



**Missouri Developmental Disabilities Council**  
**Call for Investment Cover Sheet**  
**Grant Application No. EM012015**  
**Proposed Contract No. PGA01016001**

Applicant Information:			
<u>Agency Name:</u>		<u>Contact Person:</u>	
<u>Mailing Address:</u>		<u>Contact Person E-Mail Address:</u>	
<u>City, State Zip Code:</u>		<u>Telephone:</u>	<u>Fax:</u>
Project Director:		Type of Agency/Organization: (check)	
<u>Name:</u>		<input type="checkbox"/> State	<input type="checkbox"/> Not-for-Profit
		<input type="checkbox"/> State Agency	<input type="checkbox"/> Other/For Profit
		<input type="checkbox"/> UCE	<input type="checkbox"/> P & A
<u>Title:</u>	<u>Telephone:</u>	<u>Proposed Project Dates:</u> September 8, 2015 thru June 30, 2016	
<u>E-Mail Address:</u>		<u>Anticipated Starting Date:</u> September 8, 2015	
<u>Total Funds Requested:</u> \$ _____		<u>Required Match:</u> Cash: \$ <u>0.00</u> In-Kind: \$ _____	

*The undersigned hereby agrees to provide the services and/or items pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of the Missouri Department of Mental Health, a binding agreement shall exist between the grantee and the Missouri Department of Mental Health, Missouri Developmental Disabilities Council.*

*The authorized signer of this document certifies that the applicant named below and each of its principals (as defined by 45 CFR 76) are not suspended or debarred by the federal government.*

\_\_\_\_\_  
Authorized Signature for the Applicant

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Notice of Award Section: (State Use Only)**

\_\_\_\_\_  
Authorized Signature for the Missouri  
Developmental Disabilities Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Division of  
Administrative Services, Department of  
Mental Health

\_\_\_\_\_  
Date

**NoFA** Active, Posted

(Notice of Funding Available)

**(EM012015) Community Based Employment Service Training Grant**

Fees to offset attendance at Regional Institute: From Workshops to Workplaces

Number	Title	Due Date	Start Date	End Date	Amount
EM012015	Community Based Employment Service Training Grant	Aug 31, 2015	Sep 08, 2015	Jun 30, 2016	\$15,000 total grant, Not to exceed \$1,500 per person *

**Procurement Officer**

Robyn Siebeneck  
Procurement Officer I  
Email: [Robyn.Siebeneck@dmh.mo.gov](mailto:Robyn.Siebeneck@dmh.mo.gov)  
Phone: (573) 751-9170

**Application URL**

[https://www.ddsuite.org/?nofa\\_id=1099](https://www.ddsuite.org/?nofa_id=1099)

### 1 Project:

The purpose of this project is to provide financial assistance to grantees willing to transition to Community Based Employment Services from Facility Based or Group Employment services.

#### Description:

Missouri Developmental Disabilities Council (MODDC) is issuing a grant to assist Grantee staff to attend the Regional Institute on "From Workshops to Workplace" in order to receive training on how to transition from Facility Based or Group Employment services to Community Based Employment Service. Conference to be held November 16-18, 2015 in Detroit, Michigan. Conference flyer included as Attachment A.

#### Narrative Background:

MODDC intends to provide funding for disability services providers to have select staff attend the above training. This training is designed to assist disability services providers to transition to a supported employment business model with the goal of serving clients in competitive, integrated jobs in their communities. Topics offered at the training include, but are not limited to:

- \* Funding and Supported Employment.
- \* Communicating Change with Clients and their Families
- \* Business strategic Planning
- \* Staff Development
- \* Legacy Real Estate Planning
- \* Employer Outreach and Job Development
- \* Informed Choice and Employment
- \* Wrap Around Services.

This project supports the MODDC current state plan, Goal #2 which states:

**Goal #2:** In partnership with others, the Missouri Developmental Disabilities Council will enhance awareness, understanding and access to evidence-based best practice and services that support individuals to be self-determined, enjoy the same human and civil rights as others to allow them to live and work in communities, and be a valued member of that community.

#### The following requirements are contingent upon grant renewal:

- **Objective # 11:** By 9/30/16, increase to 15 percent the number of people with developmental disabilities who are employed in competitive community-based employment.
- Agree to relinquish the Certificate of Sub-minimal Wage within three (3) to five (5) years of completion of MODDC sponsored training referred to in this NoFA.
- Grantee must agree to present at the MODDC meetings to be held in January 2016, November 2016, and July 2017 on the impact of the training on the conversion, the progress of the conversion, and the impact on the Community. Notice of meeting will be given 30 days in advance.
- Grantee must agree to present findings and data at an approved venue/conference within two (2) years of completing the conversion.

### **Targeted Performance Measures:**

1. Collaboration with Community Partners is job placement.
2. Placement of job seekers with disabilities in productive employment positions.
3. Development of staff training and staff job descriptions supporting the transition.
4. Communication with job seekers with disabilities and families about transition, and choices available.
5. Procedures implemented for job development and job coaching.

### **2 Who May Apply:**

Organizations with a working knowledge of, and demonstrated experience in, the provision of facility based employment services or group employment for persons with developmental disabilities. Organizations must have an established location within the State of Missouri and provide services to Missouri residents.

Organizations must:

- \* Currently Provide Facility Based Employment Services in Missouri
- \* Have Community Partners to assist in implementation of transition.
- \* Show Letters of Support from Board of Directors and Chief Executive Officer stating intent to convert to a supported employment business model.
- \* Develop and submit a plan to convert to a Supported Employment Business model within three (3) years of grant.
- \* Include cost in bid submittal of sending staff member to conference, not to exceed \$1,500.00.

The organization/business selected for grant must be eligible to conduct business in the State of Missouri, and be successfully registered with the Missouri Secretary of State.

Proposed Staff must:

- \* Include the length of employment with current employer (must have a minimum of three (3) years continuous employment)
- \* Have held a position or positions with current employer compatible to implementing the transition to a Community Based Employment Service
- \* Include all licenses and certifications showing qualifications of providing assistance to developmentally disabled, or business training or experience

### **3 Mo Developmental Disabilities Council (MODDC):**

The MODDC is a federally funded, 23-member, consumer-driven council appointed by the Governor. The Council's mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities. The grant authority to expend funds in this manner is granted by PGA010.

The Council's Mission is: To assist the community to include all people with developmental disabilities in every aspect of life.

The Council believes this mission will be achieved when people with developmental disabilities:

- \* Make informed choices about where they live, work, play, and worship;
- \* Receive individual and family supports which are flexible, based on need, and provided in a culturally sensitive manner;
- \* Have the opportunity to engage in productive employment and meaningful retirement;
- \* Experience continued growth toward their full potential;
- \* Live in homes with the availability of individualized supports;
- \* Are treated with dignity and respect; and attend school with their peers in regular classrooms and neighborhood schools; and
- \* Are members of powerful advocacy networks made up of individuals, parents, and members of the family.

The Council also believes that individuals, parents and family members are the most powerful forces in forging a responsive and flexible support network for people with developmental disabilities.

#### **4 Federal Definition of Developmental Disabilities:**

The term 'developmental disability' means a severe, chronic, disability of a person which:

- a. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- b. Is manifested before the person attains age 22;
- c. Is likely to continue indefinitely;
- d. Results in substantial functional limitations in three (3) 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, and
  - (vii) Economic self-sufficiency.
- e. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of life long or extended duration and are individually planned and coordinated.

#### **5 Funding Parameters:**

The selected applicant(s) will be granted up to \$1,500 per staff member, with a maximum of two (2) staff members, attending the conference.

The grant must be used for travel expenses related to attending the conference designated on this NoFA.

The grant will be issued prior to attendance of the conference, so reimbursement receipts are not required.

MODDC reserves the right to choose not to fund this NOFA after a review of proposals received if they do not meet the expectations of MODDC.

All funding for this NOFA is contingent on receipt of MODDC federal grant funding. MODDC may choose to reduce the amount of grant funding at the time of the grant.

## 6 Application Requirements and Timelines:

The application consists of a proposed plan designating steps to be taken (along with milestones) to convert to a Supported Employment Business model; name(s) of specific staff designated to attend the training; Letters of Support from the Board of Directors and CEO on intent to convert to a Supported Employment Business Model; Letters from Community Partners expressing willingness to assist in job placement, Workplan with targeted performance measures; and narrative describing the proposed impact on the Community. Applications may be submitted online via [www.ddsuite.org](http://www.ddsuite.org) prior or emailed to the contact listed on the cover page. Applications must be received by the time/date listed on the cover page. No paper copies will be accepted.

New applicants should register for a DD Suite account as soon as possible prior to completing and submitting an application. Detailed instructions on completing DD Suite grant applications can be viewed in the Applicant/Grantee User Guide in the HELP section of DD Suite at [www.ddsuite.org](http://www.ddsuite.org). Applicants must have an active account and be logged in to view the guide.

Deadline to submit written questions – Close of Business on Friday, August 14, 2015

Deadline to submit applications – August 31, 2015 no later than 3:00 pm Central Time

Applicants notified of decision – Tuesday, September 8, 2015 by close of business.

Conference dates – November 16-18, 2015

## 7 Evaluation:

Applications submitted by the deadline will be reviewed for bid compliance. Bids found to meet the standards will be further evaluated on objective and subjective criteria, as well as cost.

A total of 100 points will be allowed for successful bids. Points will be applied as follows:

<b>Category</b>	<b>Max Points</b>
Cost	10 points
Plan to convert to Supported Employment Business Model	30 points
Staff Criteria	10 points
Workplan showing milestones and performance measures	20 points
Narrative on Impact to the Community	20 points
Letters of Support from Board of Directors, CEO and Community Partners	10 points

Cost evaluation:

Proposed cost to Department to send staff member to conference, not to exceed \$1,500.

Plan to convert to Supported Employment Business Model:

How training received will be utilized in conversion.

Detailed description of the Organization, to include:

Current Employment Services model.

Number of individuals currently served.  
Identification of Staff to participate in the conversion.  
Board members and CEO to participate in the conversion.

**Staff Criteria:**

Implementation staff must include the Director of Employment Services and a member of Upper Level Management.  
Length of employment with current employer.  
Positions held with current employer.  
Training and certifications completed.  
Overall length of service in providing support to Developmentally Disabled.

**Workplan showing milestones and performance measures:**

When conversion will be fully implemented.  
Proposed milestones for implementation.  
What performance measures will be used to determine successful implementation.

**Narrative on Impact to the Community:**

Number of proposed individuals affected in the next three (3) to five (5) years.  
How this number is determined.  
Overall effect on the Community.

**Letters of Support:**

Must state Board of Directors and CEOs intent to fully support the conversion, and intent to relinquish the Sub-minimum Wage Certificate.  
Must list specific Community Partners and how support will be received.

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**8 Project Specific Requirements:**

Increase competitive, integrated job placement of job seekers with disabilities in the community. Improve communication with job seekers with disabilities and families as to informed choice and employment, employer outreach, and job development.

The bidder will need to complete the CFI assurances page (Attachment B) and submit along with the proposal. The page must contain the signature of a general or registered agent of the organization.

**9. Assurances:**

The following terms and conditions apply to all organizations granted MODDC grant funds:

Grantee must submit a certificate of attendance for each staff member completing training at the conference. Certificate to be received within ten (10) business days of completion.

The Council reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any work developed under any grant issued by the MODDC.

Final drafts of any training materials, publications, videos, websites or other products shall be reviewed and approved by the MODDC prior to dissemination to the general public. Products must acknowledge Council funding (e.g. "This product was funded through a grant from the Missouri Developmental Disabilities Council under provisions of P.L. 106-402, the Developmental Disabilities Assistance and Bill of Rights Act 2000.")

As a condition of grant, Grantees will collect and provide data to the Council for post-project performance measures for 24 months after the grant period has ended.

All materials developed by grantees under this grant shall be available and/or reproducible in accessible formats.

The grantee will be required to complete and submit state and federal contract and assurance forms as a condition of grant.

### People to contact AFTER grant

Council Program Staff: Charles (Chaz) Nickolaus. Email: [cnickolaus@moddcouncil.org](mailto:cnickolaus@moddcouncil.org)  
Phone: 573-751-8632

### NoFA Attachments

- |   |                                  |                              |
|---|----------------------------------|------------------------------|
| 1 | <a href="#">Conference Flyer</a> | <a href="#">Attachment A</a> |
| 2 | <a href="#">CFI Assurances</a>   | <a href="#">Attachment B</a> |

ATTACHMENT A

# Regional Institute: From Workshops to Workplaces

**APSE's Inaugural Regional Institute: From Workshops To Workplaces—Achieving the Goal of EmploymentFirst**  
**(<http://www.apse.org/wp->**



**[content/uploads/2015/05/logo.png](http://www.apse.org/wp-content/uploads/2015/05/logo.png)**

**November 16-18 2015**

**[MGM Grand-Detroit \(http://www.mgmgranddetroit.com/hotel/\)](http://www.mgmgranddetroit.com/hotel/)**

**1777 3rd St.**

**Detroit MI 48826**

The two-day program is designed to help disability services providers transition to a supported employment business model with the goal of serving their clients in competitive, integrated jobs in their communities. The Institute will address such topics as funding and supported employment, communicating change with clients and families, business strategic planning, staff development, legacy real estate planning, employer outreach and job development, informed choice and employment, and wrap-around services.

Sessions and information provided will be geared towards all of those who are a part of organization transformation. The targeted audience includes:

**People with disabilities who receive services and their family members**

**Direct service workers**

**Mid to Upper level Management**

**CEO's & CFO's**

**Board Members**

### Overall Schedule of Events:

#### **\*Monday November 16th 2015**

5pm: Opening Evening Reception

An opening to APSE's Inaugural Regional Institute: a time for networking with attendees & Organizational Change Subject Matter Experts

**\*This is a DO NOT MISS Event!**

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# **employment<sup>ST</sup>**

([http://www.apse.org/wp-](http://www.apse.org/wp-content/uploads/2015/05/EF.jpg)

[content/uploads/2015/05/EF.jpg](http://www.apse.org/wp-content/uploads/2015/05/EF.jpg))

**Tuesday November 17th 2015**

8am-5pm

Employment State Leadership Mentor Program (EFSLMP) subject matter experts will provide technical assistance on the first day of the Regional Institute!

Day 1 schedule of sessions coming soon!

**6pm-8pm: Networking and Informal Mentoring**



(<http://www.apse.org/wp->



[content/uploads/2015/05/APSE-logoNEW.jpg](#)

**Wednesday November 18th 2015**

8am-5pm

APSE Subject Matter Experts

**Opening session** to include an overview and motivational information on:

Organizational Change

12 + Breakout sessions in the following tracks:

**Track: Organizational Leadership**

Sessions to include: Funding, Real Estate Planning, Staffing, Changing Job Descriptions, Staff Training & Capacity, Communication

**Track: Family & Self-Advocates**

Sessions to include: Guardianship, Real-Life stories of segregated to integrated employment, Q+A with Self-Advocates, Communication

**Track: Employment Support Professionals**

Sessions to include: Best practice; community based Job Development & Job Coaching, Communication

**\*Closing Session** to include facilitated strategic planning: Leave the Regional Institute with plans and next steps for Organizational Change and ultimately increased integrated employment opportunities for individuals with Disabilities

**\*This is a DO NOT MISS Event!**

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**MGM Grand-Detroit Hotel Reservations:** 888-646-3387 and mention the Regional APSE Institute event in November or online [here. \(https://reservations.mgmmirage.com/bookingengine.aspx?pid=016&host=offer&code=APS\)](https://reservations.mgmmirage.com/bookingengine.aspx?pid=016&host=offer&code=APS)

Rate cutoff date is October 26th 2015 or until room block is full

**Check-In:** 3pm

**Check-Out:** 11am

Regional Institute Room rate: \$159.00 per night.

**Register for the Regional Institute Below!**



<http://events.constantcontact.com/register/event?>

[llr=imztrvcab&oeidk=a07eb9vikd4d390c765\)](#)

**Contact**

Phone: 301.279.0060

Fax: 301.279.0075

Email: [membership@apse.org](mailto:membership@apse.org)

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Supporting EmploymentFirst

416 Hungerford Dr., Suite 418  
Rockville, MD 20850

## ATTACHMENT B

### **GENERAL ASSURANCES FOR DEVELOPMENTAL DISABILITIES** **CFI RECIPIENTS (04/13)**

In addition to any other requirements imposed by law, each grant shall be subject to the condition that the applicants comply with the following conditions:

1. That the individuals served under the proposal meet the federal definition of Developmental Disabilities.
2. That the applicant agrees to protect the human rights of individuals with developmental disabilities consistent with Section 109 of PL. 106-402.
3. That the facility will be maintained and operated in accordance with minimum standards, regulations, and guidelines as prescribed by federal, state, and local authority for the maintenance and operation of such facilities.
4. That the applicant will submit such reports (including project evaluation and formal presentation) relevant to the project as requested by the Missouri Developmental Disabilities Council (MODDC).
5. That the applicant will maintain adequate and separate accounting and fiscal records and accounts for all funds provided from any source to pay the cost of the project, and permit audit of such records and accounts at any reasonable time by representatives of the administrator and comptroller General of the United States.
6. That federal DD funds will be used to supplement and not supplant or replace the non-federal funds that would otherwise be made available for services or programs provided to individuals with developmental disabilities and their families; council funds will be used to augment rather than duplicate or replace existing services or programs.
7. That the applicant will maintain adequate insurance coverage to protect itself, its clients, the public, and the state against any loss or expense.
8. That any direct services provided to individuals with developmental disabilities and funded under this plan will be provided in an individualized manner, consistent with unique strengths, resources, priorities, concerns, abilities and capabilities of an individual.
9. That the applicant accepts the obligation to comply with the federal regulations (Title 45 Code of Federal Regulations) in effect at the time of the award.
10. That the programs, projects and facilities in which services/activities are to be furnished be in compliance with all applicable state current federal accessibility standards.
11. That any and all documents, data, reports and accomplishments prepared, furnished or completed by the grantee developed under this grant pursuant to the terms of this grant shall become the property of the Missouri Developmental Disabilities Council. The MODDC may provide written consent to the grantee which assigns to the contractor the right to use the proprietary documents, data, reports and accomplishments prepared, developed or acquired as a direct result of this grant for the grantee's internal purposes. The grantee shall not use or divulge any documents, data, reports and information which, in the sole opinion of the Missouri DD Council threatens the integrity of the MODDC and the confidentiality of person with developmental disabilities (and their families) who may be participating in the grant, unless required by law.
12. Any brochures, studies, reports, or other products, etc., developed under this contract acknowledge the contributions of the Missouri Developmental Disabilities Council.
13. That there has been provision for the maximum utilization of available community resources, including volunteers.
14. That fair employment practices be conducted (AA/EEO); any position(s) included in the project must be publicized/advertised. Subsequently, a copy of the advertisement will be forwarded to the MODDC office.

ATTACHMENT B

15. The applicant will take affirmative steps to assure that participation in programs reflects racial and ethnic diversity and that people with disabilities have opportunities to participate in the planning, development and implementation as appropriate.

These assurances are given in consideration of and for the purpose of obtaining federal Developmental Disabilities funding under the Developmental Disabilities Assistance and Bill of Rights Act as amended extended after this date to the applicant by the Department of Mental Health. The applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this application and that the United States and the State of Missouri shall have the right to seek judicial enforcement of this assurance. This assurance is binding on this applicant, its successors, transferees and assignees.

The undersigned hereby certifies that the statements made in this application are correct to the best of his knowledge and belief, and is authorized to sign this application on behalf of the applicant.

LEGAL NAME OF APPLICANT	NAME/SIGNATURE OF AUTHORIZED OFFICIAL

DATE \_\_\_\_\_