STATE OF NORTH DAKOTA
DEPARTMENT OF HUMAN SERVICES
NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
1500 EAST CAPITOL AVENUE
BISMARCK, ND 58501

Solicitation Number: 325-18-660-016

Solicitation Type: Grant Programs

Title: Expanded Supported Employment Training for Transition Age Youth

Issued: June 1, 2018

Purpose of Solicitation: To fund up to two entities that are familiar with Supported Employment, as developed by the Washington Initiative for Supported Employment, and will use this method for transition age youth employment planning.

Procurement Officer: Julianne Horntvedt

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SOLICITATION INTRODUCTION AND INSTRUCTIONS

1.01 Purpose of Solicitation

The state of North Dakota, acting through the North Dakota State Council on Developmental Disabilities, (STATE) is soliciting proposals to fund up to two entities that will use the grant funds toward using the Washington Initiative for Supported Employment (WISE) method for employment planning for transition age youth.

STATE seeks to fund up to two projects which would be conducted on a regional or statewide basis that would result in individuals with developmental disabilities entering into supported employment. Supported employment is based on the principle that individuals with disabilities have the right to be employed by community businesses where they can earn comparable wages, work side-by-side with co-workers with or without disabilities, and experience all of the same benefits as other employees of the company. This idea is often referred to as "Employment First." Supported employment assists people with severe disabilities by providing individualized supports that enable them to choose the kind of job they want and to become successful members of the workforce.

Describe how you will utilize the following strategies in your project to reach outcomes or steps:

1) Upon identifying the youth, the Discovery process will be completed, shared, and implemented in collaboration with the youth, their family, and other team members as designated by the youth and their family, if appropriate.
    - How will the agency assure that the Discovery process and career planning meetings are completed?
    - What type of training will staff have available to them?
    - What steps will you take to convene and involve the appropriate team members? What team members will be necessary to complete the Discovery process?
    - Define what types of activities will occur during the Discovery process, and in what manner this information will be shared with the individual and his/her team(s)?
    - What communication methods will you use to involve and engage the youth in the Discovery process and with his/her team(s)?
    - How will youth be targeted: 1) youth who may be at risk of dropping out of school; 2) youth who may stay home after high school with no future plans; 3) those who competitive integrated employment has not historically occurred; 4) those whose competitive integrated employment has been interrupted or intermittent as a result of a significant disability; 5) youth in rural communities?
    - How will the results of the Discovery process be used to assist individuals to obtain competitive integrated employment?

2) Information from the Discovery process will be blended with other service plans that the youth may already have in place.
    - How will other plans be identified?
    - How will other plans be used in the Discovery process?
    - What assurances will you have in place that information will be blended?
    - How will you work with other entities, such as Vocational Rehabilitation Division, Developmental Disabilities Division, schools, etc.?

3) Action plans will be available to the youth and their family, if appropriate, in order to assist the youth in obtaining gainful employment.
    - How will referral sources be engaged if not already part of the team?
    - How will service systems be engaged if identified, but not active?
    - How will the youth's family be engaged to assist with "next steps"?
    - How will the youth be supported to advocate for himself/herself in moving forward following the Discovery process?

1.02 Contact Person

The procurement officer is the point of contact for this RFP. All communication regarding this RFP must be directed to the procurement officer (the preferred method of communication is e-mail). Unauthorized contact regarding this RFP with other state employees or officials may result in the offeror being disqualified; the offeror may also be suspended or disbarred from the Office of Management and Budget State Bidders list.

Procurement Officer: Julianne Horntvedt
Phone: 701-328-4847
E-Mail: jhorntvedt@nd.gov

1.03 Solicitation Schedule

	Date	**Time (CT)**
Issue date	June 1, 2018	
Deadline for submission of questions and requests for clarifications	June 15, 2018	4 PM
Questions and requests for clarification issue date	June 29, 2018	4 PM
Deadline for receipt of applications	July 31, 2018	4 PM
Executive Committee reviews and scores applications no later than	August 15, 2018	
Full STATE votes on applications	August 23, 2018	10 AM
Notice of Application Selection	August 24, 2018	
Intended contract start date	October 1, 2018	

1.04 Assistance to Individuals with Disabilities

An individual with a disability who needs an accommodation should contact the procurement officer as soon as possible and no later than seven calendar days prior to the deadline for receipt of applications specified in Section 1.03 Solicitation Schedule so reasonable accommodations can be made.

1.05 Bidders List

The bidders list developed for the state of North Dakota, Office of Management and Budget, State Procurement Office website for this solicitation has been developed in accordance with N.D.C.C. § 54-44.4-09 to include Approved Vendors on the State Bidders list who selected the following commodity codes:

Commodity Code: 918
Subclass: 38

Commodity Code: 924
Subclasses: 74, 86

1.06 Letter of Interest
Submission of a letter of interest is not a requirement for submitting a proposal. An offeror interested in receiving solicitation notices related to this RFP is invited to contact the procurement officer, in writing, citing the RFP title and number. The letter of interest must include the name of the offeror, contact person, mailing address, telephone number, and e-mail address. STATE will utilize the information to add the offeror to the bidders list for this RFP. The sole purpose of the letter of interest is to provide STATE with a contact person to receive any notices related to this RFP.

1.07 Solicitation Notices
Solicitation Notices are issued as follows:

- Posted on state of North Dakota, Office of Management and Budget, State Procurement Office Web site: http://www.nd.gov/spo/
- Posted on North Dakota Department of Human Services Web site: http://www.nd.gov/dhs/info/publicnotice/index.html
- Mailed regular mail to Approved Vendor's identified on the State Bidders list that require solicitation notice to be mailed

1.08 Required Enclosures
An applicant's failure to provide all documents and information specifically required in this solicitation or an applicant's failure to sign the documents as required may cause the application to be determined nonresponsive and may be rejected.

All proposals must include the following required documents:

- Abstract/Overview (not to exceed two pages)
- Application Cover Page
- Project Narrative (not to exceed 10 pages)
- Work Plan
- Collaboration Plan or Letters of Support (if applicable)
- Budget and Justification Narrative

Please see the Grants Manual, located on STATE website under the Grants tab on the homepage, for further instructions. https://www.nd.gov/scdd/

1.09 Deadline for Submission of Questions and Request for Clarifications
Offeror must carefully review this RFP, which includes attachments. Offeror shall submit any questions or requests for clarifications to the procurement officer, in writing, by date and time identified in Section 1.03 Solicitation Schedule. Questions and requests for clarification must identify this RFP number, title, and related section or subsection.

If the question or request for clarification can be answered by directing the offeror to a specific section or subsection of this RFP, then the procurement officer may respond directly to the offeror. The procurement officer will make this determination. When the response to the question or request for clarification contains information that is material to the RFP process, the procurement officer will prepare a written response to be summarized into a solicitation amendment. The approximate date for responses to questions and requests for clarifications is identified in Section 1.03 Solicitation Schedule.

The state of North Dakota considers oral communications unofficial and non-binding. An offeror must confirm telephone conversations in writing.

If an offeror wishes to protest the contents of this RFP, including contract provisions, the offeror must submit the written protest to the procurement officer within seven calendar days before the Deadline for Receipt of Proposals identified in Section 1.03 Solicitation Schedule. Since this RFP contains a deadline for submission of questions and requests for clarifications, protests of this RFP will not be allowed if these faults have not been brought to the attention of the procurement officer before the deadline for submission of questions and requests for clarifications.

Responses to questions and requests for clarifications will be summarized into a solicitation amendment to this RFP, including any necessary amendments.

1.10 Amendment to the Solicitation
If an amendment to this solicitation is issued, a notice will be issued as identified in Section 1.07 Solicitation Notices.

1.11 Preparation Costs
STATE will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any application.

1.12 Standard Contract Provisions
Applicant shall comply with the standard contract provisions set out in the "Sample Grant Agreement" document, attached to this solicitation as Attachment A. Applicant shall contact the procurement officer in writing by the deadline for receipt of questions and request for clarification in Section 1.03 Solicitation Schedule with any concerns or objections to the contract provisions. No alterations of these provisions will be permitted without prior written approval from STATE.

1.13 Proposed Payment Procedures
STATE will issue a payment within 30 days after receipt and approval of the request for reimbursement and required reporting, except that no payment will be made until the reimbursement and reporting have been approved.

STATE will not make any advance payments before performance of services by the successful applicant under a contract resulting from this solicitation.

1.14 Disclosure of Application Contents and Compliance with North Dakota Open Records Laws
All applications and other material submitted become the property of STATE and may be returned only at STATE's option. All applications and related information, including detailed cost information, are exempt records and will be held in confidence until application selection is made, in accordance with N.D.C.C. § 54-44.4-10(2).

Applicants may make a written request that trade secrets and other proprietary data contained within their application be held confidential. Material considered confidential by an applicant shall be clearly identified, and the applicant shall include a brief statement that sets out the reasons for confidentiality.

For more information visit the following website at:

- North Dakota Office of the Attorney General
  Website: http://www.ag.nd.gov/OpenRecords/ORM.htm

After application selection, applications will be subject to the North Dakota open records law. Records are closed or confidential only if specifically stated in law. If a request for public information is received, the procurement officer, in consultation with the Office of the Attorney General, will determine whether the requested information must be disclosed under the North Dakota open records law, and the request will be processed accordingly.

1.15 Conflict of Interest
Applicant shall disclose any instances where the organization or any individual to be working for the applicant has a possible conflict of interest with STATE or a member of STATE and the nature of that conflict (e.g. employed by the state of North Dakota). STATE reserves the right to reject any application if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of applicant's project. STATE determination regarding any questions of conflict of interest is final.

1.16 Approved Vendor Registration Requirements
Applications will be accepted from an applicant that is not currently an approved vendor on State's Bidders list; however, the applicant must be eligible to, and will be required to, become an approved vendor before the contract start date.

To become an approved vendor, an applicant shall:

1) register with the North Dakota Secretary of State (fees apply), and
2) submit a completed Bidder List Application for a U.S. Based Business (SFN 53655) to the North Dakota Vendor Registry Office.

Applicant may access Office of Management and Budget Vendor Registry to verify whether the applicant is currently an approved vendor on State's Bidders list or may register on-line to become an approved vendor. Vendor Registry is located on-line at:

North Dakota State Procurement Office
Web site: http://www.nd.gov/spo/
For assistance contact: 701-328-2683 or infospo@nd.gov

1.17 Right to Rejection
STATE reserves the right to reject any application. The procurement officer may reject any application that is not responsive to all of the material and substantial terms, conditions, guidelines, and requirements of this solicitation. An applicant's failure to provide a complete application containing all documents and information specifically required in this solicitation may cause the application to be rejected.

An application received from an applicant determined to be debarred or suspended vendors will be rejected.

STATE may waive minor informalities that:
- do not affect responsiveness.
- is merely a matter of form or format.
- do not change the meaning or scope of the solicitation.
- are insignificant, negligible, or immaterial in nature.
- do not reflect a material change in the work.
- do not constitute a substantial reservation against a requirement or provision.

Communications between the procurement officer and an applicant are permitted to clarify uncertainties or eliminate confusion concerning the contents of an application and to determine responsiveness. Clarifications may not result in a material or substantive change to the application.

1.18 Submission Instructions
Applicants shall submit two paper copies (one with original signatures in **blue** ink) and an electronic version (USB drive) of the application to the address below in a sealed envelope or package:

Julianne Horntvedt, Procurement Officer
North Dakota State Council on Developmental Disabilities
Solicitation #: 325-18-660-016
1500 East Capitol Avenue
Bismarck, ND 58501

Applications must be received at the above address no later than the Deadline for Receipt of Applications specified in Section 1.03 Solicitation Schedule. Applications may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

Applicants assume the risk of the method of dispatch chosen. STATE assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt by STATE. Applicant's failure to submit their application prior to the deadline will cause the application to be rejected. Late applications or amendments will not be accepted.

SECTION TWO
APPLICATION INFORMATION

2.01 Background

STATE makes funds available to fulfill its mission in a variety of areas in accordance with the Developmental Disabilities (DD) Act and the STATE Five-Year State Plan. STATE funding source is the United States Administration on Intellectual and Developmental Disabilities.

Although the law known as the Individuals With Disabilities Education Act, or IDEA, has long required schools to help students design "transition plans" and provide job training for their lives after graduation, a majority of adults with intellectual or developmental disabilities are unemployed or underemployed. According to a 2012 Bureau of Labor Statistics survey of disabled adults, that's largely because of a lack of training and education, which respondents listed as the most common barrier to employment aside from the disabilities themselves. "The big concern that remains [is] what happens when you're done ... and you're finished with school? Are you sitting at home on the couch?" said Margaret ("Muncie") Kardos, a Connecticut-based educational consultant who helps students with disabilities plan for the transition. The poor preparation, she said, leaves many special-needs people with few other options.

Their prospects at graduating are grim to begin with: Nationally, only about two-thirds of students ages 14 through 21 with disabilities graduate with a regular diploma, while most of the remaining students simply drop out. And these figures encompass all students with disabilities. Compared to their peers from all disability groups, youth with intellectual disabilities, for example, have the lowest rates of education, work, or work preparation after high school. A 2011 Department of Education study that looked at the outcomes of young adults with disabilities up to six years after high school found fewer than half of the young adults with multiple disabilities had a paid job at the time of the survey.

2.02 Information and Guidelines

This announces the intention of STATE to award funds up to two entities that are familiar with Supported Employment, as developed by WISE, and will use this method for transition age youth employment planning.

The project will collaborate with STATE, and may work along other divisions of the Department of Human Services or other state agencies.

STATE is requesting applications for financial assistance from organizations to conduct a project. The project will increase **ADVOCACY, CAPACITY BUILDING, AND SYSTEMIC CHANGE ACTIVITIES.** STATE shall serve as an advocate for individuals with DD and conduct or support programs, projects, and activities that carry out the purpose of this subtitle.

Number of proposals to be funded – Up to two proposals will be funded at $50,000 each year (**total available $100,000 per year for both awards).** Upon satisfactory completion of the initial contract term, the contract may renew at the $50,000 amount for the second year of the grant.

Time frame – This award is for the time period 10/1/2018, through 9/30/2019. Should STATE renew the grant, the second year of the grant will be for the time period 10/1/2019, through 9/30/2020.

Requirements – The successful offeror will be expected to work closely, in a supportive role, with STATE staff, other North Dakota state agencies, and community partners. The successful offeror will be expected to:

- Work with individuals with disabilities on this issue; and
- Create a plan that will help individuals state-wide.

Sustainability - Each proposal submitted to STATE will include a plan to sustain the project upon full expense of STATE funds and completion of the contract unless otherwise directed by STATE.

Consideration for funding includes:

1. **Innovative new projects,** which support concepts of **advocacy, systems change, and/or capacity building;**
2. The meaningful involvement of and input from individuals with DD and their family members in the development of the project design and on-going implementation;
3. The use of an outcome framework to identify, measure, and report outcomes;
4. Projects which plan for sustainability;
5. Projects worthy of replication; and
6. Organizations who have successfully completed STATE grant requirements in previous fiscal years (if applicable).

The successful offeror will provide a final report to STATE by October 31 of each year.

An applicant, in completing an application, shall consider the following:

1. **All grantees are required to contribute a minimum matching share of 30% of the Total Project Costs.** The match may be sources of cash, in-kind, or state funds. Sources for cash and in-kind match may not be federal dollars or included as match for another federal grant award. Sources for match must be necessary and reasonable to conduct the project.
2. STATE requested funds cannot exceed 70% of the total project costs.
3. Applicants must disclose any conflicts of interest between themselves and STATE members, employees, and their immediate families.
4. All printed material will need to be made available in an accessible format, upon request. Accessible formats can include: Braille, large print, audio, or other languages beyond English. Any video products must have open captioning. Video products, teleconferencing, and distance learning activities are to be fully accessible to all.
5. STATE staff will approve a Project Advisory Committee of key stakeholders, including the STATE grantee project director, self-advocates and family members, experts in the field of service addressed by the project, key cooperating agencies, appropriate licensing/standards entities, and potential funding sources.
6. Successful applicant shall submit one success story to STATE annually.

7. An application for any applicant who has an outstanding balance of monies owed under any previous contract with STATE will not be evaluated and will be rejected.
8. Applicant must comply with P.L.106-402, including the maintenance of individual basic data files, client eligibility, maintenance of records, and civil rights compliance.
9. STATE reserves the right to negotiate contracts at a lower cost.
10. Successful applicant shall submit quarterly reports, a final annual narrative report, and a formal presentation to STATE, as requested by STATE executive director. Additional appropriate federal administration on DD performance measures will be required by STATE for reporting purposes, subsequent to application submission and approval.
11. STATE reserves the right to add, delete, or modify terms and conditions during contract negotiations. These terms and conditions will be within the scope of the solicitation and will not affect the application evaluations.
12. Grantees shall give credit to STATE on any products developed with the use of STATE funds. STATE shall be acknowledged as being the funding source on all products and materials completed using STATE funds. A copy of all products must be submitted to STATE following the project completion. These may be attached to a quarterly report or sent separately to the STATE office.
13. Applicants requesting funds from STATE for continuation of existing projects shall report performance data for the current project period before any additional funds can be disbursed. Continuation dollars will only be considered if the project is making satisfactory progress towards the goals outlined in the project's work plan.

2.03 Project Goals and Areas of Emphasis

State Plan Requirement – Goal 2: Increase Employment

2.04 Length of Project Period

The project period must be within October 1, 2018, through September 30, 2019. Should STATE renew the grant, the second year of the grant will be for the time period October 1, 2019, through September 30, 2019.

2.05 Location of Work

The project is to be performed, completed, and managed within the communities of the state of North Dakota.

2.06 Right to Inspect Place of Business

STATE may conduct site visits to the successful applicant's business, which is related to the performance of a contract resulting from this solicitation. If STATE makes an inspection, the successful applicant shall provide reasonable assistance.

SECTION THREE
APPLICATION FORMAT AND CONTENT

3.01 Application Format

Applications must be submitted using the format described in this section and provide all requested information. Overly lengthy applications are discouraged.

Address all **sealed** proposals to:

Julianne Horntvedt, Procurement Officer
North Dakota State Council on Developmental Disabilities
Solicitation #: 325-18-660-016
1500 East Capitol Avenue
Bismarck, ND 58501

The **sealed** proposal (with return address on envelope) must be received by **4:00 p.m. CT on July 31, 2018**. Late proposals will not be accepted for any reason and will be returned to the sender. Faxed or e-mailed proposals will not be accepted and will be returned to the sender.

Submit the original, signed proposal along with two paper copies (one with original signatures in **blue** ink) and a USB drive containing an e-copy of the proposal.

- Make photocopies one-sided
- Do not staple the original or copies of the proposal
- Do not use binders, notebooks, or report covers for the proposal
- DO NOT attach agency annual reports, program manuals, or other lengthy publications to the grant proposal

Follow the guidelines listed below when submitting the proposal:

- ✓ Ensure the solicitation number is included on each required document
- ✓ Include a project abstract/overview, which should not exceed two pages
- ✓ Include the "Application Cover Page", utilizing blue ink to sign the document
- ✓ Include the project narrative, which should not exceed 10 pages
- ✓ Ensure the project narrative pages are numbered
- ✓ Margins should be 1 inch
- ✓ Single or 1.5 line spacing
- ✓ Utilize, at a minimum, an 11 pitch font
- ✓ Include the Budget and Justification form
- ✓ Include the Work Plan form
- ✓ Include letters of support, if applicable
- ✓ All documents should be on 8 ½ by 11 inch paper

Please note: The project narrative does not include the project abstract/overview, application cover page, work plan, or budget and justification.

Any costs for developing a proposal are the responsibility of the applicant and will not be reimbursed by the STATE.

Please note: All proposals must include the following required elements. These areas will be evaluated completely in the review process along with overall project design. Any proposal that omits required elements or fails to adhere to the prescribed format or submission requirements described herein, may result in a lower evaluation score.

All funding decisions are subject to the availability of funds under the Basic State Grant from the U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Intellectual and Developmental Disabilities.

3.02 Abstract/Overview

All proposals must include an abstract that provides an overview with a brief description that clearly states the goal and major activities of the proposed project, the impact it will have on people with DD, and justification as to why funding from the STATE is crucial to success (not to exceed two pages). Please see Attachment B.

3.03 Application Cover Page

Use the Application Cover Page form (Attachment C) for the cover sheet for the proposal. Have the Application Cover Page signed by an official authorized by the agency or organization.

3.04 Project Narrative

All proposals must include the following required elements. These areas will be evaluated completely in the review process along with overall project design. Any proposal that omits required elements or fails to adhere to the prescribed format or submission requirements described herein may result in a lower evaluation score.

Applicants should provide a project narrative, which outlines the project. The Projective Narrative may not exceed 10 pages. Thorough review of the Scope of Project is essential to ensure that grantee's planned activities will achieve the desired outcomes.

Overview (3 Maximum Points)
The proposal contains a brief overview of the project.

Identification of the Problems or Needs (8 Maximum Points)
The proposal describes the current problems or gaps in services that exist in North Dakota. In addition, the proposal has evidence that supports the problems or gaps in services. The problems and/or gaps in services are linked to the STATE's goals, objectives, and federal emphasis areas.

Project Goals (12 Maximum Points)
The proposal contains a narrative description of the goals to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the solicitation and reflects the mission of the STATE. There is a clear described relationship between the project goals and the need for the proposal.

Evaluation (14 Maximum Points)
The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of how the provider will monitor the progress of the work and accomplishment of outcomes. How the provider will identify and address any project issues, problems, or concerns as they emerge. The evaluation plan should describe the methodology planned for assessing project activities and products, including establishing baselines, as well as determining both individual outcomes and the systemic impact. Finally, how the provider will evaluate the effectiveness of the project will be clearly defined.

STATE Evaluation Requirements
Every grantee must engage in program evaluation activities for their grant project. This is in addition to and separate from the Customer Satisfaction Survey requirement when receiving a STATE grant. Therefore, every STATE grant that is approved is required to have an Evaluation Plan with subsequent activities that identify:

- The data that will be collected,
- The performance outcome measures that will be examined,
- The methods that will be used to collect the data on the outcome measures, and
- The method used to convey the results to the STATE.

Federal Performance Measures
The first level of evaluation that grantees must report are "outputs". Examples of outputs include: number of trainings held, number of people trained, number of people served, number of visitors to a web site, number of presentations given, number of events attended, number of brochures handed out, list of partners in a project, number of policy makers a grantee met with, number of policies changed, etc. Outputs often show up in the grantee's work plan as grant project activities reported to the STATE.

The next level of program evaluation is "outcome measurement". Outcomes are changes in skill, knowledge, practice, and behavior. For example, for a Youth Leadership Training, one might believe that the outcomes would be increased sense of self-confidence, an increased level of self-determining behavior, and increased skills to be a self-advocate.

In order to measure an outcome, the grantee must decide ahead of time what outcomes they think their project will impact and then develop a method to measure that change. The methods to measure that kind of change usually involve some form of self-assessment by participants in the project.

The grantee is REQUIRED to take one of two routes to meet the Program Evaluation requirements for a STATE grant.

Route 1 –
If the grantee does not know what outcomes to measure when applying for the grant, they MUST have in their Work Plan, in addition to their other project objectives and activities, which will contain the output data to share with the STATE, one Objective labeled Program Evaluation

Plan. Then there must be the following seven activities listed: 1) Meet with STATE staff during first quarter to develop Program Evaluation Plan; 2) Develop Program Evaluation Plan; 3) Revise Work Plan to reflect development of Program Evaluation Plan; 4) Receive final approval from STATE on changes to grant Work Plan; 5) Implement Program Evaluation Plan in 2nd, 3rd, and 4th quarters as outlined in revised Objective; 6) Provide a 2nd quarter update on activities; and 7) Submit final Program Evaluation Report to STATE no later than December 31 of the grant year.

Route 2 –
If the grantee already knows what outcomes they will be reporting on, then they must have an Objective labeled Program Evaluation Plan, and that Objective must be followed by all the Activities required to show what outcomes will be measured, how they will be measured, when they will be measured, that there is a 2nd quarter update on activities, and that the final Program Evaluation Report will be submitted to STATE by December 31 of the grant year.

<u>Activities and Methods (12 Maximum Points)</u>
The proposal contains a narrative description of the activities to be performed, including a detailed work plan and sustainability plan that is adequate and sufficient to accomplish the requirements of the solicitation and reflect the mission of the STATE. The project deliverables with project timelines should be clearly defined.

<u>Resources and Key Personnel (8 Maximum Points)</u>
The proposal contains a narrative description outlining the grantees facilities, equipment and supplies, and/or other resources to support the implementation of the project.

The proposal identifies the person(s) who will complete the activities of the project and identifies their qualifications. Included in this information would be current or future job descriptions that would identify the individuals experience, knowledge, and skills.

<u>Coordination and Cooperation (8 Maximum Points)</u>
The proposal lists relevant partners who would contribute to the success of the project, and describes the roles of the partners in the project. Letters of support are provided by relevant partners, if applicable, to the project. Letters should be from individuals/agencies that will be directly supporting the project with time, money, or resources, not letters that support purely the idea of the project.

<u>Sustainability (8 Maximum Points)</u>
The proposal will contain a narrative description identifying the total length of the project. In addition, the applicant will discuss the steps necessary to keep the project in operation when the STATE funding has ended. Include a description of the actions to be carried out in order to seek other sources of funding to continue the project and documentation of commitments made by other agencies and/or organizations for the project and provide details on continuation funding and other funding assurance after the end of STATE funding.

Budget and Justification (15 Maximum Points)
The proposal includes a proposed line item budget, accompanied by a detailed budget narrative, on a separate sheet of paper. The budget justification should explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable, and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. It must also include the match with a description of the match source.

Dissemination Plan (2 Maximum Points)
The proposal will describe products or results that will be produced by the project. In addition, the description will include how, when, and to whom these products or results will be distributed.

Principal Officers/Board Members (1 Maximum Point)
The proposal will have a description of the principal officers or board members of the agency/organization.

Application Merit (9 Maximum Points)

- Applicant provides evidence that the problems or gaps in services are significant for North Dakota.
- Applicant provides evidence that the project is new and innovative.
- Applicant provides evidence that the project can be realistically completed.
- Applicant provides evidence that the project concept will impact the problems, needs, or gaps in services, and demonstrates that the concept meets needs or fills a gap in services for North Dakota.
- Applicant proposes to address an issue or specific population that is not now being addressed adequately.
- Applicant possesses unique characteristics that distinguish the applicant from other applicants and organizations in the community.
- Does this project build capacity, advance advocacy, or promote systems change to benefit people with DD and their families?
- How does this project impact individuals with DD?
- Does the proposal outline the major expected accomplishments of the project?

3.05 Work Plan

Complete one work plan for each service objective. Provide a systematic plan for accomplishing this work, including specific timeframes and person(s) responsible. The work plan must state the goals, objectives, and activities contained in the proposed project and the specific outcomes expected from the project. Applicants must use the Work Plan template provided by the STATE (Attachment D).

Project Goal — Identify the overall project goal and briefly explain how it will achieve the Scope of Project described in this proposal.

Objectives — Identify the project objectives that are specific and measurable and will achieve the selected outcomes.

Activities — For each project objective, include: a list of all activities (specific tasks, including any project deliverables and products) that will achieve the objective; strategies for each activity; an explanation of how each activity will be accomplished; realistic start and end dates for accomplishing each activity; and the primary personnel who will carry out each activity. Any project products should include dissemination plans for potential project replication.

Outputs/Outcomes and/or Performance Measures — For each activity, state the expected Outputs/Outcomes and/or Performance Measure(s). For each Performance Measure, state the expected target (number), how you will reach the target, and how you will collect and report the data accurately to the STATE. Ensure that you have included any required outcomes as stated in the Scope of Project section.

3.06 Collaboration Plan

Describe the role and level of involvement with other agencies in implementing this project. Include copies of letters of support, proposed agreements, or subcontracts, if applicable.

3.07 Budget

The narrative must include a description of each line item by expenditures category for the Total Project Costs (distinguishing between grant and match-funds). Applicants must use the Budget and Justification document provided by STATE (Attachment E). Also, please ensure that you have reviewed the 2017 Grants Manual (on the Council website) on allowable and unallowable budget items. The budget must include identification of sources for match and estimate of future funding.

Budget Justification: Include all costs associated with conducting the project based on the Budget Guidelines.

Budget Narrative: Provide justification for each budget line item. Provide the basis used to calculate the projected figures for both STATE and match funds.

All dollar amounts must be rounded to the nearest dollar. If indirect costs are included, applicant shall submit a copy of the current approved Indirect Cost Rate Agreement or Cost Allocation Plan to the North Dakota Department of Human Services, Fiscal Administration Division, for review and approval. Items included in applicant's indirect rate cannot be duplicated in other budget line items.

Please note – STATE only provides equipment funding up to $500, which must be used directly to consumer service purposes. STATE does not fund capital improvement projects or acquisitions of vehicles and will carefully scrutinize any computer or office equipment requests.

Documentation of match calculations must show how the value placed on non-federal cash or in-kind match contributions were derived.

Examples of documenting match include:

- Full description of the item or service
- The area, expressed value per square foot
- Rationale for determination of the match value

- Name of the contributor
- Dates when donations are made
- In case of discounts – an acknowledgment by the provider that the discount is based on the nature of the Program Activity and is not available to the general public

Any application that does not contain a completed Budget and Justification document may be considered nonresponsive and may be rejected. Any application with the total amount of STATE funds requested exceeding 70% of the total project costs or a total match dollar amount under the required 30% minimum may be considered nonresponsive and may be rejected.

Following are the Expenditure Categories:

Personnel — List each position by job title. Each salaried position should include the annual salary and estimated amount of time (percentage) to be spent on the project. For hourly personnel, each position should include the hourly rate and estimated number of hours to be spent on the project. For existing personnel, please explain how funding this position is not supplanting federal, state, or local funds. For all personnel (current or new), clearly describe each person's role/responsibilities on the project. Fringe benefits for personnel have a separate line item in this category.

Contractual (Volunteer Costs and Consultant) — Show each type of expense related to volunteers or subcontracts with consultants. Include, for each consultant, the rate of pay and frequency (e.g., $ per hour, or per day). Volunteer services used as matching funds should be valued at current market value for the service provided.

Travel — List all travel related expenses for personnel, volunteers, consultants, or clients, including purpose of travel and the rate or unit of reimbursement for those expenses. All travel expenses must adhere to North Dakota State Travel Regulations.

Rental Space- List all space rental fees for specific grant activities.

Equipment-We will not fund dollars toward equipment

Consumable Materials and Supplies — List all consumable materials and supplies.

Other Costs — anything not included in above categories, such as meeting expenses, including reasonable accommodations and indirect costs for match.

<u>Match Requirement</u>

All grantees are required to contribute a minimum matching share of 30% of the Total Project Costs. Matching funds may be in-kind or cash and must be non-federal funds, such as state, local, or private funds. STATE will fund up to 70% of the Total Project Costs**.**

The example below provides guidance on how to calculate match.

If Total Project Costs = $100,000, then:

Grant Funds: 70% (council dollars) x $100,000 = $70,000
Match Funds: 30% (match) x $100,000 = $30,000 (funded by grantee)

$70,000 + $30,000 = $100,000 total project costs

Or, to determine the Total Project Costs based on grant funds requested, divide the grant funds requested by 70%. For example, if you are requesting $70,000 in grant funds:

$70,000 divided by 70% = $100,000 Total Project Costs
$100,000 total project costs less $70,000 grant award = $30,000 match

The criteria of 30% match cannot be figured by taking 30% of the $100,000 total award.

If the applicant is a Government entity, or if a Government entity is assisting with or participating in the applicant's project, **<u>the applicant shall submit a statement certifying that none of the funding (including, but not limited to, cash, supplies, and/or employee time) for the project comes from any federal source</u>**.

SECTION FOUR
APPLICATION AND PROJECT NARRATIVE EVALUATION AND APPLICANT SELECTION

4.01 Application Evaluation
Upon receipt of the application, the procurement officer shall review the application to determine whether the application is responsive to all material requirements of this solicitation.

Applications will be evaluated by the STATE's Executive Committee, using evaluation criteria identified in the Evaluation Tool document, Attachment F. The Evaluation Tool document is the scoring tool used to score an application. The total number of points used to score an application is 100 points.

The purpose of the Executive Committee is to select and recommend for funding those proposals that <u>best</u> meet the STATE's request to conduct a certain project and to ensure it fits within the STATE's goals outlined in the STATE Five-Year State Plan. An evaluation meeting will typically be held a few weeks after the proposal due date. The Executive Committee is comprised of members of the STATE.

The maximum possible score for any proposal is 100 points. **<u>Proposals that score less than 75 points are ineligible for award under this solicitation, and will not be reviewed by the STATE.</u>** While developing the proposal, please refer to the scoring criteria found on Attachment F to ensure completion. Each member of the Executive Committee will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged for each section and a final score will be assigned to the proposal. The original proposals and the comprised evaluation tool, with the Executive Committee's recommendations, will be sent to all STATE members to review prior to the September meeting. The STATE makes the final determination as to whether an application is funded under the provisions and policies of the STATE.

<u>Continuation grants:</u> STATE projects may be eligible for additional funding after the first year. Continuation funding is not automatic. Consideration for additional funding will include: a review of the grant project's accomplishments; progress toward state goals and objectives; financial management of grant funds; compliance with reporting requirements; and a grant proposal with the supporting documents required by all grant proposals. The grantee will submit the required documentation for additional funding during the grant cycle.

Questions grantee should ask if they intend to submit a request for continuation funding:
1. For which year of the project is the applicant requesting funding?
2. Did we accomplish the goals from the prior year of funding? If all the goals were not met, state what was not accomplished and why?
3. Has the organization been put on probation or suspension by the STATE in the past? If yes, explain why and how the probation or suspension has been resolved?
4. How is the current year of funding going to help you accomplish the original goals and objectives of the project?
5. Explain the impact the additional funding will have on the project.
6. What has been done to secure long-term funding for the project after the STATE's funding ends?

7. Have there been changes in the administration of the project over the last year? If yes, have you kept the STATE informed of these changes?
8. Have there been changes in the direction of the project over the last year? If yes, have you kept the STATE informed of these changes?
9. Have there been problems implementing the project and has the STATE been informed of these concerns? If so, please explain.
10. What would be the effect on the project if the STATE reduced the level of funding awarded?

4.02 Notice of Application Selection
STATE shall issue a Notice of Application Selection that includes the names and addresses of all applicants who submitted responsive applications and identifies the selected application. The scores and placement of applicants will not be part of the notice.

The selected applicant named in the notice is advised not to begin work, purchase materials, or enter into any subcontracts relating to the project until both the applicant and STATE sign a contract resulting from this solicitation.

4.03 Letter to Successful Applicant
STATE will issue a Letter to Successful Applicant whose application has been selected that outlines the contract process, including completing and furnishing requirements identified in this solicitation.

4.04 Contract Approval
This solicitation, by itself, does not obligate STATE. STATE will send to the applicant whose application has been selected a contract to sign and return. STATE's obligation will commence when it signs the contract, but not earlier than the contract start date. STATE is not responsible for reimbursing the cost of any work done, even work done in good faith, if the work done occurs prior to the contract start date.

ATTACHMENTS

Attachment A – Sample Grant Agreement
(Attached as a separate document titled: Sample Grant Agreement)

Attachment B – Abstract/Overview
(Attached as a separate document titled: Abstract/Overview)

Attachment C – Application Cover Page
(Attached as a separate document titled: Application Cover Page)

Attachment D - Work Plan
(Attached as a separate document titled: Work Plan)

Attachment E – Budget and Justification
(Attached as a separate document titled: Budget and Justification)

Attachment F – Evaluation Tool
(Attached as a separate document titled: Evaluation Tool)

Attachment G – Conflict of Interest
(Attached as a separate document titled: Conflict of Interest)