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**Request for Proposals**

**New Innovative Grants**

**FY2020 (July 1, 2019 – June 30, 2020)**

**Deadline for Proposals: Friday, March 1, 2019 at 12 p.m.**

MSCDD Contact: Christy Ashley - christy.ashley@dmh.ms.gov or 601-359-5533

**Introduction**

The Mississippi Council on Developmental Disabilities (MSCDD) was established by the federal Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402) and Executive Order of the Governor in 1971. MSCDD currently has 24 members appointed by the Governor. By law, more than sixty percent of each Council’s membership must consist of people with developmental disabilities or their family members. Specific state agency representatives also serve as members. This diversity enables Councils to better analyze and improve systems and services within the state and ensure that the voices of people with developmental disabilities and their families are heard. Councils are guided by five year state plans that address ways of improving service delivery. The current state plan is available on the MSCDD website: [www.mscdd.org/5-year-state-plan](http://www.mscdd.org/5-year-state-plan).

Across the U.S. and its territories, 56 Councils on Developmental Disabilities engage in **advocacy, capacity building, and systems change activities to address the most pressing needs of people with developmental disabilities and their families**. Councils work as self-governing organizations to empower people to achieve their maximum potential for self-determination, independence, productivity, and inclusion into their communities. Key activities include funding **innovative demonstration projects**, conducting outreach, providing training and technical assistance, removing barriers, developing coalitions, encouraging citizen participation, and keeping policymakers informed about disability issues. Councils are funded through the Administration on Intellectual and Developmental Disabilities at the U.S. Department of Health and Human Services’ Administration for Community Living.

**Important Definitions**

**Advocacy** activities include active support of policies and practices that promote systems change efforts and other activities that further advance self-determination and inclusion in all aspects of community living (including housing, education, employment, and other aspects) for people with developmental disabilities and their families.

**Capacity building** activities (i.e. training and technical assistance) expand and/or improve the ability of people with developmental disabilities, families, supports, services and/or systems to promote, support and enhance self-determination, independence, productivity and inclusion in community life.

**Systems change** activities involve a sustainable, transferable and replicable change in some aspect of service or support availability, design or delivery that promotes positive or meaningful outcomes for people with developmental disabilities and their families.

**Federal Definition of Developmental Disabilities**

Developmental disabilities result from severe chronic mental and/or physical impairments which occur at an early age. The impairments are likely to continue indefinitely, and have a pervasive effect on a person. The Developmental Disabilities Assistance and Bill of Rights Act of 2000 defines a developmental disability as a severe chronic disability of a person that:

* is attributable to a mental or physical impairment or combination of mental and physical impairments.
* is manifested before the person attains age 22.
* is likely to continue indefinitely.
* results in substantial functional limitations in three or more areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency.
* reflects the person's need for a combination and sequence of special, interdisciplinary, or generic services, supports, or other assistance that are lifelong or extended duration and are individually planned and coordinated.
* includes infants and young children from birth to age nine who have substantial delay or specific congenital or acquired conditions, and may be considered to have a developmental disability without limitations in meeting three or more of the areas of major life activity with a high probability of resulting in developmental disabilities later in life if services are not provided.

**Opportunity**

MSCDD is accepting one year grant proposals for Fiscal Year 2020. An approximate average per grant funding over the past five years has been $63,000 with a range from $15,000 to $150,000. Funding available through this Request for Proposals is approximately $200,000. MSCDD expects to fund several **new innovative** projects.

If applying for $10,000 or less, a mini-grant application is available at [www.mscdd.org](http://www.mscdd.org).

MSCDD grants are on a **cash reimbursement basis** for allowable, paid expenditures.

**Project Funding Period**

The project period for Fiscal Year 2020 is July 1, 2019 through June 30, 2020. Project funding is for one fiscal year only depending on availability of funds and successful completion of proposed activities, monitoring visits, and required reporting. There is **no** guarantee of continuation funding.

**Eligibility**

Grant proposals will be accepted from **non-profit organizations, public agencies and**

**for-profit corporations** approved by and operating within the State of Mississippi. Legal status documentation and employee dishonesty insurance proof or fidelity bond are required as part of the grant application. State agencies are exempt from employee dishonesty insurance.

**Areas of Emphasis**

MSCDD funded projects must support **advocacy, capacity building, and/or systems change** activities for at least **one** of the following areas of emphasis:

* ***Quality Assurance*** – Activities that focus on self-advocacy, leadership development, improvements in quality of services, or making communities safe from abuse or neglect and accessible for people with developmental disabilities.
* ***Education and Early Intervention*** – Activities that maximize educational and student life supports for people with developmental disabilities and families in the community.
* ***Child Care*** – Activities that support children with developmental disabilities in child care services whether before-school, after-school and out-of-school.
* ***Health*** – Activities that promote health and wellness of people with developmental disabilities.
* ***Housing*** – Activities that support people with developmental disabilities living in their community.
* **Transportation** – Activities that support people with developmental disabilities having transportation for where and when they want to go.
* ***Formal and Informal Community Supports*** – Activities that support access to services available or offered in a community, including formal and informal community supports that affect quality of life for people with developmental disabilities.
* **Employment** – Activities that support integrated, community employment of people with developmental disabilities.
* **Recreation** – Activities that support inclusive recreation, leisure and social community events for people with developmental disabilities.

**State Plan Expected Outcomes**

***Proposals should address one or more of the following expected outcomes from the current state plan.***

**Developing and Strengthening Self-Advocacy and Leadership:**

* One or more self-advocacy organizations or programs led by people with developmental disabilities will be strengthened. More people with developmental disabilities and families will receive information about leadership to develop their self-advocacy groups. Self-advocates are empowered to further develop their organizations or groups and become more actively involved in decisions and knowledge or issues affecting their lives and others to promote systems change. Self-advocates become more aware of current service gaps and more involved in educating policymakers of their needs.
* People with developmental disabilities who are considered leaders will receive leadership training and demonstrate leadership skills in their communities. These leaders will provide leadership training to other people with developmental disabilities who may become leaders.
* People with developmental disabilities will begin to participate or become more active in cross-disability and culturally diverse coalitions to empower them and become more involved in their communities. As a result, more people with developmental disabilities will serve in leadership positions.

**Developing or Improving Approaches to Services and Systems:**

* Demonstrate new approaches to direct services, enhance systems, or eliminate barriers to access and use of community services (such as employment, transportation, housing, health, education, early intervention, recreation, and other supports) to increase choice and flexibility of services. People with developmental disabilities will have increased access to needed services and supports. Policies, laws, regulations, promising practices, and/or best practices should be created or improved and implemented.

**Meeting Other Needs of People with Developmental Disabilities and Families:**

* To address other needs of people with developmental disabilities and their families, increase activities, including but not limited to outreach, training, technical assistance, supporting and educating communities, coordination/collaboration with other organizations or groups, citizen participation, and informing policymakers, to increase the independence, productivity, integration and inclusion of people with developmental disabilities. This could involve increasing advocacy skills of family members and others in the community or educating policymakers concerning the needs of people with developmental disabilities and their families.

**Planning of the Future Care for Adults (50+) with Developmental Disabilities:**

* As family caregivers (usually parents) age, the need for future planning of care for their family member with a developmental disability becomes crucial. Increased opportunities for training and guidance for people with developmental disabilities, family members, or other caregivers can address future needs of aging adults (considered as 50 years of age or older). This may include topics such as supported decision making, advance directives, guardianships, trusts, services, supports, transition to other community living, ABLE savings accounts, or other options available.

 **Selection**

Grants are approved for funding through a review and voting process by the membership of MSCDD. Consideration for funding includes:

* **New innovative** projects which support concepts of advocacy, capacity building, and systems change leading to self-determination, independence, productivity, and inclusion of people with developmental disabilities.
* The meaningful involvement of people with developmental disabilities and families in the development of the project design and on-going implementation.
* The use of an outcome framework to identify, measure, and report results.
* Projects which plan for sustainability.
* Projects worthy of replication.
* Organizations who have successfully completed MSCDD grant requirements in previous fiscal years (if applicable).

**Monitoring**

Grantees must adhere to MSCDD policies regarding funds used and reported. Quarterly reports and performance measure results are required. If funded, required federal reporting forms will be provided for grantee to collect data. MSCDD and the Department of Mental Health Division of Audits and Grants review cash requests to ensure compliance with approved budgets and standards. **Each grant will be closely**

**monitored** through reports, required paperwork, and on-site visits to ensure plans are fully implemented and for continuance of funding during the current fiscal year.

**Required Format/Procedures**

1. Proposals must be typed using 12 pt. font (Arial or Times New Roman preferred), **double-spaced** (except within tables) on 8 ½” x 11” paper with a 1-inch margin.
2. Proposals must not exceed **30 pages**.

C. **Grant proposals** must be **e-mailed in WORD** to christy.ashley@dmh.ms.gov by **12:00 p.m. on Friday, March 1, 2019**. Late submissions will not be accepted.

D. An e-mail verifying grant submission received will be sent to each applicant.

1. Applications not following the required format will not be considered for funding.

**Match Requirements/F&A (Indirect) Cap**

A.For most projects (except those operating in poverty areas) **calculate local match using this formula: Amount Requested x .33.** This formula calculates match at 25% of total project cost.

 If the project will serve people with developmental disabilities solely in an urban or rural poverty area, calculate match using this formula: Amount Requested x .105. This formula calculates match at 10% of total project cost. The applicant must indicate in the grant proposal Section II (A) [target groups or population] how poverty status was determined to be eligible for reduced match.

**Match can be cash or in-kind contributions, but no federal funds allowed.**

B. There is an **8% cap on F&A (indirect) costs** set by DMH.

**Grant Proposal Timeline**

|  |  |
| --- | --- |
| Release of Request for Proposals | October 1, 2018 |
| **Proposals due to MSCDD (E-mail)** | **March 1, 2019 by 12 p.m. (NOON)** |
| Internal Review of Proposals | April 10-11, 2019 |
| Award Notifications | April 15-19, 2019 |
| Project Start Date | July 1, 2019 |

**People First Language**

People first language is used to speak respectfully about a person with a disability. For example, when referring to a person with a disability, refer to the person first by using phrases such as: “a person who …”, “a person with …” or, “person who has…”

|  |  |
| --- | --- |
| Say:Person with a disability  | Do not say:The disabled, handicapped  |
| Person without a disability  | Normal, healthy, typical  |
| Person with an intellectual, cognitive or developmental disability  | Mentally retarded, slow, afflicted, special person  |
| Person who is hard of hearing  | Hearing impaired, suffers a hearing loss  |
| Person who is deaf  | Deaf and dumb, mute  |
| Person who is blind  | The blind  |
| Person who has a communication disorder, is unable to speak, or uses a device to speak  | Mute, dumb  |
| Person who uses a wheelchair  | Confined to a wheelchair, wheelchair bound  |
| Person with a physical disability  | Crippled, lame, invalid  |
| Accessible parking or bathrooms  | Handicapped parking or bathroom  |

*Nothing in the request for, submission of, and/or acknowledged receipt of any application shall be considered as a guarantee of, and/or an implication of a guarantee of funding. MSCDD reserves the right to reject any and all proposals submitted under this announcement.*

**Required Format for New Innovative Grant Proposals *(Maximum of 30 pages)***

i. **DDP-01:** Use form as the **cover page** for the proposal.

ii. **Abstract:** Provide a one-page overview of the proposed project succinctly

 stating goals and expected results for the **project**.

**PROJECT NARRATIVE SECTION**

*Please use people first language.*

I. **Justification of Need for New Innovative Project 10 points**

 A. Identify the developmental disabilities **area of emphasis** and explain how your **organization’s mission** cansupport this area.

 B. Tell **why this project is needed** including any surveys, studies or other data which supports or justifies the need.

 C. Identify **existing or similar services/projects in the area** or state with emphasis on how your service will **not** **duplicate others.**

II. **Characteristics of the Project 50 points**

*This section should explain your proposed project in detail. Be specific with what you propose to do, when and how this will be accomplished, and how you will document results.*

 A. Describe the **target group or population(s)** **and geographic area** to be served. If the project will serve people with developmental disabilities only in an urban or rural poverty area, describe how poverty status was determined to be eligible for reduced match.

 B. **Which state plan expected outcomes does the project address?** Explain **how** **the project will support these outcomes in regards to advocacy, capacity building, or systems change** for people with developmental disabilities, families, and others, such as professionals, service providers, or policymakers.

C. State and explain the **goal(s) and objectives** for the project. Most objectives should be measurable.

D. Complete a detailed work plan. (Use the **Quarterly** **Planning Table** and **Total Project Expected Results** forms attached.) The table will list goals, objectives, activities, staff responsible, and expected results by activities for each quarter during the year of funding. The expected results are estimates required for all MSCDD and federal reporting.

 E. Explain how the project will **evaluate** activities and overall results,

 including how the data will be collected.

III. **Replication and Continuation of Project 10 points**

 A. What are the long-term benefits of the project for people with

developmental disabilities, families, and others such as professionals,

service providers, or policymakers?

 B. Describe the **potential for continued funding** following the year of MSCDD funding. Provide **specific steps** towards sustainability of the project.

IV. **Organization and Staffing 10 points**

 A. **Organizational Structure**: Describe the organizational structure to include the administrative aspects of the project and provide an organizational chart.

 B. **Job Descriptions**: State job titles, duties, qualifications needed, and percentage of time devoted to the project.

 C. **Resumes**: Provide a resume (one page each) for KEY project staff member(s) only to detail **relevant** education and experience**.**

V. **Other Documentation 10 points**

 A. **Letters of Commitment**: Provide up to three letters of support from the organizations or individuals with which you plan to collaborate. Each letter should state what they will commit to the proposed project.

 B. **Insurance**: Provide a copy of the current employee dishonesty insurance/ fidelity bond (as applicable) for coverage of employees responsible for

 funds. State agencies are exempt.

 C. **Status**: Provide documentation of non-profit or organizational status.

**BUDGET SECTION**

VI. **Budget Forms and Narrative 10 points**

 A. **Budget:** Complete all budget forms applicable. Include funds to cover travel expenses to attend at least two (2) meetings in the Jackson area upon request by MSCDD.

 B. **Budget Narrative:** Include a detailed budget justification for each line item. Any request for equipment must describe the item in detail, why needed, anticipated purchase date, and cost listed.

**Total Possible Proposal Points 100 points\***

***\*Current or former MSCDD grant recipients: In addition to points from the proposal, past experience with MSCDD funding, including results of project implementation, outcomes, and site visits will be discussed during the review process.***

 **DDP-01**

(MSCDD)

**MISSISSIPPI DEPARTMENT OF MENTAL HEALTH**

**Application for Mississippi Council on Developmental Disabilities Funds**

|  |  |
| --- | --- |
| Applicant Organization and Address:      | (Leave Blank - DMH/BMR Use Only) A. Date Received  B. Grant Number  |
| Authorized Official to Sign Application:Name:       Title:       Phone:       E-mail:       | Proposed Project Title      Budget Period: July 1, 2019 through June 30, 2020  |
| Proposed Cost:MSCDD Requested Funds $      Local Match $      TOTAL $        | Type of Organization (Check applicable):Public:  [ ]  Private:  [ ]  Nonprofit: [ ] For Profit: [ ]  |
| Type of Application:New: XContinuation: Revision:   |       Signature of Authorized Official \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title:       Phone:      Date:        |
| Grant Project Contact:       Title:       Phone:       E-mail:       |
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MSCDD 6/19/18

**DMH-100-1**

(MSCDD)

**MISSISSIPPI COUNCIL ON DEVELOPMENTAL DISABILITIES**

**DSA: DEPARTMENT OF MENTAL HEALTH**

**PROPOSED BUDGET**

|  |  |
| --- | --- |
| Service Provider Number: | Assigned by MSCDD |
| Service Period: | FY 2020 |
| Service Provider Name: |  |

PROPOSED BUDGET FOR FISCAL YEAR:

|  |  |
| --- | --- |
| Beginning: | July 1, 2019 |
| Ending: | June 30, 2020 |

|  |
| --- |
|  **FUNDING SOURCE**  |
| **CATEGORY OF EXPENSE** | **FEDERAL** **(MSCDD Funds Requested)** | **LOCAL** **(Your Match)** | **TOTAL** |
| **I. PERSONNEL** |  |  |  |
| **II. TRAVEL** |  |  |  |
| **III. CONTRACTUAL SERVICES** |  |  |  |
| **IV. COMMODITIES** |  |  |  |
| **V. EQUIPMENT** |  |  |  |
| **SUBTOTAL I – V** |  |  |  |
| **VI. INDIRECT COST (8% Cap)** |  |  |  |
| **TOTAL I - VI** |  |  |  |

|  |  |
| --- | --- |
| Completed by: |  |
| Title: |  |
| Date: |  |
| Telephone: |  |

MSCDD 6/19/18

**DMH-100-2**

(MSCDD)

**MISSISSIPPI COUNCIL ON DEVELOPMENTAL DISABILITIES**

**DSA: DEPARTMENT OF MENTAL HEALTH**

**PROPOSED BUDGET**

**CATEGORY OF EXPENSE - PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION** | **% OF TIME** | **MONTHLY****SALARY** | **MONTHLY****FRINGE** | **TOTAL SALARY****PLUS FRINGE** | **FUNDING SOURCE** |
| **FEDERAL (MSCDD)** | **LOCAL (Your Match)** |
|  |  |  |  |  |  |  |
| **SUBTOTAL MONTHLY**  |  |  |  |  |  |  |
| **TOTAL YEARLY COST** |  |  |  |  |  |

MSCDD 6/19/18

**DMH-100-3**

(MSCDD)

**MISSISSIPPI COUNCIL ON DEVELOPMENTAL DISABILITIES**

**DSA: DEPARTMENT OF MENTAL HEALTH**

**PROPOSED BUDGET**

**CATEGORY OF EXPENSE I – V**

|  |  |
| --- | --- |
|  | **FUNDING SOURCE** |
| **FEDERAL** **(MSCDD)** | **LOCAL** **(Your Match)** | **TOTAL** |
| I – TOTAL PERSONNEL (DMH-100-2) |  |  |  |
| II – TOTAL TRAVEL |  |  |  |
| III – CONTRACTUAL SERVICES |
|  Telephone  |  |  |  |
|  Utilities |  |  |
|  Postage |  |  |
|  Building Rent |  |  |
|  Equipment Rent |  |  |
|  Repair/Maintenance |  |  |
|  Insurance |  |  |
|  Dues/Subscriptions |  |  |
|  Professional Fees |  |  |
|  Professional Fees, Other  |  |  |
|  Other, Specify: |  |  |
| TOTAL CONTRACTUAL SERVICES |  |  |  |
| IV – COMMODITIES |
|  Food |  |  |  |
|  Office Supplies |  |  |
|  Program Supplies |  |  |
|  Other, Specify: |  |  |
| TOTAL COMMODITIES |  |  |  |
| V – EQUIPMENT |
|  Office Equipment |  |  |  |
|  Program Equipment |  |  |
|  Furniture |  |  |
|  Other; Specify: |  |  |
| TOTAL EQUIPMENT |  |  |  |
| **TOTALS I-V** |  |  |  |

 MSCDD 6/19/18

**QUARTERLY PLANNING TABLE**

**(Modify and duplicate as needed)**

|  |
| --- |
| **Goal:**  |
| ***Objective:***  |
| **Activities** | **Qtr.1**  | **Qtr.2** | **Qtr.3** | **Qtr.4** | **Staff Responsible** | **Expected Results** |
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| --- |
| **Goal:**  |
| ***Objective:***  |
| **Activities** | **Qtr.1**  | **Qtr.2** | **Qtr.3** | **Qtr.4** | **Staff Responsible** | **Expected Results** |
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**Total Project Expected Results**

 **(Answer all that apply.)**

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| --- | --- |
| **Estimated Numbers**  | **Questions** |
|  | How many people with developmental disabilities (DD) do you anticipate to participate in your project activities?  |
|  | How many family members do you anticipate to participate in your project activities? |
|  | How many “other people” (**not** people with DD or family members) such as professionals, policymakers, or providers, do you anticipate to be trained or educated in your project activities? |
|  | How many people with DD do you anticipate will report increasing their advocacy skills? |
|  | How many family members do you anticipate will report increasing their advocacy skills? |
|  | How many people with DD and family members do you anticipate will be better able to say what services or supports are needed after project activities? |
|  | How many people with DD and family members do you anticipate will be able to participate in advocacy efforts as a result of the project activities? |
|  | How many people with DD do you anticipate will participate on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions as a result of project activities? |
|  | How many policies or procedures are you proposing to create or change? (Policy is a statement about how a group, agency, or other entity conducts its business. Procedure is a description of how each policy/rule will be implemented.) |
|  | How many statutes or regulations are you proposing to create or change? (Statute is a law or other enactment made by a legislature and expressed in a formal document. Regulation is a rule issued by governmental agencies.) |
|  | How many promising practices will be created, improved, or used through your project? (Promising practices are innovative ways to improve a technique or procedure currently being used.) |
|  | How many best practices will be created, improved, or used through your project? (Best practices are techniques or procedures proven to be most effective or widely accepted.) |
|  | How many organizations, agencies, or groups do you anticipate collaborating with on project activities? |

**Additional comments regarding expected results (Optional):**