



**New York State
Developmental Disabilities
Planning Council**

***Funding
Announcement***

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DDPC Funding Announcement – Request for Proposal
Notice of Availability of Federal Funds
and
Requests for Proposals
Under the New York State Developmental Disabilities Planning Council Grant Program



Disability Awareness and Sensitivity Training for First Responders

Timelines for This Request for Proposal

RFP Release Date	February 12, 2010
Letter of Intent	March 5, 2010
Closing Date for Questions	March 15, 2010
Questions Posted By	March 15, 2010
Proposal Due Date	March 26, 2010
Award Announcement	July 1, 2010
Tentative Contract Start Date	September, 2010

Intent of Proposal - Why is the DDPC Making This Investment?

The New York State Developmental Disabilities Planning Council (DDPC) is announcing the availability of one grant for up to \$200,000 for year one and up to \$175,000 for each of two additional years, subject to availability of federal funding, to develop and conduct a statewide disability awareness and sensitivity curriculum and training for First Responders. Year one of the grant will focus on development and piloting of the curriculum. Years two and three will focus on implementation, and sustainability. Training must focus on the full range of developmental disabilities, be applicable to all First Responders and be presented via a regional train-the-trainer format. In turn, the regionally trained individuals will then work with local First Responder agencies/organizations to ensure that their members understand the disability awareness and sensitivity training curriculum and are prepared to serve individuals with developmental disabilities. The curriculum should be developed utilizing principles of adult learning and be available to end users as both in-person and/or distance learning modules.

Project Description - What is the DDPC Seeking to Achieve?

Background

“First Responders” is a term used to describe police, fire, and emergency personnel who are the first to arrive on the scene of medical or other emergencies. Research has indicated that individuals with disabilities are seven times more likely to come in contact with First Responders than other individuals. Yet First Responders seldom have sufficient training to interact effectively with people with developmental disabilities.

Historically, most individuals with developmental disabilities who required out of home placement resided in large institutional settings, some of which mirrored self-contained communities with emergency and other personnel available within the institution 24 hours a day, 7 days a week. Today, most individuals with developmental disabilities live with their families or with others in communities of their choice. Along with the rewards of community living, people with disabilities face increased risks of needing the assistance of First Responders.

Approach

The DDPC is seeking to fund one grantee to develop, pilot and implement a disability awareness and sensitivity curriculum and training for First Responders which will include the following:

- A cross-disability (including background information on the range of developmental disabilities) and cross-responder (for use with Fire, Police, Sheriff, ambulance/EMTs personnel, and others) approach;
- Increased general disability awareness including but not limited to:
 - functional aspects of developmental disabilities;
 - specific guidance on higher incidence disabilities, such as Autism Spectrum disorders, Cerebral Palsy, Down syndrome and others;
 - disabilities or related characteristics or behaviors that are likely to present particular challenges to First Responders (e.g. Pica, sensory sensitivity, Prader Willi, etc.);
 - effective communication techniques; and
 - disability etiquette, and strategies for collaborating with individuals with disabilities in the communities served by First Responders in emergency preparedness and prevention;
- In-person regional train-the-trainer formats curriculum materials;
- Development of basic resources for First Responders including but not limited to:
 - disability-related fact sheets,
 - communication aids,
 - pocket informational cards,
 - resources to assist first response organizations to establish relationships with individuals and caregivers within the community for further technical assistance and skill building, and
 - roll call materials for local First Responders;
- The curriculum must be appropriate for all levels of personnel: new recruits as well as experienced First Responders who need to fulfill ongoing training requirements.

The selected grantee will:

- Modify existing curricula or design new curricula which will include:
 - In-person, regional train-the-trainer curriculum materials;

- Instructor guidelines;
 - Lesson plans with customized teaching modules (e.g. 1-hour seminars);
 - DVDs or web-based training;
 - Participant handouts;
 - Pre and post-training assessment tools;
 - Evaluation tools for each session for continuous improvement; and
 - A component focused on helping First Responders to establish relationships with individuals with disabilities and caregivers living in their communities, including those residing in congregate living situations.
- Involve people with disabilities and caregivers in design and implementation of all aspects of the training project, including development of the curriculum, piloting and implementation;
 - Implement training regionally throughout New York State; and
 - Work collaboratively with the DDPC and the New York State Office of Mental Retardation and Developmental Disabilities (OMRDD) on all aspects of the curriculum development, implementation and evaluation.

Who Is Eligible To Apply for This Request for Proposal

Successful applicants:

1. Must be a not-for-profit or government entity, or a partnership of such entities.
2. Must have considerable expertise and experience in developing and implementing a large-scale training program.
3. Should have expertise and experience with either First Responders and/or individuals with disabilities or their caregivers.
4. Proposals that demonstrate collaboration between community-based human services or advocacy organizations and First Responder organizations, either as co-applicants or sub-contractors will be awarded an additional two points at the third-level review.

Eligible applicants may include but are not limited to:

- Public or private institutions such as universities or colleges;
- Statewide/national First Responders associations/organizations;
- Regional First Responder entities;
- Associations of community based organizations;
- Non-profit organizations;
- Community-based human services or advocacy organizations;
- Disability service providers; and
- Partnerships of any of the above.

Instructions for Completing This Request for Proposal

Answer all questions in the order presented. All questions must be answered succinctly and provide a clear understanding of the proposed plan for implementation, including timelines and expected outcomes. Applicants will be judged on the information presented. *Please do not submit any information that is not specifically requested.*

The entire application should not exceed 12 pages and must include:

- Cover letter signed by the Chief Executive/Operating Officer of the organization;
- One-page Proposal Summary;
- Up to seven pages of Project Narrative;
- One completed DDPC Budget Form (attached or available from the DDPC Program Planner); and
- One or two-page Budget Justification.

Proposal Application

What Return Will You Give the DDPC for Its Investment?

I. Proposal Summary (1 page) - 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 a one or two paragraph description of the proposed project.

II. Proposal Narrative (1-7 pages) - Provide a complete but succinct description of the following:

A. Plan of Action (5 points each for a total of 45 points)

- Describe plan to modify existing or develop new curriculum for the First Responder training.
- Describe a summary of key areas to be covered within the curriculum and explain how the curriculum will satisfy both pre- and post- service training requirements for the end users.
- Describe your plan to make the curriculum available to end users in both in-person and distance learning formats.
- Describe how and to what extent individuals with disabilities, caregivers and First Responders were involved in preparing this proposal and will be involved in the development, piloting and implementation of the curriculum.
- Describe how you plan to implement the First Responder training regionally across New York State, and to establish a cadre of trained regional trainers who will work with local organizations to ensure ongoing training of First Responders. Please provide a description of the regional structure you will be using to ensure training is provided throughout New York State.
- Describe what resource materials will be developed and your plan for distribution to local First Responders.
- Describe the anticipated outcomes of the training initiative, including the number of regional trainings, the number of people who will attend each training, and the plan for reaching First Responders throughout New York's communities.
- Describe how you will provide ongoing technical assistance to the regional trainers once they have completed the training.
- Describe specific timelines for implementation and completion of essential project activities, including detailed and specific performance milestones. (Put in table/chart, if possible.)

B. Evaluation, Dissemination and Sustainability (5 points each for a total of 20 points)

- Describe the method you will use for evaluating the impact and effectiveness of this training (e.g. pre- and post-training surveys).
- Describe how you will evaluate the satisfaction of all project customers.
- Describe your organizational commitment to the project and the sustainability plan that will ensure this initiative, or the benefits of this initiative, are maintained beyond the receipt of DDPC grant funds.
- Describe any proposed project products (e.g. training modules, developed resources, etc.) that will demonstrate the impact of your project and/or lessons learned (including presentations of project findings or outcomes) and your organizational plan to disseminate such products or findings to others.

C. Applicant Capability, Personnel, and Resources (5 points each for a total of 15 points)

- Describe your organization's demonstrated expertise and experience in developing and conducting training programs, and the extent of your experience with individuals with disabilities, their caregivers and First Responders.
- Identify the lead organization responsible for programmatic reporting and coordination of project activities for this initiative. Identify the lead person(s) responsible for project implementation, and describe their commitment to administering and completing this project. Identify who will function as back-up to this lead person should he/she be unable to complete the project. Provide a brief description of the key staff's background related to curriculum development, First Responders and disability services.
- Describe your relationship with the other system partners or stakeholders and their commitment of specific resources to this project. Letters of commitment to partner with you on this project must be submitted with your application (Letters of Commitment will not be counted toward the maximum number of pages allowed). Describe your experience in building community coalitions or cross-systems collaborations with other organizations and how that experience will support your Plan of Action.
- If using contracted services or subcontractors, description of their roles and responsibilities. *(Note, no points will be added or deducted for this information.)*

III. Proposal Budget and Cost (5 points each for a total of 20 points)*

Grant applications will also be evaluated and rated on the basis of budgetary reasonableness, which includes: budget plans that are consistent with the proposed action plan; reasonable administrative costs (total administrative and indirect costs not exceeding 10% of DDPC share); compelling justification for each requested budget line; clear identification and percentage of matching funds (see page 7 of this RFP for details on matching requirement); and cost benefit and highest potential for successful outcomes (reasonableness of cost). Complete the attached budget form and return with the proposal, being sure to note and address the following:

- The budget for the proposed project must be consistent with the intent of the RFP and provide a logical justification for all expenses, including itemized equipment.
- The budget narrative must include an explanation for each budget line and clearly support the applicant's need for additional financial resources to achieve project outcomes.
- The budget must include the required matching funds necessary for implementing the project.

- The budget narrative must also describe how the applicant will monitor expenditures during the life of the project to ensure that the project stays within each budget line and within the overall budget.

*Applicants should copy/paste the attached DDPC Budget form or request directly from the DDPC in MS-Word format. Complete and return the budget form with the proposal. **Please note that applicants should only submit an annualized one-year budget.** If there will be expected differences for subsequent year budgets, please note in the budget narrative.

The Request for Proposal Review Process

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

- **Level 1 Review:** The first level review entails a Pass/Fail DDPC staff review of the submitted proposals to ensure that the application is responsive to the conditions set forth in the RFP. **The DDPC will reject any applications that do not clearly and specifically address the purposes of this funding opportunity and/or fail to meet any one of the following criteria:**
 - Applicant is an eligible entity as specified in the RFP;
 - Application clearly meets the intent of the RFP;
 - Proposal was received within the required timeframes;
 - Application is complete and in the format requested by the DDPC;
 - Proposal is focused on First Responders and people with developmental disabilities;
 - Letters of Commitment were submitted with the proposal; and
 - Application includes a budget and required grantee matching funds.
- **Level 2 Review:** The second level review consists of a scored Comprehensive Proposal Review that involves a thorough review of the submitted proposal specifically related to the project work plan, evaluation, organizational capability, commitment of partners, value of products and dissemination, overall strength of sustainability plan, and the budget and corresponding budget narrative. The proposal review and rating will be conducted using the criteria stated in this DDPC Funding Announcement, and the DDPC reserves the right to conduct follow-up activities and discussions with applicants to clarify information in the submitted proposal. To comprise the review team, the DDPC will typically use staff, Council members, and peer/field experts in the RFP topic area. No applicant with an aggregate reviewer score averaging less than 80 points from the second-level review will be considered for third-level review or funding.
- **Level 3 Review:** All proposals scoring 80 points or above will be subjected to a third-level Panel Review conducted by the appropriate DDPC Standing Committee and/or a DDPC designated review panel. The third level reviewers may add up to 2 additional points (2 points for exceeding RFP expectations, 1 point for meeting RFP expectations, and 0 points for not meeting RFP expectation) for each of the following four criteria:
 - a) Fidelity to RFP Intent,
 - b) Demonstrated collaboration between disabilities related organizations and First Responder organizations
 - c) Effectiveness in achieving statewide implementation of trainings, and
 - d) Sustainability of project.

Applicants will also be screened at the third level-review for a history of prior performance in implementing a DDPC grant; organizations that have met or exceeded performance targets on prior DDPC grants or organizations with no prior history with DDPC will be awarded 1 point; organization that had difficulty meeting performance targets in prior grants will be deducted 1 point, and organizations that have a prior history of extensive non-performance or non-compliance with DDPC grants will be deducted 3 points.

The final total score will be the cumulative total of the Level 2 and Level 3 reviews. The RFP grant funds will be awarded to the highest rated proposal.

Awarding of DDPC Grants & DDPC Reserved Rights

The DDPC Standing Committee will recommend the highest ranked proposal that *fully meet the intent of the RFP* as set forth by the DDPC. After reviewing proposals as outlined above, recommended awardees must then be approved by the DDPC Executive Committee and the full DDPC Council. All costs associated with responding to this RFP are entirely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of State Comptroller (OSC). Upon such OSC approval, the grant process will begin, and all terms of the contract become public information.

As part of the grant award process, the grantee and DDPC must establish a mutually agreed upon Performance Agreement and Performance Indicators, which become the contract deliverables. The DDPC reserves the right to:

- Reject any applications that do not meet the intent of this RFP;
- Award less than the designated number of grant awards as set forth within the RFP;
- Negotiate with applicants regarding Performance Agreements, Performance Indicators, Budget line levels and other issues raised within the RFP review to achieve maximum impact from the grant award and serve the best interests of New York State, and
- If unable to negotiate the contract with the selected applicants within 60 days, begin contract negotiations with the next highest scoring qualified applicant.

Funding and Matching Requirements

DDPC funds are intended to minimize gaps in service and to increase the independence, productivity, integration and inclusion into the community of individuals with developmental disabilities and their families. These funds may not be used for activities that duplicate or supplant what is already available or required under existing laws and/or regulations. The issuance of this request for proposals does not obligate the DDPC to award grants.

Applicant agencies must supply at least thirty percent (30%) of the total cost of the project. For example, if the project total cost is \$285,714 the DDPC funding will be \$200,000 and there must be a grantee matching amount of approximately \$85,714. This match may be derived from State, local, agency, and/or private sources in the form of cash or in-kind contributions, such as project staffing, rent, indirect costs, or other project-related expenses.

There are two exceptions to the 30% match requirement:

- If the total annual budget of the organization is less than \$4 million per year, the required match is only 25%.
- In addition, if the project is providing services within a federally designated poverty area, the match may be reduced to ten percent (10%).

It will be the responsibility of the applicant to document eligibility for either type of reduced grantee match. Information about federally designated poverty levels by census tract can be located at www.factfinder.census.gov. For additional information on DDPC Matching Requirements, as well as technical assistance in using the www.factfinder.census.gov web-page, go to the RFP site at www.ddpc.state.ny.us. *Please note that Federal funds may not be used for any project matching funding or lobbying activities.*

Responsibilities: Confidentiality of Information & Publication Rights

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

- *Rights in Data* – The DDPC will remain owner 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.
- *Ownership of Work Product* – Materials and documents produced by the grantee in the fulfillment of its obligations under this DDPC contract become the property of the DDPC, unless prior arrangements have been made with respect to specific documents. **All** products or reports disseminated must credit the DDPC as source of project work and original funding.
- *Product Distribution* – **All** curricula, presentations, articles and media products (print, Internet, radio, TV) developed through DDPC grant resources must be submitted to them DDPC in advance of their public distribution, presentation or submission for publication, including those products developed after the completion of such grant funding. Grantees may set fees to recoup the costs of production and distribution of all grant products.
- *Confidentiality* – Compliance to HIPPA (Health Insurance Portability & Accountability Act) is mandatory. The grantee shall treat all person-specific information related to this grant as confidential in nature. Grantees shall only disseminate person-related information for purposes related to this grant with the express written approval of such identified persons. The grantee shall not disseminate any information obtained in any manner except as necessary to the discharge of its obligations to the DDPC under contract.

Requests for any exemptions to these grant policies must be made in writing to the Public Information Officer, NYS-DDPC, 155 Washington Ave. 2nd Floor, Albany, NY 12210.

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;