Funding Announcement

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

Social Opportunities Initiative

To fund one grantee up to $750,000 ($250,000 per year, for three years) to develop, pilot, and evaluate a mini-grant program model which supports community based social opportunities for people with intellectual, developmental (ID/DD) and other disabilities living in rural and urban communities with high rates of poverty and disparate access to social opportunities and other community resources.

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<td>September 5, 2018</td>
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<td>September 28, 2018</td>
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<td>Closing Date for Questions</td>
<td>September 21, 2018</td>
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<td>October 19, 2018</td>
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<tr>
<td>Changes to RFP</td>
<td>September 24, 2018</td>
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<tr>
<td>Anticipated Award Announcement</td>
<td>February 2019</td>
</tr>
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<td>Questions Posted by</td>
<td>September 24, 2018</td>
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<tr>
<td>Anticipated Contract Start Date</td>
<td>July 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. 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 October 19th, 2018 cannot be evaluated; therefore, such proposals will be disqualified from further consideration.
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Background & Intent of this Proposal:
Why is the DDPC making this Investment?

Individuals with intellectual, developmental disabilities (ID/DD) and other disabilities face significant barriers participating in social opportunities within their communities. This lack of social engagement results in less robust social networks and increased social isolation. Consequently, individuals with ID/DD experience a lack of social skills training opportunities (e.g., communications, etiquette, and social behaviors) and a limited number of opportunities to build upon and practice those same skills. Existing programs that attempt to address these barriers primarily target students transitioning from high school. However, research indicates that individuals across the lifespan have a need for these opportunities.

A more extensive review of literature on the topic of social-skills programs, training, and social and emotional learning programs identified that successful programs and initiatives:
1. Support an individual to develop independence and autonomy;
2. Support an individual to feel connected and feel acceptance from peers; and
3. Support skill development and achievement, and to foster commitment toward a community or service goal, have shown promising success in addition to skill building around communication, problem-solving and decision making, assertion, peer and group interaction.¹

Individuals with ID/DD living in un- and underserved communities face increased barriers when seeking social opportunities. Many of these communities have trouble not only retaining essential services, but also supporting social and recreational services for individuals with developmental and other disabilities due to lack of funding, scant existing community resources, transportation, among other difficulties. The DDPC is pursuing community-based initiatives that target un- and underserved rural

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**Eligible Applicants:**

- Nonprofit organizations; *
- Public or private institutions, such as universities, colleges, hospitals;
- Community Action Agencies;
- Disability-service organizations;
- Community-based associations and 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.
and urban communities throughout New York State that are sustainable and can be replicated in other communities that meet or exceed the NY State Poverty Rate.

The New York State Developmental Disabilities Planning Council (DDPC) is seeking projects that prioritize:
- Reducing social isolation and developing social opportunities;
- Supporting development of social skills, soft skills and prevocational skills; and
- Exploring innovative transportation solutions to support community participation.

**Approach**

In an effort to improve identified barriers and gaps, DDPC will select one grantee to:
1. Develop, administer, and evaluate a mini-grant program focused on high-poverty, rural counties in year 1, and expanding to include high-poverty urban counties in years 2-3, of the bi-annual (two rounds, annually) mini-grants series to address the social isolation needs of people with ID/DD, and other disabilities across the life span;
2. Provide technical assistance (TA) to mini-grant recipients and other stakeholders within the selected counties, on an ongoing basis throughout the duration of the grant, to support these community-based organizations to manage the social opportunities program(s) they propose, develop non-traditional partnerships, leverage community resources, and seek sustained sources of funding; and
3. Support organizational recipients of mini-grants to scale them up, into sustainable opportunities and community resources that remain in place beyond DDPC funding.

It is expected that the prospective grantee will hold two (2) rounds of mini-grants each year. A minimum of $100,000 of the annual allocation must be allocated to the mini-grants themselves to cover direct program costs. More competitive proposals will be those that maximize the amount of funding going toward community-based mini-grants programs (up to a maximum of $150,000 of the yearly allocation), and will be evaluated using such criteria. Remaining annual allocations will be used by the grantee to support the TA activities of the grant.

The mini-grant process will be defined by the grantee, but should incorporate a mechanism for the ranking of competitively issued proposals of community-based organizations that support the development of innovative, inclusive, and integrated **Community-Based Socialization Opportunities** for people with ID/DD, and other disabilities.

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1 Eligible rural counties would be selected based upon 50% or more rural designation as determined by 2010 United States Census and meeting or exceeding the New York State Poverty rate of 15.5% based on 2012-2016 American Community Survey Estimates (Margin of Error: +/- 0.1%). Eligible urban counties would be selected based upon 50% or more urban designation as determined by 2010 United States Census and meeting or exceeding the New York State Poverty rate of 15.5% based on 2012-2016 American Community Survey Estimates (Margin of Error: +/- 0.1%).
disabilities, and peers with and without disabilities in rural and urban counties demonstrating need.

**Program Requirements and Scope of Work**

Under the proposed framework, DDPC is mirroring effective grant practices from JP Morgan Chase, the New York State Rural Health Network, New York State Rural Education Advisory Committee (REAC), and other grant making organizations. These entities encourage the use of county-based data and other evidence to define local problems, form non-traditional partnerships, and encourage creative community capacity building, innovation, and sustainability.

The mini-grant program will operate in at least two grant cycles, per year, for a maximum of 3 years to counties which show the highest rates of need and effective ways to maximize the impact and reach of the mini-grant funding.

The prospective grantee will define the mini-grant application, selection, and administration process, but selection criteria for the mini-grants should minimally include but not be limited to organizations that:

- Demonstrate sufficient support from the principal organizational leaders;
- Possess evidence of local partnerships with clear and meaningful involvement in planning, as well as specific individual or joint responsibilities for program implementation;
- Have a robust group of volunteers/staff that will facilitate program operation and events;
- Are located in a community that demonstrates need for the proposed activities;
- Have knowledge of and connections to the local community including awareness of culturally and linguistically under-served groups;
- Are community-based organizations and facilitate and support inclusive social, recreational, community-service and volunteer opportunities for people with ID/DD and other disabilities and their peers;
- Have demonstrated support to individuals with ID/DD in forming friendships and engaging in meaningful community-based activities; and
- Assist people with ID/DD and other disabilities to gain independence and the skills needed to effectively engage with their peers and broader community.

Example mini-grant programs and activities may include, but are not limited to:

- Weekly inclusive, integrated Friday evening recreation programs for youth and adults with ID/DD and other disabilities, and their peers without disabilities;
- Programs offering multiple inclusive activities (i.e. sports, arts, crafts, cooking, etc.);
- Inclusive music-based and art-based activities;
- Literacy Enrichment Activities including partnerships between literacy, recreation, and leisure organizations (e.g. Literacy Collaborations, Libraries, Parks and Recreation Departments);
- Unified sports opportunities made up of people of similar age and ability;
• Inclusive adapted sports (i.e. basketball, cycling, cross-country skiing, curling, sled hockey, martial arts, yoga);
• Opportunities which incorporate pre-vocational activities, youth leadership, and advocacy;
• Community service and volunteer opportunities which are peer led, peer-designed, and focus on a clearly defined rural/urban barrier;
• Outdoor and wilderness-based activities; and
• Fitness-based activities.

Technical assistance to organizations receiving the mini-grants would include:
• At least one webinar every 3 months about key issues which support successful implementation and scaling up (i.e. non-traditional partnership development, coalition-building, and fiscal/programmatic sustainability);
• Provision of consultation and guidance to recipients of the mini-grants about implementing the program(s), scaling up and long term-sustainability;
• Working with the mini-grant recipients to address any lack of progress in the program(s) or activities that may be identified by consultation and TA or the DDPC; and
• Provision of tools and resources which support the objectives and sustainability of the initiative.

Expected Outcomes

Short-term Outcomes:
• Improved availability of information on services, programs, and activities that reduce social isolation for people with ID/DD and other disabilities in designated high-poverty rural and urban counties.
• Community-based organizations will have an increased capacity to host inclusive, community-based socialization opportunities through the formation of non-traditional partnerships and coalition building, leading to an increase in programming for people with ID/DD.
• Community infrastructure that supports people with ID/DD in development of social, soft, and prevocational skills resulting in individuals successfully integrating into day-to-day community life.
• The number of people with ID/DD who participate in community-based social opportunities will be increased.

Long-term Outcomes:
• People with ID/DD and other disabilities will be more actively engaged in social aspects of community life through the development of positive social and soft skills.
• Increased capacity of (mini-grant) organizations and project stakeholders to bring programs and services to a broader reach and scale in urban and rural communities that meet or exceed the State Poverty Rate.
• Increased community capacity to provide regular opportunities to people with ID/DD to practice and further develop the skills relevant to independent participation in community leisure and volunteer activities.
• The number of people with ID/DD who gain independence and the skills needed to effectively engage with their peers and broader community, especially in un- and underserved areas, will be increased.

Instructions for Completing Request for Proposal

All final grant applications must be received by the DDPC Office by 3:00pm, on October 19, 2018. Questions must be fully answered in the order and sections in which they appear:

A. Plan of Action
B. Evaluation, Dissemination, and Sustainability
C. Applicant Capability, Personnel, and Resources
D. Matching Funds, Administrative Costs, and Proposal Budget

The entire application must not exceed 14 pages (not including the Expenditure-Based Budget Form and page one 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 B)
• One or two-page Budget Justification

Not included in the page limits:

• One 36-month 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/funding
• 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 September 24, 2018 at: https://ddpc.ny.gov/funding. No other notifications will be given.
Proposal Application

The Proposal Application should reflect the full 36-months of the potential funding except where noted in the Budget

II. 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.

III. Proposal Narrative and Budget—Provide a complete but succinct description of the following:

A. Plan of Action (Up to 40 Total Points)
   • Provide a comprehensive summary of how your organization plans to meet the intent of the RFP (0 – 5 points);
   
   • Define the mini-grant application, selection, and administration process (0 - 8 points);
   
   • Provide a description of how your organization will maximize the reach of this initiative (expansion from high-poverty rural counties to high-poverty urban counties statewide), including your outreach strategy to community based-organizations serving un- and underserved communities (0 - 8 points);
   
   • Detail the type and process of technical assistance that you will provide to the mini-grant recipients to support them in managing the social opportunities program they proposed, developing non-traditional partnerships, leveraging community resources, and seeking sustained sources of funding (0 - 8 points);
   
   • Provide specific timelines for implementation and completion of essential project activities, including detailed and specific performance milestones, outcomes, and targets (0 - 5 points); and
   
   • Complete the Work Plan, as shown in Attachment B (0 – 6 points).

B. Evaluation, Dissemination, and Sustainability (Up to 20 Total Points)
   • Describe your organizational plan to evaluate the extent to which the program has achieved its stated objectives and outcomes (0 - 4 points);
   
   • Describe how your organization will assess short-term and long-term benefits for individuals with ID/DD and other disabilities, families, and other identified stakeholders as a result of the mini-grant programs (0 - 8 points);
• Describe how your organization will evaluate the satisfaction of key stakeholders including individuals with ID/DD and other disabilities; including participants from culturally and linguistically diverse communities, their families, and other key stakeholders (0 - 4 points); and

• Describe your organizational sustainability plan and strategies to maintain and expand this initiative, beyond the conclusion of the DDPC funding cycle. Alternative strategies, in addition to seeking grant funding for sustainability should be identified and detailed (0 - 4 points).

C. Applicant Capability, Personnel, and Resources (Up to 15 Total Points)
• Describe your organizational expertise and/or capability to carry out the intent of the RFP, including relevant experience in providing technical assistance and evaluation (0 - 4 points);

• Describe your organizations experience with implementing and evaluating similar projects (0 – 4 points);

• Identify the lead person(s) that will be responsible for project development and implementation. In the event of their absence, identify a back-up person and describe their experience or expertise (0 - 4 points); and

• Describe planned agency collaboration and partnerships to achieve the intent of this initiative. Include a description of the organizations and the primary roles they will assume in the project. Detail roles in project development and implementation (0 – 3 points).

D. Matching Funds, Administrative Costs, and Proposal Budget (up to 25 Total Points)

Please submit one 36-month Expenditure-Based Budget Form (total of 5 pages)
• 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); and

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

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%. The annual contract amount is $250,000 with an annual match of $107,500 (43%) or $85,000 (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 13).

**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.
- Indirect costs are costs that are not directly attributable to the grant. Examples include: rent, utilities, internet service, phone service, payroll functions, etc. These costs should be included within the 10% indirect rate associated with the grant.

**The Request for Proposal 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,
- Maximized funding toward community-based social opportunities,
- Feasibility of planned technical assistance, and
- Sustainability of 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 after 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*.

**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 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: [https://ddpc.ny.gov/funding](https://ddpc.ny.gov/funding) for any amendments to the RFP. All changes will be posted by **September 24, 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 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.
Match Calculation - $250,000 per year for 3 years – total of $750,000

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<th>34% Match*</th>
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<tr>
<td>Match</td>
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<tr>
<td>($750,000 * 0.43)</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
- Participant satisfaction and demographic data
- 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 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 to properly fulfill the contractual requirements of their grant.

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

Grantees may not expend granted funds over the limits set for a particular category of equipment (see Cost Limits Table below). Spending allowances are adjusted to reflect only the length of grant-related service for purchased equipment, for example:

A grantee needs a laptop computer in order to complete a two-year grant. Following spending guidelines, the grantee finds a unit for $550 (see cost limit table below). Because the life of a laptop computer is four years, and the grantee will use the device for only two years in the administration of the grant, the grantee is only entitled to charge half of the purchase cost to the grant.

The following formula would calculate how much the grantee can charge to the grant:

\[
\text{Expenditure Allowance} = \frac{\text{Total Cost of Equipment}}{\text{Length of Service}} \times \text{Percent attrib. to Grant}
\]

Total Cost of Equipment: $550  
Percent attrib. to Grant: 50%  
Expenditure Allowance: $275

<table>
<thead>
<tr>
<th>Cost-Limits by Technology Category: Category</th>
<th>Spending Limit</th>
<th>Length of Service</th>
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<tbody>
<tr>
<td>Desktop PC</td>
<td>$550</td>
<td>4 years</td>
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<tr>
<td>Laptop Computer</td>
<td>$550</td>
<td>4 years</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>$600</td>
<td>6 years</td>
</tr>
<tr>
<td>Desktop Printer</td>
<td>$300</td>
<td>4 years</td>
</tr>
</tbody>
</table>

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 to Kimberly.Berg@ddpc.ny.gov and Kathleen.Mazur@ddpc.ny.gov by no later than September 21, 2018. A Questions and Answers summary will be posted by September 24, 2018 to https://ddpc.ny.gov/funding.

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 September 24, 2018 at: https://ddpc.ny.gov/funding. 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 September 28, 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 1 review requirements, the content does not factor 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 at the DDPC office by 3:00pm on October 19, 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 1-800-395-3372, 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: Social Opportunities Initiative
### 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>

**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.*
## Project Name: Social Opportunities Initiative

**Directions:** Below the DDPC has completed the primary **Objectives** of this 3-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>1) The grantee will establish and administer a mini-grants program that funds a variety of social opportunities and programming for individuals with ID/DD in un- and underserved rural (Y1-3) and urban (Y2-3) communities throughout NYS.</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>2) The grantee will provide formalized and ongoing technical assistance for community-based organizations that implement social programming opportunities in their communities, including regular webinars, site visits, and the development of tools and materials for mini-grants recipients.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) The grantee will evaluate the Mini-grant and Technical Assistance initiative, with an emphasis on sustaining the initiative beyond DDPC funding, to assess outputs, outcomes, and long-term impacts of the grant project.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5 Developmental Disabilities Regional Offices
Voluntary Agency Coordination & Oversight
Megan O’Connor-Hebert, Deputy Commissioner
Abiba Kindo, Associate Deputy Commissioner

Director
Mary Hall
Deputy Directors
Ann Marie Peterson (Broome)
Laurie Pendergast (CNY)
Jim Yabo (Sunnyside)

Director
Kirk Maurer
Deputy Directors
Kevin Penberthy (WNY)
Fran Dubester-Vick (Finger Lakes)

Director
Donna Limoli
Deputy Directors
Elizabeth Cambria (Bernard Fineson/Metro-Manhattan)
Sheila Green-Shipton (Brooklyn/5/Metro-Bronx)

Director
Joan Valise
Deputy Directors
Keith McCaulley (CDI)
Mary Newhard (RV)
Jeanine Iliescu (T)

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

Updated: 06/17
Attachment D
Rural and Urban Counties in Poverty

Rural and Urban Counties in Poverty
Counties with 50% or more of the population living in rural areas are designated in bright green.
Counties with 50% or more of the population living in urban areas are designated in dark blue.
Sources: 2010 Census Data and 2012-2016 Census Data
Rural and Urban Counties in Poverty

Counties with 50% or more of residents living in rural communities and meet or exceed the State Poverty Rate:

- Allegany County
- Cattaraugus County
- Chenango County
- Clinton County
- Delaware County
- Franklin County
- Fulton County
- Lewis County
- Otsego County
- Schuyler County
- Steuben County
- St. Lawrence County
- Sullivan County

Counties with 50% or more residents living in urban communities and meet or exceed the State Poverty Rate:

- Bronx County
- Broome County
- Chautauqua County
- Chemung County
- Jefferson County
- Kings County
- Montgomery County
- New York County
- Oneida County
- Onondaga County
- Tompkins County
Attachment E
Definitions of Terms

**Cultural Competence:** Refers to 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: National Center for Cultural Competence
http://nccc.georgetown.edu/foundations/frameworks.html

**Developmental Disabilities:** Refers to 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).


**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.

**Peer-to-Peer:** For the purposes of this RFP, Peer-to-Peer refers to the method of information sharing and education whereby individuals with ID/DD and community members take the lead on developing and sharing materials that can inform other individuals with ID/DD.

**Social Opportunities:** For this RFP, Opportunities is not simply another word for “access,” but refers to removing barriers, using various forms of advocacy for people with ID/DD to navigate within their community.
**Sustainability plan:** Refers to 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.

**Unserved and Underserved:** Includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life (Source: *DD Act*, PL 106-402).

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