

**Scope of Work: Comprehensive Education Projects to Promote Self-Advocacy & Empowerment
through Information**

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Section 1: Eligibility and Availability of Funds:

Applicants must have experience in the following:

- a. Working with and supporting persons with developmental disabilities, and family members or others that support them.
- b. Working with persons with disabilities that want to learn or increase their self-advocacy skills, or to increase their knowledge or skills on particular developmental disability topics.
- c. Working with parents that want to learn or increase their self-advocacy skills, or to increase their knowledge or skills on particular developmental disability topics.
- d. Working with community stakeholders and professionals that provide support and training to persons with developmental disabilities and their families.
- e. Developing and/or using existing curriculum that is a best practice.
- f. Providing training on multiple topics, in various formats, and the ability to conduct evaluation to track output and outcome measurements.

Eligibility

This solicitation is open to the following organizations/agencies:

- New or existing self-advocacy organizations that are independent of a larger organization, and shall be identified as a non-profit or for-profit status.
- Non-profit or for-profit organizations that work with persons with developmental disabilities and their families.
- Government agencies.
- Or a combination of the above.

Previous funded projects by the ADDPC awarded in 2010 and 2011 are eligible to apply under this solicitation if the proposed project demonstrates a significant change in one or more of the following areas:

- (1) Expanded geographic outreach and involvement of participants with a special emphasis on unserved or underserved populations.
- (2) Adapted and multiple topic presentations that demonstrate a clearly defined and new focus on previously unaddressed subject matter that is of importance to persons with developmental disabilities and/or their family members and others who support them.
- (3) New methods of presenting information that will expand outreach to new populations who previously have not had the ability or capacity to participate.
- (4) Demonstrating an increase of community partners that support the proposed project by providing an increase in matching dollars.

Availability of Funds

The total amount of funds available for awards is \$300,000 for the first year.

Section 2: Purpose and ADDPC Objectives:

The Arizona Developmental Disabilities Planning Council (ADDPC) is seeking proposals in support of two Goals, Self-Advocacy and Empowerment through Information, as contained in the 2012-2016 Five Year Plan.

Applicants shall describe how projects will be ongoing, consistent and comprehensive for the duration of the contract period. The target audience includes self-advocates, family members and/or other stakeholders who have an interest in advancing advocacy efforts and in using new information that will lead to persons with a developmental disability and/or their family member being empowered and making informed choices.

Applicants shall clearly state in their program narrative (methodology) which of the following objective(s) will be addressed:

Objective 1: Enhance the leadership capacity of self-advocates and increase their involvement in civic and other leadership activities.

Objective 2: Build capacity for self-advocacy in underserved areas of the state.

Objective 3: Provide reliable information on a variety of topics that are important to persons with developmental disabilities, their families, and persons who support them.

Objective 4: Provide information, education, and support to underserved populations to increase their access to services and supports and promote community inclusion.

What this RFGA will NOT fund

The ADDPC will not consider and fund the following:

- Applications main focus is a one-time conference, workshop, or seminars
- Applications that identify a single strategy and a single activity.
- Applications that track only Outputs or numbers as a result of the evaluation process.
- Projects that is limited and fractured in design and implementation.

Section 3: Tasks:

Applicants shall clearly describe, with sufficient detail in a narrative format, how each of the following Tasks will be accomplished and briefly provide examples of prior or current experience in accomplishing each of the Tasks. Restate each Task prior to your response.

1. Applicants shall detail proposed activities that are evidence based and/or a best practice model, targeting self-advocates, family members, and/or stakeholders in the community seeking to increase/improve their knowledge and skills in advocacy efforts, or to increase/improve their knowledge and skills on topics that are of importance to the developmental disability community.
2. Applicants shall have the ability and capacity to target areas of state that normally are not represented. Various outreach methods shall be described with emphasis on reaching underserved/unserved populations.
3. Applicant shall develop and implement activities that are culturally, linguistically responsive, age appropriate and sensitive to the persons they will serve.
4. Applicants shall have the ability to partner with other community stakeholders that will support the ADDPC Objectives. Applicants must describe these partnerships and how they will support the proposed project.
5. Applicants shall describe how the chosen strategies and implemented activities are part of an ongoing and comprehensive program for participants for the duration of the contract period.
6. Applicant shall describe their efforts to develop and administer various evaluation tools and how data collected is used to make changes in any part of program design or implementation.

Section 4. Strategies and Activities:

In a narrative format identify at a minimum, three (3) strategies that will be used from the list below. Describe why they were chosen, how they will be implemented, and what specific activities will be used under each chosen Strategy. (Activities must support the chosen objectives). In developing your narrative under this section, applicants may propose new strategies as this is not a comprehensive list.

1. Training and technical assistance
2. Outreach through various methods
3. Supporting and educating communities
4. Interagency collaboration and coordination
5. Coordination with related or community councils, committees and programs
6. Barrier elimination
7. Systems design and redesign
8. Coalition development, citizen participation, and civic engagement
9. Informing policymakers and stakeholders
10. Resource development for information sharing

Section 5. Evaluation:

Evaluation is an integral part of the program development and execution. Data collected helps to establish the presence of need and opportunities for improving programs, and demonstrates success.

If the ADDPC funds your proposal, Applicants will be required to administer three types of Evaluation Survey's as explained below. See pages XXX of the RFGA for copies of each Survey. The Applicant **shall not** modify or amend any wording on the Surveys. The instructions are as follows:

- (1) In a narrative format, describe the following and label this document as Evaluation Narrative, with each point clearly identified. The Evaluation Narrative shall not exceed two (2) written pages.
 - i. Describe what you plan to accomplish by the end of a 12 month period and how barriers to accomplishing the Tasks and implementing the Strategies and Activities will be addressed.
 - ii. Who will conduct the evaluation for this grant?
 - iii. What types of output measurements will be collected?
 - iv. Who will analyze the information collected?
 - v. Will funding be requested to support evaluation for this project? If so, ensure costs are listed in the budget and explained in the budget narrative.
- (2) Applicants shall use the '*Short Term Outcome Post Survey*' that measures a participant's increase in knowledge and skills, upon the end of a main activity or training taking place, to 100% of the participants. The '*Short Term Outcome Post Survey*' shall be collected by the Applicant and analyze the data to present in a graphic chart to the ADDPC, when quarterly narrative reports are due. The total number of participants that participate in the activity must be tracked and reported.
- (3) Applicants shall use the '*Intermediate Term Outcome Post Survey*' and shall administer to a minimum of 30% of the participants, three (3) months post a main activity or training taking place. This Survey will measure the number of participants that report using the knowledge and skills gained from attending a specific activity or training. The '*Intermediate Term Outcome Post Survey*' shall be collected by the Applicant and analyze the data to present in a graphic chart to the ADDPC, when quarterly narrative reports are due. The total number of participants that were targeted and responded to the survey shall be tracked and reported.
- (4) Applicants shall use the '*AIDD Consumer Satisfaction Survey*' one time and shall administer to 100% of the participants. The AIDD Consumer Satisfaction Survey shall be collected by the Applicant and analyze the data to present in a graphic chart to the ADDPC, when the last narrative report is due.