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

Community of Practice: Reentry for Youth with Developmental Disabilities

To fund one grantee in the amount of $300,000 a year for up to 5 years to establish a statewide Community of Practice on Reentry for Youth with Developmental Disabilities and (4) county-level grant projects focused on the establishment of reentry supports for youth (ages 14-24) with intellectual, developmental, and other disabilities (ID/DD).

<table>
<thead>
<tr>
<th>RFP Release Date</th>
<th>June 6, 2018</th>
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<tbody>
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<td>Changes to RFP</td>
<td>July 2, 2018</td>
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<tr>
<td>Letter of Intent Due Date</td>
<td>June 22, 2018</td>
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<td>Proposal Due Date</td>
<td>July 20, 2018</td>
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<td>Closing Date for Questions</td>
<td>June 29, 2018</td>
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<tr>
<td>Anticipated Award Announcement</td>
<td>December 1, 2018</td>
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<tr>
<td>Questions Posted By</td>
<td>July 2, 2018</td>
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<tr>
<td>Anticipated Contract Start Date</td>
<td>April 1, 2019</td>
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********** 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](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 July 20, 2018 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.
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Intent of Proposal: Why is the DDPC making this Investment?

Overview

Youth with disabilities are at a greater risk of being involved with the juvenile justice system than the general population. Existing research shows that youth with intellectual and developmental disabilities (ID/DD) are commonly under-identified in the juvenile justice system with limited or nonexistent opportunities for assessment to determine an individual’s needs, often leading to poorly suited placements. When youth have been assessed and determined to have a disability, they are often placed in inappropriate settings that do not meet their therapeutic, educational, medical, or social-emotional needs, due to a lack of disability awareness training in the juvenile justice system.

In addition to the above systemic barriers, the issues justice-involved youth with ID/DD face are compounded by racial and ethnic disparities. National data estimates that 60 to 75 percent of youth in the juvenile justice system have one or more diagnosable disabilities, with an overrepresentation of African-American and Latino youth.¹ Given in-depth research, recent shifts in New York State legislation,² and stakeholder input from across New York, there is a demonstrated need for a grant initiative focused on juvenile justice for youth with intellectual and developmental disabilities (ID/DD).

In 2017, New York State passed “Raise the Age,” a hallmark legislation that marked the beginning of a broader cultural shift in how New York views and approaches youthful offenders. As a result, New York agencies and community-based organizations are beginning to transition youth out of adult facilities and into more appropriate placements, including less restrictive and community-based settings. During this time of transition, there is a need to research, develop, and pilot initiatives tailored to meet the unique

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needs of one of New York’s most impacted communities, justice-involved youth with ID/DD. These systemic changes increase the impetus of New York State to establish meaningful reentry supports for youth transitioning out of the juvenile justice system and back into their communities, including continuing educational opportunities, meaningful skill development and employment options, as well as possibilities for community engagement.

**Approach: Creating a Community of Practice**

As a result of input from stakeholders and state agency partners, in addition to recent statewide legislative reforms, the NYS Developmental Disabilities Planning Council (DDPC) is funding a grant initiative to establish a statewide Community of Practice and four (4) county-level grant projects focused on the establishment of reentry supports\(^3\) for youth (ages 14-24) with intellectual, developmental, and other disabilities. The primary aim of this grant is to create a statewide learning community to identify, test, and share reentry practices that result in successful outcomes for youth with ID/DD.

A **Community of Practice** refers to a group of professionals who share a field or concern, and through ongoing interaction they learn to improve their practice with shared resources, experiences, tools, and stories. The Community of Practice model is ideal for this work because it leverages existing resources, encourages interagency collaboration, capitalizes on the current momentum focused on improving outcomes for justice-involved youth, and creates a community to share best practices in providing reentry supports and services for youth with ID/DD.

For the purposes of this initiative, the term reentry is defined as the process that culminates in a youth’s transition out of juvenile detention facilities, semi-restrictive, or community-based settings in a way that promotes the greatest likelihood of sustainable success and mitigates negative outcomes as a result of justice-system involvement. The expectation is that reentry programs will help reduce a youth’s future involvement with the justice system and will encourage a broad-based coalition to support the successful re-integration of youth into the community. Likewise, it is anticipated that youth will be linked to opportunities to gain education and employment-related skills that will lead to meaningful career pathways.

*This grant initiative seeks to address the following needs:*

- Need for cross-agency planning and partnerships to provide services and supports for youth in the juvenile justice system.
- Need for restorative practices, mediation, and trauma-informed services and supports after an individual has been involved in the juvenile justice system.

\(^3\) The programs should focus on the individual maintaining ties to their community, in addition to providing program participants venues for skill acquisition and training that will lead to post-secondary and employment opportunities.
• Need for culturally competent and community-based supports, services, and approaches to reentry.
• Need for individual and family involvement in Transition Planning.
• Need for wrap-around services and the identification of a circle of support and other community sponsors who will maintain an active role in an individual's transition back into the community.

Program Requirements and Scope of Work

To do this, the DDPC will select a single statewide entity to:

In Year 1:
• Conduct a landscape analysis and compile background research on existing, culturally-appropriate national and statewide reentry models for justice involved youth with ID/DD with a focus on best and promising practices.
• Collaborate with the New York State Unified Court System, Office of Alternative Dispute Resolution Programs, to research and survey evidence-based, reentry planning models.
• Establish a statewide Community of Practice on Reentry for Youth with Developmental Disabilities where stakeholders can connect, share, collaborate and learn; thereby building their knowledge and skills capacity with a focus on improving reentry services for youth with ID/DD.
• Create technical assistance tools and resources for Community of Practice collaborative teams.
• Create an online Technical Assistance Support Center where Community of Practice collaborative teams can access technical assistance tools and resources.

Years 2-5:
• Develop and administer a competitive application process to award four (4) county-level collaborative grants.
• In years 3-5, provide a minimum annual stipend of $35,000/yr. to each of the four (4) county-level collaborative teams to support their collaborative efforts.
• Provide ongoing technical assistance, guidance, oversight and evaluation to county-level collaborative teams, as well as statewide stakeholders, throughout the length of the initiative.
• Convene annual meetings of county-level collaborative teams to provide intensive technical assistance and to encourage peer-exchange, networking, and collaboration.
• Partner county-level grantees with local Community Dispute Resolution Centers (CDRCs) to offer mediation and/or restorative circles within juvenile detention facilities, and facilitate transition planning for individuals and their circles of support in order to develop a structured and multi-tiered reentry plan for program participants.
• Enhance each collaborative teams' ability to work with, serve, and understand the unique needs of youth with ID/DD.

• Develop an evaluation plan that includes process evaluation, outcomes data collection and analysis, protocols and timelines for the Community of Practice, and an assessment of long-term impacts of the project that can inform future training and systems capacity building efforts.

• Work with the NYS Unified Court System to do a cost-benefit analysis and determine the most effective mechanisms for reentry planning, in addition to the durability and efficacy of reentry agreements.

Grant Deliverables

• Establish a **Project Advisory Board** that includes people with ID/DD and other disabilities, DDPC Council members, Community Dispute Resolution Center (CDRC) staff, State systems representatives, county courts administrators and staff, at least 1 individual with ID/DD who has personal experience with the juvenile justice system, and other relevant stakeholders that will support the development of the grant. The Project Advisory Board must represent the racial, ethnic, and geographic diversity of New York State.

• Conduct a **Landscape Analysis** of existing resources and initiatives available in New York State, as well as successful national and statewide models for justice-involved youth with ID/DD.

• Develop a **Plan of Action** to conduct a competitive application process that will lead to the identification of the four (4) counties as Community of Practice grantees. Selection should ensure geographic diversity (e.g. both urban and rural counties) and include both counties who have strong and well-developed resources, as well as counties who have a demonstrated need to develop more resources.

• Establish a **Statewide Community of Practice on Reentry for Youth with Developmental Disabilities** and a **Technical Assistance Support Center** dedicated to showcasing existing best and promising reentry models for justice involved youth with ID/DD, highlighting technical assistance tools and resources, and providing a forum for teams to share progress and collaborate.

• Facilitate **System’s Change** by encouraging the adoption of best and promising practices modeled by Community of Practice collaborative teams by state agencies, community-based organizations, or key stakeholders to ensure long-term sustainability.

• Draft and implement a **Sustainability Plan** that catalogues any System’s Change

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4 **System’s Change** means a sustainable, transferable and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families. 45 C.F.R. § 1385.3 2015
and identifies mechanisms for the continued operation of the Community of Practice, including future funding sources, as well as the dissemination of any tools and resources developed through the initiative to ensure success beyond the conclusion of DDPC funding.

- Develop an Evaluation Plan that includes provision for ongoing data collection, analysis, protocols and timelines for the Community of Practice project to evaluate outputs, short-term outcomes, as well as the long-term impacts of the project.\(^5\)

- Compile a Comprehensive Final Report summarizing promising practices and lessons learned, and a toolkit highlighting practical strategies for establishing successful reentry programming supports.

**Expected Outcomes**

**Short-term outcomes**
- County-level and statewide stakeholders will increase their knowledge, and subsequently amend policies and establish relevant programs, surrounding the needs of justice-involved youth with ID/DD.
- Community-based organizations will increase their knowledge and skills regarding the needs of justice-involved youth with ID/DD and increase their capacity to meet these needs.
- Youth with ID/DD will increase their ability to advocate for their needs throughout the transition and reentry processes within the justice system.

**Long-Term Outcomes**
- Community-based organizations will collaborate with one another, and partner with statewide agencies to ensure targeted, inclusive, wrap-around supports for justice-involved youth with disabilities returning to their communities.
- Justice-involved youth with disabilities will experience increased community support and participation through increased educational and employment-related skill building opportunities.
- Court administration and probation staff, juvenile detention facility staff and oversight, as well as other systems stakeholders, will demonstrate an increased capacity to more effectively support justice-involved youth with disabilities to transition back to their communities.
- Regional and statewide systems-level oversight agencies will implement programming and policies that effectively serve justice-involved youth with disabilities.

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\(^5\) The selected grantee will be required to collect participant satisfaction and other performance data as defined by the DDPC. It is expected that the grantee will participate in ongoing program evaluation and amendment based on participant and stakeholder feedback.
Instructions for Completing this Request for Proposal (RFP)

All final grant applications must be received by the DDPC Office by 3:00pm, on July 20, 2018.

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 scored 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 Form and page one of the IRS Form 990) and must include:

Included in the page limit:
- 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 C)
- One or two-page Budget Justification

Not included in the page limits:
- One annual Expenditure-Based Budget Form (total of 5 pages). Budget forms specific to this RFP can be found on the DDPC website at: https://ddpc.ny.gov/council_funding_announcements_responsive
- Page one of the IRS form 990 if requesting 34% match

All proposals must be submitted in Arial typeface, no smaller than 10 points with at least 1-inch margins. 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 July 2, 2018 at: http://ddpc.ny.gov/council_funding_announcements_responsive.
No other notifications will be given.
Proposal Application

The Proposal Application should reflect the full five years of the potential funding except where noted in the Budget.

I. Proposal Summary (1-Page)—Provide a one-page summary of your proposal that includes:
   • Name of the requesting agency
   • Agency/fiscal intermediary name and address
   • Primary Grant contact person, telephone, and email
   • Project title and amount of funding requested
   • One to two brief paragraphs describing the proposed project

II. Proposal Narrative and Budget—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 create and implement a Community of Practice on Reentry for Youth with Developmental Disabilities over the 5-year initiative. Please include a timeline of activities and a description of how your organization plans to meet the intent of the RFP (0 – 8 Total Points);

   • Describe your organization’s current connections to relevant stakeholders like state agencies, community-based organizations, entities serving justice-involved youth, workgroups, boards or other initiatives focused on juvenile justice (0 – 5 Total Points);

   • Describe how your organization will establish a Project Advisory Board, including details about how your organization will actively engage individuals with ID/DD and other relevant systems stakeholders and ensure that the Board represents the racial, ethnic, and geographic diversity of New York State (0 – 5 Total Points);

   • Describe your organization’s methodology for conducting a Landscape Analysis and necessary background research to inform the establishment and administration of the Community of Practice and associated technical assistance tools (0 – 5 Total Points);

   • Describe how your organization will conduct the application and selection process for the Community of Practice to select 4 (four) county-level targeted technical assistance sub-grantees (0 – 5 Total Points);
B. Evaluation, Dissemination, and Sustainability (Up to 20 points)

- Describe how your organization will evaluate the extent to which the project has achieved its stated objectives and outcomes including specific performance milestones and targets (0 – 5 Points);

- Describe what short-term and long-term benefits will result for people with ID/DD and their families, and other project stakeholders from this initiative including specific products, information, and the extent information will be shared statewide (0 – 5 Points);

- Describe how your organization will evaluate the satisfaction of all project participants and organizations, including how you will assess the positive outcomes for individuals with ID/DD (0 – 5 Points);

- Describe the project sustainability plan. This should include strategies to secure additional funding to maintain the CoP beyond the conclusion of DDPC funding, a plan to disseminate tools and resources to a wider audience, and encourage the adoption of practices modeled by the Community of Practice grantees by other agencies or organizations (0 – 5 Points).

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

- Describe your organizational expertise and/or capacity to carry out the intent of the RFP, specifically identifying existing connections to and work within the juvenile justice system (0 – 5 Points);

- Describe your organization’s past experience with implementation and evaluation of a similar statewide project (0 – 5 Points);

- Identify and describe who will be the lead person(s) responsible for project development and implementation, identifying 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 the planned collaborations and various roles these organizations will play in the project development and implementation (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)

Please submit one annual Expenditure-Based Budget Form (Total of 5 pages, this is not included in the page limit.)

• The budget for the proposed project supports, and is consistent with, the intent of the RFP (0 – 12 points);

• A budget justification which includes a rationale for each budget line, the intent and/or purpose of the line item, and expected results (0 – 10 points);

• Identification of required matching funds necessary for implementing the project (0 – 3 point).

Matching Funds
Applicants must **match at least 43%** of the grant amount, unless your organization’s annual budget is less than $4 million, then match is 34%. For this project, the 43% match is $645,000 and the 34% match is $510,000 for the full 5-year contract. The annual contract amount is $300,000 with an annual match of $129,000 (43%) or $102,000 (34%). 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 14).

Administrative Costs
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.

Guidelines for completing Budget Forms
• Do **not** make any entries on the Summary tab, this will automatically calculate.
• Budget items for both grant funds and match funds must be rounded to the nearest thousand. For example, if a line item is less than $1,000, round to the nearest hundred.
Request for Proposal (RFP) Review Process

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 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
- The 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 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 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 the Level III review or funding.

**Level III Review** - All proposals averaging 80 points or above at the Level II review will be subjected to a Level III 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 selected
- Sustainability of project or project concept

The final total score will be the cumulative total of Level II and Level III reviews, with the
RFP award 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. In the event of tied scores 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*. 
Awards of DDPC Grants and DDPC Reserved Rights

After reviewing proposals as outlined above, recommended funding must be approved by the Developmental Disabilities Planning Council (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 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 fiscal and programmatic 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 for any amendments to the RFP. All changes will be posted by July 2, 2018 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 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 (ID/DD) 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 (RFP) 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 be 34%. Page one of the IRS Form 990 must be submitted with the application and will not count toward application page total.

**Match Calculation - $300,000 per year for 5 years – total of $1,500,000**

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<tr>
<td>Match</td>
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<tr>
<td>Total Grant (Award + Match)</td>
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* 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;
- Promotional materials such as social media posts, pictures, personal narratives, etc. to highlight grant progress and successes;
- Federal Performance Indicator reporting, as defined by the DDPC;
- Evaluation and other quality assurance measures; and/or discussion of any quality control measures performed; and
- Quarterly expenditure reports of project expenses.

**Publication Rights and Confidentiality of Information**

Grantee responsibilities 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.
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). 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.
Request for Proposal (RFP) Questions and Technical Assistance

Questions regarding this specific Request for Proposal (RFP) must be submitted to Kimberly.Berg@ddpc.ny.gov and Kathleen.Mazur@ddpc.ny.gov by no later than June 29, 2018. A Questions and Answers summary will be posted by July 2, 2018 to http://ddpc.ny.gov/council_funding_announcements_responsive.

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 (RFP)

It is the applicant’s responsibility to check the DDPC website periodically for any amendments to the RFP. All changes will be posted by July 2, 2018 at: http://ddpc.ny.gov/council_funding_announcements_responsive. No other notification will be given.

Submittal Deadlines

All interested applicants are required to submit an electronic Letter of Intent to Kimberly.Berg@ddpc.ny.gov

The one-page Letter of Intent is due by 3:00 pm on June 22, 2018 and 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 I 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 as well as the electronic submission, must be received by the DDPC office by 3:00pm on July 20, 2018. 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 below.
• 1 electronic copy must be emailed to Kimberly.Berg@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, Kimberly Berg, Program Planner, at 518-486-7505, Kimberly.Berg@ddpc.ny.gov or at the address noted below.

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: Youth Reentry Community of Practice
## Attachment A: Demographic Data for New York State

### NYS Percentage of Population by Race/Ethnicity and Gender

<table>
<thead>
<tr>
<th>RACE/ETHNICITY</th>
<th>% OF POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>White, alone</td>
<td>56.3%</td>
</tr>
<tr>
<td>Black or African American alone</td>
<td>14.4%</td>
</tr>
<tr>
<td>American Indian and Alaska Native alone</td>
<td>0.2%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>18.6%</td>
</tr>
<tr>
<td>Asian alone</td>
<td>8.1%</td>
</tr>
<tr>
<td>Native Hawaiian &amp; Other Pacific Islander alone</td>
<td>&gt;0.1 %</td>
</tr>
<tr>
<td>Two or more races</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

### GENDER % OF POPULATION

<table>
<thead>
<tr>
<th>GENDER</th>
<th>% OF POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>51.5%</td>
</tr>
<tr>
<td>Male</td>
<td>48.5%</td>
</tr>
</tbody>
</table>

**Source:** American Community Survey (ACS) 2014, *U.S. Census.*

### NYS Top Ten Languages Spoken at Home 2010-2014

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>POPULATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>1,240,490</td>
</tr>
<tr>
<td>Chinese</td>
<td>350,976</td>
</tr>
<tr>
<td>Russian</td>
<td>130,296</td>
</tr>
<tr>
<td>French Creole</td>
<td>68,509</td>
</tr>
<tr>
<td>Korean</td>
<td>61,833</td>
</tr>
<tr>
<td>Italian</td>
<td>58,200</td>
</tr>
<tr>
<td>Yiddish</td>
<td>53,052</td>
</tr>
<tr>
<td>Polish</td>
<td>40,883</td>
</tr>
<tr>
<td>Arabic</td>
<td>36,053</td>
</tr>
<tr>
<td>French</td>
<td>32,900</td>
</tr>
</tbody>
</table>

**Source:** American Community Survey (ACS) 2010-2014, *U.S. Census.*
Attachment B: Regions of New York

5 Developmental Disabilities Regional Offices
Voluntary Agency Coordination & Oversight
Megan O'Connor-Keating, Deputy Commissioner
Abiba Kindo, Associate Deputy Commissioner

Updated: 9/16

1. Western New York & Finger Lakes
2. Central New York, Broome & Saratoga
3. Capital District, Taconic & Hudson Valley
4. Metro, Brooklyn, Staten Island & Bernard Fineson
5. Long Island

Director
Donna Unitt
Deputy Directors
BERCOTT: CAROL (Bernard Fineson/Bertrand Report)
Sheila Green-Chilton (Brooklyn/Long Island/North)
**Attachment C: Work Plan Template**

**PROJECT NAME:** Community of Practice: Reentry for Youth with Developmental Disabilities  
**Directions:** Below the DDPC has completed the primary Objectives of this 5-year Grant initiative. Please fill in the Tasks and Outputs sections.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>TASKS</th>
<th>OUTPUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1)</strong> The grantee will conduct background research, administer a competitive application and selection process, convene a Project Advisory Board, and create the technical assistance materials necessary for the creation of a Statewide Community of Practice on Reentry for Youth with Developmental Disabilities.</td>
<td>Please describe what tasks or activities will be conducted to meet the Objective. They can be outlined in a bulleted list format.</td>
<td>Please describe any products, items, or impacts that will result from the tasks in the previous column. They can be outlined in a bulleted list format.</td>
</tr>
<tr>
<td><strong>2)</strong> The grantee will engage in the planning, development, and implementation of a Statewide Community of Practice on Reentry for Youth with Developmental Disabilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3)</strong> The grantee will evaluate the Community of Practice on Reentry for Youth with Developmental Disabilities to assess outputs, outcomes, and long-term impacts of the grant project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4)</strong> The grantee will provide a Sustainability Plan to the DDPC, including resource avenues or policy measures to continue and/or expand this initiative beyond DDPC funding.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Attachment D: Definition of Terms**

**Best Practice** is a technique, methodology, or program that through demonstrated research and experience has proven to reliably lead to a desired and consistent result.

**Community of Practice** for this RFP, the desired community of practice is an interagency collaborative group that learns from one another and works well together to reduce any existing hardships during reentry by providing better supports.

**Community Dispute Resolution Centers** are non-profit organization which partner with The New York State Unified Court System to provide mediation, and other dispute resolution options as an alternative to court.

**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. **Source:** U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Development Disabilities (2000). *Amendments to P.L. 106-402 - The Developmental Disabilities Assistance and Bill of Rights Act of 2000.*

**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).

**Justice-Involved Youth** for this RFP, this is a broader definition than “Juvenile Justice,” it expands beyond the age of juvenile law, through transition age (14-24) of youth with disabilities.

**Mediation** is the process in which a neutral party helps resolve a conflict between two opposing parties. A mediator clarifies the issues, proposes solutions and negotiates between parties.

**Promising Practice** is a practice with an innovative approach that improves upon existing practice and positively impacts the area of practice. The practice should
demonstrate a high degree of success and the possibility of replication in other agencies or settings, but has not been tested.

**Landscape Analysis** is a formal review of a system. It is intended to discover best practices and advances, uncover flaws, and provide feedback on new initiatives.

**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](http://nccc.georgetown.edu/foundations/frameworks.html)

**Reentry** refers to the process that culminates in a youth’s transition out of juvenile detention facilities, restrictive, or community-based settings in a way that promotes the greatest likelihood of sustainable success and mitigates negative outcomes as a result of prior justice-system involvement.

**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.

**System’s Change** means a sustainable, transferable and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for individuals with developmental disabilities and their families (45 C.F.R. § 1385.3 2015).