DRAFT 4: Scope of Work (mc/03/29/18)

Creating a Diverse Workforce for People with Developmental Disabilities

Part 1

Background of why it's Good Business to have a Diverse Workforce

Recognizing that the marketplace is diverse, many businesses have dedicated their efforts to hiring a diverse and inclusive workforce. Frequently, however, workers with all types of disabilities, including those with developmental disabilities (DD), are overlooked in these diversity initiatives. To rectify this, organizations such as the Job Accommodation Network and the U.S. Business Leadership Network and its Arizona affiliate, Untapped Arizona, operate to train and support employers who desire to increase recruitment, retention, and promotion efforts to include workers with any disability.

Yet, people with disabilities overall, even more so among those with DD, continue to be significantly underrepresented in Arizona's workforce and in the nation. Despite substantial improvements in Arizona's labor market conditions over the past decade, the gap in employment outcomes for people with and without disabilities has widened. By 2016, only 34.8% of Arizonans with overall disabilities were employed - much lower than the 74.5% of Arizonans without a disability employed. Barriers to employment include inadequate training, businesses' bias against workers with disabilities, and organizations' lack of knowledge on how to make accommodations or support an inclusive workforce to include people with disabilities.

Addressing these barriers could prove to be good business. In 2015, a poll was conducted with 898 Arizona voters, and it showed that 78% of survey respondents would prefer to give their business to companies who hire workers with any disability. Organizations that are inclusive of people with disabilities – in recruitment, retention and advancement – benefit from a wider pool of talent, skills and creative business solutions. Additionally, work environments that are flexible and open to the talents of all qualified individuals, including those with DD, actually promote workplace success for everyone.

Part 2

Total Amount Available

$150,000 (Year 2 and Year 3 funding is contingent upon performance.)

Number of Funded Applicants

Multiple awards desired

Eligibility

Eligible: The solicitation is open to the following organizations/agencies that are interested in hiring workers with developmental disabilities within their own organizations:
- Non-profits, for-profit businesses, and LLCs*
- Governmental agencies
- Tribal governments

*Ineligible Organizations: An organization that receives DDD or VR funding to employ people with disabilities is not eligible to apply; however, a nonprofit, for-profit, governmental agency or tribal government may partner with a VR or a DDD-funded program as part of its initiative. This partnership must be described in the program narrative under Part 4

Definitions

Developmental Disability (DD): From the DD Act of 2000, a developmental disability is a severe, chronic disability that occurs before an individual is 22 that is likely to continue indefinitely and results in substantial functional limitations in three or more of the following areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency. Diagnosed conditions may include autism, Down syndrome, intellectual disability, cerebral palsy, spina bifida, epilepsy, and others.

Employment: For the purpose of this scope of work, employment for people with developmental disabilities means a job of at least 20 hours per week making competitive wages in an integrated setting. Group Supported Employment where groups of individuals with developmental disabilities are trained and hired by a provider to work in a business will not meet the expected employment outcomes of this grant. Positions in non-traditional jobs outside of bagging groceries, janitorial service, and grounds maintenance are encouraged.

Employment Training: Ensuring businesses have a diverse and inclusive workforce to employing people with developmental disabilities is the ultimate goal/purpose. The following guidelines should be followed when conducting training:

- Training should be implemented by the Applicant or an entity that remains an accessible resource after the project ends so that the training plan will be

sustainable by the end of the project (e.g., the training may be completed by the Applicant, a disability provider, another business, a state agency, etc..).

- Training at the job site should <u>not be</u> segregated with other trainees with disabilities, but integrated with others without disabilities.

- Training will lead to the retention and success of employees with disabilities.

- Training can also include on-the-job supports.

- Training of all staff, including managerial and other employees on hiring people with developmental disabilities is encouraged and should be included in the training plan if one doesn't already exist.

Job Retention: Ability of an individual to keep a job.

On-the-Job Supports: Additional one-on-one job assistance of the employee to help master job duties. Activities may include job shadowing (e.g., working with or observing another employee with the goal of learning from them), increased supervision of the employee, staff mentoring (e.g., learning from senior staff), adjusting job duties, and re-training when necessary.

Increased Employment Outcomes: the growth in the number of people with developmental disabilities hired and retained at the hiring organization from previous years.

Who is the Applicant to Serve: Individuals with developmental disabilities are the intended targets of this scope of work.

*Note: ADDPC recognizes that the Applicant is not permitted to ask about a candidate's disability. It is recommended that voluntary disclosure by a candidate be permitted to meet the conditions of this grant. If the individual does not want to self-disclose his/her disability, but demonstrates a limited functional capacity in mobility, communication, self-direction, interpersonal skills, work tolerance, or work skills that requires additional on-the-job supports, they may still be served under the auspices of this grant.

Part 3

What is the Purpose or Desired Outcome?

The Council will make multiple awards to meet the Council's Objective: *Increase the array of quality life, job and technical skills trainings required for competitive employment.*

To meet The Council's Objective, the Applicant will change or enhance their diversity and hire policies to be better equipped to recruit, hire, train, and retain

employees with developmental disabilities in various positions as part of their diversity initiatives; and the applicant will be willing to share what they learned with professional peers outside of the organization by year 3.

The purpose of this RFGA is to assist the Applicant in developing or expanding and executing a disability diversity initiative that targets workers with developmental disabilities specifically in their place of employment. In effect, the proposed initiative should focus on recruitment, retention, and advancement and lead to increased employment outcomes of workers with developmental disabilities.

What types of Activities will be funded?

The Council will consider funding the following Activities that do not supplant the Applicant's current funding and is not duplicative. However, Council funding may be used to test new ideas or expand current activities, if the Applicant can show a more diverse and inclusive workforce by hiring and retaining more people with developmental disabilities. Below are examples of activities the Council would support, and welcomes other ideas put-forth by the Applicant:

- Diversity Training to Include Developmental Disability:
    - Internal diversity training on successful inclusion of workers with developmental disabilities in the workplace, including job carving, reasonable accommodations, communication techniques, on-the-job supports, customized employment, and strengths of a diverse workforce, among others;
    - Organization training that is made accessible to workers with developmental disabilities
    - Training on how to provide one-on-one on-the-job supports
- Recruitment
    - Staff time to build relationships with disability employment providers, schools, and state agencies (e.g., the Rehabilitation Services Administration, the Department of Employment and Rehabilitation Services, the Division of Developmental Disabilities, Arizona Department of Education)
    - A PR campaign to promote employment opportunities for workers with developmental disabilities
- Hiring Processes
    - Creation of accessible application and interviewing processes and procedures
    - Staff time to customize positions to the employee
    - Creation or expansion of apprenticeship programs for people with developmental disabilities

- Retention
  - Time to provide on-the-job supports when needed
  - Training on benefit counseling and other resources
  - Assistance with transportation for new hires until sustainable transportation options are located

- Mentoring on Disability Inclusion (by Year 3)
  - Disseminating best practice information and lessons learned to other organizations

Applicants shall develop and implement activities that are culturally, linguistically responsive, age appropriate and sensitive to the persons they serve. Applicants are strongly encouraged to partner with other community stakeholders that will support the Council's objective, such as with the state Vocational Rehabilitation agency, the Division of Developmental Disabilities, the Job Accommodation Network, the AZ Technology Assistance Program, and/or other disability employment providers. These organizations exist to support the business community in their hiring and retention efforts of people with DD. Applicants will be asked to share information with the Council on participating employees, pictures (with participant permission) of workers' with developmental disabilities personal employment experiences, costs to implement, description and impact of the training program, enhanced business hiring policies, and shared practices with other businesses.

Part 4

In the following Project Narrative, Applicants must describe how the Council's Objective will be achieved during the one-year contract period. The following shall be addressed by the Applicant with sufficient detail, in the order as stated. There is a **maximum** of 20 single-space pages typed, not including other forms that are necessary to submit as part of your application.

1) Provide an executive summary no more than 2 pages, of what is your business, why having a diverse workforce is important to you, proposed activities, listed partners, and total amount requested.

2) Describe your business, including when it was established, list main office, branch or other locations, number of employees that are F/T, P/T and contractors. Also state total business earnings from the last known period.

3) Describe your hiring practices and if any effort has been made in the past to recruit, hire, train, or retain people with developmental disabilities.

4) Describe why having an inclusive and diverse workforce is important to you. How is your philosophy shared with other business associates?

5) Describe the key elements of the proposed model project in more detail and why you think it would be successful.

6) Describe the type of training that will be used to train people with developmental disabilities. Also describe the type of training that will be used to train existing staff on inclusive workforces.

7) What methods or resources will be used to recruit people with developmental disabilities? How do you know that these methods/resources will be effective?

8) What Arizona cities, county, or counties will the project take place?

9) How is the proposed project culturally and linguistically competent -- e.g., how is it accessible to various groups of individuals (examples: gender, culture, language, disability)?

10) What do you hope to achieve by the end of the first year of funding? By year 2? Year 3? List outcomes or other performance measures you will track to show program success.

11) How will you determine if changes or adjustments to the proposed project need to be made through the 3-year span of the project? How will these changes occur?

12) Briefly introduce the Applicant's key team members to implement the proposed project: their title(s), job responsibilities, previous experience in handling this type of work, and academic or professional credentials.

13) Describe the partner organizations that are committed to working with you on this project. What are their specific roles? Will they be paid by the grant, through some other source, or in-kind? Please provide letters of support.

14) Describe how will you sustain the project when ADDPC funding ends?

Evaluation

The ADDPC requires all funded projects to evaluate their projects based on certain performance measures that include both output and outcome numbers. In addition, the Applicant will be required to provide the ADDPC quarterly reports and one final report at the end of the contract period summarizing the activities success and barriers for the funded contract period.

The report will include the following performance measures and other information deemed necessary by the ADDPC.

1) The total number of people with developmental disabilities who participated in the model project with a breakdown by race/ethnicity, age, and gender;

2) The number of people with developmental disabilities who are hired;

3) The number of people with developmental disabilities who are retained (e.g., still working at the hiring organization in 3 months and at 6 months.

4) A comparison of retention rates of workers with and without developmental disabilities;

5) The number of workers trained in inclusive practices;

6) The number of people with developmental disabilities trained;

7) Number of company hire policies created or improved, and implemented that lead to a diverse workforce;

8) The number of people with developmental disabilities who are satisfied with the project;

9) The number of people with developmental disabilities who are better able to say what they want as a result of the project;

10) Number of efforts in which you shared your business model with other businesses to create a more inclusive workforce.