PADDC

2012 SUPPLEMENTAL
REQUEST FOR **PROPOSALS**

VISION STATEMENT

We **envision** a Commonwealth comprised of **inclusive communities** where all people with disabilities are **valued** and **thrive**.

MISSION STATEMENT

The Council engages in **advocacy**, **systems change** and **capacity building** for people with developmental disabilities and their families in order to:

Support people with disabilities in **taking control** of their own lives;

Ensure access to **goods**, **services** and **supports**;

Build inclusive **communities**;

Pursue a **cross disability** agenda; and

Change negative **societal attitudes** toward people with disabilities.

In so doing we will bring about **benefits** to individuals with disabilities other than developmental disabilities and, indeed, to **all people**.

www.paddc.org

STATEMENT OF VALUES

Generic Change. The Council has a responsibility to change communities in the broadest, most generic sense. Our work improves the lives, not only of people with disabilities, but of all Pennsylvanians. Our energy is increasingly directed at ensuring that the systems and supports that are available to the community in general are made equally available, with appropriate accommodation, to Pennsylvanians with disabilities. We prefer to improve disability services by making them available in the context of the systems and supports that exist for all people.

Systems Change. The Council has a responsibility to change the systems that impact people with disabilities in Pennsylvania. We are less and less interested in models of accommodation which rely on the person with the disability being the person doing the changing, or which provide temporary help in the context of systems that are broken. All our work, viewed over time and in the context of our interlocking strategies and approaches, must contribute to our broad view of systems change. We do not believe that we can change Pennsylvania one sub-system at a time. We view systems in a wide-reaching way; not just as human service systems, but as the broader and generic social systems and cultures which have an effect on people with disabilities in Pennsylvania.

Natural Part of the Human Condition. The Council believes that disability is a natural part of the human condition. We are not sympathetic to medical models of understanding disability. While we do not deny the importance of medical treatment and medical need, we are more sympathetic to understandings of disability as a social construct imposed on people with disability labels rather than as a quality inherent in the person with a disability. We are not impressed by the model of trying to "help" people with disabilities by making them more like people without disabilities.

Inclusion. The Council is deeply committed to inclusion and integration. We do not like approaches which are segregated, and will not fund "special programs for special people." We prefer activities to be alongside and integrated with people without disabilities, in regular and generic settings in regular communities. Groups of people with different disabilities congregated together do not constitute "inclusion."

Cross-Disability. The Council is cross-disability in nature; we try to fund approaches that affect all people with disabilities in common areas of their lives, such as housing, health, employment, community inclusion, etc., and we are especially interested in the cross-disability impact of shared stigma and segregation. Having said this, we are acutely conscious of the vital and important differences in priorities and emphases between different disability communities, and seek to provide opportunities for communication and the sharing of different disability experiences.

Cultural Competence. The Council believes that the skills involved in understanding disability are closely related to the skills which lead to other forms of cultural competence. We believe that disability competence cannot take place in isolation from the embrace of all human diversity. Therefore we seek alliances with all those who are excluded or dispossessed on the grounds of poverty, race, ethnicity or sexuality.

Empowerment. The Council seeks to engage in activities which meaningfully involve people with disabilities, or, if they cannot speak for themselves, their chosen family members, in all areas of their conception, preparation and implementation. We oppose activities which could be construed as doing things for, to, or on behalf of people with disabilities rather than under their direct leadership. We do not fund projects which portray people with disabilities as deserving pity; which, even unconsciously, endorse stigmatization of people with disabilities, or which incorporate portrayals of people with disabilities as the objects of charity or "the least of these."

PART **ONE**
THE COUNCIL/INTRODUCTION

THE COUNCIL/INTRODUCTION

This book covers the federal fiscal years from 2012 through 2016. Through the grants that will be awarded as a result of these efforts, we hope to continue our work in establishing access to goods and services, furthering the empowerment of people with disabilities, in creating communities in which all members can be valued participants, in pursuing a cross-disability agenda and in changing negative societal attitudes toward people with disabilities.

Of importance to the Council is its potential to bring about systemic changes to those formal and informal systems available for people with developmental disabilities and their families in Pennsylvania. This means that we direct most of our resources, both staff time and funding, toward projects that commit to systems change and that have planned carefully about how to connect their efforts with other efforts to be as successful as possible. As part of this system change focus, the Council has developed a model called Route to Success to provide guidance for all its system change work. This model, and its use in the application process, is fully described in Appendix A of this book.

WHAT IS CONTAINED IN THIS BOOK?

If you are interested in responding to a particular Request for Proposal (RFP), this book will provide all the instructions and materials needed to make an application to us. Some of the requirements have changed and been simplified, so please be sure to read the instructions carefully.

In these pages you will find:
- Specific instructions on how to prepare your proposal.
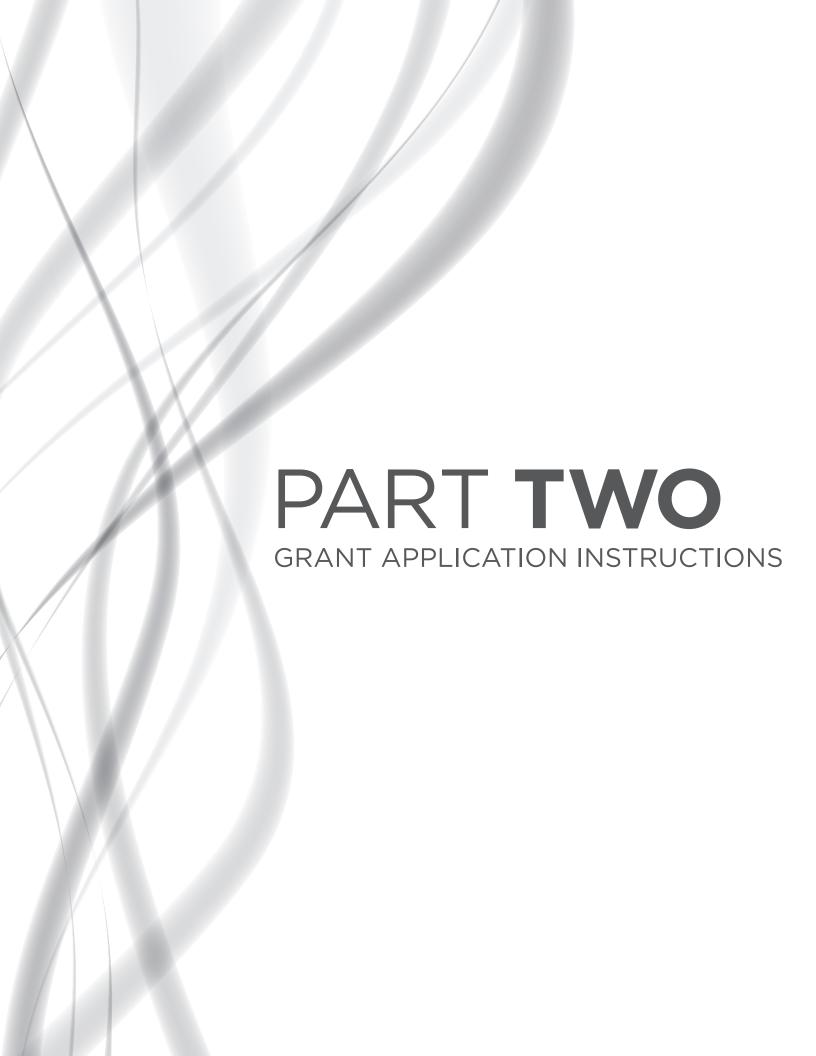- Specific descriptions of all Requests for Proposals

WHO SHOULD APPLY?

Proposals are welcomed from all groups, non-profit or for-profit, whose applications show them to be qualified to conduct the activities described. We will consider applications from out of state entities. Additional information about who might apply, any specific restrictions, or stated preferences, is noted in the Objective Statements. Organizations that have any conflict of interest through participating in the Council's planning process for a specific activity are not eligible to apply under that Objective. If you are interested in submitting a proposal please return the completed Intent Form found in the Appendix section of this book.

Council has, for a number of years, provided opportunities for funding through our Collective and Local Advocacy Grants Programs, our Grassroots Advocacy Grants Program and Minority Community Grants Program. These smaller grant programs have streamlined application processes and are intended to reach grass roots groups who might not otherwise access Commonwealth funding. Details of how to apply for these smaller grant programs can be obtained directly by contacting the Council's offices.

The Council enjoys its partnerships with its grantees in carrying out its Vision and Mission, and is excited by the initiatives outlined in this book. We look forward to reading your proposals.

Fall 2012

PART **TWO**

GRANT APPLICATION INSTRUCTIONS

HOW DO I PREPARE MY PROPOSAL?

Please read this section carefully. It provides general information on how you must prepare your proposal for submission. The following points make it easier for reviewers to concentrate on your ideas and to understand your proposed project.

- You are encouraged to be innovative and creative in your approach and in developing project activities.

- Grants funded under this RFP are subject to the availability of federal funds. The initial grants are generally for a two-year period unless otherwise noted in a particular objective. The Council may renew the grant for up to three more years as indicated in each Objective statement. A detailed work plan, along with a PERT chart is required detailing the work of that initial two year period, along with a narrative description of your future plans should you receive continuation funding for those later years.

- Your proposal must be prepared with an executive summary and the four Parts described below.

- While the Council does not impose page limits on applications, we do have a strong preference for proposals that are clear and concise. Applications that are unnecessarily long, too wordy or full of jargon are difficult to read and may hurt your review score.

- Proposals must be typewritten.

- For each Part of your proposal, use a divider with a tab that clearly numbers that section.

- Consecutively number each page of the proposal.

- Staple or bind the proposal together. Do not submit proposals in hardcover three ring binders. Soft-sided binders or covers may be used.

EXECUTIVE SUMMARY

Each proposal must begin with a brief, one page Executive Summary. This summary should succinctly describe the nature of the problem being addressed and what you intend to do about it. It should also specify the Route to Success strategies employed in the project.

PART ONE: WHAT DO YOU PROPOSE TO DO?

In **Part One**, bidders have the opportunity to more completely describe their proposed project. What is it that you propose to do? How will your approach address the problems you have identified? How will your effort contribute to system change? Succinctly describe why you believe that your proposed approach will accomplish our Objective in such a way as to be coherent with the Council's stated Vision, Mission and Statement of Values.

Give a full step by step plan for doing the work. You must include a detailed plan of years one and two of your proposed project in PERT chart form that shows major activities, time frames, responsible personnel and expected outcomes. You should also include a briefer narrative description of the future work, potential years 3–5, should your grant receive continuation funding. A sample PERT chart is included in Appendix C of this book. You should address each of the required activities in the relevant Objective Statement.

The Council expects that all funded projects will address issues of system change in a broad range of social and cultural systems that impact people with disabilities. How does the work of this project illustrate a better way to do something? How does the project connect with other activities that are working in similar areas? The Route to Success Matrix provides a set of activities that are linked to successful system change, and your proposal should include a section that shows how your work fits into the matrix. Briefly, the model identified a number of activity types—creating a knowledge base, selecting social strategies, supporting policy entrepreneurs, and creating stakeholder will—that together, can create the momentum necessary for system change. In each proposal that the Council will review, it is expected that at least one of these activities will form the core of the work that the prospective grantee will undertake. The model is described in detail in Appendix A.

The Council supports the full participation of all citizens in Council funded projects. We believe that diversity and inclusion strengthen the impact of any of our grant projects, and encourage our grantees to pursue such meaningful participation through hiring practices, real involvement in the planning stages of your grant, in oversight and management of your project, as well as recruitment for participation in the project itself.

You **must** describe what steps your project will take to ensure the active and meaningful participation of people with developmental disabilities in your project. Such participation includes not only being project participants, but also involvement of people with disabilities in the planning, direction, management, evaluation or as employees of the project.

You **must also** describe in practical terms, what steps your project will take to ensure minority participation in your project and how the project will increase its competence in working with, including, assisting and involving people from different cultures.

Additionally, upon receiving a Council grant, the organization housing the project agrees to conduct a self-assessment using the tool "**Paving the Way: A Toolkit for Assessing and Advancing Cultural and Linguistic Competency**." This tool was developed specifically for the Pennsylvania Developmental Disabilities Council and its grantees to assist projects and their host organizations to become more culturally competent. The toolkit is available for download from our website at www.paddc.org.

PART TWO: WHAT OUTCOMES DO YOU EXPECT FOR THE PROJECT?

In PART TWO describe exactly what your project will achieve. Provide a concise list of outcomes you plan to achieve. You should build on, rather than simply repeat, the expected outcomes from the Objective Statements.

State your proposed outcomes in measurable form. When possible, outcomes should be quantifiable. The Council recognizes some projects will lend themselves more to achieving concrete changes than will others. Where it is not possible to document specific changes, alternative measures of "output" (reports prepared, recommendations made, bills proposed) or "processes" (people who attended training sessions, meetings held, letters written) may be used instead. Quality outcomes could also include participant satisfaction with services provided, stakeholder assessments of the efforts of the project, and/or perceptions of the likelihood that the services, supports and products offered will ultimately lead to the achievement of the Council's and the project's goals. Many proposed efforts are dependent on influencing larger systems, or mobilizing coalitions in order to achieve concrete change, and we will accept evidence of these efforts as substitutes for end outcomes.

PART THREE: WHO WILL DO THE WORK?

PERSONNEL: Describe who will work on this project. Tell us why they are qualified to do this particular work. Their qualifications and experiences may be formal (degrees and professional work histories) or informal (life experiences and volunteer work). Pay particular attention to describing your project's key employees. If staff will be hired once a grant is awarded, describe what qualifications and experiences you will look for in recruiting personnel.

ORGANIZATION: Briefly describe your organization's experience in the creation, operation, and/or involvement in projects similar to the work being requested. Illustrate how the proposed project fits with the organization's mission and history. The description of your organization's experience **should be pertinent to the work requested** in this RFP, as opposed to other, perhaps unrelated work the organization does. If you have done work in the past that related to the activities in the Route to Success Matrix, it would be appropriate to detail that work here. Describe what types of administrative support will be given to the project.

The inclusion of letters of support, **which are relevant to the proposed project**, is strongly encouraged. If you have indicated that your project is a collaborative effort with other groups or organizations, then you must include Letters of Collaboration from each group involved. Include all such letters as an appendix to your proposal.

PART FOUR: THE BUDGET FORM & NARRATIVE

Use the format outlined in the Budget Form in Appendix C of this book. The budget section must also include a separate budget narrative page detailing, by line item, how grant funds will be used. All Council grants require a local match contribution. Further budget definitions are noted on the next page. Please be certain that you budget your grant for a two year, 24-month period, unless specifically noted otherwise in the Objective Statement. Any indirect cost rates must be fully supported as described in the Budget Definitions on the next page.

The Commonwealth is not responsible for any costs your organization incurs prior to the issuance of your grant.

BUDGET DEFINITIONS

The total cost of your project equals the federal share plus the local match share. All grantees are required to contribute a local match to their project.

FEDERAL SHARE: This is the amount of the DD Council Allocation as noted at the end of each Objective Statement.

LOCAL MATCH SHARE: This is your portion of the grant and is generally based on 25% of your Total Budget. The Local Match Share consists of 'in kind' value and/or non federal cash contributions.

Note: To calculate the local match share for the 25% required match, divide the amount of your federal dollar request by three.

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GENERAL FORMULA

Step 1: $\dfrac{\text{Federal Request}}{3} = \text{Local Match}$

Example: $\dfrac{\$75,000}{3} = \$25,000$

Step 2: Federal Request + Local Match = Total Grant
($75,000 + $25,000 = $100,000)

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PERSONNEL: Show each position by job title, the number of hours per week that the person will work on the project, and the position's hourly rate of pay.

FRINGE BENEFITS: Shown as a separate line item in the personnel category.

OPERATIONS: The operating expenses of your proposed budget should include all items that are not related to personnel or equipment costs. Included in operational expenses are sub grant costs, consultant costs, travel costs, and leased equipment costs, etc. Again, the federal and local shares should be shown.

TRAVEL: All grantees are required to follow the Commonwealth Travel Rules, which includes such items as mileage reimbursement rates (currently 55.5 cents per mile). Details of these requirements will be reviewed with all successful applicants as a part of the formal grant process.

EQUIPMENT: The Council does not encourage projects to purchase major equipment unless a direct and imperative relationship to the project can be shown. Show each item to be purchased with federal funds and justify in your budget narrative.

INDIRECT COSTS: 1) If you have a federally approved, negotiated indirect cost agreement, you may use that rate; attach the approved agreement to your budget. 2) If you do not have a federally approved rate, justification specifying what is included in your indirect cost(s) and what rate, therefore, you use, must be attached to your budget. For more information on developing an indirect cost rate, see Appendix B of this book.

BUDGET NARRATIVE: This is a written statement, by line item, which details how money will be spent in each category and how you arrived at a given cost for that item.
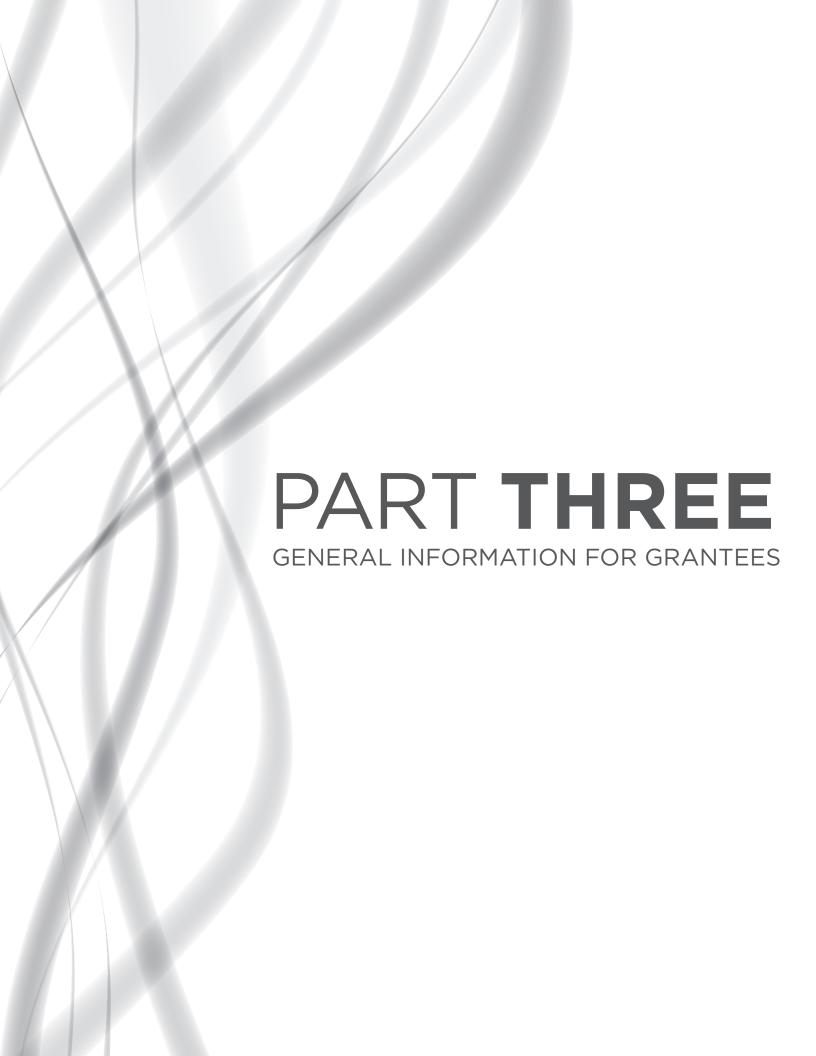
HOW DO I SUBMIT MY PROPOSAL?

Submit your printed proposal with original signature along with seven (7) copies to:

Department of Public Welfare
Health and Welfare Building, Room 402
Commonwealth Avenue and Forster Street
Harrisburg, PA 17105-2675

Use the mailing label found in Appendix C of this book. Proposals submitted to the Council's office will not be accepted.

The proposal must be received by the Division of Procurement in the Department of Public Welfare on or before 2:00 p.m. of the date noted at the end of each Objective Statement. Late proposals will not be accepted for any reason. Faxed proposals will not be accepted.

Applicants must use the "Title Page" form included in Appendix C of this book. The Title Page is the cover sheet for your proposal. An authorized official of your organization who can bind you to the provisions of your proposal for 150 days from submission must sign this Title Page.

PART **THREE**
GENERAL INFORMATION FOR GRANTEES

WHAT ARE THE MANDATORY REQUIREMENTS?

All applicants must adhere to the following mandatory requirements. No exceptions, modifications or qualifications to these requirements are permitted, and failure to comply will result in immediate disqualification of your proposal.

1. Your proposal must be received on time.

2. You must submit your proposal in hard-copy, printed form. Your proposal must be mailed to the correct office. Use the mailing label found in Appendix C of this booklet.

3. The proposal must be prepared in the format and include all of the Parts described above. You must include a Budget Narrative page detailing by line item how money will be spent.

4. Your proposal must be signed and submitted with seven (7) copies.

5. You must use the "Title Page" form included in Appendix C of this book. By signing the Title Page, you will be agreeing to the following:

> • You certify that you do not use aversive procedures to modify behaviors, per the detailed policy included in Appendix B.
>
> • You will abide by the Council's captioning, logo and copyright policies as described in Appendix B.
>
> • You have included the disability inclusion and cultural competency descriptions noted on page 5 of this book. You will note on the Title Page where such descriptions can be found in your proposal.
>
> • You agree to use "**PAVING THE WAY: A TOOLKIT FOR ASSESSING AND ADVANCING CULTURAL AND LINGUISTIC COMPETENCY**" as defined in Part 2 of this book.
>
> • You certify that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
>
> • You certify that you are willing to work with other Council grantees as seen as appropriate by the Council.

HOW DO I LEARN MORE? PREPROPOSAL CONFERENCES

If you want to apply for a grant and would like more information, you may ask questions of the appointed staff person at the Preproposal Conference. This conference is held about four weeks before proposals are due. Answers given at this conference are then written down in minutes and become an official part of the RFP. These are mailed to everyone who has indicated an interest in that Objective. All Preproposal Conference times and dates, along with proposal due dates, are listed under each Objective.

All Preproposal Conferences may be attended either in person or via webinar. For those attending in person, these meetings will be held in Room 558 on the fifth floor of the Forum Building, 605 South Drive, Harrisburg, Pennsylvania. For those who chose to attend via webinar, the appropriate link and call in information for your conference is listed at the end of each objective statement. Direct links to these webinars are posted on the Council's website at www.paddc.org.

WHAT HAPPENS TO MY PROPOSAL ONCE IT IS SUBMITTED?

Proposals should be submitted to the Department of Public Welfare's Division of Procurement using the mailing label in Appendix C. Those received on time are opened and reviewed for compliance with the technical requirements as described under "Mandatory Requirements." Late proposals are not accepted for any reason. A copy of each proposal is then sent to each member of the independent review committee. Reviewers read and score each proposal independently prior to the proposal review meeting.

The purpose of this meeting is to select and recommend for funding those proposals that best meet the Council's request for a given project and are typically held within a few weeks of the proposal due date. Review Committees typically have five members who are knowledgeable about the given Objective. They must be free of conflicts of interest with any potential bidders. The review committee determines those groups or organizations that the Council will fund to do specific projects.

HOW IS MY PROPOSAL EVALUATED?

Your proposal will be reviewed and scored based on a set of questions that are specific to the objective under which you have applied. These questions address four areas.

1. THE PROPOSED APPROACH: WHAT WILL THE PROJECT DO AND HOW?

This section looks at parts one and two of your proposal. Reviewers rate whether your proposed activities are logical, reasonable and are relevant to what the RFP asked for. Does your proposal detail outcomes that make sense and are relevant to the proposed work? Remember that you must show that your project addresses system change. It should detail where on the Route to Success matrix the activities of the project fall. Does your budget fit the proposed activities?

2. THE PROJECT PERSONNEL: WHO WILL DO THE WORK?

Reviewers will determine to what extent proposed staff have experience, knowledge and a positive reputation for successfully doing this type of work. They also look at whether there are enough people with diverse experience to accomplish the tasks to be done in your project?

3. THE CONTRACTING ORGANIZATION: WHO IS 'HOSTING' THE WORK?

Does the organization declare its willingness to fully support the project and do they have a reputation for successfully completing similar projects. Reviewers will look for evidence that the organization is administratively and managerially sound.

4. VALUES AND PRINCIPLES: DOES THE PROJECT ADHERE TO WHAT THE COUNCIL STANDS FOR?

Reviewers will consider whether the proposed project is consistent with the Council's Vision, Mission and Statement of Values located in the front of this book.

WHAT IF MY PROPOSAL IS CHOSEN FOR FUNDING?

If your proposal is accepted for funding, you will be notified in writing. Council staff will work with you to coordinate the necessary paperwork to make your proposal a fully executed grant under Commonwealth rules. Once this paperwork is complete, a grant 'start-up' meeting will be scheduled with your project representatives, Council staff and the Council's lead person for your Objective. This meeting provides an opportunity for everyone to get to know one another, review reporting requirements and fiscal procedures, and to answer any questions that you may have concerning your grant with the Council.

Proposers who are not selected are also notified in writing. You are given the opportunity to be "debriefed," to learn how your proposal was reviewed. Council staff schedules the time and location of debriefing conferences. The Commonwealth reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing grantees.

REPORTING REQUIREMENTS

Grantees will have many opportunities, both through report requirements and face-to-face meetings, to share the successes and struggles of your project. All grantees are required to submit brief quarterly reports. Report forms are individually developed with each grantee at the start-up meeting and are related to the specific work of your grant. A final report is also required at the end of your grant.

PART **FOUR**
OBJECTIVE STATEMENTS

• Emergency Preparedness

EMERGENCY PREPAREDNESS

> " To **ensure** that people with disabilities are **at the table** in emergency planning discussions at all levels across the Commonwealth in order to **ensure** that people are not planning for people with disabilities without having direct input from people with disabilities. "

The Pennsylvania Developmental Disabilities Council has a long tradition of finding ways for people with and without disabilities to have meaningful involvement in their communities. This work is based on the belief that all citizens have a need, as well as the right and responsibility, to be fully included in all aspects of community life. This need to be included obviously encompasses in a very real and visceral way emergency preparedness in the face of natural and man-made disaster. As in many other areas of its work, Council's efforts in the area of emergency preparedness have developed over time. The 2009 Pennsylvania Developmental Disabilities Council's Position Paper "Emergency Preparedness and Response for People with Disabilities" (available at www.paddc.org) very much informs the purpose and the intent of this Request for Proposal (RFP). One of the three key needs that the Position Paper highlights is: "the Inclusion of Individuals with Disabilities in Disaster Planning."

Over the past decade, increasing the level of emergency preparedness for people with disabilities and the capacity of those systems charged with disaster response/emergency preparedness to meet those needs has received increased attention. In Pennsylvania, the Department of Health's Office of Public Health Preparedness, as well as the Pennsylvania Emergency Management Agency and others have made notable efforts in preparing accessible targeted materials, and providing training and outreach to the disability community regarding emergency preparedness. These groups have gained a greater awareness of the needs of people with disabilities. Recently, Gov. Tom Corbett has done public service announcements urging people with disabilities, among others, to take action and be prepared in case of emergency. Despite this progress and greater visibility of the issue, there has been one noticeable voice largely missing—that of people with disabilities themselves and their family members.

Various national reports on emergency preparedness and people with disabilities have noted two things. There is a critical need for people with disabilities themselves to be actively involved in such discussions at all levels. There is also a general lack of evidence-based approaches in this whole area of emergency preparedness and people with disabilities. While the engagement of disability service providers and representatives of the disability service systems is necessary activity that needs to continue, the inclusion of people with disabilities and their family members on all levels is equally necessary and vital. Not only because their life experiences can bring an immediacy to the planning process that is irreplaceable, but also because the disability community and the emergency preparedness/disaster response community need to learn from each other—and work together—if realistic planning is to occur.

With this RFP, the Council wishes to a fund one project to ensure that people with disabilities are "at the table" in emergency planning discussions at all levels across the Commonwealth in order to ensure that those who are charged with the task are not planning for people with disabilities without having direct input from people with disabilities.

The project will seek to be a catalyst and resource that will assist both the disability and emergency preparedness communities to come together to learn about each other, communicate, and improve planning processes for emergency preparedness at either the local, regional or state level.

The Council is hopeful that the work of the project will contribute to opportunities for participation by people with disabilities, and the creation of greater long term capacity of systems to hear from and work together with people with disabilities themselves and their family members. Thus, the Council is also keenly interested in having the work of the project be sustainable beyond the life of the grant.

The successful proposer will have expertise in both the disability community and with emergency preparedness communities and the ability to communicate effectively with a variety of different groups (e.g. emergency management managers, first responders, disability service providers, people with disabilities, family members, etc.). Organizations with a focus in emergency preparedness and disability-related organizations are welcome to apply.

Although the Council will enter into a grant with only one organization or entity, the Council encourages submissions from coalitions, consortia or joint proposals from qualified organizations. Proposers must delineate roles and responsibilities and provide letters of agreement for each partner, with one single entity being in a contractual relationship with the Council. Moreover, because these communities tend to operate very differently, the successful proposer will also be required to work cooperatively with other Council projects in related areas such as Self Representation on Boards and First Responders.

REQUIRED ACTIVITIES

1. Assess the emergency preparedness/disaster response system(s) in Pennsylvania and opportunities for public input; identify barriers to participation and collaboration, and evaluate the current level of effectiveness that people with disabilities and their family members experience in the planning processes through a variety of activities (e.g. focus groups with different groups, surveys).
Within 6 months of award.

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2. Define what "at the table" means for people with disabilities and how the proposer is going to determine and ensure that people are in fact engaged. Capacity will be built for sustained involvement in the post-grant period.

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3. Develop and implement a plan of training, technical assistance and community organizing to educate varied community entities on the importance of inclusion and how to increase the presence and participation of people with disabilities and family members in emergency preparedness planning and activities. The target audience may include emergency management managers, first responders, disability service providers, people with disabilities, family members, etc.). In the development of the plan, research effective examples of collaboration and partnership in this area and identify those efforts which are in keeping with the Council's Vision, Mission and statement of values. Look at the experiences of other states and other localities for usable models. Training and technical assistance provided should aim to be as relevant and useful in the post-grant period as it is during the life of the grant itself.
Within 12 months of award and ongoing.

4. Provide on-going technical assistance to groups, organizations, planning bodies and individuals working to increase the inclusion and participation of people with disabilities in this area.
Within 6 months of award and ongoing.

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5. Document any known instances of increased participation, collaboration, communication and cooperation between the disability community and emergency preparedness entities. Track as well any physical or policy changes that have occurred as a result of your grant efforts. Pay close attention to those changes that indicate capacity building in this area on the part of systems or entities.
Within 6 months of award and ongoing.

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6. Engage in a self-evaluation of the project.
Within 6 months prior to the end of the project.

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7. Prepare replicable legacy products to be developed and shared with Council. Upon approval from the Council, prepare plans for replication and distribution of these products to the public.
Within 6 months prior to the end of the project.

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8. Describe what the project to plans to do to ensure the sustainability of project efforts beyond the life of the grant.
Within 6 months prior to the end of the project.

EXPECTED OUTCOMES

1. The Council will be provided an in-depth assessment of how effectively people with disabilities are included in planning processes of the emergency preparedness/disaster response systems in Pennsylvania.

2. A specified number of organizations and individuals concerned with emergency preparedness in Pennsylvania will receive training and technical assistance through this grant. There will be relevant and replicable legacy products for training purposed to be used beyond the end of grant funding.

3. A specified number of individuals with disabilities and their family members will be actively involved in emergency planning discussions.

4. Capacity will be built for sustained involvement in the post-grant period.

5. Documented instances of increased participation, collaboration, communication and cooperation between the disability community and emergency preparedness entities will occur. In particular, those instances that indicate capacity building in this area on the part of systems or entities will be highlighted.

RFP#: 05-13

Planned Allocation: One Project @ $80,000 per year for up to four years

Preproposal Conference: Tuesday, February 26, 2013 @ 10:30 am

Conference Link: http://paddc.adobeconnect.com/ppcepreissue/

Proposal Due Date: Wednesday, April 3, 2013

Staff: David Golin

APPENDIX A
THE ROUTE TO SUCCESS MATRIX

THE ROUTE TO SUCCESS

The Council has embraced a system change model, called **Route to Success**, which provides a foundation for Council planning and grant activity. It is important to remember that system change is part of everything that the Council does; your response to this specific RFP must show clearly that you, too, are thinking about how your proposal is in line with changing a system.

Because the model that **Route to Success** developed is relevant to "system" in all its manifestations, and "change" on the individual, local, state and national scales, it can help you to focus your grant to achieve improvements in a wide variety of systems. The framework of the model encourages a Council, its staff, and its grantees (current or potential) to think about projects in a matrix. The model provides descriptors of kinds of activities that promote system change.

Note: As you prepare your proposal, **make sure that you state clearly which of these areas best describes the majority of your project's work** (there may be several), and that you write at least one objective directed at keeping track of the Route to Success activity in your project. This will insure that your project focuses on system change and that you collect data about the success you are having. As noted in the Grant Application Instructions, **you should describe these activities in "Part 1: What do you propose to do?" of your grant application. Please identify where in the matrix below your activities fall.**

There are many types of activities that make up the **Route to Success** model. Telling people about the problem or researching the problem (Improving the Knowledge Base), finding new responses to the problem (Selecting Social Strategies), finding and promoting the work of a leader in the area (Supporting Policy Entrepreneurs) and making sure that the people who are most affected by the problem are engaged in trying to solve it (Creating Stakeholder Will) are likely some of the areas in which you will be working.

Grantees can use the model in a number of ways. As they begin to design a potential project, the model can help them think about other groups or agencies that might care about the issue or who might already be working on the issue in some way. **Who needs to know about the issue? Who might already be doing related research? Who should care about this issue? Who might be a leader in this area?**

It can help them describe the outcome of their work—the targeted audience **knows more**; the research **showed that**; the following groups are **committed to**; this organization is **serving as the leader**. By thinking about these areas in advance, the potential grantee will be able to describe in measurable terms what the project accomplished.

The model can also assist the grantee in thinking beyond this project—what might happen next to make system change more likely? While it isn't the case that the various activities need to be done in order, it appears that activity in each of the columns is more likely to result in system change. So, for a project focused on improving the knowledge base in its proposed grant, or even the grant that is currently in process, the model can help determine what a good next step might be or what kind of activity might build on current work to promote system change.

1. IMPROVING THE KNOWLEDGE BASE

Projects that focus on the following kinds of activities are addressing the area of improving the knowledge base:

- Identifying the specific problems, collecting data about population trends or unmet needs, identifying or examining potential solutions, best practices, or discovering the social determinants that exist.

- Disseminating the information or data gathered in a variety of formats, to a range of stakeholders.

2. SELECTING CLEAR SOCIAL STRATEGIES

Projects that focus their efforts on the following kinds of activities are addressing the area of using clear social strategies:

- Identifying the constraints around a particular course of action, documenting contributions (in terms of activities, support, resources) toward a particular cause, establishing clear, simple to understand goals, identifying and recruiting key players to the effort, developing a plan of action in which players, responsibilities, outcomes and evaluation strategies are detailed, organizing institutional support for a course of action, and celebrating the successes of particular efforts.

- Establishing a need for a particular data set and then going about gathering data to address concerns or barriers.

- Sharing this information broadly, so that a range of stakeholders can become involved and informed.

- Building coalitions, formal or informal, to address a problem.

3. OBTAINING STAKEHOLDER INVOLVEMENT

Projects that examine or seek to influence the climate in which a project is undertaken are directed at obtaining stakeholder involvement and creating the momentum within different stakeholder groups to take action. Such projects are often engaged in some or all of the following:

- Identifying who cares about the project/problem/situation, describing how this problem with with this population relates to other problems with other populations, connecting this particular problem with greater, more broadly experienced problems, building on already existing or already successful efforts of others, analyzing the complexity, difficulty, or urgency of the problem.

- Bringing like stakeholders together to share experiences and ideas and to build an action strategy.

- Bringing different stakeholders together to foster coordination and collaboration among them.

- Developing common content so that all stakeholders can be part of building the same case for change.

4. SUPPORTING POLICY ENTREPRENEURS

Policy entrepreneurs are those people who become champions of a cause. They are willing to take a public stand about the importance of an issue or a possible solution to a problem. While projects don't necessarily have to have a policy entrepreneur, those that have them use them and celebrate them.
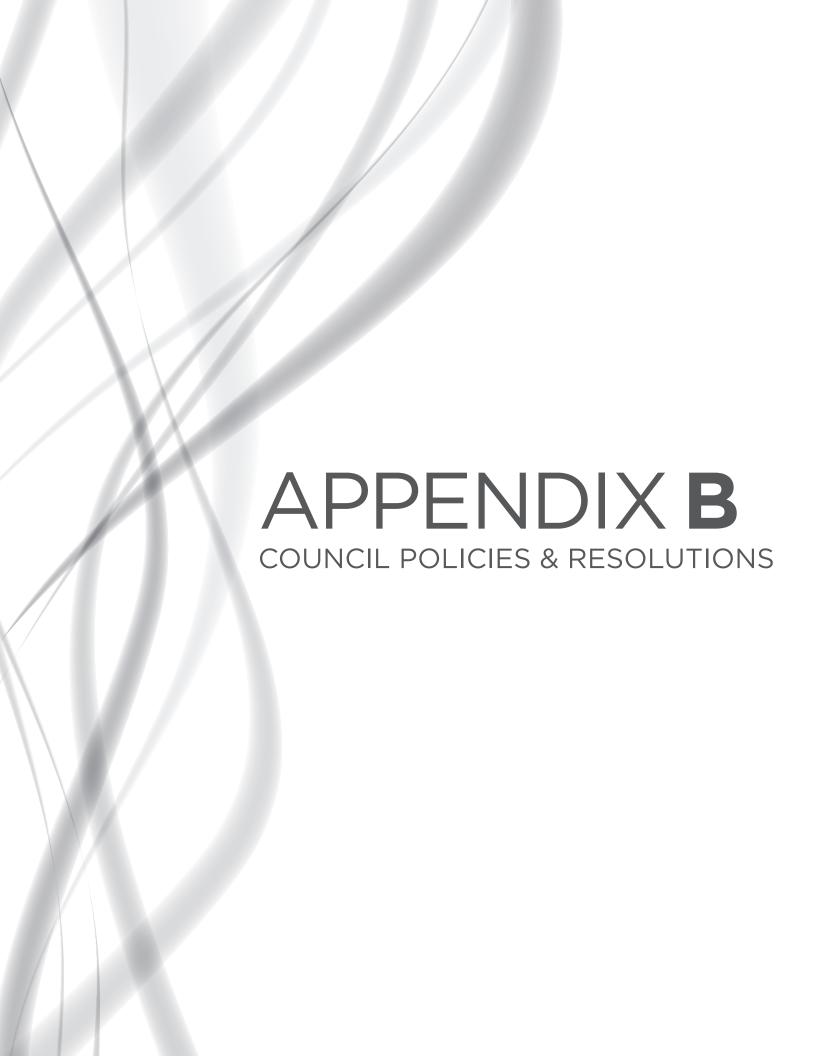

5. USING UNEXPECTED EVENTS

Projects cannot anticipate the occurrence of such events; by definition, they are unpredictable, accidental. However, projects must be prepared and ready to seize opportunities that these unexpected events offer. Sometimes the event celebrates a wonderful new step toward a goal; sometimes the event highlights a crisis or a terrible problem for the services system. In either case, these unanticipated opportunities should be seized for the additional momentum they may give.

THE ROUTE TO SUCCESS MODEL

Council Mission	Create Knowledge Base	Select Social Strategies	Create Stakeholder Will	Support Policy Entrepreneurs	Use Unexpected Events
Support people with disabilities in taking control of their own lives					
Ensure access to goods, services and supports					
Build inclusive communities					
Pursue a cross-disability agenda					
Change negative societal attitudes toward people with disabilities					

Please note: It is not expected or required that you fill in every box on this matrix. Chose only those strategies that best suit the objective and proposed activities in your application.

APPENDIX **B**
COUNCIL POLICIES & RESOLUTIONS

WHAT IS THE FEDERAL DEFINITION OF DEVELOPMENTAL DISABILITY?

The Pennsylvania Developmental Disabilities Council uses the federal definition of developmental disabilities, as it appears in Developmental Disabilities Assistance and Bill of Rights Act of 2000 Public Law 106-402.

(A) IN GENERAL: The term "developmental disability" means a severe, chronic disability of an individual that:

(i) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(ii) is manifested before the individual attains age 22;

(iii) is likely to continue indefinitely;

(iv) results in substantial functional limitations in 3 or more of the following areas of major life activity:

(I) Self-care

(II) Receptive and expressive language

(III) Learning

(IV) Mobility

(V) Self-direction

(VI) Capacity for independent living

(VII) Economic self-sufficiency; and

(v) 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.

(B) INFANTS AND YOUNG CHILDREN: An individual from birth to age 9, inclusive, who has a substantial developmental delay or specific congenital or acquired condition, may be considered to have a developmental disability without meeting 3 or more of the criteria described in clauses (i) through (v) of subparagraph (A) if the individual, without services and supports, has a high probability of meeting those criteria later in life.

While the Council is mandated under federal law to specifically address the needs and concerns of Pennsylvania citizens with developmental disabilities and their families, we recognize that many of the objectives and activities that we fund will also provide ancillary benefits to people with disabilities that are not developmental, to their families or to the greater community.

COUNCIL RESOLUTION ON AVERSIVE THERAPIES

Following the 1/17/91 formal Council resolution regarding prohibiting the use of aversive therapies, the Council will not consider nor fund any project submitted by any organization or subsidiary organization that uses aversive procedures to modify behaviors of individuals with developmental disabilities.

Aversive procedures are those that have some or all of the following characteristics:

- Obvious signs of physical pain experienced by the individual.

- Potential or actual physical side effects including tissue damage, physical illness, severe stress and/or death.

- Dehumanization of the individual, through means such as social degradation, social isolation, verbal abuse, techniques inappropriate for the individual's age and treatment out of proportion to the target behavior.

If you submit a proposal under this RFP, you are certifying that the grantee, and any sub grantee(s), do not use aversive procedures to modify behaviors of individuals with developmental disabilities.

COUNCIL POLICY ON LOGO USE BY COUNCIL GRANTEES

The Council logo may be used only for relevant Council grant-funded project materials. The use of the logo should be considered in terms of the successful completion of materials (DVDs, manuals, publications, etc.) as proposed and approved in the grant work plan. These materials must be consistent with the Council's Mission and Vision statements, and the stated objectives for the specific grant. Logos may be reproduced only in the Council's official colors, or black and white.

Project Lead People and staff Project Officers have the responsibility to inform grantees that the logo may be used only after receiving Council permission. This policy should be shared at the grant start-up meeting. Grantees should be informed that their request for permission must be submitted a minimum of one month prior to use to gain approval before the logo can be reproduced or used in the production of materials.

The first line of approval for logo use will be the Project Lead People and staff Project Officer. Secondly, if required by the grant, the relevant content committee must approve any required publications/materials using the logo. The final approval for logo use must be obtained from the Council's Executive Director. The grantee must be informed of the approval in writing.

The Communications/Publications Work Group should be informed of all materials that were approved to include the Council logo in order to track logo usage and insure that the documents are submitted to the Council Archives.

COUNCIL POLICY ON LOGO USE BY OTHER ORGANIZATIONS

The Council occasionally receives requests from other organizations to join in promoting issues or events of joint interest. Related to this may be requests to use the Council logo on joint advertisements, brochures, websites or event materials.

Approval of the use of the Council logo should be limited to those events and related materials when the Council has officially agreed to co-sponsorship either through a vote of the Council or its Executive Committee. Final approval for logo use must be obtained through the Council's Executive Director. The organization will be informed of the approval in writing. The Council logo may be reproduced only in the Council's official colors, or black and white.

COUNCIL POLICY ON OPEN CAPTIONING

In order to insure equal access to information, it is the policy of the PA Developmental Disabilities Council that all video and DVD productions, produced by either the Council or by Council Grantees with Council funds, **must be open captioned**. All Grantees who propose such materials as part of their grant efforts must include costs for captioning in their budgeted production expenses.

AUDIT INFORMATION

All Council Grantees must comply with all federal and state audit requirements including: the Single Audit Act, as amended, 31 U.S.C. 7501 et. seq.; Office of Management and Budget (OMB) Circular A 133, Audits of States, Local Government, and Non profit Organizations, as amended. If the Grantee expends total federal awards of less than $500,000 during its fiscal year, it is exempt from these audit requirements but is required to maintain auditable records. Should your proposal be chosen for funding, the appropriate audit requirements will be reviewed with you prior to start-up.

COPYRIGHT INFORMATION

Materials developed with funds from grants may be copied and distributed only with the prior permission of the Council. In the event that permission for such distribution is given, the Grantee must place a copyright notice on materials it develops with funds from a grant.

DEVELOPING AN INDIRECT COST RATE

The first step in determining an indirect cost rate is to separate all costs into two groups: direct and indirect costs. The indirect costs are aggregated into an indirect cost "pool" and then allocated to the programs based on a set proportion or rate.

There are several measures used to determine the proportion of indirect costs to allocate (apply) to each program. The following simple example illustrates an indirect cost rate based on the relationship between total indirect costs and total direct costs.

EXAMPLE: THE ADVOCACY AGENCY

The Advocacy Agency has a total budget of $3,300. The budget is distributed as follows:

> Program A has direct costs of $1,000
>
> Program B has direct costs of $2,000
>
> Indirect costs to run the programs are budgeted at $300
>
> **Total costs = $3,300**

Since Program A's direct costs are one-third of the total direct costs of the agency ($1,000 out of $3,000), it should bear one-third of the indirect costs. Similarly, since Program B incurs two-thirds of the total direct costs of the agency, it should bear two-thirds of the indirect costs, as well.

The Advocacy Agency can create an indirect cost rate which will allow it to easily accomplish this allocation. An indirect cost rate (using direct costs as a base) is established by dividing the total indirect costs by the total direct costs. For the Advocacy Agency the indirect cost rate is:

> **Total Indirect Costs divided by Total Direct Costs = $300/$3,000 = 10% of total costs**

Each program's share of indirect costs can be calculated as a proportion of its direct costs:

> Program A Indirect Expenses: $1,000 x 10% = $100
>
> Program B Indirect Expenses: $2,000 x 10% = $200
>
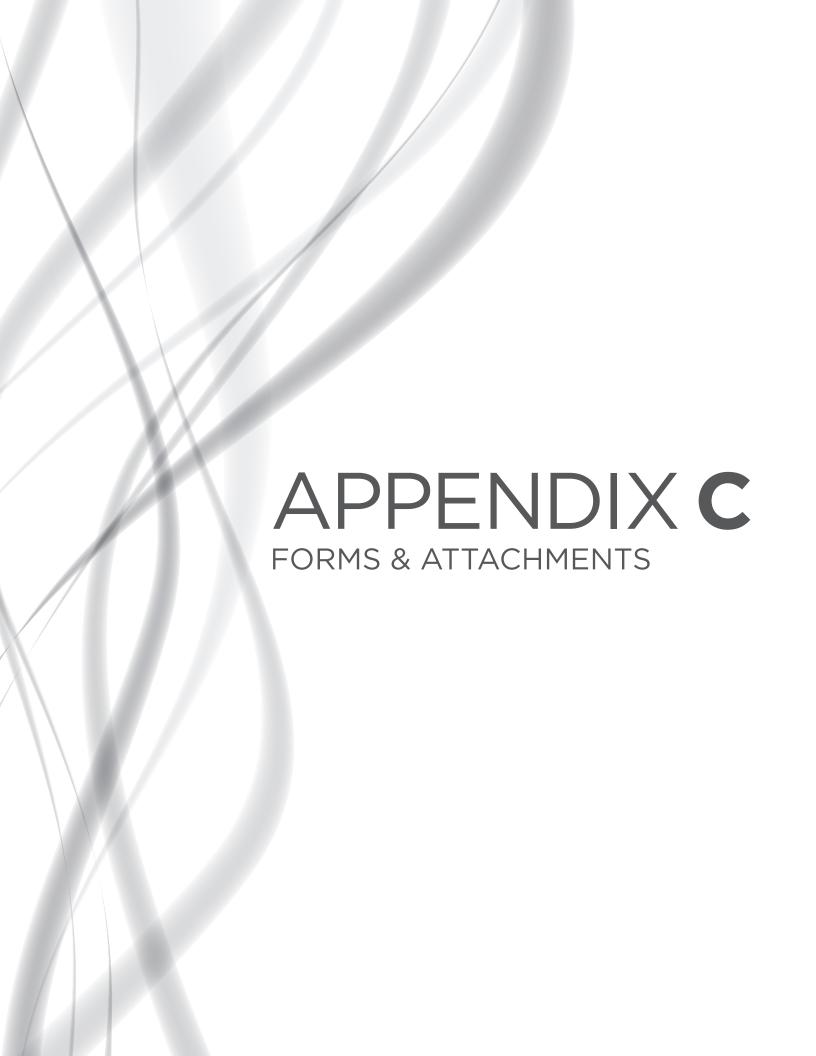> **Total Indirect Expenses = $300**

After the indirect costs have been allocated to the programs, the budget now reads as follows:

> Program A has direct costs of $1,000, indirect costs of $100 = $1,100
>
> Program B has direct costs of $2,000, indirect costs of $200 = $2,200
>
> **Total costs = $3,300**

This illustrates that after Program A has picked up its fair share of indirect costs, the true cost of running Program A is $1,100. As you can see from this example, using direct costs as a basis for your indirect cost rate will result in larger programs being charged with more of the indirect costs than smaller programs.

APPENDIX **C**
FORMS & ATTACHMENTS

INTENT FORM

Your first step in applying for a Council grant is to send in the form below immediately. If you are considering submitting a proposal, please complete a separate Intent Form for each Objective. Mail the form directly to the Council's office at:

> Room 561 - Forum Building
> 605 South Drive
> Harrisburg, PA 17120

Or Fax the form to (717) 772-0738.

In order to receive the Preproposal Meeting Minutes for any given activity, you must inform us of your intent to submit a proposal using one of the attached Intent forms. Remember that these Preproposal Meeting Minutes may contain important information regarding the preparation of your proposal or any addenda to this RFP.

✂ -

INTENT FORM

I am interested in submitting a proposal for:_____

(List **only one** per form.)

Name of the Objective:_____

RFP #:_____

Please send Preproposal Conference Minutes for this activity to:

Name:_____

Organization:_____

Address:_____

County:_____City/State:_____ Zip Code:_____

Phone:_____Fax:_____

E-mail:_____

**(If you will be submitting more than one proposal under various activities, please
duplicate this form and submit separate forms for each activity.)**

MAILING LABEL

Please use this label form for mailing your proposal. You may cut this label out and firmly affix it to your proposal package, or copy this exact format for your mailing label.

FROM:

RFP NUMBER:
OPENING DATE & TIME:

TO: DEPARTMENT OF PUBLIC WELFARE

HEALTH AND WELFARE BUILDING, ROOM 402

COMMONWEALTH AVENUE & FORSTER STREET

HARRISBURG, PA 17105-2675

Page intentionally left blank.

Request for Proposal Title:

Request for Proposal Number:

Name Of Applicant:

Street/P.O. Box #:

City/State/Zip Code:

Contact Person & Title:

Telephone #: (   )   **Contact E-mail:**

County of Applicant:

County(ies) Where Project Services Will Be Provided:

Are you applying to operate in a "Federal Poverty Area":   ___ yes ___no
    If yes, description of why your area of operation meets the definition of "Federal Poverty Area"
    is found on page _____ of this Proposal.

Applicant's Federal Identification Number: _____

You must include the disability inclusion and cultural competence descriptions detailed in the Grant Application Instructions of the Request for Proposals book. Those descriptions are found on Page _____ of this proposal.

Submission of this proposal constitutes agreement to the following:
- **You certify that you do not use aversive procedures to modify behaviors, per the detailed policy included in the Council's Request for Proposals book Appendices.**
- **You will abide by the Council's captioning, logo and copyright policies as described in the Appendices.**
- **You agree to use "Paving the Way: A Toolkit for Assessing and Advancing Cultural and Linguistic Competency".**
- **You certify that staff, once assigned, will not be transferred to other projects without the prior consent of the Council**
- **You certify that you are willing to work with other Council grantees as seen as appropriate by the Council.**

The authorized signature on this Title Page indicates the applicant's acceptance of the condition that this proposal remains valid for 150 days from the date of submission.

_____
(Signature of Applicant's Authorized Official)

_____
(Printed Name and Title of the Authorized Official)

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SAMPLE PERT CHART*

Activities	Persons Responsible	Timelines	Expected Outcomes
1. Identify and select facilitation models for stakeholders forums.	Project Director, Project Coordinator, along with Grant Task Force	Months 1–2	A consistent model to conduct all forum sessions will be developed.
2. Identify and select locations for forums. (8 forums - 2 per region x 4 regions)	Project Coordinator and Administrative Assistant	Month 2	Forums will be conducted in locations to ensure maximum participation and diversity representation from around the state.
3. Recruit forum participants.	Project Coordinator, Task Force members, and Forum Facilitators	Months 2–7	Key Stakeholders will be contacted and invited to provide input into this process.
4. Conduct forums. (20 participants per forum x 2 per region x 4 regions)	Project Director, Project Coordinator, Forum Facilitators, and Recorders	Months 3–8	Through the forums, qualitative data will be available from approximately 160 stakeholders.
5. Summarize and record forum results using project design protocol.	Forum Facilitators and Recorders	Months 3–8	Consistent data will be gathered from each of the forums held.
6. Review results and findings from forums.	Project Director, Project Coordinator, and Data Analysis Consultant	Months 8–10	Data will be reviewed to determine issues and life areas most relevant to stakeholders to create the report/vision statement on.
7. Draft report/vision document based on findings from forums.	Project Director	Month 10	A draft report will be completed.
8. Conduct validation workshop with representatives from forums, project team and other stakeholders.	Project Director, Project Coordinator, Forum Facilitators, and Recorder	Month 11	The report and findings will be validated.
9. Revise report document based on results of validation process.	Project Director	Months 11–12	A final report and vision statement is completed.
10. Publish and disseminate report. (Print, web-version and alternative formats, as requested).	Project Coordinator and Administrative Assistant	Month 12	The report is disseminated reaching the people who can use it.

*This PERT chart is given as a sample only and not intended to dictate or suggest activities for your particular grant approach. The PERT chart must cover either the first two years of your proposed effort, or for those projects with shorter grant periods as noted in the Objective Statements, the full time period given.

DEVELOPMENTAL DISABILITIES COUNCIL BUDGET FORM

Grantee Name:_____

Grant Period: From_____, 20____ to _____, 20____

Budget Category	DD Federal Share	Local Match Share	Total
PERSONNEL TITLE			
Subtotal Personnel:			
OPERATIONS			
Subtotal Operations:			
Indirect Costs			
Subtotal Indirect Costs:			
TOTAL:			

ROOM 561 FORUM BUILDING
605 SOUTH DRIVE
HARRISBURG, PA 17120

pennsylvania developmental
disabilities council