

MINNESOTA GOVERNOR'S COUNCIL
ON DEVELOPMENTAL DISABILITIES
370 CEDAR STREET
SAINT PAUL, MINNESOTA 55155

REQUEST FOR PROPOSALS:

STRENGTHENING SELF ADVOCACY IN MINNESOTA THROUGH A STATEWIDE
COORDINATING EFFORT

NOVEMBER 20, 2006

Minnesota Governor's Council on Developmental Disabilities
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REQUEST FOR PROPOSALS GUIDELINES

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Part 1: Request for Proposal Summary

TITLE: STRENGTHENING SELF ADOCAcy IN MINNESOTA THROUGH A STATEWIDE COORDINATING EFFORT

ISSUED BY: Minnesota Governor's Council on Developmental Disabilities
370 Centennial Office Building
658 Cedar Street
Saint Paul, Minnesota 55155
Email: *admin.dd@state.mn.us* or *mary.jo.nichols@state.mn.us*
Voice: (651) 282-2899
Fax: (651) 297-7200
TTY: (800) 627-3529 Minnesota Relay Service

1.A: Authority and Purpose

Where the funds come from. The federal funds available under this Request for Proposals (RFP) are provided to the State of Minnesota from the Administration on Developmental Disabilities, Administration for Children and Families, United States Department of Health and Human Services (ADD), as authorized under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act). In Minnesota, the Governor's Council on Developmental Disabilities (GCDD) uses the funds to address federal requirements, including the *increased independence, productivity, self determination, integration and inclusion of people with developmental disabilities and their families in the community.*

Purpose of the funds. One part of the DD Act, [Public Law 106-402, Section 124(b)(4)(ii)], contains the following requirements.

1. Establish or strengthen a program for the direct funding of a state self advocacy organization, led by individuals with developmental disabilities;
2. Support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders;
3. Support and expand participation of individuals with developmental disabilities in cross disability and culturally diverse leadership coalitions.

The purpose of this RFP is to fulfill those federal requirements. More information about the federal requirements, including definitions, is located in Part 6: Additional Information.

How the funds will be used. A total of \$100,000 is available for self advocacy in 2007. If an organization applies for the entire amount, the proposal must include support of local self advocacy groups, both in the Twin Cities metropolitan area and in Greater Minnesota. Support must include both the strengthening of existing local groups and the development of local groups where currently there are no local self advocacy groups. The GCDD would like to award a single

grant of \$100,000. Depending on the proposals received, the GCDD may award up to four grants of \$25,000 each that cover four different regions of the state. The GCDD encourages organizations to work together and submit a joint proposal rather than separate proposals.

The organization or organizations that receive grant funds from the GCDD will be expected to pass along at least seventy-five (75) percent of the funds to local self advocacy groups in order to strengthen these groups at a grassroots level. The remaining funds can be used to coordinate the project, to handle administrative requirements, and to collect, compile and report results and assure that all performance measures that both the GCDD and the federal government require are met.

1.B: Due Date

Your proposal must be received at the GCDD, by mail or hand delivery, no later than 3:00 p.m. on Thursday, Jan. 18, 2007. You must deliver ten paper copies of the complete proposal; each copy should be stapled or bound. The GCDD does not accept proposals through fax or e-mail. *Late proposals will NOT be considered for funding.*

1.C: Questions

Questions about this RFP should be directed to Mary Jo Nichols, the GCDD Grants Administrator. The deadline for questions is 12:00 noon on Wednesday, Dec. 27, 2006. Responses will be emailed to all who submitted questions or expressed interest in the RFP, on Thursday, Dec. 28, 2006. Submit questions to:

Mary Jo Nichols
Grants Administrator
Minnesota Governor's Council on Developmental Disabilities
370 Centennial Office Building
658 Cedar Street
Saint Paul, Minnesota 55155
Email: admin.dd@state.mn.us or
mary.jo.nichols@state.mn.us
Voice: (651) 282-2899
Fax: (651) 297-7200
TTY: (800) 627-3529 Minnesota Relay Service

Part 2: Proposal Requirements

2.A: Who Can Apply

Eligibility. Proposals can be submitted by any public organization or by any private non-profit organization that has 501(c)3 tax-exempt status from the Internal Revenue Service. Applicants must include a document confirming their status.

Proposals do not have to come from just one organization. The GCDD encourages groups to work together and submit a joint proposal as a consortium or coalition. In this case, several

groups would be included in just one proposal, with one organization listed as the lead applicant. The lead applicant would have to meet the eligibility requirement above, and would be responsible for handling the funds and submitting progress reports.

2.B: Project Length

This RFP covers up to a five-year period; however funds are available and awarded for a one-year period only. Whether or not the grant is renewed depends on the availability of federal funds, and also upon the satisfactory performance of the organization in completing its responsibilities. Please note that the DD Act will be before Congress for renewal during this next five-year time period. Any changes made to the DD Act can affect the continuation of this project.

2.C: Self Advocacy Description

Self-advocate. The project is to expand and strengthen self advocacy in Minnesota. What do we mean by self advocacy, and how are groups expected to promote it? The federal DD Act defines a self-advocate as “an individual with developmental disability who seeks through personal actions and expressions to exercise self-determination.”

There are several ways that people with developmental disabilities describe self advocacy. These include:

- Speaking up for themselves;
- Making their voices heard;
- Making their views known;
- Making choices and changes in their own lives;
- Coming together to support each other and have a say in the policies and practices that affect their lives.

Self advocacy organization. The federal DD Act defines a self advocacy organization as “a non-profit organization governed by a board of directors made up of 100 percent of persons with developmental disabilities or related disabilities and established for the purpose of training and supporting individuals with developmental disabilities in the knowledge, skills and attitudes needed to live with self-determination.”

Self advocacy groups carry out this purpose in different ways. These include:

- Making people aware of their rights;
- Training and talking to other people about self advocacy;
- Making information more accessible by using audiotapes or pictures;
- Making concrete changes to improve their lives (for example, improve voter accessibility);
- Working to increase choices and quality of supports;
- Planning and organizing self advocacy conferences;
- Assisting people to speak up about abuse and exploitation;
- Organizing to fight against discrimination.

In summary, self advocacy means:

- Thinking for yourself;
- Saying what you think;
- Having relationships like anyone else;
- People listening to you;
- Making mistakes;
- Taking risks;
- Taking responsibility;
- Making decisions;
- Standing up for your rights.

2.D: Required Activities

Carrying out your plan. Your proposal will describe how your organization or consortium plans to coordinate a statewide effort to strengthen self advocacy in Minnesota. If your organization's proposal is accepted, you will be required to carry out your plan of action.

There is no one way to do this project; it could be done in any number of ways. A good plan must be practical so that you can carry it out, but it can also be imaginative, and propose doing things differently than they are done today. It is strongly recommended that your organization sit down with other groups that may be involved, and together discuss how this might be done. If others understand and agree with your proposed approach, and are willing to cooperate with you, then your chance for a successful project is much better.

Funds use. Your plan must call for using at least seventy-five (75) percent of the grant funds for the strengthening of existing local self advocacy groups and the development of local self advocacy groups where currently there are no local groups, both in the Twin Cities metropolitan area and in Greater Minnesota. The other twenty-five (25) percent of the funds may be used for administrative expenses related to carrying out the self advocacy activities, including project coordination and project reporting.

State partnership. If your proposal is accepted, the GCDD continues to work with you during the entire project year. You will be expected to:

- Work with the GCDD staff to understand:
 - The purpose of the project;
 - The results that have to be achieved;
 - How performance will be measured;
 - Reports that must be made.
- Work with the GCDD staff to:
 - Learn about the Baldrige framework for measuring quality in programs;
 - Learn how to apply quality principles to strengthen this coordinating effort and self advocacy in Minnesota.
- Meet with GCDD staff on a regular basis and report about your progress.

If your proposal is accepted, the GCDD will expect you to help us by thinking about different and better ways to go about strengthening self advocacy.

Project materials. You will be expected to give the GCDD copies of all written materials you produce as part of the project, in any language or format. As this is a federally funded project, the GCDD needs your materials so they can be shared with other self advocacy efforts around the nation.

Project reporting. If your proposal is accepted, you will be required to prepare and submit progress reports to the GCDD. The GCDD, in turn, is required to report to the federal government about all grant activities. You will be required to report on activity numbers. This could include: how many self advocacy conferences were held, or how many people attended conferences, or how many new self advocacy groups were formed, or how many people joined self advocacy groups. Activity numbers like these are considered “outputs.”

But you also will be expected to report on “outcomes,” which describe what difference, if any, all this activity makes in the lives of people. This is something you need to consider when writing your proposal. The next section, 2.E: Performance Measures, describes the outputs and outcomes important to the GCDD.

2.E: Performance Measures

The business of the GCDD is to provide information, education, and training to build knowledge, develop skills, and change attitudes so that people with developmental disabilities and their families will have *increased independence, productivity, self determination, integration and inclusion* (IPSII). We use the abbreviation IPSII to refer to these results or outcomes. (These terms are found in the DD Act, and described further in Part 5: Additional Information.) These are the outcomes important to the GCDD.

When the GCDD funds a project, the project needs to find out what difference it has made in people’s lives. The project must collect information from self advocates involved in the project to see if they, as a result of participation in project activities, become more independent, productive, self determined, integrated, and included.

In addition to describing how IPSII results will be collected, your proposal should include some performance targets with specific numbers. For example, during the project year (provide numbers):

- How many local self advocacy conferences will be held?
- How many individuals will attend a self advocacy conference?

- How many new self advocacy groups will be formed?
- How many new self advocates will be involved with these groups?

- How many self advocates will teach leadership sessions?
- How many self advocates will participate in these leadership sessions?

- How many self advocates will get involved in cross-disability coalitions?
- How many self advocates will get involved with racial/ethnic minority groups in culturally diverse coalitions?

Any training sessions need to be evaluated by the self advocates to determine:

- Were the presentations quality presentations?
- Did you learn something new?
- Will the new information be useful to you?

Grant recipients also need to collect customer satisfaction data from self advocates who are participating in the project in a survey format created by the Administration on Developmental Disabilities (ADD). Examples of satisfaction concerns are responses to such comments as:

- I was treated with respect during the project activity;
- I have more choice and control as a result of the activity;
- I can do more things in the community as a result of the activity;
- I am satisfied with the activity
- My life is better because of the activity;
- I have a better understanding of my rights because of the activity
- I am more able to be safe and protect myself from harm because of the activity.

When writing your proposal, you must design and set your own performance targets. You must set activity numbers and describe how you will measure for increased IPSII. This is another reason why working in a consortium with others can be helpful.

Part 3: Proposal Writing Instructions

3.A: Application Cover

Complete the attached Application Cover form. This is Page 1 of your proposal. An original signature, in blue ink, is needed on one cover.

3.B: Program Summary

Prepare a one-page summary of your proposed program. This is Page 2 of your proposal.

3.C: Program Narrative

Limit the narrative portion of your proposal to no more than seven (7) pages. Use a type size that is standard (12 characters per inch) or larger. Include the following in the 7-page narrative section:

1. Describe your knowledge and experience of self advocacy or advocating for people with developmental disabilities.
2. Describe your advocacy knowledge and experience of leadership development, leadership training, and the promotion of self advocates as leadership trainers.

3. Describe a work plan to lead a statewide coordinating effort that will support local self advocacy groups and promote training opportunities for self advocates to improve their leadership skills. The work plan should describe which individuals will do what activities, performance measures for the statewide coordinating effort you are proposing, and timelines for completing all work.
4. Identify the individuals who will be working with the self advocates to carry out the work program, their background and experience in self advocacy, leadership training, and coalitions.
5. Provide documentation about the legal status of your organization (a 501(c)3 or public organization).

3.D: Performance Measures

Limit this section to no more than two (2) pages.

1. Describe how you will make sure that self advocates have a good understanding of the key program results: *increased independence, productivity, self determination, integration and inclusion (IPSII)*. Explain what approach or approaches you may use to encourage self advocates to evaluate IPSII.
2. Describe your performance targets, including your activity numbers for the year.
3. Explain how you will collect customer satisfaction survey data from self advocates participating in the project.
4. Describe how you will measure the effectiveness of your statewide coordinating effort to strengthen self advocacy in Minnesota.

3.E: Budget and Budget Justification

Limit this section to no more than four (4) pages. Complete a proposed Budget according to the line item categories on the Budget Form. The Budget Justification explains the costs that you allocate under each major line item. Both the Budget AND the Budget Justification must be included in your proposal.

Your budget must include a twenty-five (25) percent local match UNLESS the program will be carried out in a designated poverty area. If the program is carried out in a designated poverty area, a ten (10) percent local match is required. Contact the GCDD grants administrator for information about how to determine if the area in which your proposed program will be carried out is designated as a poverty area or if you have any questions. Also contact the GCDD grants administrator if you have any questions about what funds can be used for the local match. GCDD funds are federal funds. If you are using dollars to meet your local match requirement, in whole or in part, those local dollars *cannot* also be federal funds.

Please prepare your Budget Justification using the following guidelines:

1. The Budget Form includes GCDD funds and local match for the entire program period. Enter the total amount that you expect to expend in GCDD funds and local match that will be provided under each expense category (major line items noted in bold on the Budget Form);
2. Include a separate Budget Justification narrative to fully explain and justify each expense category. Include the following information for each expense category:
 - a. **PERSONNEL**: Include salaries and wages. Identify the staff who will be working on this program and the hours each will devote to the program. Provide a breakdown of fringe benefits – health insurance, FICA, other insurance/benefits.
 - b. **RENT**: Rent should be part of the local match. Rent includes utilities, building/maintenance costs if paid (note separately and the amount), and the percent allocated to this program.
 - c. **TRAVEL**: Include local mileage, parking costs, and bus fare. If staff are reimbursed on a per mile basis, include the reimbursement rate that has been approved by your organization.

If out-of-town travel is necessary, explain the purpose for this travel, destination, length of stay, food and lodging allowances, any other transportation costs, and staff who will be traveling.

Include the same information for participants but do not identify individual participants. All local transportation costs should be included under this expense category.

NOTE: The reimbursement rate for participants **MUST** be the same as the reimbursement rate for staff.

- d. **SUPPLIES**: Enter the total cost for all consumable supplies; note the cost for specific types of supplies such as those listed under this expense category.
- e. **COMMUNICATIONS**: Include telephone/fax, Internet and email services that are necessary to carry out this program. Postage and other mailing costs should be noted separately.

Copying costs are costs associated with duplicating or reproducing existing materials; printing costs would be the costs of producing a new product/publication. Converting print materials into other formats such as audiotape or large print, or translating materials, e.g. Braille, should be included in this expense category.

- f. OTHER: Indirect costs and audit costs should be included under this expense category. If indirect costs are being expensed, please note your organization's indirect cost rate and what is included in that rate.

Interpreter or facilitator costs may be necessary to assure effective communication with participants. Include personal assistance services that are necessary so individuals can fully participate in the program. Grant funds should be the payer of last resort.

Identify the individuals and their respective organizations who will be asked to present on a certain topic area(s), and the total cost (or estimated cost). If a consultant/speaker's name is not yet available, indicate the topic area and a reasonable estimate of the cost allocated.

All proposed costs must be reasonable to carry out a quality program and achieve the intended program results.

3.F: Letters of Support

Include three letters of support or recommendation that are directly related to your knowledge and experience of self advocacy and working with self advocates to carry out the types of activities in this RFP.

Please note that the letters must be included as part of your application. Letters that are sent directly to the GCDD, or arrive outside of the completed application, will not be accepted.

Part 4: Proposal Review and Evaluation Process

4.A: Grant Review Committee

The GCDD's Grant Review Committee (Committee) reviews proposals sent in response to this RFP. Committee members will make a funding recommendation to the full GCDD. Staff of the GCDD reviews proposals for completeness only.

Please note that proposals must contain all required sections, fit within the maximum page limitations as specified, and have ten copies submitted, with an original signature in blue ink on the Application Cover of one copy. Incomplete proposals will be withdrawn from further consideration and not reviewed by the Committee.

Each proposal is reviewed and rated by members of the Committee according to the Evaluation Criteria included in this RFP. Scores and comments/feedback are discussed by Committee members. An applicant's past performance may also be reviewed by the Committee if the applicant has received previous grants from the GCDD. Following the review process, a recommendation is made to the full GCDD.

The GCDD retains the right to reject all proposals.

As noted earlier, continuation funding is based upon the availability of federal funds, the performance of the contractor, and the reauthorization of the DD Act.

4.B: Evaluation Criteria

The Grant Review Committee uses the following Evaluation Criteria when rating proposals. In addition to providing scores for each item, Committee members may write comments such as strengths or weaknesses, concerns or clarifications on their rating sheets. (The number in parentheses after each item is the maximum number of possible points for that item.)

Organizational capacity:

- Knowledge and experience in self advocacy or advocating for people with developmental disabilities. (5)
- Knowledge and experience of leadership development, leadership training, and helping self advocates learn to teach others about self advocacy. (5)
- Knowledge and experience in coordinating a project that involves local groups and supporting people involved in those groups. (10)
- Relevant knowledge and experience of those identified as responsible for various parts of the project. (5)

Work plan:

- Description of outputs: numbers of self advocates and local self advocacy groups to be served. (5)
- Description of how local self advocacy groups will be supported. (5)
- Description of what training sessions/opportunities will be offered to self advocates. (5)
- Description of how training sessions/opportunities will be promoted and presented to improve self advocacy leadership skills. (10)
- Description of how self advocates will be involved in cross-disability and multi-cultural coalitions. (5)

Performance measurement:

- Description of how self advocates will have a good understanding of IPSII, including approaches used to encourage self advocates to evaluate IPSII. (15)
- Description of performance targets, including activity numbers for the year. (5)
- Description of how customer satisfaction survey data will be collected from self advocates participating in the project. (5)
- Description of how the effectiveness of state (or regional) coordinating effort to strengthen self advocacy in Minnesota will be measured. (5)

Budget:

- Budget is reasonable and sufficient for work plan activities. (15)

The Committee also will confirm that the legal status of the applicant organization has been documented, and that three letters of support or recommendation were included with the application.

Part 5: Additional Information

5.A: Definitions from the Developmental Disabilities Assistance and Bill of Rights Act (DD Act)

DD Act Terms

Culturally competent.

The term “culturally competent” means services, supports or other assistance that are conducted or provided in a manner that is responsive to the beliefs, interpersonal style, attitudes, language and behaviors of individuals receiving services, and in a manner that has the greatest likelihood of ensuring maximum participation in the program.

Developmental disability.

The term “developmental disability” is defined in the DD Act as a severe, chronic disability of an individual from birth that:

1. Is attributable to a mental or physical impairment or a combination of mental and physical impairments;
2. Is manifested before the individual attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitations in three or more of the following areas of major life activity: self care, receptive and expressive language, learning, mobility, self direction, capacity for independent living, and economic self sufficiency; and
5. Reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic care services, supports or other assistance that is of lifelong or extended duration and is individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age five, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

Unserved and underserved.

The term “unserved and underserved” includes individuals from racial and ethnic backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals with

developmental disabilities attributable to physical impairment, mental impairment, or a combination of physical and mental impairments.

DD Act Outcomes (IPSII)

Independence refers to

- The extent to which individuals with developmental disabilities exert control and choice over their own lives.

Productivity refers to

- Engagement in income-producing work that is measured by increased income, improved employment status, or job advancement; or
- Engagement in work that contributes to a household or community.

Self Determination refers to

- The freedom to choose how, where and with whom to live; freely created relationships; contributing to the community in a meaningful way;
- Taking responsibility for personal decisions and actions; making decisions about financial resources, needed supports, and hiring/evaluating direct care providers;
- Dignity and respect of and for people with disabilities
- Whatever it takes to remove system barriers, achieve what may seem impossible, and do no harm.

Integration and Inclusion refers to

- The use by individuals with developmental disabilities of the same community resources that are used by and available to other citizens;
- Living in homes close to community resources, with regular contact with citizens without disabilities in their communities;
- The full and active participation by individuals with developmental disabilities in the same community activities and types of employment as citizens without disabilities, and utilization of the same community resources as citizens without disabilities, living, learning, working, and enjoying life in regular contact with citizens without disabilities;
- Having friendships and relationships with individuals and families of their own choosing.

5.B: Conflict of Interest Policy

Each year, the Governor's Council on Developmental Disabilities (DD Council) makes recommendations regarding the allocation of funds for specific strategies that are directly related to the DD Council's business – information, education and training – and will result in the increased independence, productivity, integration and inclusion of people with

developmental disabilities and their families. The process of reviewing applications and making funding decisions must be as free as possible from any conflict of interest.

A conflict of interest exists when members of the DD Council participate in the process that results in recommendations related to funding of programs or projects while, at the same time, they have a direct or indirect personal or financial interest in one or more of these programs or projects. In order to avoid problems in this area, Council members who have a direct or indirect personal or financial interest in an application or proposal or an organization that submitted an application or proposal must abstain from participating in the entire process of reviewing the applications in which the DD Council member has a conflict of interest. In this context, “personal or financial interest” includes, but is not limited to, the following:

1. The Council member or a member of the family is an officer of the applicant organization, serves on a committee that governs the applicant organization, or serves on the Board of the applicant organization;
2. The Council member or a member of the family will be employed by or is a paid consultant to the applicant organization;
3. The Council member or a member of the family is receiving services from the applicant organization in any capacity if the applicant is funded;
4. The Council member or a member of the family is receiving services from the applicant organization, or will receive services from the applicant organization if the application is funded;
5. The Council member or member of the family is a party in any legal action in which the applicant organization is also a party.

Those members of the Council who have, or believe they have, a direct or indirect personal or financial interest in any of the applications being considered by the Council must abstain from participating in the entire process of reviewing the application in which the Council member has a conflict of interest and must be recorded as abstaining when votes are taken.

This policy applies to all Council staff and consultants involved in the grant process.

Approved by the Council, Dec. 14, 1988; Amended by the Council, Aug. 1, 1990; Amended by the Council, Dec. 7, 1994.

5.C: Appeal Process

All applicants are informed, in writing and at the same time, about the results of the DD Council’s proposal review process. Applicants who do not agree with the DD Council’s decision may appeal. The following steps apply to the appeal process:

1. An applicant who wishes to appeal must notify the DD Council in writing within 15 working days of the date on the letter informing the applicant about the decision;
2. The appeal letter must include the basis for the appeal. The appeal must be based on the criteria used by the Grant Review Committee to review and evaluate each proposal (see Part 4.B: Evaluation Criteria);
3. Upon receipt of the letter of appeal, the DD Council Chair will establish an Ad Hoc Appeals Committee. This committee will be comprised of the DD Council Chair, Grant Review Committee Chair, and at least one DD Council member who is not a Grant Review Committee member;
4. The Ad Hoc Appeals Committee will meet as soon as possible (in no case later than the next regular DD Council meeting) to consider the appeal;
5. The Ad Hoc Appeals Committee will review the deliberations of the Grant Review Committee and information presented by the applicant in the appeal letter. The Grant Review Committee may also request to hear from the applicant;
6. The Ad Hoc Appeals Committee review will determine if the recommendation of the Grant Review Committee appears to have been made according to the criteria contained on the Evaluation of the Proposal form. Because the appeal letter must be based on these criteria, the information presented by the applicant will also be considered at this time;
7. The Ad Hoc Appeals Committee will present its findings in writing to the applicant and the full GCDD at the next regular GCDD meeting.

5.D: Reminder Checklist

Following is the first of two checklists to help you in preparing your proposal. This first checklist is simply a reminder of some of the important information already given in this RFP.

Reminders:

- ❑ Your proposal must be received on time. If a courier service fails to deliver your proposal by the deadline, the responsibility still lies with you, and the proposal will not be considered for funding.
- ❑ Your proposal must be prepared according to the instructions in Part 3 and must include all sections.
- ❑ The proposal must be typewritten. Number every page.
- ❑ Those who write letters of support or recommendation on behalf of your proposal should be reminded that the letters must be sent to you so that you can include the letters with your application. Letters that are not included in your application will not be accepted.
- ❑ A suggestion: You are encouraged to be innovative and creative in your approach, and in developing project activities.

- ❑ A suggestion: If your proposal is clear and concise, it will be easier for the GCDD to understand what you propose. Proposals that are too wordy or full of jargon are difficult to read and it may hurt your review score.

5.E: Proposal Checklist

Following is the second of two checklists to help you in preparing your proposal. This second is a guide to make sure that you have included everything needed in your proposal.

Be sure to include:

- ❑ A completed one-page Application Cover, with the original signed in blue ink. A blank copy of the required form is included with this RFP.
- ❑ A one-page Program Summary of your proposal.
- ❑ A Program Narrative. No more than seven (7) pages describing your knowledge and experience, your proposed plan of action, and the people who will be involved in key roles in your project.
- ❑ A document (such as from the IRS) confirming your status as a public organization or as a 501(c)3 non-profit organization. Remember, this document counts toward the seven-page limit for your Program Narrative.
- ❑ No more than two pages describing your Performance Measures, including how IPSII will be measured and how ADD customer satisfaction survey data will be collected.
- ❑ A Program Budget and the Budget Justification narrative. A blank copy of the required form is included with this RFP. Together, the budget and the budget justification should be no more than four (4) pages.
- ❑ Three letters of support or recommendation.
- ❑ Ten (10) complete copies of the entire proposal. Each copy should be stapled or bound.
- ❑ Make sure the address is correct:

Minnesota Governor's Council on Developmental Disabilities
370 Centennial Office Building
658 Cedar Street
Saint Paul, Minnesota 55155

Part 6: Required Forms

Attached are copies of the two forms required for an application: the Application Cover sheet, and the Budget Form. Both documents are one (1) page in length.

APPLICATION COVER

GOVERNOR'S COUNCIL ON DEVELOPMENTAL DISABILITIES
MINNESOTA DEPARTMENT OF ADMINISTRATION
370 CENTENNIAL OFFICE BUILDING
658 CEDAR STREET
ST. PAUL, MINNESOTA 55155
(651) 282-2899 VOICE (651) 297-7200 FAX
(800) 627-3529 Minnesota Relay Service
EMAIL: admin.dd@state.mn.us

1. Organization

Name: _____

Address: _____

Phone: (____) _____ Fax: (____) _____

Contact Person: _____

Title: _____

MN Tax ID number: _____ Federal Tax ID number: _____

2. Project title: _____

3 Budget summary:

Council share: \$ _____ %

Local match: \$ _____ %

Total cost: \$ _____ %

4. Certification:

I certify that to the best of my knowledge and belief, all information contained in this proposal is correct and complete; that, if approved, this program will be conducted according to this proposal, the requirements of the Governor's Council on Developmental Disabilities, Department of Administration, and provisions of the standards for programs funded under P.L. 106-402; and that the local match will be contributed as proposed. I also certify that the applicant organization has authorized me, as its representative, to give these assurances and submit this proposal.

Signature: _____
(original signature, in blue ink, on original copy)

Title: _____ Date: _____

BUDGET

| Expense Category | COUNCIL FUNDS | LOCAL MATCH |
|--------------------------|---------------|-------------|
| Personnel | | |
| Salary | | |
| Fringe | | |
| Rent | | |
| | | |
| Travel | | |
| Staff | | |
| Mileage/pkg | | |
| Food/Lodging | | |
| Participants | | |
| Mileage/pkg | | |
| Food/Lodging | | |
| Supplies | | |
| Office (consumables) | | |
| Program Materials | | |
| A/V Equipment | | |
| Communications | | |
| Phone/Fax | | |
| Internet/Email | | |
| Postage | | |
| Copying | | |
| Alternative Formats | | |
| Other | | |
| Indirect Costs/Audit | | |
| Consultants/Speakers | | |
| Respite/Child Care | | |
| Personal Care Assistance | | |
| Interpreter/Facilitator | | |
| TOTAL | | |