provide a description of how individuals with ID/DD and other disabilities, regional transit professionals, metropolitan planning organizations, and others will be involved in this initiative; (0 - 4 Points)
- Provide a description of the region you are selecting and rationale of how you will use RATES to address the needs of rural, suburban, and urban populations within the region; (0 - 7 Points)
- Describe how, and to what extent, individuals with disabilities, and others were involved in preparing this proposal and how they will be involved in the development and implementation of the initiative; (0 - 3 Points)
- Describe how you will ensure curriculum and database are accessible and address the cultural and linguistic needs of stakeholders; (0 - 4 Points)
- Provide specific timelines for implementation and completion of essential project activities, including detailed and specific performance milestones and targets; (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 and effective approaches to meet the goals of the initiative, including assistive technology, web-based applications, social media, etc. (0 - 2 Points)
- Complete the Work Plan, as shown in [Attachment D](#). While the Work Plan is required, no additional points will be awarded or deducted.

### B. Evaluation, Dissemination, and Sustainability (Up to 20 points)

- Describe how you will evaluate the extent to which the program has achieved its stated objectives and outcomes; (0 - 5 Points)
- Describe what short-term and long-term benefits for individuals with disabilities will result from the Plan of Action; (0 - 5 Points)
- Describe how you will evaluate the satisfaction of all project customers and stakeholders, including how you will assess positive changes for individuals with disabilities; and (0 - 5 Points)

- Describe the sustainability plan and strategies to maintain this initiative beyond the conclusion of DDPC funding cycle. **Alternative strategies, in addition to seeking other funding, should be identified.** (0 - 5 Points)

### C. Applicant Capability, Personnel, and Resources (Up to 15 points)

- Describe your organizational expertise and/or capability to carry out the intent of the RFP; (0 - 6 Points)
- Describe your agency's connections and relationships to various stakeholders including individuals with ID/DD, transportation providers, metropolitan planning organizations etc.; (0 - 2 Points)
- Identify and describe who will be the lead person(s) responsible for project development and 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; (0 - 2 Points)
- Describe your past relationships and collaborations with other state/local organizations that impact this project; (0 - 2 Points)
- Describe the planned collaborations and various roles these organizations will play in project development and implementation; and (0 - 3 Points)
- *If using contracted services or subcontractors, describe their roles and responsibilities. (Note: No points will be added or deducted for this information.)*

### D. Matching Funds, Administrative Costs, and Proposal Budget (up to 25 points)

Applicants must **match at least 43%** of the grant amount, unless your organization's budget is less than \$4,000,000 then match is 34%. For this project, the 43% match is \$86,000 and the 34% match is \$68,000 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 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, and the budget's consistency with the intent of the Request for Proposal. Budgets for both grant funds and match funds must be rounded to the nearest thousand.

**Please submit an overall 2-year budget, as well as individual budgets for each year of the initiative (years 1 - 2)**

- The budgets for the proposed project supports, and are consistent with, the intent of the RFP; (0 - 10 points)
- The budget justification includes a rationale for each budget line, which includes the intent and/or purpose of the line item and expected results; (0 - 10 points)
- The budget includes the required matching funds necessary for implementing the project; (0 - 5 points)

#### Guidelines for completing Budget Forms

- For 12-month budgets, change anticipated contract period for each of the two years.
- Do **not** make any entries on the Summary tab, this will automatically calculate.
- Budget items must be rounded to the nearest thousand. If a line item is less than \$1,000, round to the nearest hundred.

## **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 with the required information within the specified timeframe.
- Applicant is an eligible entity as specified within the RFP.
- The proposal is focused on the population and project area 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 Work Plan, budget and justification.
- Applicant is 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 Evaluation Team typically consist of Council staff and Members, and peer/field experts in the RFP topic area. No applicant with an average reviewer score of less than 80 points in the Level II review will be considered for Level III 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 Level III review may add one (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 involved in the initiative
- Sustainability of project or project concept.

The final total score will be the cumulative total of Level II & Level III reviews, with the RFP award(s) 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 DDPC. 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 the 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.

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://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive) for any amendments to the RFP. All changes will be posted by September 29, 2016 on the DDPC website. No other notifications will be given.
- 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
- Eliminate mandatory requirements unmet by all applicants

If the 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 of individuals with intellectual and developmental disabilities and their families into the community. 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.

If the total annual budget of the organization is less than \$4 million per year, the required match may only be 34%. Page one of the IRS Form 990 must be submitted with the application and will not count toward application page total.

### \$100,000 per year for 2 years – total of \$200,000

Grant Match Calculation Based on a DDPC Grant Award of \$1,250,000		
	43% Match	34% Match*
<b>DDPC Grant Award</b>	\$200,000	\$200,000
<b>Match</b>	\$86,000 (\$200,000*.43)	\$68,000 (\$200,000*.34)
<b>Total Grant (Award + Match)</b>	\$286,000	\$268,000

\* Must submit page one of the IRS form 990.

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

## Grantee Reporting Requirements

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
- 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](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.

## **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.

## Technology Purchasing Guidelines for DDPC Grantees:

Grantees are expected to have access to a minimum level of technology assets in order to properly fulfill the contractual requirements of their grant.

At minimum, all grantees are required to have access to the following technology assets:

- **Desktop Computer(s)**
- **Laptop Computer(s)**
- **LCD Projector(s)**
- **Printer(s)**
- **Desktop Scanner(s)**
- **Mobile Phone(s)**

DDPC grant funds may not be used to purchase technology assets; however - in instances where an organization has an annual budget of \$4 million or less, and fulfilling the terms of the grant contract requires specific technology resources - the grantee may submit proposed technology expenditure items on their expenditure-based budget form(s), in accordance with the NYSDDPC Technology Spending Guidelines (see [http://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive) ). In addition, the grantee will be required to:

- Submit Page 1 of IRS 990 reflecting an annual budget less than \$4 million
- Demonstrate need for the technology investment in their Budget Justification Narrative

Please note that meeting the above criteria does not guarantee approval of proposed technology expenditures.

## RFP Questions and Technical Assistance

Questions regarding this specific Request for Proposal must be submitted by email to Robin Hickey and Kathleen Mazur at [robin.hickey@ddpc.ny.gov](mailto:robin.hickey@ddpc.ny.gov) and [Kathleen.Mazur@ddpc.ny.gov](mailto:Kathleen.Mazur@ddpc.ny.gov) by no later than September 29, 2016. A Questions and Answers summary will be posted by September 30, 2016 to [http://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive).

Applicants are encouraged to go to this 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 September 29, 2016 at: [http://ddpc.ny.gov/council\\_funding\\_announcements\\_responsive](http://ddpc.ny.gov/council_funding_announcements_responsive). No other notifications will be given.

## Submittal Deadlines

All interested applicants are required to submit an electronic Letter of Intent to [robin.hickey@ddpc.ny.gov](mailto:robin.hickey@ddpc.ny.gov).

**The one-page Letter of Intent is due by 3:00 pm on September 21, 2016. It must contain the following information:**

- Name of DDPC Funding Opportunity;
- Agency Name, Mailing Address and Website;
- Primary Contact Person, Contact Address, Phone Number, and Email Address;
- NYS Vendor Identification Number (10 digit number assigned by NYS, this is **not** the federal EIN or FEIN 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 October 20, 2016. **No applications will be accepted after this deadline.**

**Acceptable submissions must include:**

- 5 printed copies including one completed copy with original signatures, addressed to Sheila Carey at the address listed below; and
- 1 electronic copy must be emailed to [robin.hickey@ddpc.ny.gov](mailto:robin.hickey@ddpc.ny.gov) in an editable format, readable by Microsoft Word and/or Excel.

Use the guidelines included in the RFP to prepare the application package. Do not send any materials that have not been specifically requested.

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](mailto:robin.hickey@ddpc.ny.gov), or at the address noted below.

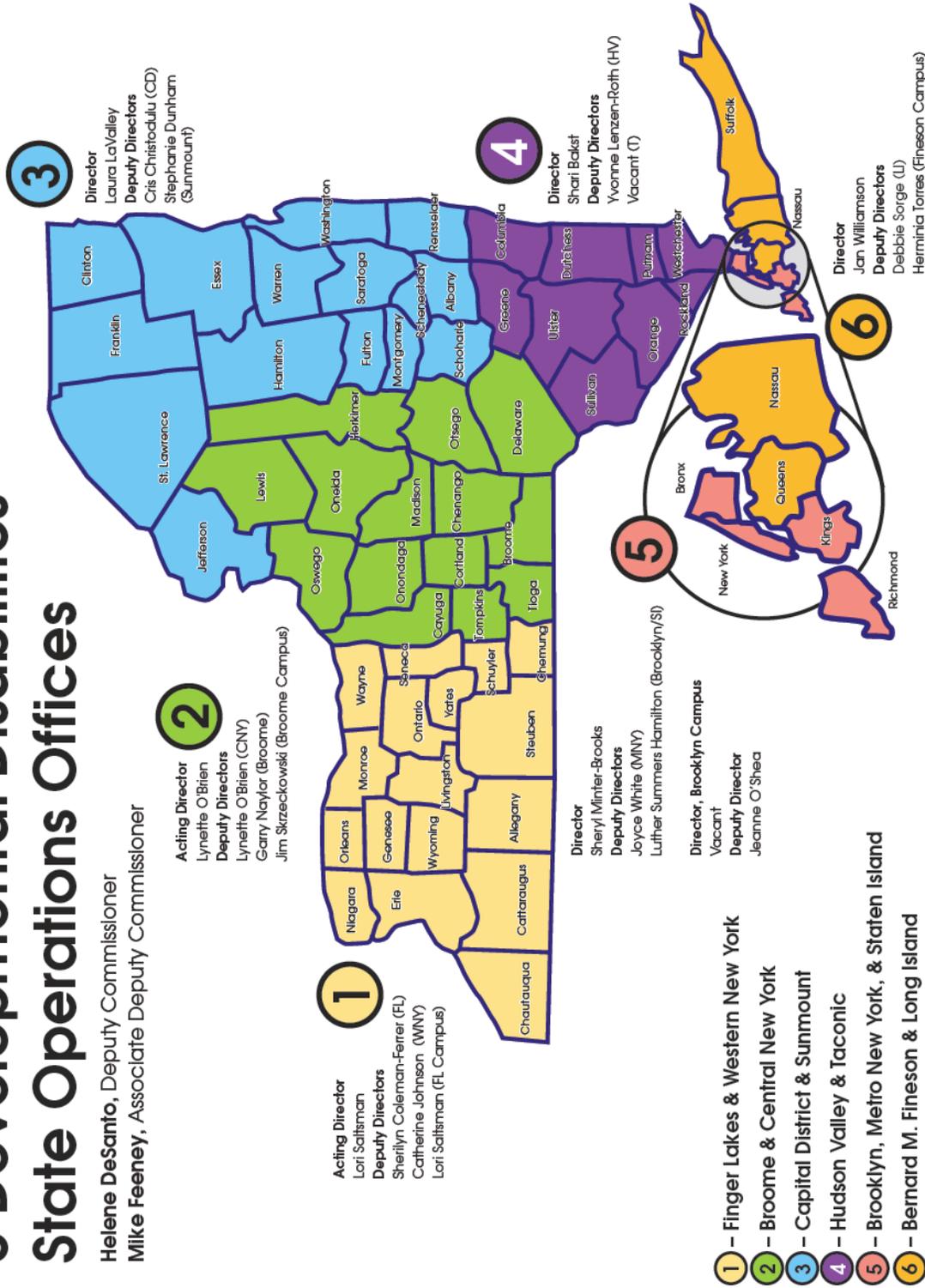
**Sheila M. Carey, Executive Director  
NYS Developmental Disabilities Planning Council  
99 Washington Avenue, Suite 1230  
Albany, NY 12210  
Attn: TRAC Program**

# Attachment A: OPWDD Regional Map

Updated: 10/15

## 6 Developmental Disabilities State Operations Offices

Helene DeSanto, Deputy Commissioner  
 Mike Feeney, Associate Deputy Commissioner



**Attachment B**  
**Demographic Data for New York State**

<b>NYS Percentage of Population by Race/Ethnicity and Gender</b>	
<b>RACE/ETHNICITY</b>	<b>% OF POPULATION</b>
White, alone	56.3%
Black or African American alone	14.4%
American Indian and Alaska Native alone	0.2%
Hispanic/Latino	18.6%
Asian alone	8.1%
Native Hawaiian & Other Pacific Islander alone	>0.1 %
Two or more races	1.1%
<b>GENDER</b>	<b>% OF POPULATION</b>
Female	51.5%
Male	48.5%
<b>Source:</b> American Community Survey (ACS) 2014, <i>U.S. Census</i> .	

<b>NYS Top Ten Languages Spoken at Home 2010-2014</b>	
<b>LANGUAGE</b>	<b>POPULATION</b>
Spanish	1,240,490
Chinese	350,976
Russian	130,296
French Creole	68,509
Korean	61,833
Italian	58,200
Yiddish	53,052
Polish	40,883
Arabic	36,053
French	32,900
<b>Source:</b> American Community Survey (ACS) 2010-2014, <i>U.S. Census</i> .	

## Attachment C

### External Links

#### Resource links for existing transit accessibility trainings and curriculums:

Easter Seals Project Action: Toolkit for the assessment of Bus Stop Accessibility and Safety  
<http://www.oregon.gov/ODOT/PT/docs/ada/ada-bus-stop-toolkit-aug2011.pdf>

Easter Seals Project Action: Checklist for Assessing the Accessibility of Transportation and Mobility  
[http://www.gorgetranslink.com/documents/Checklist\\_for\\_Assessing\\_Accessibility.pdf](http://www.gorgetranslink.com/documents/Checklist_for_Assessing_Accessibility.pdf)

METROLINX: On Our Way Transit System Accessibility Checklist  
<http://disabilitylawcenter.org/wp-content/uploads/publications/ada%20checklists/ADA%20Transportation%20Checklist.pdf>

## Attachment D – Work Plan Template

**Project Name: TRAC Program**

ACTIVITIES	OUTPUTS	SHORT TERM OUTCOMES	LONG TERM OUTCOMES
Outline key activities and tasks that will be implemented to meet the intent of the grant. 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 impacts/trends within the next three to seven years or more.

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

## Attachment E

### Definitions of Terms

**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).

**Accessible** refers to meeting & expanding upon ADA requirements to provide equitable and competent service to individuals regardless of ability, culture, gender, primary language, race, and socioeconomic status.

**Cultural Competence** means services, supports or other assistance that are conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language and behaviors of individuals who are receiving services, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program (Administration on Developmental Disabilities, 2000).

**Fixed Modalities** are transit services that use routes that do not deviate from an established route.

**Linguistic Competence** refers to the capacity of an organization and its personnel to communicate effectively, and convey information in a manner that is easily understood by diverse groups including persons of limited English proficiency, those who have low literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing. Linguistic competency requires organizational and provider capacity to respond effectively to the health and mental health literacy needs of populations served. The organization must have policy, structures, practices, procedures, and dedicated resources to support this capacity.

Source: National Center for Cultural Competence <http://nccc.georgetown.edu/foundations/frameworks.html>

**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.

**Trip Generators** are locations that can include businesses, employment centers, attractions, government facilities, residential facilities, etc. that create a need for transportation.