



PADDC

2018 Request for Proposals



PADDCC

PA Developmental Disabilities Council

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
- 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.



Statement of Values

1. 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.

2. 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.

3. 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.

4. 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.”

5. 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.

Continued on next page.



Statement of Values (Cont.)

6. 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.

7. 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.”



Table of Contents

1. The Council/Introduction

- What is contained in this book?2
- What is new for 2018?2
- Who should apply?3

2. Grant Application Instructions

- What are the mandatory requirements?6
- How do I prepare my proposal?.....6
 - ♦ Executive Summary7
 - ♦ Part One – What do you propose to do?7
 - ♦ Part Two – What outcomes do you expect for the project?10
 - ♦ Part Three – Who will do the work?11
 - ♦ Part Four – The Budget Form & Narrative11
- Budget Definitions.....12

3. General Information for Applicants

- How do I submit my proposal?14
- How do I learn more? Preproposal Conferences.....14
- What happens to my proposal once it is submitted?14
- How is my proposal evaluated?.....15
- What if my proposal is chosen for funding?.....16
- Reporting Requirements.....16

4. Objective Statements

- Communications/Publications.....18
- Cross Disability Efforts.....20
- Employer Focused Employment.....22
- Housing and Services Demonstration24
- Meeting Coordination.....26
- Person Directed Services and Supports28
- Policy Information Exchange30
- Rural Healthcare Access32
- Transition34

5. Appendices

(All forms are also available on the Council's web site – www.paddc.org)

- **Appendix A: Council Policies and Resolutions**
 - ♦ Federal Definition of Developmental Disabilities38

Continued on next page.



Table of Contents (Cont.)

♦ Council Resolution on Aversive Therapies.....	38
♦ Council Policies on Communications/Publications.....	39
— Logo Use.....	39
— Open Captioning/Descriptive Video	40
— Right to Publish and Council Copyright Policy.....	40
♦ Council Audit Requirements	40
• Appendix B: Resources	
♦ Sample PERT Chart.....	42
♦ PADDCC Logic Model.....	43
♦ Developing an Indirect Cost Rate.....	44
• Appendix C: Forms and Attachments	
♦ Intent Form	47
♦ Mailing Label	49
♦ Title Page	51
♦ Budget Form.....	53

This document is available in alternative formats upon request to the Council offices.

Please contact us:

Voice: (717) 787-6057 | Toll Free: 1 (877) 685-4452 | www.paddc.org



1. The Council/Introduction



1. The Council/Introduction

What is contained in this book?

This book covers grants that were issued in the second year of the PADDCC's State Plan for 2017 through 2021. Through these grant 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.

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. In these pages you will find:

- Specific instructions on how to prepare your proposal
- Specific descriptions of all Requests for Proposals

What is new for 2018?

Please note that beginning with the 2017 Request for Proposals book, we made **significant changes** to our previous books. We note several long standing values of the Council which applicants must now specifically address as a part of the mandatory requirements.

Systems Change. 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. You can learn more about this model on the Council's website at www.paddcc.org

Meaningful Participation. The Council supports the full participation **of all** citizens, **particularly those with developmental and other disabilities** in Council funded projects. We believe that diversity and inclusion strengthen the impact of any of our grant projects. Proposers must also describe what steps your project will take to ensure the active and meaningful participation of people with developmental disabilities in your project.

Disparate Impact. With this Request for Proposals (RFP) we require all Council grantees to recognize, describe and to take active measures to lessen the disparate impact experienced by certain groups on the basis of race, ethnicity, economic status, age, sexual identity and orientation, geographic and disability diversity.

Generic Social Change. And finally, all grantees are required to have a plan for addressing generic social change as a part of your overall grant efforts.

You will find more specific information on these requirements and where you will address them in your proposals in Part Two of this RFP book. We urge you to read these sections carefully and provide full responses to these mandatory sections of your proposal. Failure to do so will result in the disqualification of your proposal!

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 Appendix C of this book.

Council has, for a number of years, provided opportunities for funding through our Community Grants Programs. These smaller grant programs have streamlined application processes and are intended to reach grassroots groups that 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.

Winter 2018

Page intentionally left blank.



2. Grant Application Instructions



2. Grant Application Instructions

What are the mandatory requirements?

All applicants ***must adhere to the following mandatory requirements***. Unfortunately, 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. Your proposal must be signed and submitted with the original and eight copies (9 copies total).
4. You must include a budget narrative page detailing by line item how money will be spent.
5. The proposal must be prepared in the format and include all of the parts described in these grant application instructions. ***This includes your statements regarding Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change as described in Part One (Pages 7-10)***, as well as your plans for addressing these issues as a part of your grant effort.
6. 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 will abide by the Council's captioning, logo and copyright policies as described in Appendix A.
 - You have included the descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change. *You will note on the Title Page where this information can be found in your proposal.*
 - 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 noted in specific objective statements or as seen as appropriate by the Council.

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 or font limits on applications, we do have a strong preference for proposals that are clear, concise and readable. 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.

PART ONE: What do you propose to do?

In **Part One**, bidders have the opportunity to more completely describe their proposed project. Part One should include the following sections:

- A complete narrative describing your proposed efforts
- A PERT chart
- A section that specifically addresses each of the four mandatory requirements

Narrative of Your Proposed Efforts: 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.

PERT Chart: 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 B of this book. You should address each of the required activities in the relevant objective statement.

Continued on next page.



2. Grant Application Instructions (Cont.)

Mandatory Requirements: Additionally, in Part One, all proposals should address the four specific areas noted below. Each of these areas should be addressed under a separate heading, so that proposers can easily identify your plans in these areas.

Systems Change: 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? How does your work generalize to statewide systemic change?

The Route to Success Matrix was developed through a grant by the Council and may be a valuable resource as you prepare your proposal. It provides a set of activities that are linked to successful system change. Further information regarding the Route to Success can be found on the Council's website at www.paddc.org

Meaningful Participation: The Council supports the full participation ***of all*** citizens, ***particularly those with developmental and other disabilities*** 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. These requirements tie directly back to the Council's stated values of Empowerment and Cultural Competence.

"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."

"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."

Therefore, 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 **does not mean** that people with disabilities only role in the work is that of project

participants, but also involvement of people with disabilities and other marginalized groups in **the early, prompt and ongoing planning, direction, management, evaluation or as employees of the project.**

Bidders might consider reviewing ***“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 diverse. Further information on the toolkit is available from our website at www.paddc.org

Addressing Disparate Impact: In this plan cycle, both the PADDC and our partners on the federal level have become increasingly concerned that certain people with disabilities experience additional marginalization as a result race, ethnicity, economic status, age, sexual identity and orientation, geographic or disability diversity.

As such, each application for Council funding must identify an unserved or underserved group which is additionally affected by this issue. Identify particular strategies you will use to ensure that any disparate impact on this group is ameliorated. The group identified may be racially, ethnically, sexually, economically, geographically or disability diverse. The goal here is to lessen the level of disparity experienced and to engage those who experience this disparity as integral partners in the work of your proposed project. To be clear, ‘disability’ in and of itself is not to be considered cause for disparate impact as people with disabilities are the target of all of this Council’s efforts. We are looking for those circumstances that are experienced by people in addition to their disability that causes further roadblocks to reaching their goals.

Generic Social Change: Each proposal must also describe your understanding of Generic Social Change as this applies to your proposed efforts. This part of your proposal should tie directly back to the Council’s stated value around Generic change and how this relates to the specific activities in your plan.

“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.”

Generic Social Change is a systems change model, growing out of our Vision, Mission and Values, which has emerged as a hallmark of our work over the past several years. It grows out of our values around generic change, cultural competence, systems change and viewing disability as a natural part of the human condition.

Continued on next page.



2. Grant Application Instructions (Cont.)

It starts with the premise that people should live, work and benefit in generic social situations and adds to this the concept that sometimes, at the interface between disability and community, it is the generic community situation or service that should be required to change. Rather than building special models and services for people with disabilities, we hold that the generic systems should change their ways to accommodate all of our society's members. For example, we hold that the issue of employment is best addressed by change on the part of employers; that early education is best addressed by universal design and acceptance of all children as belonging; that leadership development should be addressed by generic leadership development programs; that housing may be addressed by tackling the attitudes of landlords towards people with disabilities, and that dentistry is not a disability issue, but an issue for the education and training of generic dentists.

To address our interest in this issue, you should indicate wherever possible how your project will address the generic community (the systems and services that exist for all people) as the target of change, and avoid wherever possible the creation of "special programs for special people."

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. In addition you should also consider specific outcomes relative to the required sections above concerning Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change.

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.

Note please that the Council understands that the demonstration of direct causal relationships is not always possible. However, we would like you to tell us, based on such data as exist and known outcomes, why you think your work will lead to beneficial outcomes for people with disabilities. This may be in the form of a narrative, chart, diagram, logic model, etc.

The Council's own logic model is attached as an example and can be found in Appendix B of this book.

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. 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.

Certain costs are **not allowable** under Council grants. These costs would include entertainment expenses, alcoholic beverages, and incentives or gifts to project participants, such as gift cards, event tickets or prizes. Federal funds may not be used for lobbying.

If your grant includes a sub-grantee who will be working on you on this project and for whom you allocated funds, you must include a separate sub-grantee budget outlining how that portion of the budget will be spent.

Grantees **are responsible for covering** expenses to participants that would be reasonable accommodations to participation, such as travel expenses, attendant care and the like.

All Council grants require a local match contribution. Further budget definitions are noted below. 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 below.

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

Continued on next page.



2. Grant Application Instructions (Cont.)

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 PADDCC 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.

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, 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 include such items as mileage reimbursement rates (currently 53.5 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.

General Formula

Step 1: Federal Request

$$\frac{\quad}{3} = \text{Local Match}$$

Example: \$75,000

$$\frac{\quad}{3} = \$25,000$$

Step 2: Federal Request + Local Match = Total Grant

$$\$75,000 + \$25,000 = \$100,000$$



3. General Information for Applicants



3. General Information for Applicants

How do I submit my proposal?

1. Submit your printed proposal with original signature along with **eight (8)** copies to:

Division of Procurement, Department of Human Services
Health and Welfare Building, Room 402
625 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.**

2. The proposal must be received by the Division of Procurement in the Department of Human Services 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.**
3. 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.

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 choose 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 Human Services 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. If your proposal is missing any of the required elements as described in that section, it will be disqualified and receive no further review.

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 you have undertaken to carry out all the required activities and whether your approach is fundamentally compatible with our Vision, Mission and Values as outlined at the beginning of this RFP book. We ask whether your proposed activities are logical, reasonable and are relevant to what the RFP asked for. Reviewers determine if your proposal details outcomes that make sense and are relevant to the proposed work. Work plans and other materials that are inconsistent with our values may result in disqualification of a proposal.

2. PROJECT PERSONNEL AND THE CONTRACTING ORGANIZATION: Who will do the work? And who is "hosting" it?

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. The Council will also look for the organization's willingness to support the work, its reputation for hosting similar projects, and whether it is administratively and managerially sound.

3. VALUES AND PRINCIPLES: Is the project consistent with Council's work?

This section determines the extent to which you show an understanding of the Council's Vision, Mission and Values and whether your work will further those values. It also includes an evaluation of the quality of your responses to the mandatory components about Systems Change, Meaningful Participation, Disparate Impact, and Generic Social Change. As noted above, if any of these last four sections are not addressed in your proposal, it will be grounds for disqualification.

Continued on next page.



3. General Information for Applicants (Cont.)

4. BUDGET: Is the proposed budget adequate for the work proposed?

Are the costs reasonable and consistent with other work being done in similar areas? Is there an adequate budget narrative? Are there any unallowable costs or questionable expenditures? Are there no unjustified indirect costs?

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.



4. Objective Statements

- Communications/Publications
- Cross Disability Efforts
- Employer Focused Employment
- Housing and Services Demonstration
- Meeting Coordination
- Person Directed Services and Supports
- Policy Information Exchange
- Rural Healthcare Access
- Transition



Communications/Publications

“To assist the Council in sharing information regarding its work, the work of grantees and issues of importance to the disability community in Pennsylvania.”

Background

The Developmental Disabilities Act identified the primary roles of the state developmental disabilities council as advocating for people with disabilities, conducting analyses of public policies, and developing plans to improve service provision statewide. In the age of increased communication through technological advances, the Pennsylvania Council determined that attainment of its primary roles is largely dependent upon increased knowledge and interest in its activities throughout the Commonwealth.

The grantee of this project must have a background in disability culture/disability movement and have experience in working in the media or publishing field. This RFP will fund one project statewide to coordinate and facilitate the gathering and dissemination of pertinent information about issues of importance to the disability community, the work of the Council and its grantees, and the impact of these efforts on the lives of people with developmental disabilities residing in communities across Pennsylvania.

Required Activities

1. Work with Council staff on content and intent of information and format/style being presented for publication and/or dissemination. All materials on the website/list-serve and all materials disseminated on the Council's behalf must be fully accessible.
2. Design, update and maintain the Council's web site, social media presence and list-serve.
3. Work with the Council and the Communications/Publications Work Group to develop protocols and standards for the use of social media communications for both Council's use and that of our grantees. Work with other Council grantees to insure that relevant information is available on our social media platforms.
4. Provide technical assistance to Council identified projects to submit information for publication for use in newsletters, website articles, annual reports and related publications.
5. Review a variety of publications on current issues and national trends concerning the disability community in order to update the Council and its grantees via the Council web site, social media, newsletter or other relevant publications.
6. Produce and disseminate the following information about the Council's work and that of its grantees.
 - 2-4 newsletters yearly (approximately 8 pages @ 1,500 copies each)
 - Produce and disseminate these issues in e-newsletter format
 - Layout, design and printing of Council Request for Proposal Books (2,000 copies)

- Other materials as needed by the Council to be disseminated (including grant writing booklets, grantee networking materials, public service announcements, press releases, etc.)
- Council Position Papers (4-5 pages in length; 1,000 copies)
- The annual report to the public for each of the 5 years (up to 25 pages in length; 2,000 copies)
- Council Five Year Plan Publication to the public (up to 20 pages in length; 2,000 copies)

These publications and numbers of copies are listed to assist prospective bidders to develop a reasonable budget to submit with their proposal. They are subject to change based on Council need, mailing lists and information requests to the Council.

7. Handle routine printing of Council 'brand' materials, including Council letterhead, business cards and the like.
8. Maintain and update the Council mailing distribution lists.
9. Assist in the maintenance and update of the Council Archives and Member Only section of the website, uploading materials as directed for inclusion.
10. Meet with the Council's Communications/Publications Work Group, 4-5 times per year, for editorial input and approval prior to any publications.

Expected Outcomes

1. Expanded interest and knowledge throughout the Commonwealth about the work of the Council, its grantees, and issues concerning people with developmental disabilities in Pennsylvania will be demonstrated through substantial increase in use of the Council Web page and telephone or mail requests for information and assistance as a result of widely distributed Council brochures and other Council documents.
2. Materials viewed by the public will be timely, pertinent, useful, attractive, cognitively and visually accessible and of the highest quality within given budget.

RFP #: 16-17

Planned Allocation: One Project @ \$135,000 per year for up to three years

Preproposal Conference Date: Wednesday, January 17, 2018 @ 10:00 AM

<http://paddc.adobeconnect.com/commpub1617/>

Due Date for Proposals: Tuesday, February 13, 2018

Staff: Sandra Amador Dusek



Cross Disability Efforts

“Build a disability cohort that challenges marginalization by the greater society and makes common cause with other stigmatized groups.”

Background

Over time the Council has come to realize that the idea of disability is a social construct created by able-bodied people. All individuals with disabilities have a single commonality; we are treated as inferior by greater society. The oppression is the same; the specific type of disability is irrelevant. We are not defined by a common physical or mental condition but rather by the public’s reaction to us. Individuals with disabilities are universally marginalized, along with other diverse communities. With this RFP, we ask that you find ways to further a disability agenda in ways that embrace generic social change and in ways that confront the idea that those with disabilities are inferior. It is our hope that by creating a coalition of cross disability groups social change strategies can emerge from the understanding that disability is a social construct.

We strive to share knowledge between different marginalized groups; including but not limited to individuals with disabilities and their allies. These conversations should focus on systems change and generic social change efforts, versus discussions of services and needs. We envision the coalition will spread organically to include a wider array of individuals and organizations as networks and connections are made, spreading from town to town, and city to city.

We ask that you engage your community, not just in disability identity but also in their ability to think thoughtfully about what it means to have a disability. This group should include self-advocates, parents, and organizations. We ask that you partner with other marginalized groups and support each other in the face of marginalization. Once there is understanding of a shared oppression the coalition will then advance the agenda with the general public (the target of change).

We require the following as components of your plan, but encourage your creativity in the development of your overall model.

Required Activities

1. Develop and host coalition meetings, bringing together an array of individuals from a variety of marginalized disability groups from within a specific community in Pennsylvania. This group should be encouraged to meet on a regular basis to learn from one another.
2. Create an advisory board made of coalition participants. The board must include those from disparate populations and involve meaningful participation of those with disabilities.
3. Use technology such as social networking sites and accessible websites to share information learned as the project progresses, to provide a forum for guided/facilitated conversations between various disability groups ensuring a cross-disability representation, and to allow for information sharing among groups.
4. By the end of the first two years, expand the project into at least one additional community.

5. By the end of the project, develop a report that captures the essence of the information learned throughout this project. Include recommendations for building upon current work and assisting other marginalized groups to determine where, when and how they can work together to create positive social change and address stigma of marginalized communities.
6. In collaboration with other marginalized groups, raise awareness within the general public (target of change) that it would be a better world if all people embraced diversity and the value of intersectionality.

Expected Outcomes

1. Coalition will foster understanding between disability groups and begin the conversation about where, when and how disability groups can work together and come to understand and respect their different perspectives.
2. Council will receive a written report from the grantee that captures information learned from coalitions formed in at least two locations.
3. Collaborations will be made with other marginalized groups within the same local community.
4. Council will receive recommendations for moving cross-disability and intersectionality work forward.

RFP#: 17-17

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

Preproposal Conference Date: Tuesday, January 23, 2018 @ 10:00 AM

<http://paddc.adobeconnect.com/crossdisability1717/>

Due Date for Proposals: Thursday, February 22, 2018

Staff: Kari Harding



Employer Focused Employment

“To create a more diverse workforce in Pennsylvania through generic social change efforts.”

Background

As more states, including Pennsylvania, adopt the “Employment First” philosophy we would expect to see an improvement in the data around disability employment. Unfortunately, Pennsylvania data does not show improvements were made nor does anecdotal evidence from other states.

Since 2009, Pennsylvania has increased funding for disability employment services by more than 100%, yet the percentage of people with any disability who are employed has only improved by .1% (34.9% in 2009 versus 35.0% in 2015). (State Data: The National Report on Employment Services and Outcomes-2016).

Over the past decade, the Council has developed a new approach to disability “problems” which is radically different and arises from the values in the front of this booklet. It combines our mandate to do Systems Change; our beliefs in changing things generically, and our belief that disability is a natural part of the community: not a deficit, just different.

We hold that, where the disability world meets with the generic world it should not always be the people with the disability who need to do the changing or accommodation.

With this RFP the work you propose should be consistent with our demand for systems change, disparate impact, meaningful participation and generic social change in the sense that it is the employer’s responsibility to create and support a strong and diverse workforce. We desire to work with private and public groups such as the Civil Service Commission, university students, school transition coordinators and teachers, chambers of commerce, public/private sector union/apprenticeship programs, business resource groups and private employers in creating more opportunities for a diverse workforce. We want to employ the efforts of generic social change to change disability employment; by changing the way the system works rather than changing the employees.

We strive to have the emerging ideas of the power of diversity to become a shared view embraced by all of Pennsylvania’s employers.

“Embracing diversity only enhances our work culture, it also drives our business success. It is the inclusion of these diverse experiences and perspectives that create a culture of empowerment, one that fosters innovation, economic growth and new ideas.” - Starbucks

“We believe that creating a work force and a workplace that values diversity and fosters inclusion is pivotal to promoting innovation and increasing productivity and profitability.” - Northrop Grumman

“Diverse and Inclusive teams make the working world better. Leveraging different perspectives fuels innovation, fosters collaboration and strengthens relationships.” - Ernst & Young LLP

You are open to present to us your best thoughts on how to rectify the current disability employment situation. We are interested in proposals which address such things as:

- Change employers focus to how they can benefit from a diverse workforce.
- Challenge the employment practices of the State Civil Service Commission and its recruitment and preference habits.
- Create a knowledge base about effective means of moving employers from a deficit to a diversity model of understanding disability.
- Educate future school-based transition coordinators, social workers and educators on best practices for hiring and job search for a diverse workforce, including individuals with disabilities.
- Coordinate with other Council efforts, perhaps including our Stigma, Transition and/or School to Prison Pipeline projects.

In applying the Council's model to this work, we have provided the following required activities but encourage your creativity in the development of your own overall model.

Required Activities

1. Identify best practices and models of how corporate or institutional cultures can enhance or impede the employment of diverse people, including those with disabilities.
2. Research best practices in assisting students to transition to employment with employers who value a diverse workforce.
3. Provide educational information to public and private employers on best practices for recruiting a diverse workforce.
4. Help employers recognize how changes to their recruitment, hiring, and interview procedures might make workplaces more open to diverse workers, including those with disabilities.

Expected Outcomes

1. A defined number of employees with disabilities will be successfully and sustainably hired who would not have been hired without this intervention.
2. A defined number of employers will receive support on creating a more diverse workforce.
3. Enhance the understanding of employers that it is their responsibility and to their benefit to have a diverse, including disability diverse, workforce.

RFP#: 18-17

Planned Allocation: Two projects @ \$75,000 per year for up to four years

Preproposal Conference Date: Thursday, January 18, 2018 @ 1:30 PM

<http://paddc.adobeconnect.com/employment1817/>

Due Date for Proposals: Wednesday, February 14, 2018

Staff: Kari Harding



Housing and Services Demonstration

“To demonstrate sustainable housing and services which are person directed and controlled by people with developmental disabilities.”

Background

In Pennsylvania, there are two housing options predominantly used by people with disabilities to live in the community. They live in provider-managed residential settings either owned or rented, but controlled by an agency that also delivers the services for the home and those who live there; or they continue to live with their parents or other family members, long after childhood. During public forums Council held in fall 2014, attendees asked for alternatives to the housing described above. They strongly advocated for people with disabilities to have more choice and control in their homes and services, and for these offerings to be separate from each other. People should be able to move without losing their supports or terminate their supports without losing their housing.

Through a previous RFP Book, Council funded a Person Directed Housing and Services: Advocacy project to support the creation and functioning of a coalition to direct and guide the systems changes, training and technical support needed to support replication of creative person directed housing options statewide, and work collaboratively to support the efforts of 2 Council-funded Person Directed Housing and Services: Demonstration projects. These three previously funded projects began their work July 1, 2017.

With this RFP, Council will fund one additional demonstration project to join in the collaborative housing work already in progress. **Council has a strong preference for this project to focus their work in rural Pennsylvania regions.** Pennsylvanians with disabilities need housing options that enable a person to live in their own home, in a non-congregate setting, with services and supports as needed and chosen freely and separately from their housing. Additionally, when people with disabilities live in a home owned by a provider of services, they must share in the equity built through the ownership of the home. This, combined with the benefits of the ABLE Act may support people with disabilities to become homeowners, and with equity, perhaps buy the home of their dreams.

NOTE: The Council has a strong preference to engage generic, typical everyday housing systems. Additionally, no participant in the project may be placed in jeopardy of homelessness at the end of this project through the lack of sustainability planning.

Required Activities

1. Describe how you will develop and implement a model for project work to be replicated in other areas of the Commonwealth. This model must ensure people with developmental disabilities supported through the project will sustain their chosen home and services beyond the length of the demonstration project.
2. Identify the strategies you will use to engage generic everyday businesses, contractors and entities (not disability service providers), to participate, and support expansion of using natural and organic community housing and services; ensuring communities are meaningfully involved

in maintaining neighborhoods where people are free to design and decide how they spend their money. As appropriate, attach letters of support from generic community partners who are ready to support the project.

3. Ensure people with developmental disabilities are supported in their choice of housing. Your approach must respect privacy, individuality, diversity and personal lifestyle choice.
4. Ensure that if people with disabilities chose to rent a home owned by a provider of services, they are free to choose, direct and control their services from a different provider(s), and they must share the equity built through the ownership of the home.
5. Identify where you will expand the project model, as approved by Council based on proven success of the project, at a minimum on a reoccurring annual basis.
6. Work collaboratively with the Council's Person Directed Housing and Services Advocacy project, and the other Demonstration projects, in order to not duplicate efforts and to enhance the quality of each grantee's project; and join the PA Housing Choice Coalition in an effort to increase the success and sustainability of each Council-funded housing project.
7. Document your efforts in a culminating report or product, preferably in collaboration with the other Council Housing grants. With approval from the Council, publish and disseminate to appropriate stakeholders.

Expected Outcomes

1. Housing and services will be exchangeable and portable, accessible, and freely chosen.
2. A specified number of people with developmental disabilities will control their own housing, having their name on the lease or mortgage of a home.
3. A specified number of people with developmental disabilities will choose who lives in their home, and with whom they share their lives, and will have support that honor privacy, individuality, diversity and personal lifestyle choice.

RFP#: 19-17

Planned Allocation: One project @ \$50,000 per year for up to four years

Preproposal Conference: Tuesday, January 23, 2018 @ 2:00 PM

<http://paddc.adobeconnect.com/housing1917/>

Proposal Due Date: Wednesday, February 21, 2018

Staff: Dana Thompson



Meeting Coordination

“To support and fund a variety of meetings among Council members, people with developmental disabilities and other Pennsylvanians for the purpose of enhancing the independence, productivity, integration and inclusion of people with disabilities in all aspects of community life.”

Background

As part of the State Plan, the Council determined that it will enter into and support dialogues with other groups on topics of current importance in the field of disability services. The Council believes this to be a first step towards creating responsive systems. By meeting and discussing common concerns, partnerships may be forged and solutions found that will enhance the independence, productivity, integration and inclusion of all citizens in the Commonwealth, including those with developmental disabilities.

Under this RFP, the Council will fund one project to coordinate the regular and special meetings that bring people together to discuss current disability issues. In addition to statewide and local issues this project will work the national Developmental Disability Organizations on issues that affect all DD Councils.

Note: For the purpose of this RFP, “meeting” is a general term intended to include business events, gatherings, round table discussions, conferences and retreats. The Council is a statewide organization, and its meetings may occur in various parts of the Commonwealth, as considered necessary by the Council.

Required Activities

1. Arrange and coordinate all assigned aspects of a specified set of meetings. This would include securing appropriate and accessible meeting rooms and facilities, audio visual, meal service as necessary and overnight accommodations convenient to the meeting site.
2. Work with the Council on all necessary arrangements.
3. Provide all necessary meeting materials and follow-up information in accessible formats. Such formatting should be based on participant needs or requests, and might include sign language interpretation, CART services, Braille, disk, large print, audio-visual aids or other technological assistance.
4. Arrange for fees, honorariums, lodging, meals and assistance with appropriate and accessible transportation for speakers, facilitators, consultants and/or guests. All such arrangements should adhere to the Commonwealth’s regulations pertaining to travel. Travel arrangements for regular Council and Committee members will continue to be handled directly through the Council’s office and will not be the responsibility of the Grantee.
5. It is projected that in the initial four year period of this grant, the following meeting arrangements will be required. Additional meetings and changes to this list are possible and would be negotiated

with the Grantee. The budget guidelines are approximate and based on the previous experiences of the Council. They are provided to give proposers guidance in preparing their budget.

The Grantee will be responsible for making all required payments and/or billing in a timely manner for meetings as noted above.

A. Developmental Disabilities Council Quarterly Meetings: Four per year.

Length: 2 Days / Attendance: 40-50 people

Estimated Costs: \$9,000 per meeting

B. Annual Council Planning Meeting: One per year.

Attendance: 55 - 65 people / Length: 2 ½ days (weekend)

Estimated Cost: \$14,000 per meeting

C. Other meeting on Disability topics of current interest: Three per year.

Attendance: 30-40 people / Length: 1- 2 days

Estimated Cost: \$3,000 per conference

D. National issues

- Federal Information and Technical Assistance Conference (ITACC) \$7,000
- National Fall Conference \$7,000
- Other National conference \$3,000

E. Community Alliance Summit: One per year

Attendance: 120 people / Length: 1 – 1 ½ days

Estimated Costs: \$20,000

F. Supports: In collaboration with our sister organizations under the Developmental Disabilities Act (Disability Rights PA and Temple University Institute on Disabilities) provide support to the statewide Disability Budget Coalition and the Community Action Coalition

Estimated Costs: \$5,000

Expected Outcomes

1. Council/Committee members and others who attend Council sponsored meetings and events will express increasing levels of satisfaction with meeting arrangements, meals, meeting materials, etc.

RFP#: 20-17

Proposed Allocation: One Project @ \$140,000 per year for up to four years

Preproposal Conference Date: Wednesday, January 17, 2018 @ 1:30 PM

<http://paddc.adobeconnect.com/meeting2017/>

Due Date for Proposals: Thursday, February 15, 2018

Staff: Sandra Amador Dusek



Person Directed Services and Supports

“To support statewide education, advocacy, improvement, and expansion of Person Directed Services in Pennsylvania.”

Background

In 2012, Council funded a demonstration project to support the expansion and improvement of Person Directed Services (PDS) in PA. With that grant ending December 2017, Council wants to support the positive outcomes of the demonstration and continue to support PDS in PA.

Pennsylvania has definitely made strides in increasing the use of PDS, and we are encouraged to see state program offices such as the Office of Developmental Programs (ODP), implementing a Supports Broker certification course. With this RFP, Council will fund one project to ensure that people with disabilities; families and professionals share their knowledge; continue their education; seek to improve and expand PDS in Pennsylvania.

There are many moving pieces and facets to PDS. Council believes that real life stories of success and challenge with PDS can lead to valuable insights, educate, and highlight areas where improvement is needed. People with disabilities and family members can provide different perspectives on how PDS is currently working and where there are pitfalls. Some have never heard of PDS. Others have been told PDS is not for them, without ever learning how PDS can support an everyday life. Professionals such as Supports Coordinators (SCs) and Supports Brokers (SBs) are integral to PDS, but confusion still exists between their roles.

SBs can be a valuable service to people managing PDS, but there are areas of PA that have no Supports Brokerages or SBs. Choosing to manage your own services rather than having a provider manage them for you means also working with either an Agency With Choice (AWC) or a Vendor Fiscal/Employer Agent (VF/EA) as your Financial Management Services (FMS) provider. We hear stories of the challenges and inequalities of PDS and FMS, leading to cases of Medicaid fraud; reportedly because the employer and financial policies and procedures can be complex, difficult to manage, and implemented incorrectly. And there are generic community partners that are a natural, valuable and often missing, piece of the PDS puzzle.

The intent of this grant is to ensure that varied and ongoing opportunities are created for:

- People with disabilities, their family members, disability professionals, and generic community partners to gather and learn from one another.
- People with disabilities and their family members to directly convey the real life stories of using PDS in PA - the dreams, the successes, the challenges, and the inaccuracies.
- Stories and knowledge to be shared through numerous live events and through recorded/ documented resources.
- Provision of training and technical assistance provided by knowledgeable, experienced mentors.
- Generic community entities to be active partners and beneficiaries of increased commerce, allowing people more options to determine where and on what they want to spend their money.

Required Activities

1. Explain how you will make continuing PDS systemic improvements statewide and connect with other initiatives and projects in Pennsylvania.
2. Identify the strategies you will use to engage generic businesses and entities; ensuring communities are meaningfully involved in maintaining neighborhoods where people are free to decide how they spend their money.
3. Explain the various ways you will bring together people with disabilities, families, PDS/SC/SB/FMS professionals and the generic community; to learn from one another and become active partners, each having a pivotal interlocking PDS role. Engage these stakeholders to advocate for and create statewide expansion and improvement of PDS, Support Brokerages and SBs.
4. Identify how you will be the expert resource on PDS in Pennsylvania. Explain various ways you will be on call to respond to questions and receive requests for training and technical assistance. Explain the variety of methods and formats you will use to provide training and technical assistance.
5. Explain how your project will provide multiple opportunities for people to tell their real life stories of PDS in PA – the dreams, the successes, the challenges they have faced, and the errors they have made.
6. Identify how you will creatively share the stories and knowledge you gather, through various types of innovative accessible live events; and what documented and recorded resources you will also create, using media and protocols established through the Council.
7. Identify what you will do to reach a point of sustainability by the end of the grant.

Expected Outcomes:

1. Pennsylvanians with disabilities and their families will have routine availability to new and updated PDS training and educational resources.
2. SCs, SBs, and FMS (AWC & VF/EA) providers will have routine availability to new and updated PDS training and educational resources.
3. The quality and accuracy of managing PDS will improve in Pennsylvania.
4. Pennsylvanians will experience increased flexibility with PDS and choice of local generic community services.
5. Person Directed Services will increase in use and availability in Pennsylvania.

RFP# 21-17

Planned Allocation: One project @ \$95,000 per year for up to three years

Preproposal Conference: Tuesday, January 30, 2018 @ 2:00 PM

<http://paddc.adobeconnect.com/pdss2117/>

Proposal Due Date: Thursday, February 22, 2018

Staff: Dana Thompson



Policy Information Exchange

“To educate Council, the general public and Pennsylvanians with disabilities and their families about policy issues and to increase the exchange of information between the Council and federal, state and local officials.”

Background

The federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 instructs Developmental Disabilities Councils to engage in advocacy, capacity building and systemic change activities on behalf of people with developmental disabilities. One of the activities listed in the Act is “informing policymakers.”

Beginning in 1997, the Council funded one project to assist it, the general public, and elected and appointed officials to stay abreast of public policy information, to exchange such information, and to enter into dialogue with decision makers regarding the impact public policies have on the lives of Pennsylvanians with developmental disabilities. Through these efforts, the Council has engaged in a number of Policy Information Exchange activities, including the establishment of an electronic public policy alert system, the Slice of PIE, the creation of a number of cross-disability coalitions, the development of position papers, and has advanced its knowledge and perspectives on a number of public policy positions and issues. At the same time, the Council recognizes that the Council as a body and people with developmental disabilities and their families live in a rapidly changing social and policy environment that both has opportunities for progress as well as unprecedented challenges for themselves and to the value of Council itself, its continued existence, and the larger work in which it is engaged. This larger societal context demands more than ever before a policy information exchange project that has as its hallmarks – collaboration, intellectual coherence, the ability to respond quickly and effectively to a changing policy environment and the ability to develop processes that will effectively evaluate and demonstrate the value of the project’s work to people with disabilities and their families, advocates, allies as well as policymakers.

Responding to the success of past projects in this area and the ongoing societal context as described above, this request for proposals continues to build upon the rich legacy of that work.

Required Activities

1. Represent the Council’s mission, vision, statement of values, and federal and state mandates in all of its funded grant activities.
2. Operate under the guidance of, and take direction from, the Council as communicated to the project by the Council’s Executive Director and/or the assigned project officer.
3. Employ lead project personnel with the following characteristics:
 - a. Relevant public policy experience.
 - b. A working knowledge of the Council’s role in government, all issues related to real or perceived conflicts of interest, and familiarity with provisions permitting the education of elected officials.

- c. Excellent oral and written communication skills, as well as excellent interpersonal, analytical and conceptual thinking skills.
 - d. Connections to and credibility with both policymakers and the community of Pennsylvanians with developmental disabilities.
4. Under the Council's guidance and prior approval, the project will relate to elected and appointed officials at local, state, and national levels. The Project will also work with other topic-specific Council funded projects affecting public policy. Project personnel will:
- Stay abreast of, research, analyze, and report to the Council on state and federal legislation or appropriations related to services important to people with developmental disabilities and their families.
 - Research, prepare and disseminate the Council's public policy position papers on subjects to be selected.
 - Prepare individuals to provide testimony to policymakers. Serve as a source of referrals of people with developmental disabilities, their families and allies to policy makers who seek information related to disability issues.
 - Assist the Council to develop, implement and coordinate its strategies for affecting public policy.
 - Maintain an efficient "advocacy/public policy alert" system on behalf of Council that functions in accordance with the relevant rules, regulations, and policies pertaining to the prohibition of "lobbying" established by the Office of Management and Budget (OMB), US Department of Health and Human Services (HHS), the Commonwealth, and PADDC. The Council will retain ultimate, editorial control.
 - Work collaboratively with the Council staff, Communications/Publications grantee to ensure the Council's website presence and platforms are seen as credible resources for disability related policy information.
 - Assist the Council in creating and maintaining coalitions of individuals interested in specific public policy issues.
 - Consult on strategies/materials for Council to communicate its successes/priorities on a federal level.

Expected Outcomes

1. By tracking all relevant data, processes and products, the project will be increasingly efficient in sharing information with and in educating key policy makers about the priority concerns of Pennsylvanians with developmental disabilities. Effectiveness will be demonstrated by growth in the range and depth of the Council's relationships with policymakers; the quality, range and timeliness of materials and activities; and any significant policy changes that can be attributed to these efforts.

RFP#: 22-17

Planned Allocation: \$65,000 per year for up to three years

Preproposal Conference: Tuesday, January 16, 2018 @ 10:30 AM

<http://paddc.adobeconnect.com/pie2217/>

Proposal Due Date: Wednesday, February 21, 2018

Staff: David Golin



Rural Healthcare Access

“To ensure generic healthcare locations, equipment and services in rural Pennsylvania are accessible to all.”

Background

Pennsylvania has seen an increase in healthcare entities that are building their permanent structures in rural areas. We are also seeing an expanding array of mobile, virtual, and in-home health provision services such as mobile dental and medical offices, mobile and virtual doctors and medical specialists, in-home physical and mental therapies, and mobile and virtual nursing care. The growing number of hospitals, dental and medical clinics, and various medical professionals who are willing to travel to rural areas to take their services to the people rather than having people come to them at a fixed urban location is encouraging, as is the growth of generic medical services in rural communities.

While building in rural locations or bringing an RV equipped to provide medical or dental services directly into rural areas is a much appreciated and vital approach that makes routine healthcare easier to attain, if people can't travel to the location, get into the RV, enter and traverse the building, sit in the dentist's chair, lie on the examination table, maneuver as needed for technicians to use their equipment, or understand the medical providers, the healthcare is still out of reach for them. The engagement of people with disabilities is vital because their life experiences can bring an expertise to planning and operating processes. The disability community, the healthcare community, and the generic community need to learn from each other – and work together- if generic social change is to occur.

With this RFP, Council will fund one project to ensure hospitals, clinics, dentists, therapists, and other types of healthcare professionals in rural Pennsylvania are providing their locations, equipment and services in the most accessible manner possible. This grant is intended to ensure that:

- People with disabilities and unserved/underserved community members are at the planning table when these vital services are developed and implemented.
- People with disabilities and unserved/underserved community members are monitoring and evaluating the accessibility of healthcare locations and services.
- Healthcare professionals are receiving training that includes disability awareness and other cultural competence related topics directly from people with disabilities and unserved/underserved community members.
- Healthcare locations, whether fixed, mobile or virtual, are accessible to all.

Required Activities

1. Identify the strategies you will use to engage generic businesses and entities (not disability service providers) to support expansion of accessible rural healthcare locations and services in Pennsylvania.
2. Explain how and when you will bring stakeholders together (people with disabilities and their families, healthcare planners and professionals, your targeted disparate group, and the generic community) to learn from one another and become active partners, each having a role in

accessible healthcare solutions. Engage these stakeholders to advocate for and improve access to rural healthcare locations, and mobile and virtual services.

3. Engage healthcare entities to determine opportunities for public input. Identify and remove barriers to participation of people with disabilities and your targeted disparate group, and explain how you will ensure that they know of the public input opportunities, and are monitoring and evaluating healthcare service locations and provisions.
4. Determine what information and access to experts is needed, and develop replicable training materials and resources as appropriate to increase disability awareness and other cultural competencies, and to further the goals of the project.
5. Develop and implement training, technical assistance and community organizing to educate healthcare entities and professionals on subjects such as: disability awareness and other cultural competence related topics; how to increase the meaningful participation of people with disabilities and targeted disparate group members in planning, monitoring and evaluating health services; and how to improve healthcare locations, equipment and services to be accessible to all.
6. Measure and evaluate the success of the project, including the increase in healthcare access experienced by rural Pennsylvanians. Track physical location or policy changes that occur as a result of your efforts, especially noting changes that indicate capacity building in this area on the part of systems, entities and healthcare professionals.
7. Document your efforts in a culminating report or product. With approval from the Council, publish and disseminate the report to appropriate stakeholders and the public.

Expected Outcomes

1. Rural Pennsylvanians with disabilities and targeted disparate group members will have greater engagement with healthcare planners, project organizers, equipment developers, and operations and location managers.
2. Rural Pennsylvanians will have increased access to and choice of local generic healthcare locations, services and supports that are accessible to all.

RFP# : 23-17

Planned Allocation: One project @ \$100,000 per year for up to three years

Preproposal Conference: Wednesday, January 31, 2018 @ 2:00 PM

<http://paddc.adobeconnect.com/ruralhealthcare2317/>

Proposal Due Date: Tuesday, February 27, 2018

Staff: Dana Thompson



Transition

“To utilize the Transition Quality Indicator Survey Package as a means to measure comparative success of various educational entities.”

Background

Council has a substantial history of funding projects that target improving transition. In the past we have funded demonstration and advocacy projects as well as developed a means to define and measure successful transition. With this RFP we hope to blend the results of our prior projects in an effort to monitor for quality and advocacy where necessary.

Council's most recent Transition project produced a Transition Quality Indicator Survey Package, a tool for measuring successful transition by conducting interviews with youth, families and transition stakeholders. Information was also used to produce a manual intended to be used by individuals for success with transition. Both of these products will be made available electronically at the preproposal conference.

With this project you will use the proven measurement tool to monitor transition success in three targeted geographical areas. We ask that monitoring occur in an urban, a suburban and a rural area selected from different locales across the Commonwealth. Monitoring will be done through interviews with youth, families and transition stakeholders. Collection and dissemination of these data will allow youth and families to compare transition services among different school districts. As part of this RFP your budget must allow adequate and equitable resources for collaborators. These collaborators can include school districts, local Intermediate Units, local community groups and other stakeholders who can provide reasonable assurances of their ability to work with students in transition, their families and local schools.

Required Activities

1. Identify the three communities, one each in urban, suburban and rural areas, in which you will work. Identify a representative sample of young people (aged 14-25) who have experienced transition and are willing to discuss their experience.
2. Ensure interview teams, each including a person with a disability, a family member of a person with a disability and relevant stakeholders, are carefully selected and thoroughly trained before the interviewing begins.
3. Provide training to these teams on the Transition Survey Tool and Manual.
4. Analyze the data and produce an annual summary.
5. Disseminate findings in a way that is searchable and easy to access.
6. Identify trends in the data and make recommendations for advocacy purposes and/or future PADDCC funding.

Expected Outcomes

1. Through this project we will produce a process for measuring comparative successes of various educational entities.

RFP#: 24-17

Planned Allocation: One Project @ \$225,000 per year for up to three years

Preproposal Conference Date: Thursday, January 18, 2018 @ 10:00 AM

<http://paddc.adobeconnect.com/transition2417/>

Due Date for Proposals: Thursday, February 15, 2018

Staff: Kari Harding

Page intentionally left blank.



Appendix A:

Council Policies and Resolutions

- Federal Definition of Developmental Disabilities
- Council Resolution on Aversive Therapies
- Council Policies on Communications/Publications
 - ◆ Logo Use
 - ◆ Open Captioning/Descriptive Video
 - ◆ Right to Publish and Council Copyright Policy
- Council Audit Requirements



Appendix A: Council Policies and Resolutions

Federal Definition of Developmental Disabilities?

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 Policies on Communications/Publications

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.

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, web sites or event materials.

Continued on next page.



Appendix A: Council Policies and Resolutions (Cont.)

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.

Open Captioning/Descriptive Video

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 and utilize descriptive video. All Grantees who propose such materials as part of their grant efforts must include costs for captioning and video description in their budgeted production expenses.

Right to Publish and Council Copyright Policy

Materials developed with funds from this grant must use media standards and protocols as established by the Council and may be copied and distributed only with the prior written permission of the Council. In the event permission for such distribution is given, the Grantee must place a copyright notice on materials it develops with funds from this grant. This notice may, if desired, also list the Grantee as a (joint) copyright holder. The notice shall be in the following form:

"Copyright © 2012 [Grantee and] Pennsylvania Developmental Disabilities Council. Permission to reprint, copy and distribute this work is granted provided that it is reproduced as a whole, distributed at no more than actual cost, and displays this copyright notice. Any other reproduction is strictly prohibited."

Council Audit Requirements

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 Nonprofit 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.



Appendix B: Resources

- Sample PERT Chart
- PADDCC's Logic Model
- Developing an Indirect Cost Rate



Appendix B: Resources

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 insure maximum participation and diversity representation from around the state.
3. Recruit forum participants	Project Coordinator, Task Force Members, 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, 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, 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, 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 will be completed
10. Publish and disseminate report (print, web -version and alternative formats as requested)	Project Coordinator, Administrative Assistant	Month 12	The report will be 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.

PADDC Logic Model

PRIMARY (DDC) SYSTEM			SECONDARY (DD) SYSTEM		
Inputs	Processes	Outcomes	Inputs	Processes	Outcomes
<ul style="list-style-type: none"> • DD Act • ADD Rules and Regulations • DDC Infrastructure and Environment • DSA Environment • Federal and Other Resources • State Plan • Environmental Inputs from Secondary Systems 	<ul style="list-style-type: none"> • Systems Change and Capacity Building Activities • Contributions to Coordinated, consumer and family centered, consumer and family directed, comprehensive system • Activities and Strategies listed in the DD Act • Route to Success proven systems change strategies 	<ul style="list-style-type: none"> • Measures of Satisfaction • Measures of Improvement • Measures of Collaboration • Collaborations Established • Self Advocates Engaged • Demonstrations of New Approaches • Knowledge Discovered (research findings) • Policy Recommendations • Allies Engaged • Individuals Assisted 	<ul style="list-style-type: none"> • Collaborations Established • Self Advocates Engaged • Demonstrations of New Approaches • Knowledge Discovered (research findings) • Policy Recommendations • Allies Engaged • Individuals Assisted • Myriad inputs from other parts of Broader Systems 	<ul style="list-style-type: none"> • Advocacy Activities • Route to Success proven systems change strategies 	<ul style="list-style-type: none"> • NCI and other indicators which form part of the CRA • NOD Poll • Attitude Surveys • Stakeholder Surveys

Continued on next page.



Appendix B: Resources (Cont.)

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 are \$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 that 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 = $\$300/\$3,000 = 10$ percent 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 \times 10\% = \100

Program B indirect expenses: $\$2,000 \times 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 are \$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 and Attachments

- Intent Form
- Mailing Label
- Title Page
- Budget Form

All forms are available on the Council's website at www.paddc.org.

Page intentionally left blank.



Appendix C: Forms and Attachments

Note:

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 the Intent form below. 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, please duplicate this form and submit separate forms for each proposal.)

Page intentionally left blank.

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 Human Services
 Health and Welfare Building, Room 402
 625 Forster Street
 Harrisburg, PA 17105-2675**

Page intentionally left blank.

TITLE PAGE
PENNSYLVANIA DEVELOPMENTAL DISABILITIES COUNCIL
REQUEST FOR GRANT PROPOSALS

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:

Applicant's Federal Identification Number: _____

Applicant's Vendor Number (if applicable): _____

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.

You must include the descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact and Generic Social Change, as detailed in the Grant Application Instructions of the Request for Proposals book. Please note the pages in your proposal where those descriptions are located.

Systems Change – Page ____

Meaningful Participation – Page ____

Disparate Impact – Page ____

Generic Social Change – Page ____

Submission of this proposal constitutes agreement to the following:

- You certify that you will comply with all policies noted in Appendix A of the RFP 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.

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)

Page intentionally left blank.

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:			

Page intentionally left blank.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]



The Pennsylvania Developmental Disabilities Council's identity is inspired by the Sassafras tree, a native species found in wooded areas throughout Pennsylvania.

The Sassafras is a natural symbol of perfect diversity. Graced with three distinct leaf shapes, each leaf and each branch of the Sassafras is supported by the same root system and habitat...much like an inclusive community where each member is cherished, valued and nourished to develop fully.



PADDC

PA Developmental Disabilities Council

607 South Drive, Room 561, Forum Building
Harrisburg, PA 17120

PRST STD
US POSTAGE
PAID
PITTSBURGH PA
PERMIT #5592

