

SCOPE OF WORK/ DRAFT (*DRAFT_2-12-2020; Follow RFGA from Recreation in formatting*)

Title

Self-Advocacy-Coalition Building in AZ Communities

Part 1:

Total Amount Available

\$100,000

The ADDPC reserves the right to increase or decrease the total amount of available funding depending on the number of applications that are susceptible for an award. In addition, the ADDPC reserves the right to make an award(s) for greater or lesser amounts than requested and to negotiate the proposed project and budget with the applicant prior to making an award.

Number of Funded Applicants

One single award will be made. Applicant must show strong collaboration and outreach efforts with self-advocates and local advocacy groups that have specific roles to engage in coalition development in communities around Arizona.

Award expected to be made by July 2020.

Term of the Contract

The contract period for any approved application is 12 months. The term of the contract shall commence on date of last signature on the Award Notification or date of Award Letter and shall remain in effect as stated, unless terminated, canceled, or extended as otherwise provided herein.

The contract shall not bind or purport to bind the ADDPC for any contractual commitment in excess of the original contract period. The ADDPC may renew a contract for a specific period and/or specific amount. Notification of any contract renewal will be undertaken by the ADDPC and will consider current federal funding and contract performance.

Eligibility

This is a Competitive Solicitation. Applicants must have experience in working with the disability community, promoting self-advocacy, coalition building in various communities, networking with a variety of partners, using best or promising practices in advocacy efforts, and grant management.

The solicitation is open to the following organizations/agencies. The ADDPC will make a single award therefore, prospective applicants shall carefully organize and demonstrate in their application which agency will apply for the grant (be the fiscal agent), and provide a comprehensive list of collaborators and partners to effectively carry out the tasks and activities.

- Nonprofits (must submit a 501(c)(3) determination letter from the IRS)
- Unit of Local Government
- Universities or Community Colleges
- Tribal Governments
- Combination of the above

Part 2:

Description of What the Council will Fund:

State Councils are required to support self-advocacy efforts that are led by individuals with intellectual and/or developmental disabilities (I/DD). Self-advocates speak up for themselves, they make their voices heard and views known, organize to fight against discrimination, and make decisions for themselves throughout their life span.

The ADDPC is mandated to support self-advocacy efforts in any of the three ways: 1) by funding leadership training for self-advocates; 2) funding participation of self-advocates on cross-disability and culturally diverse boards and coalitions; 3) and to provide the direct funding of a statewide self-advocacy coalition led by individuals with I/DD.

This RFGA will fund the development of and support for coalition building of self-advocates in Arizona communities, especially in communities that are unserved and underserved. All proposed activities must show how they will lead to the coalition building and serve individuals with I/DD.

Requirements of Applicants

The ADDPC will award a single grant to an applicant whose program design, including activities, evaluation methods, staffing, collaboration and supportive budget are the most advantageous to the State.

Applicants must demonstrate the following strengths:

- Have the knowledge and capacity to target areas of the state and/or populations that are unrepresented, unserved and underserved.
- Have knowledge and experience in various outreach methods.
- Have knowledge and experience in community coalition building and engaging with various collaboration and partners that are/and are not part of the disability community.
- Have knowledge and experience in engaging with, and developing and implementing activities that are culturally, linguistically responsive, age appropriate and sensitive to the persons they serve.
- Be familiar with and encourage persons with I/DD to use assistive technology (AT), incorporating the usage of AT, as appropriate, in the overall program design.
- Agree to collect evaluation data as stated in the Evaluation Section and share information, reports and summaries with the ADDPC, including pictures of participating self-advocates (with participant permission) of the program in action.

What this RFGA will NOT fund:

- Proposed single activity, and limited community outreach
- Project design that is limited and fractured in design and implementation
- Lack of collaborators
- Proposed awarding or sub-awarding to community groups that are not designated as a 501(c)3, experience in grant management, and experience in fiscal controls.

Part 3:

Project Narrative / Methodology (15 pages maximum)

For your application to be evaluated, Applicants must type a project narrative, up to 15 pages maximum. Respond to each question listed below with sufficient detail and in the order as stated. Each question must be stated first prior to your response.

- 1) Describe a) your organization work in the disability community; b) list active board members and their organizational role and describe how often your board meets; c) provide a list of grants received in the past 3 calendar years (2019, 2018, 2017).
- 2) Describe in detail previous work and success in community coalition building around a specific topic. How did you engage the community, what type of work was done, what communities were impacted, and what did you learn in those efforts? Is the community coalition still in place?
- 3) Describe in detail how developing a self-advocacy community coalition will be undertaken in year one. What activities will be planned with and for the self-advocacy coalition? What will be implemented for the self-advocacy community coalition to maintain engagement and growth through the first year?
- 4) What strategies will be used to conduct outreach to unserved and underserved communities? What specific communities will be targeted?
- 5) What strategies will be used to work with, strengthen and include existing self-advocacy groups into this project?
- 6) How will individual self-advocates voices be part of this project and balanced with collaborators?
- 7) List who are the community partners that will be a part of this grant. Also denote who will be funded and the role they will be engaged in. Ensure Letters of Support are included in the grant application.
- 8) What steps will be taken to address program barriers, including any problems with outreach, community coalition building, recruitment of self-advocates and community partners and other tasks.
- 9) If funding is available for a second year, briefly describe what will be undertaken to sustain a self-advocacy community coalition and what new activities will be implemented.

Evaluation (1 page maximum):

ADDPC requires all funded programs to evaluate their program based on certain performance measures (data) and benchmarks. The ADDPC will provide a narrative report template with specific performance measures to track. The Evaluation Narrative shall not exceed one written page. Applicants shall provide a narrative on the following three questions:

- 1) Describe what you hope to achieve at the end of year 1.
- 2) What are the key benchmark measurements (data points) that will be used to measure the grant objective is being met by the end of year 1?
- 3) How will self-advocates and community partners involvement and feedback be used through the evaluation process?
- 4) If barriers are encountered, how will discussion of possible changes in program design take place?

Part 4:

Deliverables to the ADDPC:

If awarded, the Contractor will be required to provide the following:

1. Quarterly narrative report that describes the status of the project, implementation plan, and performance measures collected.
2. Fiscal invoicing either monthly or quarterly showing grant dollars and matching dollars spent.
3. Other information deemed necessary by the ADDPC. The ADDPC will work with funded Contractors and the Contractor agrees to provide additional information to the ADDPC including, but not limited to, interviews from program participants, interviews from the Contractor, pictures of persons with I/DD participating in a program, and site visits.

Part 5:

Dates:

Applicants shall be aware of the following deadline dates. No exception will be made for late submission.

Pre-Application Meeting

(Attendance is not required)

XX, XX, 2020; Time ZZ

Location: ADDPC Office

If unable to attend in person, teleconferencing is available by dialing ###

Letters of Intent Due Date

XX, ZZ, 2020 via email: mcrane@azdes.gov

Submission is not required, and will not obligate the applicant to submit an application.

Application Due Date

ZZ, EE, 2020, 4:00 PM Phoenix Local Time;

Applicants shall submit a full application, with all required forms and documents, in one PDF format. Email one full application to mcrane@azdes.gov .