**DRAFT**

**Request for Applications**

RFA – 2018-19.3.2b[R]

**NC Americans with Disabilities Act (ADA) Coordination, Technical Assistance and Fiscal Intermediary Supports**

**FUNDING AGENCY: North Carolina Council on Developmental Disabilities (NCCDD)*,*** NC Department of Health and Human Services (DHHS), Office of the Secretary

**ISSUE DATE: May 14, 2018**

**DEADLINE DATE: June 20, 2018**

**Receipt of applications online at** [**www.ddsuite.org**](file:///C:\Users\SStrom\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5J9DR2L6\www.ddsuite.org) **is preferred, but not required. All applications must be received by 5:00 pm EST on June 20, 2018. Please notify at least two weeks in advance of the due date if you need application materials in an alternate format or otherwise require accommodations under the Americans with Disabilities Act.**

Direct all inquiries concerning this Request for Applications (RFA) to:

**Mailing Address:**

NCCDD-RFA

North Carolina Council on Developmental Disabilities

3125 Poplarwood Court, Suite 200

Raleigh, NC 27604

**Via Email:** [RFAinfo@nccdd.org](mailto:RFAinfo@nccdd.org)

**Delivery Information:**

Applicants for this RFA are strongly encouraged to submit the application electronically in the DD Suite online database found at [**www.ddsuite.org**](file:///C:\Users\SStrom\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5J9DR2L6\www.ddsuite.org). Applicants that submit in hard copy are responsible for including all required elements in the submission packet.

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**I. INTRODUCTION**

The NCCDD makes funds available to fulfill its mission in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) and the Council’s Five-Year State Plan. The NCCDD’s major funding source is the United States Administration on Intellectual and Developmental Disabilities. The NCCDD makes funds available primarily through competitive bids or Requests for Applications (RFAs). A general description of the current RFA is included in this document. The complete RFA package is available through DD Suite ([www.ddsuite.org](https://www.ddsuite.org/?nofa_id=1247)) or may be requested in alternate formats or by mail. Please complete and submit the [Notification of Intent to Apply](mailto:RFAinfo@nccdd.org?subject=Intent%20to%20Apply:%20I%20Get%20Around%20_%20Improving%20Transportation%20Options%20RFA&body=My%20Organization%20intends%20to%20apply%20for%20the%20RFA.%20%20The%20contact%20information%20is%20listed%20below.%0D%0D%0DName(s):%20%0D%0DOrganization%20Name:%20%0D%0DAddress:%20%0D%0DCity/State/Zip%20Code:%20%0D%0DTelephone%20Number:%20%0D%0DFAX%20%23:%20%0D%0DE-mail%20Address:%20%0D%0D) if your organization or agency intends to apply.

Applications are welcomed from any university, non-profit, for profit, or government agency that demonstrates that their agency is qualified, responsible, and capable of conducting the activities described. Eligible entities include any organization, agency, or non-profit demonstrating an expertise in the focus area of this initiative. To be eligible, the non-profit private entity that is awarded this contract must submit proof of 501(c)(3) status with a [**current IRS determination letter**](http://501c3go.com/irs/need-copy-of-501c3-letter/)**.** The Council will not consider applications submitted by agencies that do not meet eligibility to apply for funding.

Private non-profit and for-profit applicants must be registered with the North Carolina Secretary of State to conduct business in North Carolina, or be willing to complete the registration process in conjunction with the execution of the contract documents (see [www.sosnc.gov/corporations](http://www.sosnc.gov/corporations)).

**II. ABOUT NCCDD**

The North Carolina Council on Developmental Disabilities (NCCDD), authorized under Public Law 106-402, the DD Act, is one of 56 entities of its type in the United States and the territories. The NCCDD is an independent agency located in the NC DHHS. Its activities are governed by a 40-member body, appointed by the Governor, and comprised of at least 60 percent people with intellectual and other developmental disabilities (I/DD) and their families. Other members include legislators and policymakers representing various agencies and organizations having a vested interest in people with I/DD. The Council’s quarterly meetings are open to the public.

The mission of the NCCDD is to assure that individuals with I/DD and their families participate in the design of and have access to culturally competent services, supports, and other assistance and opportunities that promote independence, contribution, self-determination, integration and inclusion in the community. The NCCDD achieves this mission by promoting advocacy and leadership, community capacity building and systems change activities. It also serves in an advisory capacity, under state law, to the NC Department of Health and Human Services (DHHS).

The NCCDD has established goals and objectives in its Five-Year Plan (2017-2021). These goals represent the most pressing needs as identified by stakeholders in North Carolina. These goals are approved by the Council as the framework for its work within the context of the Five-Year Plan.

GOAL 1: By 2021, increase financial security through asset development for individuals with intellectual and other developmental disabilities.

GOAL 2: By 2021, increase community living for individuals with intellectual and other developmental disabilities.

GOAL 3: By 2021, increase advocacy for individuals with intellectual and other developmental disabilities.

This RFA will address **Goal 3**.

For further information on the work of the NCCDD, please see the NCCDD Five-Year State Plan at our website by clicking <https://nccdd.org/the-council/five-year-plan.html>

**III. REQUEST FOR APPLICATIONS**

***INTENT:***

The North Carolina Council on Developmental Disabilities (NCCDD) intends to fund an initiative that will support grassroots groups, led by people with disabilities, to raise awareness of, and increase voluntary compliance with the Americans with Disabilities Act (ADA) in local communities across North Carolina. This initiative includes fiscal intermediary/agent supports for ADA projects and trainings in local communities throughout North Carolina and those seeking support to attend training and development events through participant development efforts.

***BACKGROUND:***

The Americans with Disabilities Act (ADA) is a civil rights law that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life – to have employment opportunities, to purchase goods and services from private businesses, and to take advantage of state and local government programs.

* People with disabilities must be informed of their rights under the ADA;
* People with disabilities must be given the opportunity to acquire skills and take a leadership role in promoting their rights;
* People with disabilities should be at the table on boards and commissions where decisions are made on the local and state level; and
* People with disabilities should have access to jobs which allow them to work side-by-side with business and government to make communities more accessible to everyone.

To advance the mission of the ADA to "make it possible for everyone with a disability to live a life of freedom and equality", the NC ADA Network Coordination and Fiscal Agent Intermediary initiative will work in partnership with a statewide network of grassroots groups led by people with disabilities. These groups will conduct projects and activities aimed at raising awareness about the ADA and increasing compliance with the ADA to improve community access for all.

The NC ADA Network is a collaborative initiative of the NC Council on Developmental Disabilities and the Southeast ADA Center. The Southeast ADA Center is one of ten regional resource centers of the National ADA Network funded since 1991 (after the passage of the ADA on July 26th, 1990) by the National Institute on Disability & Rehabilitation Research (NIDRR). As the North Carolina state affiliate and in partnership with the Southeast ADA Center, the NC ADA Network Coordination and Fiscal Agent Intermediary initiative provides information, training, and guidance on the ADA and disability access tailored to the needs of business, government, and individuals at the local and state levels in North Carolina.

Although the ADA was signed in 1990, individuals with disabilities still experience various barriers to full access in their communities, raising the need for more education and awareness. Past outcomes from this initiative included, but were not limited to, the following:

* Increase physical and programmatic accessibility in local communities;
* Identify policy changes to increase accessibility for people with disabilities to public and private services and facilities;
* Increase capacity of advocates with disabilities to build leadership skills and make positive change in their home communities; and
* Increase capacity of people with disabilities to exercise their rights under the ADA.

An agency or organization that has experience working with grassroots groups and people with disabilities in North Carolina will coordinate and oversee the above-mentioned activities. This agency/organization will also serve as afiscal intermediaryto distribute funds (cash advances, small ADA project reimbursements, and travel reimbursements) to people with disabilities and grassroots groups led by people with disabilities involved in the NC ADA Network Coordination and Fiscal Agent Intermediary initiative. Most of these individuals and small grassroots groups (including self-advocacy groups) do not have the funds or capacity to apply for funds to conduct ADA projects and activities in any other way.

The NC ADA Network Coordination and Fiscal Agent Intermediary initiative enables people with disabilities and small grassroots groups to access the funds they need to conduct and participate in advocacy activities that promote the ADA as follows:

* Provides cash advances for groups and individuals with disabilities with limited funds for travel and other ADA activities.
* Provides quick reimbursement for groups and individuals that have limited budgets (less than 15 days of remittance)
* Distributes funding for small ADA projects conducted by grassroots groups led by people with disabilities ($250-$1000). Many of these groups would otherwise not have the capacity to apply for NCCDD or other grant funds.
* Enables small grassroots groups to apply for funds and successfully conduct projects in their local communities that increase compliance with the ADA.
* Enables individuals with disabilities to serve on boards, committees, and taskforces by providing funds for travel and accommodations such as aides, interpreters, alternate format, etc.
* Enables people with disabilities to participate in ADA trainings and events by providing funds for travel and training costs.
* Provides technical assistance, as needed, to assist individuals with disabilities to complete forms and reports.

***DELIVERABLES:***

The entity chosen by the NCCDD will serve as the coordinator of and the fiscal agent for the NC ADA Network Coordination and Fiscal Agent Intermediary initiative. In addition to providing coordination and fiscal oversight for the initiative, the entity must have experience providing direct services to individuals with disabilities in North Carolina and small grassroots groups led by people with disabilities (including people with intellectual/developmental disabilities and self-advocacy groups) in North Carolina. Experience providing Americans with Disabilities Act (ADA) information and technical assistance to individuals and public/private entities, as well as experience in addressing disability rights issues, will be considered a plus.

***CONTRACTOR RESPONSIBILITIES:***

**Performance Requirements**

* Establish relationships with grassroots groups led by individuals with disabilities and family members across North Carolina. Many of these groups are local mayor’s committees for people with disabilities and self-advocacy organizations.
* Recruit and provide technical assistance to local grassroots groups and individuals with disabilities to conduct local ADA projects and participate in statewide trainings/initiatives.
* Develop and release an application for funds (usually up to $750) for the grassroots groups to conduct ADA projects in their communities.
* Review and approve applications and coordinate all approval, reporting, and reimbursement paperwork associated with each approved ADA project.
* Provide fiscal intermediary supports to coordinate timely payments, cash advances, and travel funds for local grassroots groups and individual with disabilities conducting or participating in NC ADA Network projects or activities.
* Work with all initiative partners to track activities and outcomes.
* Collaborate with other NCCDD initiatives and community partners to accomplish the goals of this initiative.
* Learn about additional grassroots groups not already connected to the NC ADA Network and help new groups form, especially in communities that do not currently have a group.
* Learn about, and when necessary, engage in other efforts to foster ADA awareness in communities across North Carolina. For example, the City of Charlotte hosts a monthly ADA meeting for interested members of the community to attend.
* Provide ADA technical assistance to individuals and entities that have questions and concerns about ADA issues.
* Coordinate ADA trainings across North Carolina using North Carolina’s ADA Trainer Network.
* Develop and release an application for funds to support individuals with disabilities and family members from grassroots groups to attend the National ADA Symposium each spring/summer to increase their knowledge of the ADA.
* Attend the National ADA Symposium to support the individuals attending and network with Southeast ADA Center affiliate members.
* Act as a North Carolina liaison to the Southeast ADA Center with the opportunity to pursue affiliate status (which would involve participating in a Southeast ADA Center project and monthly affiliate membership conference calls).
* Work with NCCDD’s Communications initiative and take the lead in coordinating an ADA celebration or awareness event every July around the anniversary of the signing of the ADA (July 26th).
* Have appropriate accounting and financial systems in place to document costs incurred and expended by the NC ADA Network project.
* Pay invoices approved for payment and in accordance with the initiative’s approved budget within 15 days of remittance.
* Pay all expenses for the NC ADA Network project in advance on a monthly basis. At the end of each month, submit a Request for Reimbursement to NCCDD.
* Make available operating funds of a minimum of $5000 a month to pay for the costs of NC ADA Network expenses.
* Responsible for advising the NC ADA Network grassroots partners of its own policies and procedures for allowable expenditure of funds and for managing the money.
* Maintain an official file of the NC ADA Network project work agreements associated with the initiative.
* Prepare and maintain accurate financial records of funding activities for the initiative.
* Provide NCCDD the mandatory reports (i.e., quarterly/annual programmatic reports in the NCCDD’s DD Suite database, monthly fiscal reports for reimbursements, one-pager updates, and other relevant reports deemed necessary).

Also, the applicant selected for theinitiative will be expected to establish and operationalize activities to facilitate outreach to and inclusion of the Hispanic/Latino I/DD community. The 2017-2021 state plans of Councils on Developmental Disabilities must identify disparity among a subpopulation of the state’s I/DD community and address that disparity. The NCCDD identified a barrier to services and supports for the Hispanic/Latino community caused by language access issues in response to the Administration on Community Living’s (ACL) mandate. Outreach to, and collaboration with, the Hispanic/Latino community to increase engagement and involvement is the Council’s proposed intent.

In addition, the Council has identified **Collective Impact** as the model to be used during the 2017-2021 Five-Year Plan to develop, implement, and evaluate initiatives to produce systems change; therefore, the applicant selected for the initiative will be expected to operationalize activities to facilitate the five essential elements to a Collective Impact project, including:

1. Common Agenda:

All participants **share a vision for change** that includes a common understanding of the problem and a joint approach to solving the problem through agreed upon actions.

1. Shared Measurement:

All participating organizations **agree on the ways success will be measured and reported**, with a short list of common indicators identified and used for learning and improvement.

1. Mutually Reinforcing Activities:

A diverse set of stakeholders, typically across sectors, coordinate a set of differentiated activities through a **mutually reinforcing plan of action**.

1. Continuous Communication:

All players engage in **frequent and structured open communication** to build trust, assure mutual objectives, and create common motivation.

1. Backbone Support:

An **independent, funded staff dedicated to the initiative** provides ongoing support by guiding the initiative’s vision and strategy, supporting aligned activities, establishing shared measurement practices, building public will, advancing policy, and mobilizing resources.

Examples of when communities are ready or near-ready for Collective Impact:

* There is a “champion” for this cause who has the ability to engage and encourage multiple sectors in the community and is willing to use that ability to help the community solve this problem;
* There is some local funding available to begin this effort or in-kind resources (protected time for selected staff members) to begin working to obtain funding;
* There is a history of other kinds of successful collaboration in the community among at least some of the relevant stakeholders;
* The general public is aware of this problem and cares about it, or can be readily made aware and will care if they are aware.

***Priority will be given to organizations that offer:***

* Clear evidence of the agency’s capacity to carry out the proposed initiative.
* Evidence of a history of providing related services that are demonstrated to be person-centered.
* Documentation of collaborative relationships in the I/DD field. This should include letters of commitment from partnering organizations and other collaborating agencies.
* That their work and the response in the RFA demonstrates a clear understanding of the Collective Impact model of system change.

The funding for this RFA will be up to **$125,000** per year with required minimum of 25% non-federal matching funds (minimum of **$41,667**), for up to three years, with Year 1 beginning **October 1st, 2018** and ending **September 30th, 2019**. Within these parameters, an applicant shall propose a three-year work plan clearly identifying the outputs and outcomes for each year.  **The Year 1 budget is the only budget to be entered into the DD Suite application.**  Continuation of funding after each funded year depends on contractor’s performance, Council approval and continued funding from the United States Administration on Intellectual and Developmental Disabilities. Upon approval for continuation funding, the scope of work for upcoming year will be jointly reviewed and revised by the NCCDD staff and contractor 90 days prior to the start of the upcoming year.

Definition of a Developmental Disability

Per the Developmental Disabilities Assistance and Bill of Rights Act Amendments of 2000, section 102(8), “The term 'developmental disability' means a severe, chronic disability of an individual that:

* is attributable to a mental or physical impairment or combination of mental and physical impairments;
* is manifested before the individual attains age 22;
* is likely to continue indefinitely;
* results in substantial functional limitations in three or more of the following areas of major life activity;

(i) Self-care;

(ii) Receptive and expressive language;

(iii) Learning;

(iv) Mobility;

(v) Self-direction;

(vi) Capacity for independent living;

(vii) Economic self-sufficiency; and

reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.”

**IV. APPLICANT ELIGIBILITY**

Applications are welcomed from any university, non-profit, for-profit or government agency that demonstrates that their agency is qualified, responsible, and capable of conducting the activities described. Eligible entities include any organizations, agencies, or businesses demonstrating an expertise in the focus area of this initiative. To be eligible, non-profit private entities must submit proof of current 501(c)3 status with a current IRS determination letter dated in the current year. The Council will not consider applications submitted by agencies that do not meet eligibility to apply for funding.

Non-profit applicants must be registered with the North Carolina Secretary of State to conduct business in North Carolina, or be willing to complete the registration process in conjunction with the execution of the contract documents

(see [www.sosnc.gov/corporations](http://www.sosnc.gov/corporations)).

***USE OF FUNDS:***

Contract funds may be used to support personnel services, operating expenses, and contracted services. Funds must be budgeted in the categories listed in the line item budget. Applicants must develop a budget narrative to accompany the line item budget. The line item budget and the budget narrative must show a clear relationship between the proposed budget and the proposed activities stated in the initiative plan**.**

**Funds may not support efforts to engage in any political activities or lobbying.**

***PERFORMANCE MONITORING/QUALITY ASSURANCE:***

To meet the requirements of the initiative, the contractor must collaborate with NCCDD staff to:

* participate in trainings and meetings;
* participate in initiative evaluation;
* participate in the NCCDD federally mandated Periodic Performance Review and;
* participate in other activities identified or conducted by NCCDD.

Performance and quality assurance of this contract will be conducted as follows:

* NCCDD will conduct monitoring activities during each contract period and will utilize the contractor’s objectives as its assurance criteria for meeting outcomes.
* The contractor must submit a quarterly progress report through DD Suite and a monthly expenditure report to NCCDD.
* The contractor must submit an Annual Performance Measure Summary form.
* The contractor must submit an End of Year Progress Report.
* The contractor must be available to present at the quarterly NCCDD meetings.

**V. APPLICATION PROCUREMENT PROCESS AND APPLICATION REVIEW**

The following is a general description of the process by which applicants will be selected for funding for this initiative.

* 1. RFA announcements are sent to prospective agencies and organizations, via email, and/or posted on the NCCDD website, the DHHS website, and the NCCDD social media pages.
  2. Written questions concerning the specifications in this RFA will be received until **May 25, 2018** via [email](mailto:RFAinfo@nccdd.org?subject=mailto:RFAinfo@nccdd.org?subject=RFA%20Question%20-%20%20INITIATIVE%20NAME%20RFA) at [RFAinfo@nccdd.org.](mailto:RFAinfo@nccdd.org) A summary of all questions and answers will be posted on the NCCDD website (www.nccdd.org) and DD Suite within 5 business days after the Bidders’ Workshop on **May 30, 2018** and e-mailed to all agencies and organizations completing the Intent to Apply Form.
  3. Applications are due by 5:00 PM Eastern Daylight Time on **June 20, 2018**. Electronic submission is required, except as otherwise noted. Complete application and attach/upload all necessary documents in DD Suite before submitting. The complete RFA package and instructions are available through the DD Suite electronic submission program (ddsuite.org/).
  4. Applications will be evaluated by an RFA Review Committee. The recommendations of this committee will be reviewed by the NCCDD, which reserves the right to accept or reject the Review Committee’s recommendations.
  5. Agencies and organizations are cautioned that this is a Request for Applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
  6. Application Process Dates Summary:
     + **May 14, 2018**: Request for applications distributed to eligible applicants and posted on the North Carolina Council on Developmental Disabilities website ([www.nccdd.org](http://www.nccdd.org)).
     + **May 25, 2018**: Deadline for written RFA questions.
     + **May 30, 2018**: Interested applicants may attend a Bidders’ Workshop. If feasible, NCCDD may schedule an additional Bidders’ Workshop at a date and location to be determined. Check [www.nccdd.org](http://www.nccdd.org) for announcements.
     + **June 20, 2018**: Applications due to the NCCDD by close of business, 5:00 PM Eastern Daylight Time.
     + **August 10, 2018**: Award announced.
     + **October 1, 2018:** Contract begins.

**VI. ATTACHMENTS TO BE COMPLETED UPON AWARD**

See DD Suite to download these attachments - all of these documents must be completed if your agency is awarded the contract for this RFA prior to the execution of the contract:

* Project Profile page
* NCCDD Assurances
* Notice of Certain Reporting and Audit Requirements
* Conflict of Interest Policy/Letter (Contractor’s COI)
* Conflict of Interest Verification – Annual
* Indirect Cost Rate Letter – if applicable
* 501(c)(3) Status Determination Letter/Form (private non-profit agencies) (Note: Public organizations shall submit a document verifying their legal name and tax identification number.)
* IRS Tax Letter
* Annual IRS Tax Exemption Verification Form (private non-profit agencies)
* State Certifications
* Federal Certifications
* DUNS Letter
* Completed Letter to Identify Individual to Sign Contracts
* Completed Letter to Identify Individual to Sign Expenditure Reports
* Certification of No Overdue Taxes (applies to non-governmental entities)
* Proof of Insurance, if applicable

Applicants are encouraged, but not required, to submit the attachments along with their application. If attachments are not submitted and the applicant is selected to receive the funding for this initiative, the attachments must be completed and submitted with the contract. The NCCDD will not execute a contract until it is in receipt of all attachments. Failure to provide these timely may result in disqualification for funding.