



# GRANT OPPORTUNITY: EMPLOYMENT PROJECTS

## Creating a Diverse Workforce for People with Developmental Disabilities

The Arizona Developmental Disabilities Planning Council (ADDPC) is seeking proposals to support businesses to diversify their workforce by hiring, training and retaining people with developmental disabilities. Applicants should be willing to diversify their organization, implement a model hiring and training program, and share their story with the Council and other businesses.

The main goal is to increase employment opportunities for workers with developmental disabilities, and design and implement strategies to retain and promote these workers.

This solicitation is open to nonprofits, businesses, tribal governments, universities, and government agencies. The total amount of funding available is \$150,000 over 12 months with the potential for renewal for up to two additional years. Multiple awards will be considered.

**A pre-application conference is scheduled for May 31, 2018 at 1:00 PM.** Applicants are strongly encouraged to download the solicitation and read it thoroughly. Pre-application information is listed on the front page of the solicitation.

<b>Grant Release:</b> May 22, 2018	<b>Due Date of Applications:</b> July 19, 2018 at 4:30 PM (Phoenix Time)
<b>Pre-Application Conference:</b> May 31, 2018 at 1:00 PM	<b>Anticipated Review:</b> August
<b>Amendment Posted:</b> June 1, 2018	<b>Anticipated Award:</b> September
<b>Letters of Intent Due:</b> July 12, 2018	<b>Project Start Date:</b> October 1, 2018



## **Request for Grant Applications (RFGA) Frequently Asked Questions**

**Title: Creating a Diverse Workforce for People  
with Developmental Disabilities**

**NO: ADDPC-FFY18-EMPWK-010**

**DATE: May 22, 2018**

**What is the Scope of Work for this RFGA?**

The Arizona Developmental Disabilities Planning Council (ADDPC) is seeking proposals to support businesses to diversify their workforce by hiring, training and retaining people with developmental disabilities. Applicants should be willing to diversify their organization, implement a model hiring and training program, and share their story with the Council and other businesses.

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Applicants are strongly encouraged to download the solicitation and read it thoroughly. A pre-application conference is scheduled for May 31, 2018 at 1:00 PM. Pre-application information is listed on the front page of the solicitation.

**How much is available in this solicitation?**

The total amount of funding available for this Scope of Work is \$150,000.

**How much can I apply for?**

Applicants shall only apply for what is reasonable and necessary to carry out the proposed program during the contract period.

**How many applications can be responded to by an organization?**

One request per Applicant shall only be submitted.

**How many awards will be made?**

Multiple awards may be made.

**When is the application due?**

Applications are due no later than July 19, 2018, 4:30 PM (Phoenix Local Time).

Instructions are detailed in the solicitation for how to submit in their applications and other requirements.

**How long is the Contract Period for?**

The term of the contract shall commence on date of last signature on Award notification and shall remain in effect for a 12-month period.

**Will my application be accepted if it arrives late or sent to a different location?**

**What if I run into traffic delays or I get lost in locating the ADDPC Office?**

The ADDPC can not accept late applications. It is the responsibility of the Applicant to submit their application by the due date and time.

**How often do I need to check the ADDPC website for RFGA amendments?**

Applicants are encouraged to frequently check back on the ADDPC website prior to the due date. Amendments are the official changes to an RFGA and must be downloaded, signed and returned with each application.

**When will I be notified if my application has been accepted or rejected?**

Applicants will be notified in writing tentatively by September 2018.

**Who do I contact if I have technical questions on this RFGA or the grant process?**

Applicants shall only contact Marcella Crane at (602) 542-8976 or via email at

[mcrane@azdes.gov](mailto:mcrane@azdes.gov).

*Final.FAQ/addpc/ffy18-EMPWK-010/05.17.18*



**APPLICATION CONTACT PERSON:**

Marcella Crane  
Contracts Manager  
Email: [mcrane@azdes.gov](mailto:mcrane@azdes.gov)  
Office: 602-542-8976

**GRANTOR:**

Arizona Developmental Disabilities Planning Council (ADDPC)  
3839 North Third Street, Suite 306  
Phoenix, AZ 85012

**Description: Creating a Diverse Workforce for People with Developmental Disabilities**  
**RFGA # ADDPC-FFY18-EMPWK-010**

**Application Due Date: July 19, 2018, 4:30 PM Phoenix Local Time, at ADDPC Office**

**Pre-Application Conference:** May 31, 2018, 1:00 PM at Arizona Developmental Disabilities Planning Council, 3839 North Third Street, Suite 306 Phoenix, Arizona 85012.  
If unable to attend in person, teleconferencing is available by dialing 1-240-454-0879, Access Code 806-463-229 #.

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In accordance with A.R.S. § 41-2701 et seq, competitive grant applications for the materials or services specified will be received by the Arizona Developmental Disabilities Planning Council at 3839 North Third Street, Suite 306, Phoenix, AZ 85012 until the time and date cited. Applications received by the correct time and date will be opened and the name of each applicant will be publicly read.

Applications must be in the actual possession of the ADDPC on or prior to the time and date and at the location indicated above. Late applications will not be considered.

Applications must be submitted in a sealed envelope or package with the application number and the applicants name and address clearly indicated on the envelope or package. Narrative sections of the applications must be typewritten, and forms may be legibly handwritten. Additional instructions for preparing applications are included in this notice.

Persons with a disability may request a reasonable accommodation. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the application contact person responsible for this procurement as identified above.

**It is the sole responsibility of the applicant to check the ADDPC website at <https://addpc.az.gov> for any Amendments to this RFGA.**

**APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE APPLICATION.**

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**Arizona Developmental Disabilities Planning Council**  
**RFGA # ADDPC-FFY18-EMPWK-010**

**GENERAL OVERVIEW**

The RFGA provides applicants with sufficient information to enable them to prepare and submit an application for consideration by ADDPC.

The RFGA is broken into Four Sections:

Section I is the Introduction;

Section II contains the RFGA Scope of Work and Forms to complete the application;

Section III contains the ADDPC's Special Instructions on how to complete this application and they are specific to this RFGA;

Section IV contains the ADDPC's Special Terms and Conditions and they are specific to this RFGA;

**SECTION I: INTRODUCTION**

**What is the Developmental Disabilities Assistance and Bill of Rights Act of 2000?**

The Developmental Disabilities Assistance and Bill of Rights Act of 2000, herein referred to as the DD Act of 2000, purpose is to assure that individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life, through culturally competent programs authorized under Title I of the DD Act of 2000. The program is authorized by the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Title I, Section 121, Public Law 106-402, 42 U.S.C 15021-15045. The Catalog of Federal Domestic Assistance (CFDA) Number is 93.630. This number will be required for audits conducted in accordance with federal programs.

The purpose of this grant is to enable individuals with developmental disabilities to become independent, productive, integrated and included into their communities. Funding under the DD Act of 2000 is to assist States in the development of a state plan for a comprehensive and coordinated system of services and other activities to enhance the lives of individuals with developmental disabilities and their families to their maximum potential, and to support a system which protects the legal and human rights of individuals with developmental disabilities. This Request for Grant will meet the requirements set forth in Arizona's Five Year State Plan. For more information on the Council's State Plan, visit <https://addpc.az.gov>.

**What is the Arizona Developmental Disabilities Planning Council?**

The Developmental Disabilities Planning Council, herein referred to as the ADDPC or Council, is the State Council on developmental disabilities charged in advocacy, capacity building, and systemic change activities. Council members are appointed by the Governor of Arizona and serve staggered three year terms. The Council makes all funding decisions on which programs to support.

**If you have any questions regarding this RFGA, the only person you may contact is Marcella Crane: 602-542-8976, [mcrane@azdes.gov](mailto:mcrane@azdes.gov) or by mail to 3839 North Third Street, Suite 306, Phoenix, AZ 85012. Do not contact other staff or ADDPC Council members.**

Arizona Developmental Disabilities Planning Council  
RFGA # ADDPC-FFY18-EMPWK-010

**SECTION II: Scope of Work and Forms for Application**

- 1) SCOPE OF WORK DESCRIPTION
- 2) OFFER AND ACCEPTANCE FORM
- 3) APPLICANT'S BACKGROUND INFORMATION FORM
- 4) APPLICANT'S QUALIFICATIONS QUESTIONNAIRE
- 5) PERSONNEL QUALIFICATIONS QUESTIONNAIRE
- 6) FINANCIAL SYSTEMS SURVEY
- 7) BUDGET SUMMARY FORM
- 8) BUDGET DEVELOPMENT INSTRUCTIONS
- 9) STATE OF ARIZONA W-9 VENDOR FORM
- 10) ASSURANCES FOR NON-CONSTRUCTION PROGRAMS

## **SCOPE OF WORK**

*Title: 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, 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 developmental disabilities, 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 developmental disabilities, actually promote workplace success for everyone.

*Part 2*

### **Total Amount Available**

\$150,000

The Council will renew contractors for year 2 and year 3, based on performance.

### **Number of Funded Applicants**

Multiple awards may be made.

## **Eligibility**

**Eligible:** The solicitation is open to the following organizations/agencies that are interested in hiring workers with developmental disabilities within Arizona:

- Governmental agencies
- Tribal governments
- Non-profits, for-profit businesses, and LLCs
- Colleges and Universities

**Ineligible Organizations:** An organization that receives funding from the (Arizona) Developmental Disabilities Division or Rehabilitation Services Administration – Vocational Rehabilitation to employ people with disabilities is not eligible to apply; however, the applicant may partner with either funded program as part of its initiative. This partnership must be described in the program narrative under Part 4.

**Who is the Applicant to Serve:** Individuals with developmental disabilities are the intended beneficiaries of this scope of work. Priority will be given to Applicants that focus their project on geographic unserved and underserved areas of the state; and/or in economically isolated communities.

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.

## **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.

**Accommodations:** Under the Americans with Disabilities Act (ADA), a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. A job accommodation is an adjustment to a job or work environment that makes it possible for an individual with a disability to perform their job duties. For additional information, see <https://www.dol.gov/odep/topics/Accommodations.htm>.

**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 earning 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.

**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 not be segregated with other trainees with disabilities, but integrated with others without disabilities.
- Training will lead to the retention and success of employees with disabilities overall.
- 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.

**Cultural and Linguistic Competency:** This means to embrace, respect, and seek to understand the beliefs, interpersonal styles, attitudes, languages and behaviors of all individuals with and without developmental disabilities.

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

### *Part 3*

#### **What is the Purpose or Desired Outcome?**

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

**To meet The Council's Objective, the Applicant** will change or enhance their diversity and hire policies to be culturally and linguistically competent, and 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 share what they learned with professional peers outside of the organization by year 3.

### **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 – Vocational Rehabilitation, 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.

## *Part 4*

### **Project Narrative**

Applicants shall develop a model project to implement, showcasing 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, such as with the state's Vocational Rehabilitation agency or 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 developmental disabilities.

If funded, 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; implementation costs; description and impact of the training program; enhanced business hiring policies; and practices with other businesses.

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 and attachments 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 number of contractors. Provide a copy of one of these financial documents and attach after Financial Systems Survey (located on page 16): Three years of submitted 990's tax filings; **OR** one copy of your most recent audited financial statements; **OR** if an A-133 Single Audit was conducted, a copy of the "Schedule of Expenditures for Federal Awards".
- 3) Describe your hiring practices and if any effort has been made in the past to recruit, hire, train, and/or retain people with developmental disabilities.
- 4) Describe why having an inclusive and diverse workforce to include people with developmental disabilities is important, including how your philosophy is shared with other business associates and the general public.
- 5) Describe your organization's current promotion and/or career development strategy, and describe how this strategy will change as a result of hiring people with developmental disabilities.

- 6) Describe the elements of the proposed project in more detail, and include a one year timeline that provides information on key tasks to undertake, who is responsible and by an achievable date.
- 7) Describe the partner organizations that are committed to working with you on this project, and their specific role. Will they be paid by the grant, through some other source, or in-kind? Please provide 3 letters of support, and attach after end of Program Narrative.
- 8) Describe how the proposed project is culturally and linguistically competent.
- 9) Specify in which Arizona cities/communities the project will take place?
- 10) What methods or resources will be used to recruit people with developmental disabilities? How will you know that these methods/resources will be effective?
- 11) 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. How will you evaluate the effectiveness of the training?
- 12) Describe the types of processes already in place and/or to be developed for employee retention, including retaining people with developmental disabilities.
- 13) Describe methods or processes to offer accommodations and how your organization will fulfill this responsibility under the ADA law.
- 14) What do you hope to achieve by the end of the first year of funding?
- 15) How will you determine if changes or adjustments to the proposed project need to be made within the first year of funding?

## **Evaluation**

The ADDPC requires all funded projects to evaluate their projects based on certain performance measures and adherence to the proposed timeline and scope of work requirements.

If funded, the ADDPC will provide the narrative report template to the Contractor to submit in quarterly reports; and a final report summarizing the project with specific performance measures.

If funded, the Contractor shall be required to track and report, by end of the Contract Period, the following performance measures:

- 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 pre/post Year 1 award.
- 3) The number of people with developmental disabilities who are retained at the end of Year 1 award.

- 4) A comparison of the organizations retention rates of workers with and without developmental disabilities at the end of Year 1 award.
- 5) The number of staff at all levels trained in inclusive practices pre/post Year 1 award.
- 6) The number of people with developmental disabilities who benefited from organizational training.
- 7) The number of people with developmental disabilities promoted pre/post Year 1 award.
- 8) Number of company hire policies created or improved and implemented that lead to a diverse workforce.

*Part 5:*

**Deliverables to the ADDPC**

If awarded a grant from the ADDPC the following deliverables are required:

1. Narrative quarterly reports on the status of the project and implementation plan.
2. Final report summarizing the first year of the project, and collection of performance measures.
3. Fiscal invoicing, including backup to support expenses based on approved costs.
4. Other information deemed necessary by the ADDPC. The ADDPC's Community Relations Specialist will contact the Contractor throughout the funded period and the Contractor agrees to provide information to the ADDPC including, but not limited to, interviews from program participants; interviews from the Contractor; pictures of persons with developmental disabilities participating in a program; and site visits.

**Leave this page for Offer & Acceptance Form**

## Applicant's Background Information Form

Complete each item, using attachments where necessary and label your response "**Applicant's Background Information Form**". Attachments shall indicate the item number and heading being referenced as it appears below. Failure to make full and complete disclosure may result in the rejection of your application as unresponsive.

1. Contact Name for Project: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

2. The Applicant is (check the appropriate box):

Individual

Partnership

Limited Liability Partnership

Corporation - For Profit

Corporation - Not For Profit

Limited Liability Company

Other - Please Describe: \_\_\_\_\_

Year Established: \_\_\_\_\_

3. Authorized Signatory:

(Name and Title of Authorized Signatory) is the signatory to this Contract on behalf of the Contractor and is responsible for the delivery of Contract Services during the term of this Contract.

	YES	NO
4. Has any Federal or State agency ever made a finding of noncompliance with any relevant civil rights requirements with respect to your business activities? If YES, please attach an explanation.		
5. Has the Applicant, its major stockholders with a controlling interest, or its officers been the subject of criminal investigations or prosecutions or convicted of a felony? If YES, please attach an explanation.		
6. Does the Applicant have sufficient funds to meet obligations on time under the Contract while awaiting reimbursement from ADDPC? If NO, please attach an explanation.		
7. Have any licenses ever been denied, revoked or suspended or provisionally issued within the past five years? If YES, please attach an explanation.		
8. Have you or has your organization terminated any contracts, had any contracts terminated, had any liquidated damages assessed or been involved in contract lawsuits? If YES, please attach an explanation.		
9. Do you, your staff, any of your relatives, or voting members of your Board of Directors maintain any ownerships, employments, public and private affiliations or relationships which may have substantial interest (as defined in A.R.S. §38-502, Conflict of Interest) in any contract, sale, purchase, or service involving the ADDPC? If YES, please attach an explanation.		
10. Has your organization ever gone through bankruptcy? If YES, when? Include the State, District and case number.		

## **Applicant's Qualifications Questionnaire**

For the following two questions, label your response "**Applicant's Qualifications Questionnaire**" and indicate the question number that is being addressed. Answer the questions or inquiries in this questionnaire using attachments where necessary. This Questionnaire shall also apply to any Subcontractor that will have a key role in the proposed project.

1. Briefly provide an overview of the lead organization that includes Mission, Vision and Values. Describe how the organization is involved in the developmental disabilities community and summarize the programs and services provided. If you do not have direct experiences with working or providing services to persons with developmental disabilities, describe your organizational philosophy with integrated employment and community inclusiveness (Limited to three pages).
2. Briefly describe the lead organization's experience, expertise, qualifications, and outcomes that demonstrate the applicant's ability to successfully deliver the proposed project requirements as described in the Scope of Work. If a Subcontractor will have key responsibilities, briefly describe their experience, qualifications, and expertise to carry out the project. (Limited to two pages).
3. Include an Organizational Chart to show the lines of responsibility.

**ANYTHING PROVIDED IN EXCESS OF THE PAGE LIMITS ABOVE WILL NOT BE CONSIDERED AS PART OF THE APPLICATION.**

## Personnel Qualifications Questionnaire

**Complete a separate Personnel Qualifications Questionnaire for each person** in a key personnel position, including if hiring Subcontractors. This should include all of those that are directly responsible for providing services listed under the Scope of Work in a paid or unpaid position. If personnel are to be hired, provide a job description ensuring at a minimum, questions #5 and #6, with other information as deemed necessary, is provided.

1. Name of person: \_\_\_\_\_

2. Position currently held with Applicant: \_\_\_\_\_

3. Proposed position for contract service and percentage of time devoted to the contract service:

%

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4. Number of years with Applicant: \_\_\_\_\_

5. Identify the primary function(s) of this person in terms of providing services under this Contract:

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6. Briefly describe the person's work experience, job training, and formal education. (Do not attach resumes)

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## Financial Systems Survey

Name of Applicant: \_\_\_\_\_

**Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.**

As stewards of federal funds, the Arizona Developmental Disabilities Planning Council awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

### A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years?	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years?	<input type="radio"/> YES <input type="radio"/> NO
4. Based on the type of organization that is lead Fiscal Agent, attach the appropriate fiscal document at the end of the Financial Systems Survey: Three years of submitted 990's tax filings; <b>OR</b> one copy of your most recent audited financial statements; <b>OR</b> if an A-133 Single Audit was conducted, a copy of the "Schedule of Expenditures for Federal Awards".	Attachment Required
5. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
6. If you answered YES to question #5, under what section of the IRS code? <input type="radio"/> 501 C (3) <input type="radio"/> 501 C (4) <input type="radio"/> 501 C (5) <input type="radio"/> 501 C (6) <input type="radio"/> Other: Please Specify Type _____	
7. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

### B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO

5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with OMB final guidance for HHS federal awards, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards under 45 CFR, Part 75)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? <b>NOTE:</b> Those organizations using an approved federal indirect cost plan/rate need to <b>attach</b> a copy of the approved Indirect Cost Rate or methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

### C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are forgone indirect costs used as match for the proposed grant program?	<input type="radio"/> YES <input type="radio"/> NO
6. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
7. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

### D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure Subcontractor conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

### E. CONTACT INFORMATION

Please indicate the following information. In the event that the Arizona Developmental Disabilities Planning Council has questions about this survey, this individual will be contacted.

Prepared By: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

#### **F. CERTIFICATION**

I certify that this report is complete and accurate, and that the Applicant has accepted the responsibility of maintaining the financial systems.

\_\_\_\_\_  
Signature

#### **G. COMMENT AND ATTACHMENTS**

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Attach related and required documents at the end of Financial Systems Survey

COMMENTS:

## Budget Request Form

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Project Name: \_\_\_\_\_

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries				-
Fringe Benefits				-
Supplies / Operating Expenses				-
Travel				-
Rent or Cost of Space				-
Contracted Services / Professional Services				-
Administrative / Indirect Costs				-
Total Costs	-	-	-	-

It is understood that Non-Federal Funds identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

\_\_\_\_\_  
 Name of Certifying Official

\_\_\_\_\_  
 Title of Certifying Official

Phone \_\_\_\_\_

Email \_\_\_\_\_

## **Budget Development Guidelines to Develop Budget Summary and Narrative**

The purpose of the budget narrative is to provide more clarity and detail on the various budget line items that funds are being requested for. The budget narrative should explain the criteria used to compute the budget figures on the budget form. The Budget Summary Page and Budget Narrative shall not exceed 12 months of requested funding.

**A budget narrative should also include Match**, by listing each Matching Funds Source. Please verify that the narrative and budget summary form correspond and the calculations and totals are accurate. This is a federal requirement per the DD Act.

The budget summary and budget narrative shall be in accordance with the Office of Management and Budget (OMB). It is the responsibility of the Applicant to know and understand the applicable circular and basic guidelines for allowability of costs. The ADDPC reserves the right to ask the applicant for a revised budget summary, narrative and matching costs during contract clarifications.

This grant is subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for **HHS Awards under 45 CFR Part 75**. These requirements can be found on the U.S. Government Publishing Office website:

<https://www.gpo.gov/fdsys/granule/CFR-2016-title45-vol1/CFR-2016-title45-vol1-part75/content-detail.html>

**Personnel/Salaries:** Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. If you need additional fiscal personnel to manage this grant, include those costs also. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

All organizations that receive Federal funds are required to maintain appropriate documentation to support salaries and wages. All organizations will be monitored to assure compliance with this requirement. Please review the appropriate Federal Cost Principal and OMB Circular for your organization.

**Fringe Benefits:** Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

**Supplies/Operating Expenses:** Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made according to the Applicant's written procurement policy, which at a minimum must contain the federal procurement guidelines for federal grants.

**Travel:** Travel costs are according to the State of Arizona Accounting Manual (SAAM), Travel written policy and can be located at <https://gao.az.gov/travel/welcome-gao-travel>. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). The ADDPC reserves the right to determine the reasonableness of the applicants proposed travel costs, in accordance with the State of Arizona Accounting Manual (SAAM) Travel written policy.

**Rent or Cost of Space:** Costs for rental space are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased. Define how the cost for

rental space was determined and the justification for charging the cost to the grant.

**Contracted Services / Professional Services:** If contracted services/professional services are proposed in the budget, define how the costs for these services were determined and provide the justification for the services related to the project. This category may also include Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the rates and other costs are determined. Explain how all contracts will be procured.

**Administrative / Indirect Costs:**

The ADDPC has authority to cap all Administrative/Indirect Costs to 10% regardless of the Applicants internal policy. Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. These costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project.

For organizations that have an established federally approved indirect cost rate for federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 220, 2 CFR 225, and 2 CFR 230.

**If the applicant's written allocation policy for indirect costs OR the federally approved indirect cost rate agreement is not provided with the application (new or renewal funding), the ADDPC has the right to deny approving Administrative Costs.**

**Applicants may choose Option A OR Option B.**

Option A: Internal Organizational Policy: With proper justification, Applicants may include an allocation for administrative costs for up to 10% of the total direct funds requested of the grant request. If you chose Option A, provide a listing of the items included in this category and a copy of the written allocation policy for these costs.

Option B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, Applicants are only allowed to include an allocation for indirect costs for up to 10% of the grant request. The forgone costs (difference between the ADDPC 10% cap and the approved Indirect Rate) can be used as Match towards the project. Applicants must provide a recent copy of their federally approved indirect cost rate agreement with the application.

**Match:**

Per the DD Act-Section 126(a)(1) and Section 126 (a)(2), Applicants shall contribute 25% OR 10% Match towards the total program costs, either in the form of Cash or In-Kind. The ADDPC will fund 75% or 90% of the total program costs; therefore it is the responsibility of the Applicant to come up with the remaining Match dollars to fund the full program costs. Match is a requirement to show in your budget summary and budget narrative and must be accounted for in supporting documentation.

- a) What is **NOT** considered Match:
  - 1) Applicants are prohibited from using other federal dollars that are currently awarded to the applicant as Match towards the requested total program costs.
  - 2) Applicants are prohibited from using a source of funds that is already designated as Match towards an existing program and applying it as Match towards the proposed project.
- b) A **Poverty Designated Area** is defined by the AIDD where at least 20% of residents are at or above poverty. The ADDPC uses data from the U.S. Census collected from the Small Area Income & Poverty Estimate (SAIPE), data from the most current year, 2016:

<https://www.census.gov/content/dam/Census/library/publications/2017/demo/p30-02.pdf>

- c) These Arizona Counties meet the Poverty Designated Area, based on the SAIPE data. If the proposed program takes place in any of these counties, a **10% Match is only required:**  
Apache, Cochise, Gila, Graham, La Paz, Navajo, Santa Cruz; Yuma

c1) Exception to the 10% Match: If the Applicant proposes a program to take place in both a Poverty Designated Area **and** a Non-Poverty Designated Area (i.e. Maricopa County), the Applicant shall contribute 25% Match.

- d) Example of Match Calculation with the required **25% cash or in-kind**:  
Step 1: \$40,000 (requested amount) / .75 = \$53,333 (total project cost).  
Step 2: \$53,333 (total project costs) - \$40,000 (requested amount) = \$13,333 (total match requirement).

Example of Match Calculation with the required **10% cash or in-kind Match**:

Step 1: \$65,700 (requested amount) / .90 = \$73,000 (total project cost).  
Step 2: \$73,000 (total project costs) - \$65,700 (requested amount) = \$7300 (total match requirement).

#### **State of Arizona Substitute W-9 and Vendor Authorization Form and Instructions:**

In order to streamline the vendor request verification process, the General Accounting Office (GAO) has updated the GAO-W-9, State of Arizona Substitute W-9 and Vendor Authorization Form and instructions. The form has been reorganized to allow for easier completion by vendor and agencies. The form is available at the Online Forms tab on the GAO website: <https://gao.az.gov/publications/forms>

Questions can be directed to the GAO Vendor Set-Up Unit at (602) 542-5405

The W-9 Form must be included as part of your Grant Application to the ADDPC.

## **ASSURANCES FOR NON-CONSTRUCTION PROGRAMS**

### **OMB Approval No. 0348-0040**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.**

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards

Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air ) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with the Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights of 2013 (P.L. 112-239, U.S.C. §§4712 et seq., section 828 of the National Defense Authorization Act).
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program, including the U.S. Health and Human Services, 2 CFR Part 300, and 45 CFR Part 75; and Grants Policy Statement. Each governs the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
OFFEROR ORGANIZATION	DATE

**Arizona Developmental Disabilities Planning Council**  
**RFGA# ADDPC-FFY18-EMPWK-010**

**SECTION III: ADDPC SPECIAL INSTRUCTIONS FOR THIS RFGA**

**1. REQUIRED REVIEW**

Applicants should carefully review this solicitation for defects and questionable or objectionable matter. Comments concerning defects and objectionable material must be made in writing and received by ADDPC at least seven (7) days prior to the application's due date. Protests based on any omission or error, or on the content of the solicitation, may be disallowed if these faults have not been previously brought to the attention of ADDPC as required herein.

In the event of a contract awarded, no plea of ignorance of conditions that exist, or may hereafter exist, or of difficulties that may be encountered in the provision of services under the contract will be accepted as an excuse for any failure or omission on the part of the applicant to fulfill in every detail all of the requirements of the contract, nor accepted as a basis for any claims for extra compensation.

**2. PRE-APPLICATION CONFERENCE**

A Pre-Application Conference will be held at the time and place indicated on the cover sheet; attendance is not required. The purpose of the conference will be to clarify the contents of the solicitation in order to prevent any misunderstanding of ADDPC's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to ADDPC at the conference. ADDPC will then determine the appropriate action necessary, if any, and issue a written amendment to the solicitation if required. Oral statements or instructions will not constitute an amendment to the solicitation. **It is the sole responsibility of the applicant to check the ADDPC website at <https://addpc.az.gov> for any amendments to this RFGA.**

**3. LETTER OF INTENT**

Applicants are strongly encouraged to submit a Letter of Intent via email. The purpose of a Letter of Intent is to notify the ADDPC of the applicants' intent to apply for grant funding under this RFGA. Letters of Intent will be used only to review the number of expected applications and for planning purposes. Include in your Letter of Intent the name of the Applicant and the amount of funding being requested. Letters of Intent shall be emailed to the Contact Name listed on the Cover Page **no later than July 12, 2018**. Letters of Intent shall remain confidential until final contract award.

**4. EXCEPTIONS**

Applicants shall indicate any exceptions they have taken to the instructions, terms, conditions or other requirements of the solicitation. Exceptions may result in the rejection of the application.

**5. APPLICATION OPENING**

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant may be read publicly and recorded. The evaluation documentation shall not be subject to public inspection until after Contract award.

**6. OFFER ACCEPTANCE PERIOD**

Applications shall be irrevocable for 120 days after the application due date.

**7. RESPONSIVENESS AND ACCEPTABILITY**

Applications may not be considered responsive and / or acceptable if they do not contain information sufficient to evaluate the application in accordance with the factors identified in the solicitation or other necessary application components. Necessary components include: an indication of the applicants intent to be bound, response to the scope of work, budget information, and submission of all other required forms and attachments.

## **8. EVALUATION**

The ADDPC shall ensure that the final selection for the grant awards shall be made to those whose application is determined in writing to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation criteria includes the following:

1. Provide a comprehensive response to the Scope of Work, including complete responses to all questions under the program narrative, to include a timeline of proposed activities, letters of support that demonstrate collaboration, willingness to expand or increase a diverse and inclusive workforce, overcome barriers and show program success throughout the funded period.
2. Proposed project will focus on a geographic area of the state that is unserved or underserved, and/or in economically isolated communities.
3. Experience and qualifications of the applicant and personnel in carrying out the proposed project.
4. Cost effectiveness of the program that shows reasonable and allowable costs and matching funds.

ADDPC reserves the right to consider historic information and facts, whether gained from the Offeror's application, negotiations, references, or other source and the views of the evaluator(s) with a prior contract or service delivery experience with any of the offeror's, while conducting the application evaluations.

## **9. COMPETITIVE RANGE**

If the ADDPC determines that the number of applications that would otherwise be in the Competitive Range exceeds the number at which an efficient competition can be conducted, the ADDPC may limit the number of applications in the Competitive Range to the greatest number that will permit an efficient competition among the most highly advantageous applications.

## **10. CLARIFICATIONS**

ADDPC may request oral or written clarifications, including demonstrations or questions and answers, for the sole purpose of information gathering or of eliminating minor informalities or correcting nonjudgmental mistakes in applications. Clarifications shall not otherwise afford the applicant the opportunity to alter or change its application.

## **11. NEGOTIATIONS**

ADDPC reserves the option to conduct negotiations with applicants who submit applications determined to be in the competitive range or reasonably susceptible of being selected for award. If negotiations are conducted, ADDPC shall issue a written request for final application revisions. Award may be made without negotiations, therefore, applications shall be submitted complete and on most favorable terms.

## **12. APPLICATION FORMAT AND CONTENT**

The applicant shall mail one (1) original application. In addition, the applicant shall submit one electronic copy, in PDF format, to [mcrane@azdes.gov](mailto:mcrane@azdes.gov). **The ADDPC must receive both hard and electronic copies by the due date and time.**

Applications shall be submitted in the format specified in the RFGA. The content of both the hard and electronic copy of the applications shall be the same and must be in the sequence listed below and related to the RFGA. Forms may be recreated, if necessary, with all information necessary for review.

Applications should not be held together with rubber bands or paper clips. Telefaxed or late applications will not be accepted. The ADDPC is not responsible for the costs of developing the application. It is acceptable to use binder clips or three ring binders when mailing the application

The application shall be typed, single-spaced with one-inch margins or wider with a 12-point using Verdana, Times New Roman or Arial font. Page numbers must be on the bottom of all pages. The application shall be presented in the following order:

- A. Offeror and Acceptance Form
- B. Program Narrative
- B1. Timeline of Major Activities
- C. 3 Letters of support
- D. Project Budget Summary, Match and Budget Narratives
- E. Applicants Background Information Questionnaire
- F. Applicants Qualifications Questionnaire, including Organizational Chart
- G. Personnel Qualifications Questionnaire
- H. Financial Systems Survey, and required financial attachments
- I. Assurances for Non-Construction Programs
- J. State of Arizona Substitute W-9 & Vendor Authorization Form
- K. Signed RFGA Amendment(s) if applicable

**It is not necessary to return the Special Instructions or the Special Terms and Conditions with your application.**

**Please Note:** Failure to include the requested information and in the required format will have a negative impact on the evaluation of the application.

**13. INSTRUCTIONS FOR PROVIDING THE CONTENT OF THE APPLICATION**

This is what your application must contain. Failure to include any part of the required application may cause your application to be deemed non-susceptible for review.

- A. **OFFER AND ACCEPTANCE FORM** - The applicant shall submit one signed original of the Offer and Acceptance form. The Offer and Acceptance form is the first page of the Contract and can be found in Section II of this RFGA. If the application is accepted, the bottom half shall be completed on behalf of the ADDPC and shall be returned to the applicant, thereafter known as the Contractor.
- B. **PROGRAM NARRATIVE / METHODOLOGY** - The Scope of Work is located in Section II and is divided into five (5) Parts. Read the entire Scope of Work carefully. Part 1: Is the Background of the RFGA. Part 2: Includes Total Amount Available, Eligibility Criteria, and Definitions. Part 3: Includes Purpose of RFGA and Types of Activities. Part 4: Is the Project Narrative Questions and Evaluation. Part 5: Includes Deliverables to the ADDPC.

The applicant shall develop the program narrative section addressing part 4 of the Scope of Work that shall not exceed twenty (20) written pages. Attempts to reiterate the applicant's qualifications/experience will be looked upon negatively. Vague descriptions or simple confirmations that the applicant meets the goal and tasks will be looked upon negatively. Include as part of the project narrative, B1 - Timeline of major activities.

**B1. TIMELINE OF MAJOR ACTIVITIES** - The applicant shall submit a detailed timeline of major activities of the proposed project that outlines the types of activities that will be undertaken by the applicant, the staff person responsible for activity, and the date activity will be completed.

- C. **LETTERS OF SUPPORT** – The applicant must include 3 Letters of Support from collaborators that shows their commitment to the lead applicant in the proposed project. The Letters of Support should state any type of financial or in-kind support that will be offered during the project period, and what type of role they will participate in. Letters of Support should be current, specific to the proposed project, on letterhead and signed. The Letters of Support are not part of the twenty (20) pages of written narrative.

**D. PROJECT BUDGET & MATCH REQUIREMENTS** - The applicants shall not exceed the total amount of funding available and shall only apply for what is necessary and reasonable to carry out the activities. The applicant shall submit a detailed budget summary and budget narrative that covers the total cost for accomplishing the proposed project for a 12 month period. Funding shall be limited to those items specifically listed in the proposed budget and support the scope of work proposed. Cost shall also be allowable and reasonable and relate to the proposed project activities.

**MATCH.** The applicant shall provide 25% or 10% cash or in-kind match. The ADDPC will fund 75% or 90% of the total program costs; therefore it is the responsibility of the applicant to come up with remaining match dollars to support the proposed project. The following are not considered Match:

1. Applicants are prohibited from using other federal dollars that are currently awarded to the applicant as match towards the requested total program costs.
2. In addition, applicants are prohibited from using a source of funds that is already designated as match towards an existing program and applying it as match towards the proposed project.

**E-K. Additional Application Documents** – The RFGA includes additional forms and instructions to complete.

Carefully read each form, sign where necessary and do not leave anything blank.

Applicants Background Information Questionnaire

Applicants Qualifications Questionnaire

Personnel Qualifications Questionnaire

Financial Systems Survey, plus required attachment

Assurances for Non-Construction Programs

State of Arizona Substitute W-9 & Vendor Authorization Form

Signed RFGA Amendment(s) if applicable

**14. CONFIDENTIAL INFORMATION**

If a person believes that any portion of the application, offer, specification, protest, or correspondence contains information that should be withheld, then the ADDPC shall be so advised in writing (Budget is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §§ 41-2611 through 41-2616.

**15. DEFINITION OF TERMS**

A. Shall, Must: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of an application as non-responsive.

B. Should: Indicates something that is recommended but not mandatory. If the applicant fails to provide recommended information, the State may, at its sole option, ask the applicant to provide the information or evaluate the application without the information.

C. May: Indicates something that is not mandatory but permissible.

**17. SUBMISSION OF APPLICATIONS**

It is the responsibility of each applicant to ensure their application is delivered to the Arizona Developmental Disabilities Planning Council at 3839 North Third Street, Suite 306, Phoenix, AZ 85012

**by the due date and time.** Allow for such contingencies as heavy traffic, weather, directions, parking, etc. Verify that your express delivery service provider delivers packages directly to the above address.

Applicants are cautioned not to rely on next day mail services. The ADDPC is not responsible for packages delivered to locations other than the above listed address.

Applications shall not be mailed or dropped off at any other location, including other Arizona State Agencies. Applications that are received at other State offices or other locations shall be considered non-responsive and will not be forwarded to the ADDPC.

18. **ADDPC'S RIGHTS**

Notwithstanding any other provision of the RFGA, ADDPC expressly reserves the right to:

- A. Waive any immaterial defect or informality;
- B. Reject any or all applications, or portions thereof; or
- C. Reissue the RFGA.

**Arizona Developmental Disabilities Planning Council**  
**RFGA # ADDPC-FFY18-EMPWK-010**

**SECTION IV: ADDPC SPECIAL TERMS & CONDITIONS OF THE CONTRACT**

**1. TERM OF CONTRACT**

The term of the contract shall commence on date of last signature on Award notification or date of Award Letter and shall remain in effect as stated in the Award Letter, unless terminated, canceled, or extended as otherwise provided herein. The contract shall not bind nor purport to bind the ADDPC for any contractual commitment in excess of the original contract period. The ADDPC proposes a 12 month funded period for approved funded contractor(s). The ADDPC may approve renewal funding for year 2 and year 3 based on funding availability and contractor performance.

**2. NUMBER OF EXPECTED AWARDS**

Multiple awards may be made.

**3. PAYMENT AND REPORTING**

3.1 This shall be a cost reimbursement contract based upon the Budget.

3.2 The Contractor shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no more than monthly and no less than quarterly for those items submitted and approved in the budget inclusively. The Contractor shall use the ADDPC's invoice form and include copies of all supporting evidence of project expenditures, in sufficient detail to justify payment. The invoice documents shall be separate from the narrative program reports and must show expenditures by line item. All documents must identify the contract name and number, and must be signed by authorized staff. The invoice will be processed for payment upon receipt and approval.

3.3 Contractor shall submit a final reimbursement request no more than forty-five (45) days after the contract end for expenses obligated prior to the date of contract termination. All expenses must be liquidated prior to the final reimbursement request. Requests for reimbursement received later than forty-five (45) days after the contract termination will not be paid. If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Arizona Developmental Disabilities Planning Council.

3.4 Financial reimbursements shall be sent to:

Lani St. Cyr, Fiscal Manager  
Arizona Developmental Disabilities Planning Council  
3839 North Third Street, Suite 306  
Phoenix, Arizona 85012  
602-542-8974  
[Lst.cyr@azdes.gov](mailto:Lst.cyr@azdes.gov)

3.5 If the Contractor is in any manner in default in the performances of any obligation under this contract, ADDPC may, at its option, adjust or withhold payment until satisfactory resolution of the default. Under no circumstances shall ADDPC authorize payment to the Contractor that exceeds the amount specified in this contract. The ADDPC may, at its option, withhold all payment under contract until it has received all reports and deliverables required.

3.6 As stated on page 11 of the Scope of Work, the Contractor agrees to all listed Deliverables. Contractor shall submit quarterly narrative reports and a final narrative report summarizing the

activities accomplished during the contract period. The reports shall be due and shall contain such information as deemed necessary by the ADDPC. The ADDPC may, at its option, share details of any report with the Council members and/or post such reports to the ADDPC's website. Failure to submit timely narrative reports may result in suspension of reimbursement.

**3.7 Evaluation and Programmatic Reports** shall be sent to:

Marcella Crane, Contracts Manager  
Arizona Developmental Disabilities Planning Council  
3839 North Third Street, Suite 306  
Phoenix, Arizona 85012  
602-542-8976  
[mcrane@azdes.gov](mailto:mcrane@azdes.gov)

**4. RELATIONSHIP**

The relationship of the Parties is that of independent Contractors. Nothing contained in this Contract will be considered to be the formation of a partnership, joint venture or other legal entity or relationship. Except as expressly agreed by the Parties from time to time during the term of this Contract, neither Party will be authorized to act as or hold itself out to be the agent or representative of, or have the power to legally bind, the other Party in connection with the activities contemplated under this Contract.

**5. LICENSES**

Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor.

**6. AUDIT OF RECORDS**

Pursuant to A.R.S. §§ 35-214 and 35-215, the Contractor shall retain and shall contractually require each subcontractors to retain all data, books, and other records ("records") relating to this Contract for a period of five years after completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce the original of any or all such records. Audit of this contract will be conducted pursuant to Office of Management and Budget (OMB) Circular A-133 when applicable.

**7. APPLICABLE LAW**

This Contract shall be governed and interpreted by the laws of the State of Arizona.

**8. RIGHTS IN DATA**

ADDPC may duplicate, use, and disclose in any manner and for any purpose whatsoever, within the limits established by Federal and State laws and regulations, all information relating to this Contract.

**9. LOBBYING**

No funds to the Contractor by the ADDPC, or interest earned thereon, shall be used for the purpose of influencing or attempting to influence an officer or employee of any federal or State agency, a member of the United States Congress or State Legislature, an officer or employee of a member of the United States Congress or State Legislature, an officer or employee of a member of the United States Congress or State Legislature in connection with awarding of any federal or State contract, the making of any federal or State grant, the making of any federal or State loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal or State contract, grant, loan, or cooperative agreement. Restrictions on lobbying is per federal law, (Byrd Amendment) P.L. 101-121 Section 319 (31 U.S.C. section 1352).

## **10. NON-DISCRIMINATION**

The Contractor shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Contractor shall take affirmative action to ensure that Contractor for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

## **11. SUSPENSION OR DEBARMENT CERTIFICATION**

By signing the offer section of the Offer and Acceptance page, the Contractor certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or Local Government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The State also may exercise any other remedy available by law.

## **12. AMERICANS WITH DISABILITIES ACT OF 1990**

The Contractor shall comply with the Americans with Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.

## **13. CONFIDENTIALITY OF RECORDS**

The Contractor shall establish and maintain procedures and controls that are acceptable to the State for the purpose of assuring that no information contained in its records or obtained from the State or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the State. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.

## **14. AMENDMENTS**

- 14.1 The Contractor shall notify the Contracts Manager of the Arizona Developmental Disabilities Planning Council in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the contract. Any change in the contract including Budget and Scope of Work described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Contractor and the ADDPC Contracts Manager of the State of Arizona. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
- 14.2 Total funding may not be modified by the Contractor following award. After award, requests for line item modifications that do not change the Scope of Work or Total Program Funding, must be requested in writing. If approval of the change is granted, written authorization from the ADDPC Contracts Manager will be provided.
- 14.3 Key Personnel. It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must assign specific individuals to the key positions. Once assigned to work under the contract for a specific project, key personnel shall not be removed or replaced without prior approval of the ADDPC.

## **15. PROGRAM REVIEW AND SITE VISITS**

ADDPC has the right to make site visits at reasonable intervals for purposes of review of project accomplishments and management control systems and to provide technical assistance, if required. Contractor will provide reasonable access to facilities, office space, resources, and assistance for the safety and convenience to ADDPC representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

## **16. INDEMNIFICATION**

Contractor shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State of Arizona.

*This indemnity shall not apply if the Contractor or subcontractor(s) is/are an agency, board, commission or university of the State of Arizona.*

## **17. E-VERIFY REQUIREMENT**

- 17.1 The Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program).
- 17.2 A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Contractor may be subject to penalties up to and including termination of the contract.
- 17.3 Failure to comply with a State audit process to randomly verify the employment records of Contractor and subcontractors shall be deemed a material breach of the contract and the Contractor may be subject to penalties up to and including termination of the contract.
- 17.4 The Arizona Department of Administration retains the legal right to inspect the papers of any employee who works on the contract to ensure that the Contractor or subcontractor is complying with the warranty under paragraph 18.1.

## **18. OFFSHORE PERFORMANCE OF WORK PROHIBITED**

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect

or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

**19. INCORPORATION BY REFERENCE**

The subject solicitation, including instructions to the Applicants, the specifications or Scope of Work, any amendments thereto, and the Offeror's application including additional clarification and response, its appendices and attachments, including any approved Subcontracts are hereby incorporated by reference as being part of this Contract as provided herein.

**20. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER**

The Contractor shall agree to acknowledge and display the ADDPC Logo on all printed materials that will be used to promote and disseminate information about the funded project. The ADDPC Logo shall be provided to awarded contracts. In addition, that acknowledgement must be accompanied by a disclaimer indicating that information provided or views expressed, whether orally or in writing, or in any documents, reports or final findings resulting from the funded project, do not necessarily reflect the official views of the ADDPC or the U.S. Health and Human Services. Applicants are required to use the following language:

"Funding for this project was made possible [in part, if applicable] by [insert grant number] from the Arizona Developmental Disabilities Planning Council. The views expressed in written materials or publications and by any speakers and moderators do not necessarily reflect the official policies of the ADDPC or the U.S. Department of Health and Human Services, nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government."

**21. IT 508 COMPLIANCE**

Unless specifically authorized in the Contract, any electronic or information technology offered to the State of Arizona under this contract shall comply with A.R.S. §§41-3531-41-3532, as may be amended, and Section 508 of the Rehabilitation Act of 1973, which requires that employees and members of the public shall have access to and use of information technology that is comparable to the access and use by employees and members of the public who are not individuals with disabilities.

**22. INSURANCE**

Within 60 days of an award being made, the Contractor is required to provide to the ADDPC Verification of Coverage with a certificate of insurance (valid ACORD form or equivalent approved by the State of Arizona). For ADDPC Contractors, the type and amount of coverage is the "Standard Professional Service Contract" found under the Arizona Department of Administration, Risk Management Division at <https://staterisk.az.gov/insurance/modules>, pages 5-20.

**23. TERMINATION FOR DEFAULT:**

The ADDPC may immediately terminate this Contract if the ADDPC determines that the health or welfare or safety of service recipients is endangered.

**24. ENTIRE CONTRACT:**

This Contract, including exhibits, attachments, and modifications approved in accordance herewith, shall constitute the entire Contract between the parties and supersede all understandings, oral or written.

**END OF RFQA SOLICITATION #**  
**ADDPC-FFY18-EMPWK-010**