

ITEM 1

## Updated Scope of Work for Self Advocacy Organizational Support

### Section I: Eligibility & Availability of Funds

Applicants must have experience in working with self-advocates and/or like groups. In addition, applicants must have expertise in the Tasks and Strategies that are listed in this Scope of Work. Applicants proposing multiple locations to serve shall submit one application and address the requirements as stated in the Scope of Work and include all costs on the required budget forms.

This solicitation is open to the following organizations/agencies:

- Self-advocacy or like groups that are identified as non-profit or for-profit;
- Other non-profit or for-profit organizations that work with and support local self-advocacy or like groups;
- Government agencies;
- Or a combination of the above.

### **Funds Available:**

The total amount of funds available for awards is \$215,000 for the first year. Multiple awards shall be made and the ADDPC has the right to negotiate any part of the submitted application and budget, if necessary, during the evaluation process (see ADDPC Terms and Conditions for further information).

### Section II: Purpose

The Arizona Developmental Disabilities Planning Council (ADDPC), in developing its 2012-2016 Five-Year State Plan, identified Self-Advocacy as a key area of concern voiced by consumers, parents and professionals. Specifically, it was noted that persons with developmental disabilities in Arizona are actively seeking to represent their own interests by functioning as self-advocates as opposed to having others act on their behalf. Based on this, the ADDPC created the following Goal as part of its State Plan:

**GOAL:** Build a self-advocacy alliance comprised of diverse advocacy organizations that is led by persons with developmental disabilities.

In working to accomplish this Goal, the Council completed the following:

- Completion of "Report on Self-Advocacy in Arizona" which surveyed existing self-advocacy groups to identify entities and also assesses development and sustainability needs expressed by organizations. This report is intended and required for use by applicants in planning and submitting their proposal in identifying existing groups that can be support and documenting areas of need.
- Amended the State Plan to update objectives under the Self-Advocacy Goal, enabling the ADDPC to proceed with ongoing activities.

As part of amending the State Plan, the ADDPC recognized the importance of strengthening existing and identifying new self-advocacy organizations as a prerequisite to developing a state-wide alliance. As a result, the following Objectives were created to encompass the necessary steps in supporting self-advocacy efforts in the state. Applicant shall address each Objectives, as stated below.

**Self-Advocacy Objectives:**

1. Enhance the leadership capacity of self-advocates within new or developing self-advocacy organizations and increase their involvement in civic and other leadership activities.
2. Strengthen the capacity of self-advocacy organizations to become increasingly effective in identifying, acting upon and carrying out change related to their specific areas of emphasis within developmental disabilities.
3. Strengthen new or developing self-advocacy organizations in underserved and unserved areas of the state.

**What this RFGA will NOT fund:**

The ADDPC will not fund the following types of activities and projects. Applicants that propose any of the following will not be considered:

- Proposals that do not meet or that are limited in response to the scope of work.
- Proposals that support existing and ongoing projects currently undertaken by the applicant as part of their organization's internal goals and objectives, with the exception of proposals being developed to support new or developing self-advocacy organizations that are part of the organization but are seeking autonomous, independent functioning separate from the organization or proposals that support independent, autonomous new or developing self-advocacy organizations that rely on previous resources developed by the organization that specifically match the requirements of this application.
- Proposals that do not support and work with new or existing community self-advocacy groups.
- Proposals that have a single project focus, for example, conducting training events, conference, or seminars, and using one strategy.

**Section III: Tasks/Intent of Request for Grant Application (RFGA)**

The ADDPC seeks to work with multiple grantees across Arizona to conduct outreach, build relationships and develop components of training and technical support that will develop and strengthen new and developing self-advocacy organizations to function effectively in carrying forward self-advocates interests and needs.

Over the span of the contract period, grantees will lay the foundation of a future statewide alliance through technical support enabling existing and new self-advocacy organizations to function independently and create internal and external supports that maintain viability and sustainability.

To work towards the ADDPC's Goal, Applicants shall clearly state conduct and describe, with sufficient detail in a narrative format, how each of the following Tasks will be accomplished and briefly state prior/current experience in accomplishing each of the Tasks (brief examples may be provided). Applicants MUST re-state each Task prior to the response.

1. Applicant shall have the knowledge, expertise and capacity to be effective in outreach to new or developing self-advocacy organizations, and work in underserved and un-served areas of the state, both urban and rural.
2. Applicant shall have competencies in providing instruction and training to diverse audiences on such topic areas such as leadership, organizational design and structure, budget management, and skills in fundraising.
3. Applicant shall develop and implement activities that are culturally and linguistically responsive and sensitive to the distinct organizations and persons they will serve.
4. Applicant shall identify and address transportation barriers to be overcome by allowing members of self-advocate organizations in their proposal to fully participate in their proposed activities.
5. Applicant shall whenever possible, use existing curriculum that supports the strengthening of new or developing, independent, autonomous self-advocacy organizations. Existing curriculum created by the applicant organization shall not be used if the design of material was specified by the organization for its unique and individualized programs, unless the curriculum can be shown to specifically match the requirements of this application. New curriculum may be developed by applicants that is specifically tied to the standards of this proposal.
6. Applicant shall strengthen partnerships with other disability organizations and allies that will ultimately lead to creating a statewide self-advocacy alliance.
7. Applicant shall reach out and communicate with other self-advocates that are underrepresented in the self-advocacy movement, and/or that live in underserved or unserved communities.
8. Applicant shall implement evaluation methods to track output and outcome data that supports the self-advocacy objectives, and follow the evaluation templates included as part of the RFGA.
9. Applicant shall have the ability to organize, facilitate and report on focus groups, public forums and other group activities that are used as a part of an integrated approach to strengthen new or developing, independent, autonomous self-advocacy groups.

10. Applicant shall have the ability to gather, organize, analyze and record data to accurately document functions and the results of activities to justify all program decisions. It is expected that applicants will utilize current technology in carrying out these functions.

11. Applicant shall have the ability to manage grant funds using current accounting standards and best practices.

12. The applicant shall include the details for implementation of a methodology to award and manage mini-grants to new or developing self-advocacy organization to support and strengthen functional abilities. Such grants may be used by self-advocacy organizations to fund transportation to meetings, developing organizational structure such as establishment of non-profit status, or other proposed activities submitted by the applicant. Grant awards provided shall be one-time and capped at \$5,000 per self-advocacy organization. Reasonable and allowable costs per OMB Circulars shall apply.

13. Applicant shall have the ability to network with other grantees awarded under this RFGA to develop continuity and consistency in moving toward the development of a statewide self-advocacy alliance.

#### **Section IV: Strategies**

In a narrative format, identify the strategies from the list below and describe why they were chosen and how they will be implemented to support the Self-Advocacy Objectives. In developing your narrative under this section, applicants may use one or more various strategies or propose new strategies. At a minimum, strategies that are italic must be used. This is not a comprehensive list:

- Training and technical assistance\*
- Outreach through various methods
- Supporting and educating communities
- Interagency collaboration and coordination
- Coordination with related councils, committees and programs
- Barrier elimination\*
- Systems design and redesign\*
- Coalition development and citizen participation
- Informing policymakers and stakeholders
- Civic engagement
- Organization competency related to strengthening, building, and expanding existing organizations\*
- Resource development for information sharing

#### **Section V: 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. In developing the Evaluation Plan, use the templates Logic Model and Evaluation Plan (attached as a PDF,

Grants Page) as a guide to create and submit as part of your overall application. Failure to complete and submit an Evaluation Plan will be considered as an incomplete application and shall not be considered for funding.

a. Create an Evaluation Plan using the template provided that will document the type of activities engaged, the number and types of Outputs and the number and types of Outcomes. Label this document as Evaluation Plan Template.

i. The ADDPC recognizes the importance of grantees reporting on numbers or Outputs. Outputs are only a reflection of a specific activity being done, for example the number of participants in a specific activity, or the number of flyers created, or the number of trainings conducted. However, each funded applicant shall also be required to report on measurable performance measures or Outcomes, which answers the question – did my program/activity make any difference. Measurable Outcomes shall be created that directly tie back to chosen strategy that will be implemented and shall be tracked for a significant period of time.

b. 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 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 will be addressed.

ii. Who will conduct the evaluation for this grant?

iii. How often will data (output and outcome) 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.

vi. Provide one example of an evaluation tool that incorporates at a minimum the AIDD Consumer Satisfaction Survey AND output and outcome data to capture that is based on your Evaluation Plan. Note: Within 90 days of the contract ending, Contractors shall comply with the AIDD Consumer Satisfaction Survey and submit final responses to the ADDPC at the end of the contract period (see page XX for AIDD Survey).

c. If awarded a contract with the ADDPC, Grantees are expected to send key staff to attend a one-day technical assistance training on evaluation in Phoenix. If the applicant resides outside of Maricopa County, costs for any travel expenses shall be included in the budget and budget narrative, following state travel rules as describe in the Budget Development Guidelines. The ADDPC is working with a contractor with expertise in developing Strategic Plans, Logic Models and Evaluation Plans. The date and location of the training will be finalized 60 days post notification of awards.