

**MINNESOTA GOVERNOR'S COUNCIL  
ON DEVELOPMENTAL DISABILITIES**

MINNESOTA DEPARTMENT OF ADMINISTRATION

370 CENTENNIAL OFFICE BUILDING  
658 CEDAR STREET  
ST. PAUL, MINNESOTA 55155

Also available at the Council web site:

<http://www.mnddc.org> OR

<http://www.mncdd.org>

**REQUEST FOR PROPOSAL (RFP):**

**EMPLOYMENT OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES**

**AUGUST 2012**

## PART I: PROJECT INFORMATION

**TITLE:** EMPLOYMENT OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES

**ISSUED BY:** Minnesota 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  
(877) 348-0505 toll free  
(800) 627-3529 MN Relay Service  
Email: [admin.dd@state.mn.us](mailto:admin.dd@state.mn.us)

### I.A. Authority and purpose

**Funding source.** The federal funds available under this Request for Proposal (RFP) are provided to the State of Minnesota from the Administration on Developmental Disabilities (ADD), Administration for Children and Families, United States Department of Health and Human Services, as authorized under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act). The Minnesota Governor's Council on Developmental Disabilities (GCDD) uses these funds to support grant projects and activities that reflect the values and outcomes contained in the DD Act and result in the *increased independence, productivity, self determination, integration and inclusion(IPSII) of people with developmental disabilities and their families in the community.*

**Purpose of funds:** Funds for this project must be used to further the employment of people with developmental disabilities according to the Goals and Objectives in the GCDD's Five Year State Plan for FFYs 2012 – 2016, as follows:

**Increase opportunities and the supports needed by individuals with developmental disabilities to be employed in integrated settings at or above minimum wage and benefits by:**

- A. **Educating and building the capacity employers, and creating employer incentives that contribute to workforce development;**
- B. **Providing increased supports that may include technology and are necessary for a broad range of employment options including competitive, customized, or self employment;**

- C. **Increasing access to inclusive postsecondary education and other career focused training opportunities; and**
- D. **Increasing the expectations of individuals and families about the importance of work opportunities during high school (transition years), by utilizing their personal networks to reach public and private sector employers, and identify job experiences in the community; and**

**Employment First Strategies that include the following:**

- A. **Expecting, encouraging, providing, creating, and rewarding integrated employment in the workforce as the first and preferred option of youth and adults with disabilities;**
- B. **Integrated, community based employment at or above minimum wage is the desired outcome for individuals with disabilities.**

A total of \$80,000 is available to carry out this project. A single award will be made.

#### **1.B. Due Date**

Proposals must be received at the GCDD, by mail or hand delivery, **no later than 3:00 p.m. on Monday, September 17, 2012.** You must deliver fifteen (15) paper copies of the complete proposal. Each copy should be stapled or bound. An original authorized signature must be on the cover of the proposal. The GCDD does not accept proposals through fax or e-mail.

**PLEASE NOTE:** Late proposals will NOT be considered.

### **Part 2: Proposal Requirements**

#### **2.A. Who Can Apply**

Proposals can be submitted by any public organization, private sector business, or 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).

The GCDD is seeking proposals from organizations or businesses experienced in working with individuals with developmental disabilities and families regarding employment, that have established partnerships/relationships with companies that are committed to a diverse workforce that includes employees with developmental disabilities and/or a sound understanding of the dynamics involved in building those partnerships, and an understanding of delivery systems that provide employment services and supports.

## **2.B. Project Length**

This RFP covers up to a five year period. Funds are available and can be awarded for a one-year period only. Renewal of the grant depends on the availability of federal funds, and the satisfactory performance of the organization in assuming responsibility for completing all duties and performance goals.

## **2.C. Background**

In 2002, the GCDD initiated a pilot project to learn about the concept of document imaging and whether this would be a viable and meaningful job opportunity for individuals with developmental disabilities. The success of that initial effort led to widespread replication throughout the state.

Businesses were introduced to document imaging as an efficient and cost effective approach for maintaining and having easy access to business records; and encouraged to employ individuals with developmental disabilities in document imaging positions. Day programs that provide employment services and supports to individuals with developmental disabilities were connected with businesses interested in beginning that records conversion process.

The Minnesota Department of Human Services (DHS) was instrumental in promoting the concept of document imaging when it began a document imaging project in 2005. That project was triggered by a move to a new building that wouldn't accommodate 20% of its floor space devoted to records. The DHS hired 16 workers with developmental disabilities who worked in two shifts and, over a two year period, converted more than 10 million documents. Since that time, this small project has expanded and taken over the entire scanning operation for the DHS.

In 2006, the DHS received a Laureates Award from the international Computerworld Honors Program that recognizes organizations that have used information technology to benefit society.

The media focused considerable attention on this topic beginning in 2005. Press releases, business profiles, and articles in business publications and trade magazines talked about document imaging as a successful employment option for individuals with developmental disabilities.

The *Star Tribune* and *St. Paul Pioneer Press* published articles; the national Autism Society included two articles in its magazine, *Autism Advocate*; and the League of Minnesota Cities carried an article in *Minnesota Cities*.

Former United States Senator Dave Durenberger prepared a letter of support about document imaging; and a joint article was prepared by former United States Senator Norm Coleman and United States Representative Jim Ramstad, and former Council Chair, Shamus O'Meara.

The employment of people with developmental disabilities was discussed on *Almanac*, TPT public television, as part of the 20<sup>th</sup> Anniversary celebration of the Americans with Disabilities Act (ADA).

In 2006, the first DVD, *The Economics of Document Imaging*, was produced and featured former Department of Administration Commissioner, Dana Badgerow, a strong supporter and promoter of the concept of document imaging. Media attention and the success of the DHS project caught the attention of Trendex, a private sector business, that saw document imaging as a clear win-win solution. Blue Earth County was among the first counties to begin an aggressive program. Olmsted County also picked up on the idea and started document imaging projects at the Department of Corrections and County Human Services Department.

Federal Court Judge Donovan Frank was guest speaker at the October 2007 meeting of the GCDD, and presented his personal experiences and perspectives on the employment of people with developmental disabilities. He personally advocated to preserve the jobs of workers with developmental disabilities in the Federal Courts Building in St. Paul during a renovation project. His presentation was videotaped and is available at the GCDD website.

In October 2008, 11 Minnesota businesses were recognized by the GCDD for their "innovative employment practices" in hiring individuals with developmentally disabilities and promoting an inclusive work environment. A total of 45 companies were nominated for this recognition and included business involved in manufacturing and distribution, services and technology the restaurant business, educational or child-care businesses, grocery and retail establishments, government agencies, and automotive service companies.

The 11 companies that were recognized were chosen based on direct employment, permanent employment, whether they paid minimum wage or higher, and opportunities for advancement. Several of the businesses also received press coverage in their respective local newspapers. The St. Paul Legal Ledger *Capitol Report* and *The Excellence Report*, a newsletter of the Department of Administration, also published articles.

Midway Training Services (MTS) opened a storefront business in 2008, employing 24 people with developmental disabilities in document imaging positions and offering training in document imaging skills to 10 additional individuals with developmental disabilities. A year later, in 2009, a total of 62 individuals were employed. By 2011, a total of 112 individuals were employed and, in that year alone, more than 1,800,000 pages were scanned for MTS completed projects.

In 2008, the Materials Management Division, Department of Administration, released a Request for Proposal for state contracts for scanning/document imaging services. Businesses received additional points in the scoring process for hiring people with developmental disabilities in document imaging positions and paying at least minimum wage. Seven businesses were awarded contracts including three day programs.

A second DVD, *The Changing Face of Technology*, was released in 2008 and features five private sector businesses including a moving company with locations throughout the United States, a construction company, a health care provider, a law firm, and a business in the information technology field.

In 2009, work experience in document imaging was offered to 40 transition students who were employed at Independent School Districts (ISDs) 916 and 287, where they learned document imaging skills and were paid minimum wage. In a single year, transition students at ISD 916 scanned more than 500,000 school records; and the design and development of a certificate in document preparation/document imaging was pursued.

In 2010, the GCDD was awarded a \$200,000 ARRA grant from the Department of Employment and Economic Development, Vocational Rehabilitation Services to increase and expand employment opportunities in the digital fields for young adults with autism spectrum disorder (ASD). The results of interviews conducted with individuals with ASD and families, businesses, secondary and post secondary education programs, and Vocational Rehabilitation Services representatives; and a review/analysis of a collection of materials about a new digital economy provided the foundation for the design and development of a new web section "Meet the Future Face of Employment, Individuals with Autism Spectrum Disorder in Technology Fields." This web section includes success stories and related employer hiring processes, information and resources about 21<sup>st</sup> Century skills, and education and reform topics.

The online courses, Partners in Education and Partners in Employment, were both updated in 2011. New sections and new resources were added to emphasize the advantages that young adults with ASD have in a rapidly changing digital economy considering their unique skills and abilities in the technology fields.

The Partners in Education course incorporated IT literacy, and media literacy concepts and competencies as pathways to jobs and careers in the technology fields. Guides were created for both individuals and families on how IEPs must be modified to assure that students are acquiring the technology knowledge and skills needed in order for them to be successful in a digital world.

The Partners in Employment course looks at online degree programs and certification courses, and family owned business and self employment. Emphasis is placed on how expectations must be raised for employment in a digital economy. An EZ Read Partners in Employment online course was also released.

Four “Top 10 Action” brochures were developed for individuals with ASD and families, educators, employers, and vocational rehabilitation specialists about actions that each can take to become more knowledgeable about jobs and careers in a broad range of technology fields.

In conjunction with the ARRA grant, an Employment Forum was held in February 2011 featuring Temple Grandin with 1,600 people in attendance. The Autism Society handled arrangements for the Forum that was cosponsored in cooperation with 3M, Cargill, and Best Buy.

*Twin Cities Business Monthly* interviewed Best Buy and 3M representatives, and carried an article about the event. The *Star Tribune*, *Pioneer Press*, *Access Press*, *Rochester Post Bulletin*, *Red Wing Republican – Eagle*, *Eastside Review News* (St. Paul), *Ramsey County Review – News*, and *Bonanza Valley Voice* (Brooten, MN), carried news articles, Channel 4, Fox 9 News, and KAAL (Rochester Regional Science Fair the following day) provided television coverage.

A policy paper, “Expanding Employment and Career Options for Individuals with Autism in 21<sup>st</sup> Century Digital Media and Communications Technology” was created by Allan Bergman and disseminated through national organizations.

During the past year, a new DVD was produced, *The Jobs Challenge for People with Disabilities*, featuring individuals with developmental disabilities who are directly employed in a variety of positions in both public and private sector businesses as well as self employment. Over 1,000 copies have been disseminated.

During this past year, more intensive efforts have been made to learn about the specific interests and skills of individuals with developmental disabilities, identify available positions in a broad range of businesses, and then make a match. This approach has been brought to school transition programs, parent groups, service providers, and post secondary education programs.

Businesses that offer training in computer languages and software programs, and provide certifications upon successful completion of classes/coursework have also been made available to transition programs and parents in an effort to raise expectations and encourage continuing education for young adults and adults with developmental disabilities that can potentially lead to jobs and careers in the technology fields.

## **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 application 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 ten (10) pages. Use a type size that is standard (12 point) or larger. Include the following in the 10-page narrative section:

- 1 Describe the current status of employment in Minnesota for individuals with developmental disabilities, businesses, and employer/employee relationships.
- 2 Describe what you consider to be the most important strategic direction in addressing employment issues of people with developmental disabilities.
- 3 In addressing this strategic direction, describe the approach you are proposing. The approach can include business relationships, transition, job discovery and matching individual interests and skills with business needs/available positions.
- 4 Section 503 of the Rehabilitation Act promotes equal employment opportunities for applicants and employees with disabilities with Federal government contractors. The United States Department of Labor has announced possible changes to Section 503 regulations to increase employment opportunities for individuals with disabilities through all stages of the employment process, from recruiting and hiring to retaining and advancing individuals with disabilities in the workforce. For businesses receiving federal contracts, a subcontract requirement would be that 7% of the workers have to be individuals with disabilities.  
  
If the United States Department of Labor adopts changes to section 503 regulations, discuss your ideas/recommendations about possible outreach to businesses to implement and comply with the 7% requirement.
- 5 The background section of this RFP provides a summary of some of the GCDD's past efforts in the area of employment. Describe how your approach may include some of these past GCDD efforts:



- a The direct employment DVD, *The Jobs Challenge for People with Disabilities*;
  - b The online courses, Partners in Education and Partners in Employment; the online courses are available and can be accessed at <http://www.partnersinpolicymaking.com>
  - c Customer research studies including the Quality of Life Survey (2001), Employer Survey (2005); Awareness, Attitudes and Impact of the Americans with Disabilities Act Among Minnesota Businesses (2010), and the 1962/2012 Minnesota Survey of Attitudes Regarding Developmental Disabilities (2012); the surveys are available and can be accessed at the GCDD website at <http://www.mnddc.org/extra/customer-research.htm>
  - d The website section describing individuals with ASD and high tech careers, *Meet the Future Face of Employment*; this section can be accessed at <http://www.mnddc.org/asd-employment/index.html>
  - e Document imaging;
  - f The publication It's My Choice, both hard copy and online versions;
  - g Future Autism and Employment Forums;
  - h Cosponsorship funds for training conferences and Partners in Policymaking© graduate workshops.
- 6 The following two items address policy changes or strategies to support individuals with developmental disabilities in employment, increase the number of individuals with developmental disabilities in the workforce, and expand employment and career opportunities for them.

Review and address how these can be reflected in, and might serve to guide and direct the focus of your proposal:

- a The All Hands on Deck report issued by the Governor's Workforce Development Council, particularly the section on "Expanding Work Opportunities for Minnesotans with Disabilities," the "Business Case for Hiring People with Disabilities," and the two related recommendations. The report was originally issued in November 2010 and has been reissued for 2012 with a new Introduction. The report can be accessed at [http://www.gwdc.org/policy/all\\_hands\\_on\\_deck.html](http://www.gwdc.org/policy/all_hands_on_deck.html)
- b The National Governor's Association new initiative, *A Better Bottom Line: Employing People with Disabilities*. The initiative can be accessed at <http://www.nga.org/cms/home.html>

### 3.D. Performance Measures

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

- 1 Describe your process for setting up a system to collect data and report the following:
  - a Number of individuals employed at minimum wage or above.
  - b Number of hours worked per week in integrated work settings.
  - c IPSII outcomes.
  - d Number of businesses who have been contacted or trained.
  - e Number of individuals in inclusive post secondary education programs.
  - f Number of families who have received information, education, and training.
- 2 Describe your understanding of IPSII - increased independence, productivity, self determination, integration and inclusion; how these relate outcomes to employment, and how individuals with developmental disabilities who are successful in achieving a desired direct employment goal can assess themselves.

### 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.

**PLEASE NOTE:** Respondents should make sure that the proposed Budget and Budget Justification match in terms of dollar amounts, that math calculations are correct, and that the budget is reasonable and directly related to what is proposed in the Program Narrative.

**For example,** if postage is a necessary expense and included in the proposed Budget, the Budget Justification must explain how that dollar amount was arrived at and the math calculation must be accurate – Postage for \_\_\_\_ (state the purpose); estimated at 125 pieces X \$0.45/piece = \$56.25.

### **3.F. Letters of Support**

Include three letters of support or recommendation that are directly related to your knowledge and experience in working with people with developmental disabilities who are seeking employment; programs that provide services and supports for these individuals; and public and private sector businesses that welcome and are committed to a diversified workforce that includes individuals with developmental disabilities.

**PLEASE NOTE:** Support 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 review proposals for completeness only.

**PLEASE NOTE:** Proposals must contain all required sections and fit within the maximum page limitations as specified. Twelve copies must be 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.

**PLEASE NOTE:** 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).

- 1 Statement of the problem (10).
- 2 Statement of the proposed strategic direction(15).
- 3 Statement of approach (15).
- 4 Outreach recommendations for businesses to implement/comply with Section 503 changes and the subcontract requirement that 7% of workers must be individuals with disabilities (5).
- 5 Description of approach and inclusion of past efforts of the GCDD regarding employment (20).
- 6 Ideas for incorporating the GWDC report, *All Hands on Deck*, and the NGA initiative, *A Better Bottom Line: Employing People with Disabilities* (5)
- 7 Budget is reasonable and sufficient for work plan activities. (30)

The Committee also will confirm that the legal status of the applicant organization, if applicable, 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**

##### ***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;
- 6 When applied to infants and young children, individuals from birth to age nine, inclusive, with a substantial developmental delay or specific congenital or acquired conditions may be considered to have a developmental disability if the individual, without services and supports, has a high probability of meeting those criteria later in life.

***Employment related activities:***

The term "employment related activities" is defined in the DD Act as follows:

Advocacy, capacity building, and systemic change activities that result in individuals with developmental disabilities acquiring, retaining, or advancing in paid employment, including supported employment or self-employment, in integrated settings in a community.

**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, December 14, 1988.  
Amended by the Council, August 1, 1990.  
Amended by the Council, December 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;

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;

6. 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: 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.

#### **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 Program Narrative. No more than ten (10) pages describing your knowledge and experience, and all items identified in the Narrative section above.
- A document (such as from the IRS) confirming your status as a public organization or as a 501(c)(3) non-profit organization, if applicable. 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.



- A Program Budget and 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.
- Fifteen (15) 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 forms required for an application:

Application Cover Sheet.  
Line Item Budget Form.

## 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 OR 711  
EMAIL: [admin.dd@state.mn.us](mailto: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: \$ \_\_\_\_\_ (75%)

Local Match: \$ \_\_\_\_\_ (25%)

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, the program will be conducted according to this proposal, the requirements of the Minnesota 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
<b>Personnel</b>		
Salary		
Fringe		
<b>Rent</b>		
<b>Travel</b>		
<b>Staff</b>		
Mileage/pkg		
Food/Lodging		
<b>Participants</b>		
Mileage/pkg		
Food/Lodging		
<b>Supplies</b>		
Office (consumables)		
Program Materials		
A/V Equipment		
<b>Communications</b>		
Phone/Fax		
Internet/Email		
Postage		
Copying		
Alternative Formats		
<b>Other</b>		
Indirect Costs/Audit		
Consultants/Speakers		
Respite/Child Care		
Personal Care Assistance		
Interpreter/Facilitator		
<b>TOTAL</b>		