



# Funding Announcement

Notice of Availability of Federal Funds and Requests for Proposals (RFP) by the New York State Council on Developmental Disabilities (CDD)

(Online Submission Required)

## Advocacy Training and Statewide Network

(Statewide Financial System (SFS) Event ID# CDD-ADV-25)

To fund one grantee in the amount of up to \$250,000 per year for three years to develop a comprehensive advocacy training for people with developmental disabilities and their families. The training will have separate tracks for self-advocates and parents/family members/caregivers. The grantee will also create a statewide advocacy network. They will establish ongoing learning and advocacy opportunities. There is the potential for an additional two years of funding. These additional years of funding will be dependent on grantee performance in annual evaluations and the availability of funds.

### Important Dates

<b>Please note:</b> All applicants must be a prequalified vendor in the Statewide Financial System (SFS) to apply.	
<b>RFP Release Date</b>	<b>3/17/25</b>
<b>Closing Date for Questions</b>	<b>3/28/25</b>
<b>Questions Posted By</b>	<b>3/31/25</b>
<b>Changes to RFP Posted By</b>	<b>3/31/25</b>
<b>Proposal Due Date (SFS submission required)</b>	<b>4/18/25</b>
<b>Anticipated Award Announcement</b>	<b>5/12/25</b>
<b>Anticipated Contract Start Date</b>	<b>7/1/25</b>

### \*\*\*\*\* Important Please Read \*\*\*\*\*

New York State requires not-for-profit organizations to register in the Statewide Financial System (SFS) and complete the Vendor Prequalification process for proposals to be evaluated. SFS information can be found at <https://grantsmanagement.ny.gov/get-prequalified>

\*Proposals received from eligible not-for-profit applicants **who have not been** registered AND prequalified in the Statewide Financial System (SFS) by the **Due Date of 11:59 p.m. ET on April 18, 2025**, will not be evaluated; and therefore, will be disqualified from further consideration.

**Note:** Throughout this document, the terms proposals, bids/bid event, offers and applications are used interchangeably, as are applicants, bidders and offerors.

**Please note the issuance of this RFP does not obligate the CDD to award a grant(s).**

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# 1 Overview of Grant Opportunity & Desired Outcomes

## 1.1 CDD Mission

The mission of the New York State Council on Developmental Disabilities (CDD) is to enhance the lives of New Yorkers with developmental disabilities (DD) and their families through programs that promote self-advocacy, participation, and inclusion in all facets of community life.

## 1.2 Purpose and Funding Availability

CDD is seeking proposals for the creation and implementation of a pilot self-advocacy training. The available funding for this opportunity is up to \$250,000 a year, for three years (\$750,000 total). The grantee will use funds to develop and pilot a self-advocacy training. There is potential for an additional two years of funding (\$500,000 total). These additional funds will be dependent on grantee performance in annual evaluations by the CDD and subject to the availability of funds.

## 1.3 Term of Contract

The contract awarded in response to this RFP will be for three years with an anticipated start date of July 1, 2025 and an end date of June 30, 2028.

## 1.4 Project Background

Self-advocacy and advocacy help individuals to increase their own confidence and quality of life<sup>1</sup> as well as build their communities<sup>2</sup>. Making connections and meeting those in similar situations helps advocates of all kinds, move forward. Although there are advocacy groups for people with developmental disabilities and their families throughout the state, there is not a strong network which brings them together to share information, resources, and coordinate opportunities.

### Approach

One grantee will develop a comprehensive advocacy training for people with developmental disabilities and their families. The training will have separate tracks for self-advocates and parents/family members/caregivers. Trainings should be developed and offered based on the needs of each cohort, incorporating previous experience in advocacy as well as topical areas of interest.

The grantee will also create a statewide advocacy network. There will be ongoing learning and advocacy opportunities for trainees as well as the broader community.

## 1.5 Expected Key Deliverables

### Key Deliverables:

The key deliverables of this project include:

- Development self-advocacy trainings, with breakout sessions, for people with DD and family members. Sessions will include built-in opportunities to get to know other participants.
- Training sessions that reflect varying skill sets. Existing self-advocacy organizations will help teach specific content sessions.
- Training offered throughout each project year. Trainings in all regions of the state and in a blended format, with online and in-person options.
- A statewide advocacy network. Coordination of advocacy efforts with other organizations.
- Ongoing learning opportunities to practice advocacy skills.
- Registration, recruitment, program design and implementation.
- The grantee will use grant funds to get an external evaluator for all years of the project.
- The grantee must incorporate sustainability planning into the proposed model.

## 1.6 Desired Project Outcomes

The intended outcomes of this grant opportunity include:

- Establishment of self-advocate and parent/family member/caregiver-focused advocacy training tracks.
- Development of a comprehensive NYS advocacy network.
- Increased advocacy skills gained and practiced through the training and supplementary activities.
- Increased stakeholder representation in various local and statewide venues where decisions about people with DD are being made.

## 2 General Information and Deadlines

### 2.1 Designated Contact / Issuing Officer

CDD has assigned a Program Planner as the Designated Contact / Issuing Officer for this project. The Program Planner or a designee shall be the sole point of contact regarding the RFP from the date of issuance of the RFP until the issuance of the Notice of Award letter. To avoid being deemed non-responsive, an applicant is restricted from contacting any other personnel of the CDD regarding the RFP. Certain findings of non-responsibility can result in rejection for a contract award. The Issuing Officer for this RFP is:

### **Program Planner**

Kimberly Berg

New York State Council on Developmental Disabilities

Phone: 518-486-7505

Email: [Kimberly.Berg@cdd.ny.gov](mailto:Kimberly.Berg@cdd.ny.gov)

## **2.2 Questions about this RFP**

Questions regarding this specific RFP must be submitted to the **Designated Contact/ Issuing Officer**, via email, by no later than the **Closing Date for Questions** as indicated in the **Important Dates** table. Applicants are encouraged to go to the CDD website first to see if their questions have already been addressed prior to the submission of any questions.

A Questions and Answers (Q&A) Summary will be posted on the CDD website: <https://cdd.ny.gov/funding> by the date indicated in the **Questions Posted By** date in the **Important Dates** table.

If the applicant discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, the applicant shall immediately notify the **Designated Contact / Issuing Officer** of such error in writing and request clarification or modification of this document.

If prior to the deadline of submission of written questions, an applicant fails to notify the CDD of a known error or omission from the RFP, or of any error or omission or prejudice in bid application or documents with the RFP that the applicant knew or should have known, the applicant agrees that it will assume such risk if awarded funds, and the applicant agrees that it is precluded from seeking further administrative relief or additional compensation under the contract by reason of such error, omission, or prejudice in bid specification or documents.

Specific questions about registering in the Statewide Financial System (SFS) or getting prequalified in SFS can be directed to the SFS Help desk:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

[helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

(518) 457-7717

## **2.3 RFP Amendments**

It is the applicant's responsibility to check the CDD website periodically for any amendments to the RFP. All changes will be posted by the **Changes to RFP Posted By** date indicated in the **Important Dates** table. No other notification will be given.

## 2.4 Deadline for Submission of Proposals

All final grant applications must be received in the Statewide Financial System (SFS) **by 11:59 p.m. ET** on **Proposal Due Date** indicated in **Important Dates** table. All deadlines for submission are in the Eastern Time (ET) zone, and SFS will be locked for submission after these deadlines. **Late proposals will not be accepted.**

*Proposals will only be accepted in SFS. Proposals will not be accepted via fax, e-mail, hard copy, or hand delivery.*

**NOTE:** Applicants are advised to submit their applications early to avoid the risk of ineligibility resulting from unanticipated delays or other computer or technical problems.

## 3 Applying for this Grant Opportunity

This section provides information on how to apply for this grant opportunity. It includes an overview of minimum qualifications, required content, and instructions for completing and submitting the application in the Statewide Financial System (SFS).

### 3.1 Minimum Qualifications

Eligible applicants are any organizations that would be included in the following categories:

- Nonprofit organizations (*Note: the lead applicant cannot be a for-profit organization; however, for-profit organizations may serve as subcontractors to the lead applicant*)
- Public or private institutions, such as universities, colleges, hospitals
- Disability-service organizations
- Community-based organizations
- Tribal organizations; and
- Consortia, groups or partnerships among organizations
- Prequalification is required for all not-for-profit organizations seeking grant funding from New York State. Please see Section 3.2 for additional Prequalification information.

Organizations whose staff were involved in the development of this project or Request for Proposal (RFP) are **not eligible** to directly apply or be included as a sub-contractor for another applicant.

If unsure if your agency is an eligible applicant, contact the **Designated Contact / Issuing Officer** identified in **Section 2.1**.

## 3.2 SFS Registration and Prequalification Process

New York State requires not-for-profit organizations to register in the Statewide Financial System (SFS) and complete the Vendor Prequalification process, if interested in applying for state funding opportunities. Government entities are not required to prequalify in SFS but must register in SFS to apply.

For proposals to be evaluated, all not-for-profit organizations applying for this grant opportunity **MUST** prequalify by the time and date of submission. Any applicant who submits a proposal that is not prequalified in SFS on the **Proposal Due Date** listed in the **Important Dates** table, will be disqualified from further consideration. Below are links where you can find more information on SFS registration and prequalification requirements.

### Register with the Statewide Financial System

How to Register:

[Register Your Organization in SFS | Grants Management](#)

### Get Prequalified in the Statewide Financial System

How to get Prequalified in SFS:

<https://grantsmanagement.ny.gov/get-prequalified>

### SFS Registration and Prequalification Questions

Specific questions about registering in the Statewide Financial System (SFS) or getting prequalified in SFS can be directed to the SFS Help desk:

Monday – Friday, 8:00 a.m.– 5:00 p.m.

[helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)

(518) 457-7717

**NOTE:** Not-for-profit vendors and organizations are strongly encouraged to begin this process as soon as possible to participate in this opportunity. New York State reserves 5-10 business days from the receipt of complete Prequalification applications to conduct its review. If supplementary information or updates are required, review times will be longer.

## 3.3 Application Overview

This section provides an overview of all the information that needs to be submitted into the Statewide Financial System (SFS) to submit a successful grant application. Materials that need to be downloaded, completed, and uploaded can be found in the **Events Comments and Attachments** section of the Grant Opportunity in SFS and on the CDD website here:

<https://cdd.ny.gov/funding>.



1. Site/Project Address (enter into SFS)
2. Bidder Contact Information (enter into SFS)
3. Eligibility Questions (answer in SFS)
4. Program Specific Questions (download, complete, upload into SFS)
5. Work Plan (download, complete, and upload into SFS)
6. Budget (enter directly into SFS, Excel file provided to draft outside SFS)
7. Contract Documents- download, complete, and upload all of the below contract documents into SFS (a-f):
  - a. EO16 Certification (Business with Russia Disclosure)
  - b. Sexual Harassment Prevention Certification
  - c. Attestation of Compliance for Timeliness in Reporting
  - d. Worker's Compensation Insurance Certification (See **Section 5.5** for more information)
  - e. Disability Insurance Certification (See **Section 5.5** for more information)
  - f. Vendor Responsibility Questionnaire (VRQ): Upload either a copy of the printed confirmation page from the VendRep On-Line System or a completed hardcopy of the Questionnaire (See **Section 5.6** for more information).
8. Letters of Collaboration or Support (optional).

If you would like to view this grant opportunity in the Statewide Financial System (SFS) before applying, please follow the below steps:

- Go to [SFS.ny.gov](https://sfs.ny.gov)
- Click Vendor Portal Login- DO NOT LOGIN
- Click Search for Grant Opportunities
- Leave search fields blank and scroll down to locate the grant opportunity.
- Click the name of the grant opportunity.
- Click View Opportunity to open the document.

For tutorials on using the Statewide Financial System (SFS), refer to:

<https://grantsmanagement.ny.gov/resources-grant-applicants>

### **3.4 Finding this Grant Opportunity in the Statewide Financial System (SFS)**

This section provides directions on how to find this CDD grant opportunity in SFS and submit an application in SFS. Applicants can also use the SFS Grantee User Manual for comprehensive directions on navigating the Statewide Financial System (SFS) here:


[https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee\\_User\\_Manual.pdf](https://upk.sfs.ny.gov/UPK/VEN101/FILES/Grantee_User_Manual.pdf)

To find this Grant Opportunity in SFS, please follow these instructions:

1. Log into SFS to search for the Grant Opportunity:  
<https://esupplier.sfs.ny.gov/>

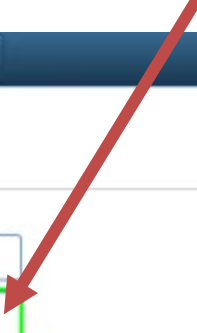
2. On the SFS Public Portal Homepage, click the **Grants Management** tile on the Homepage. (You can also find it from the **NavBar** (Menu → Manage Events and Place Bids → View Events and Place Bids).
3. Click on **Bid Event Search** tile.
4. Use the search fields to locate an opportunity. Below are some ways to search for this opportunity:  
**Event ID:** Enter the **Event ID** found on p. 1 of this RFP OR  
**Funding Agency:** Council on Developmental Disabilities or DDP01
5. Click the **Search** button.
6. Click the **Bid Event ID** to the far left to initiate grant application.

Search Results



Event ID	Funding Agency	Grant Opportunity	Status	Eligibility	Availability Date	Anticipated Release Date
EVT0000082	OMH01	101123 TEST-4	Available	Governmental Entity, Not-For-Profit	10/11/23 1:46PM	10/11/23 1:46PM

7. To start your application, click **Bid on Event** button in the top corner of the **Event Details**.



Supplier Search Events Event Details

Welcome, CHILD CARE SC  
User: Child Care Solutions

Event Details

Information On Inquiry Options: Bidding Shortcuts:

Accept Invitation View Event Activity

**Bid on Event** View Event Package

Upload XML Bid Respons

---

Event Name 101123 TEST-4

Event ID OMH01-EVT0000082

Event Format/Type Sell Event RFX

Event Round 1

Event Version 1

Event Start Date 10/11/2023 1:46PM EDT

Event End Date 10/20/2023 01:46 PM EDT

The next section will walk applicants through completing the proposal application in the Statewide Financial System (SFS).

### 3.5 Completing Your Application in the Statewide Financial System (SFS)

The following subsections provide general information about each application section, SFS directions, and general guidance for applying for this grant opportunity.

#### 3.5.1 Review Grant Opportunity Information and Access Application Documents

1. Review the grant opportunity information, known as the **Event Details** in SFS, including the event start, event end date, estimated award date, and anticipated contract date to get an overview of the grant opportunity timeline.

The screenshot displays the 'Event Details' page in the SFS. At the top, there is a navigation bar with a back arrow and 'Search Event Details' on the left, and 'Event Details' on the right. Below the navigation bar, the title 'Event Details' is centered. Underneath the title, there are three buttons: 'Submit Bid', 'Save for Later', and 'Cancel'. The main content area is divided into two columns. The left column contains the following information: Event Name: 101123 TEST-4; Event ID: OMH01-EVT0000082; Event Format/Type: Sell Event; Event Round: 1; Event Version: 1; Event Start Date: 10/11/2023 1:46PM EDT; Event End Date: 10/20/2023 01:46 PM EDT; Processing Status: Bid Event Published. The right column contains: Bidding Instructions; Bid ID: New; Bid Date; Bid Currency: USD (selected) and US Dollar. There are three green boxes highlighting specific elements: one around the 'Additional Bid Info' link, one around the 'Event Start Date' and 'Event End Date' fields, and one around the 'Estimated Award Date' and 'Anticipated Contract Date' fields. At the bottom left, there is a link that says 'Hide Additional Event Info'.

2. Access application documents by clicking on the **Events Comments and Attachments** link located at the bottom of the page. You can also find all application documents on the CDD website here: <https://cdd.ny.gov/funding>

**Step 2: Enter Line Bid Responses**

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in or Administrator.

Lines in This Event 1  
 Lines Responded To 0  
 Your Total Line Pricing 0.0000 USD

[Hide Line Detail](#)

★ Bid Required      ☺ Line Comments/Files

**Lines**

Line	Period	Item ID	Description	Unit	Your Unit Bid Price
1	1		LINE 1	EA	<input type="text"/>

[Event Comments and Attachments](#)

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your b

3. **Download all attachments** from this section and follow the instructional document posted in this section. Once you have downloaded and saved application documents, click **OK**.

### 3.5.2 Bidder Contact Information, Site/Project Address, and Event Questions

1. Go to the **Event Details** page in SFS and complete the **Answer General Event Questions** section. Start by entering the **Bidder Contact Information** (required). You do not need to enter a DUNS Number; you can include your organization's website, but it is not required.

**Step 1: Answer General Event Questions**

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	1
Required Questions	1
Questions Responded To	0

**Bidder Contact Information**

DUNS Number

Organization Website

Name

Telephone

Email

User Name Child Care Solutions

[Site/Project Address](#)

2. Next Click the **Site/Project Address** and complete this section. Enter your organization's address details, including Address Line 1, Address Line 2 (if applicable), city, postal code, and state. Click OK.

**Bid Response address fields**
×

[Help](#)

Site/Project Address

1 of 1
View All

+ -

Address Line 1

Address Line 2

City

Postal Code

State

OK
Cancel

**NOTE:** You will not be able to SAVE your application until you have completed the **Bidder Contact Information** and **Site/Project Address** sections.

### 3.5.3 Event Questions (Eligibility and Program Specific Questions):

CDD requires all applicants to answer a set of Event Questions, including Eligibility Questions and Program Specific Questions. The Eligibility Questions will determine if an applicant is eligible to apply for the grant opportunity. The Program Specific Questions seek to gather more detailed information about the applicants' proposed project idea, scope of work, experience, evaluation plan, and sustainability strategy.

The Event Questions can be found in the **Event Details** section of SFS (see below screenshot for reference). Please respond to the **Eligibility Questions**, then follow the directions within SFS to complete the **Program Specific Questions**. The Program Specific Questions will be in a Word document that applicants will need to download, complete, and upload into SFS.

Event Details

Hide Event Questions

Event Questions

★ Bid Required    ★ Ideal Response Required

General Questions

★

Applicant must be a 501c3 organization to apply

Response: Yes    Weighting

★

Describe why your organization is qualified to implement the proposed program model outlined in Section III Program Model Description. Include both quantitative and qualitative evidence to address this question and experience with engaging with PWUD and priority population(s).

Response: My organization is qualified because..

When you have completed all fields on the page click the **SAVE FOR LATER** button. A popup box will ask you if you want to save for later, click **OK** to save your progress.

### 3.5.4 Project Work Plan

The CDD requires all applicants to complete a Work Plan which will be evaluated and scored based on the criteria listed in **Section 4.3 Scoring Rubric**. The Work Plan outlines more detailed information about the applicant's proposed Objectives, Tasks, and Performance Measures. The Work Plan of the grantee will be used as the baseline to assess progress on meeting the project goals and intent throughout the life of the grant.

During grant implementation, grantees will be asked to report progress on a quarterly basis on the Objectives, Tasks, and Performance Measures included in the Work Plan. For more information about Quarterly Reporting requirements see **Section 6.2 Grantee Reporting Requirements**.

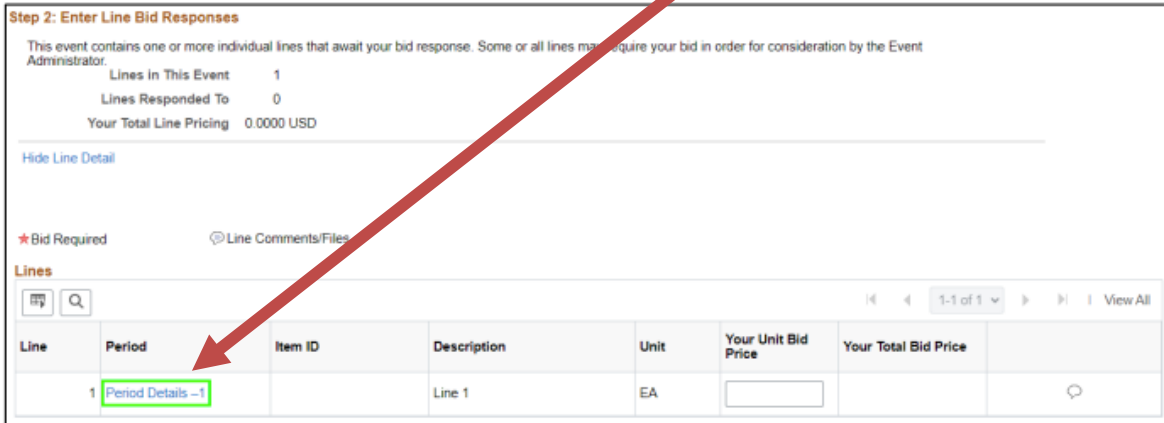
The CDD will add additional **Tasks** and **Performance Measures** in the contracting phase for every contract based on federal requirements. For example, all grantees are required to collect demographic data and satisfaction surveys from grant participants.

### 3.5.5 Entering the Project Work Plan in SFS

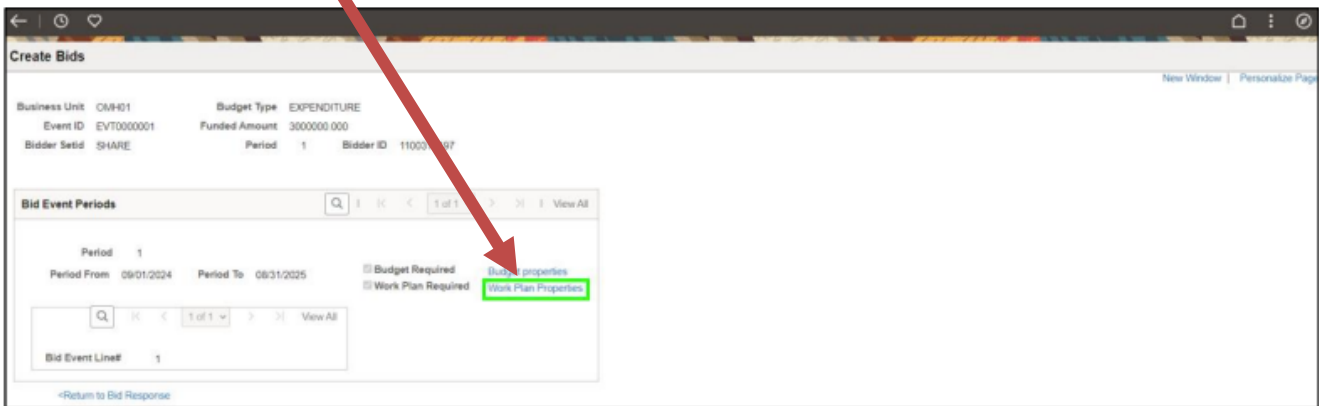
The Project Work Plan is one of the **Event Questions** that you must complete. You will need to download the Word document, complete, and upload as a PDF to successfully submit your Work Plan. You can find the Work Plan document in SFS in the **Event Details → Events Comments and Attachments** section (see Section 3.5.1 for screenshots) or on the CDD webpage for this funding announcement here: <https://cdd.ny.gov/funding>

Additionally, applicants will need to copy and paste the **Project Summary** of their Work Plan into SFS.

To access the Work Plan form in SFS from go to the **Event Details** page in SFS, scroll to the bottom of the page. Under the Lines section, click the **Period Details-1** link under the Period column to access the Work Plan page.

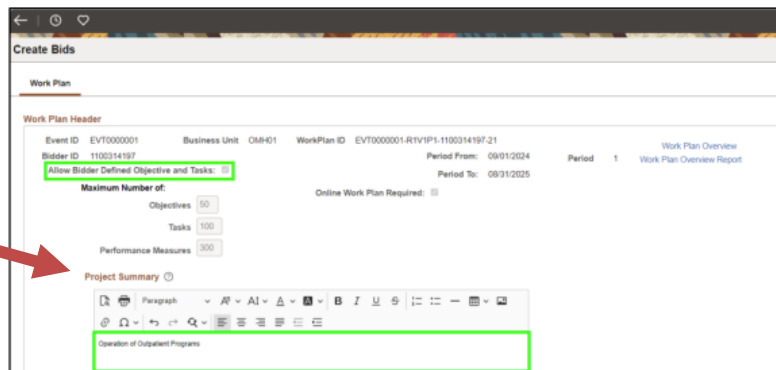


Click on **Work Plan Properties** (click twice if it does not open after one click).



Copy the text from the **Project Summary** section of your Project Work Plan document and paste it into the **Project Summary** section of SFS.

Click **SAVE** at the bottom of the page to save the Project Summary. Applicants must also upload the Work Plan into SFS.



### 3.5.6 Project Expenditure Budget

All applicants are required to submit a proposed budget in the Statewide Financial System (SFS). The proposed budget should reflect a **1-Year Budget**. The budget for this project must comply with all applicable state and federal laws, rules, and regulations, and meet RFP guidelines, rules, and regulations.

An Excel Budget Template can be found in the **Events Comments and Attachments** section of SFS as well as on the CDD webpage for this funding announcement: <https://cdd.ny.gov/funding>. The Excel Budget Template is provided to applicants so they can draft outside of SFS. The completed Expenditure Budget is entered directly into the SFS.

Applicants are strongly encouraged to submit budgets that reflect realistic, reasonable, and necessary expenses that are sufficient to comply with RFP requirements. Budgets must include justifiable and allowable costs only. Refer to **Allowable / Non-allowable Expenses** document in **Events Comments and Attachments** section or on the CDD webpage for this funding announcement: <https://cdd.ny.gov/funding>

These funds **may not** be used for activities that duplicate or supplant what is already available or required under existing laws.

The Expenditure Budget will be evaluated and scored based on the requirements listed above and the below noted criteria:

- While not scored, we strongly recommend applicants to describe and justify the estimated costs in the narrative sections of SFS for every line item of expense. The specific calculations for determining the total cost of each item should be included in the narrative sections.
- Provide a justification of why such costs are considered reasonable. Clearly describe and justify all budget items.
- Describe steps taken to ensure the project's budget makes the most efficient use of available resources.
- Ensure that all items covered by CDD funds are directly related to the deliverables identified in this RFP.
- All expenses must be *incurred* within the contract period.
- All shared costs are prorated, and the basis of the proration should be explained.
- CDD Indirect Costs should not exceed 10% of the budgeted *direct* expenses. Additional Indirect Costs, subject to CDD review and approval, may be included in Match. Rent is an Indirect Cost.

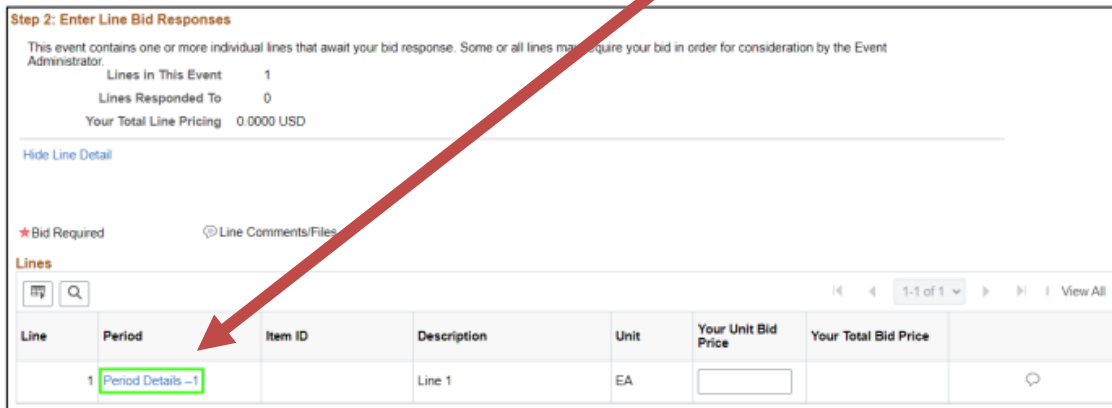


- Ensure that the Total Grant Funds in the Expenditure Budget agree with the amount requested.

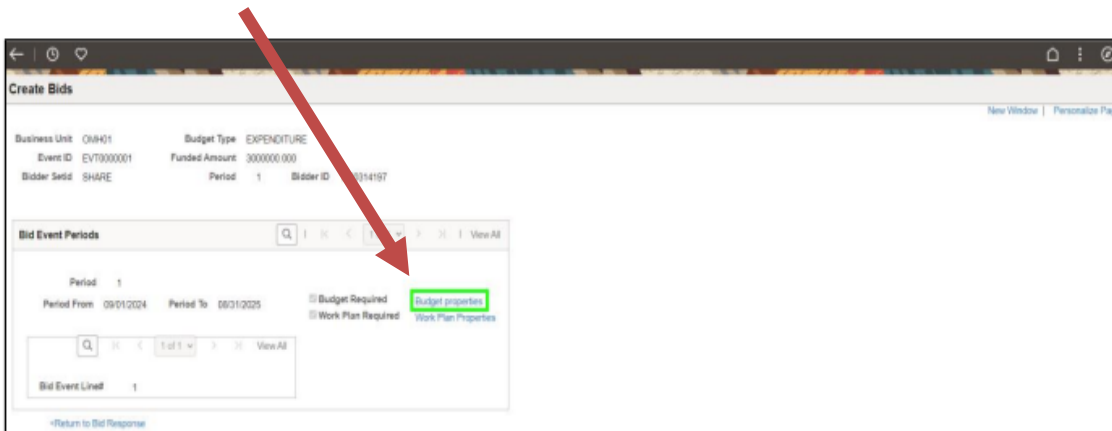
### 3.5.7 Entering the 1-Year Expenditure Budget in SFS

The completed Expenditure Budget is entered directly into SFS. An Excel Budget Template can be found in the **Events Comments and Attachments** section of the RFP in SFS as well as on the CDD webpage for this funding announcement here: <https://cdd.ny.gov/funding>. The Excel Budget Template is provided so applicants can draft the Budget outside of SFS before entering the final version into SFS.

To access the budget form in SFS from go to the **Event Details** page in SFS, scroll to the bottom of the page. Under the Lines section, click the **Period Details-1** link under the Period column to access the budget information.



Click on **Budget Properties**.



Under the **Period Budget Summary** section click on the **View All** icon to show all the budget categories. You may need to scroll to view all of this section.

Budget Properties Header

10 OTHER

Narrative

Period Budget Summary

Budget Category	Grant Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total	Category Details
1 SALARY	0.00	0.00	0	0	0.00	0.00	
2 FRINGE	0.00	0.00	0	0	0.00	0.00	
3 CONTRACTUAL	0.00	0.00	0	0	0.00	0.00	
4 TRAVEL	0.00	0.00	0	0	0.00	0.00	
5 EQUIPMENT	0.00	0.00	0	0	0.00	0.00	
6 SPACE/PROPERTY RENT	0.00	0.00	0	0	0.00	0.00	
7 SPACE/PROPERTY OWN	0.00	0.00	0	0	0.00	0.00	
8 UTILITIES	0.00	0.00	0	0	0.00	0.00	
9 OPERATING EXPENSES	0.00	0.00	0	0	0.00	0.00	
10 OTHER	0.00	0.00	0	0	0.00	0.00	

Click on the **Category Details** to view and enter information into each budget category line. Where the Category Details cannot be clicked, it means that budget category is not available for this grant opportunity.

Enter each line of your Project Expenditure Budget into SFS. Accuracy and completeness are critical. The information that is requested is essential and including detailed information will help to expedite the contracting process if you are to be selected.

Category Details

Budget Type EXPENDITURE Match % Required

Budget Category CONTRACTUAL

Category Details

Type/Description	Grant Funds	Match Funds	Match %	Other funds
1				

Category Totals

Cumulative Grant Funds 0.00

Cumulative Match Funds 0.00

Cumulative Other Funds 0.00

Cumulative Category Details Totals 0.00

Narrative

OK Cancel

**Type/Description:** Add a short description of the expense. In Personal Services, this would include the name of the Staff or Position.

**Grant Funds:** Enter the amount of CDD Grant Funds

**Match Funds:** Enter the amount of Grantee Match that would be dedicated to this expense.

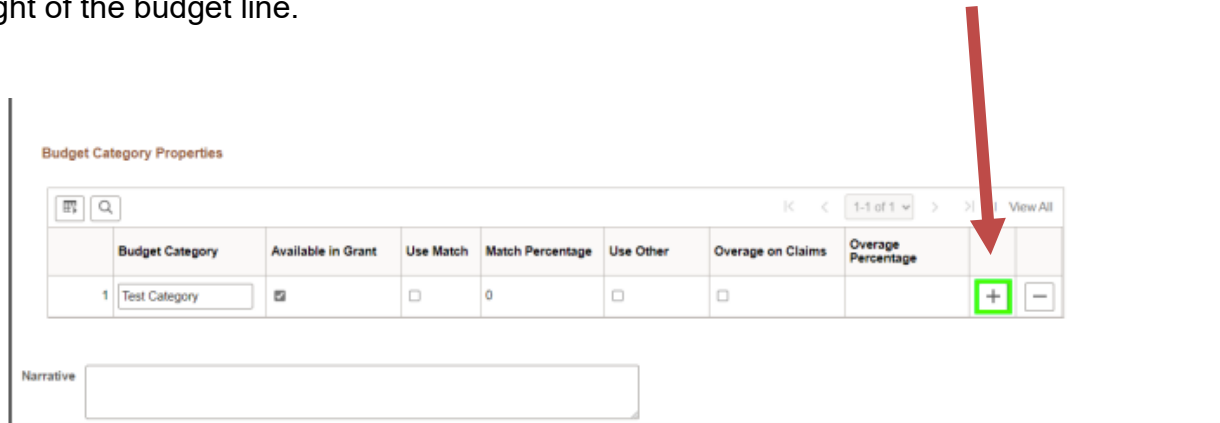
**Narrative:** This section is recommended but not required. Please describe and justify the expense in the Narrative box as described in the guidance below. If selected, grantees will be required to provide documentation for all expenses, including match, every Quarter.

**Please note:** Your 1-Year Expenditure Budget **must include** a minimum of 34% of Match

funding over the total budget (not by each budget line).

Below are additional directions on how to complete each budget category line:

To add an additional line within any Budget Category, click on the **Plus Sign (+)** at the far right of the budget line.



The screenshot shows a web form titled "Budget Category Properties". It features a table with the following columns: Budget Category, Available in Grant, Use Match, Match Percentage, Use Other, Overage on Claims, and Overage Percentage. The first row contains the text "Test Category" and a value of "0" in the Match Percentage column. At the end of this row, there are two buttons: a plus sign (+) and a minus sign (-). A red arrow points to the plus sign button, which is highlighted with a green border. Below the table is a "Narrative" text input field.

## Guidance on Budget Categories

### Salary

- **Personal Services**: List all positions that will be supported with grant funds. Each position should be entered on a separate screen.
  - For each component task, pro rate each employee's time devoted to the project according to the total annual salary for that employee.

For example, an employee who devotes 20% of their time to the project, has an annual (12-month) salary of \$40,000 and will work on the project for six months, would charge \$4,000 to the project. The percentage of time for the position cannot exceed 100%.

- **Personal Services –Narrative**: Give a brief description of the responsibilities and a justification of each staff position supported by the grant funds. There should be a separate Narrative for each position.

### Fringe

- **Fringe**: Enter fringe benefits associated with each position. Fringe benefits should be budgeted in line with your organization's policy.
- **Fringe Narrative**: Provide a brief explanation and justification of the percentage and composition of your fringe benefit structure.

## **Contractual**

- **Contractual Services**: This category includes costs for institutions, individuals, or organizations external to the agency.
- **Contractual Services- Narrative**: For each contractual service, briefly describe the extent and purpose of the contractual services.

## **Travel**

- **Travel Screen**: This category includes travel costs for personnel listed under Personal Services, participant travel and other travel expenses. Travel costs include the following: air, train, bus and taxi, personal auto, parking fees, tolls, lodging, and meals. This can also include conference fees or outside training costs for staff to attend that are an integral and essential part of this project. Reimbursement for travel, lodging and mileage costs must not exceed the New York State rates currently in effect. All out-of-state travel must be pre-approved by CDD.
- **Travel Narrative**: For each expense, describe the purpose, destination, mode of travel, and costs.

## **Equipment**

- **Equipment**: At minimum, all grantees are required to have access to the following technology assets: desktop computer(s), Laptop Computer(s), LCD projector(s), printer(s), desktop scanner(s), and mobile phone(s).
  - For further guidance on equipment and technology purchases, reference section §75.320 Equipment of Electronic Code of Federal Regulations (eCFR). Equipment and technology purchases are subject to CDD review and approval.
- **Equipment- Narrative**: Demonstrate need for equipment investment in this section. Please note that meeting the criteria outlined in the **Allowable / Non-allowable Expenses** on the CDD website and does not guarantee approval of proposed equipment expenditures.

## **Operating Expenses**

- **Operating Expenses**: Describe any other allowable operating expenses including administrative overhead (indirect cost). Rent is considered an indirect cost. See **Allowable / Non-allowable Expenses** on the CDD website.
- **Operating - Narrative**: Use this section to provide narrative justification for the expenses listed as Operating Expenses.

## **Other**

- **Other Expenses:** Describe any other allowable non-personal services and costs. Other expenses are costs that do not fall under the previous budget categories. Examples are printing services, meeting costs, language translation and interpretation services for limited English proficient (LEP) participants, and other miscellaneous expenses. Each cost must be listed on its own screen.
- **Other Expenses - Narrative:** Use this section to provide narrative justification for the expenses listed as Other expenses.

**NOTE:** We recommend applicants hit the **Save** button after information is entered into SFS to save progress. We also recommend that applicants use only use whole dollar amounts in their Expenditure Budget.

### 3.5.8 Match Guidance

#### Match Source Requirements

Federal funds may not be used as grantee match. Matching funds may be derived from state, local, agency, and/or private sources in the form of cash or in-kind contributions, such as staff time, fringe benefits, supplies, equipment, travel, indirect costs, or other project-related expenses.

Match funds must also be allowable costs only. See **Allowable / Non-allowable Expenses** document in the **Events Comments and Attachments** section of SFS as well as on the CDD webpage for this funding announcement here: <https://cdd.ny.gov/funding>.

#### Match Percentage Requirements

All CDD grants require a Match. Grantees must ensure a **match of at least 34%** of the grant amount. See below **Grant Match Calculation Table** for specific amounts.

**Match Calculation: Based on 1-Year CDD Grant Award of \$250,000**

Grant Match Calculation Based on 1-Year Award of \$250,000	
34% Match*	
<b>CDD Grant Award</b>	\$250,000
<b>Grantee Match</b>	\$85,000 (\$250,000 * 0.34)

<b>Total Project Budget</b> (CDD Award + Grantee Match)	\$335,000
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### 3.6 Submitting the Application in SFS

After completing all sections of the grant application known as the **Bid Event** in SFS return to the **Bid Response** page in SFS (see **Section 3.3 Application Overview** to ensure you have submitted all required materials).

Please enter the total amount of funds requested in the **Your Unit Bid Price** box. The amount entered into this field **must equal** the total Grant Funds Requested amount for the period, in order to submit the bid response.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1  
Lines Responded To: 0  
Your Total Line Pricing: 0.0000 USD

\* Bid Required    ☐ Line Comments

Line	Period	Item ID	Description	Your Unit Bid Price	Your Total Bid Price
1	Period Details --1		Line 1	EA 20000	

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at a later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)

When you are ready to submit your application, known as your bid response in SFS, click the **Submit Bid** button at the bottom.

A box will popup and ask if you are ready to post this bid. Click **Yes** if you are ready and want to submit your application, known as your bid response in SFS.

Are you done making changes and would like to post this bid? (18058,398)

Warning: Response may NOT be edited after posting. If you are not planning to make anymore changes to this bid press "Yes", otherwise press "No" and choose "Save For Later".

Once you have clicked Yes, you have successfully completed your application of bid response. Applicants will be able to access a submitted application for viewing and printing in SFS. However, you will not be able to make any changes to the application once it has been submitted. If you need additional assistance, please see **Section 3.7 Statewide Financial System (SFS) Helpful Links and Help Desk Information**.

### 3.7 Statewide Financial System (SFS) Helpful Links and Help Desk Information

**Some helpful** links are listed below. Questions regarding specific opportunities or proposals should be directed to the CDD contact listed in **Section 2.1 Designated Contact / Issuing Officer**.

- On the SFS website, there are reference materials available for applicants applying for funding opportunities.
- The **Grants Management Team** offers regular live webinars on the Prequalification process or submitting online applications. To learn more or view the times and dates for these webinars visit: <https://grantsmanagement.ny.gov/live-webinars>

**For assistance or technical questions about the Statewide Financial System (SFS):**

Monday – Friday, 8:00 a.m. – 5:00 p.m.  
[helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov)  
(518) 457-7717

## 4 Evaluation Process

This section provides information on the evaluation process for applications that are submitted in response to this opportunity.

Applicants must meet the Minimum Qualifications to submit a Proposal in accordance with **Section 3.1 Minimum Qualifications** and **Section 3.2 Prequalification Process**.

Applicants not meeting these requirements will be disqualified from further consideration.

Designated staff will review each proposal for completeness and verify that all eligibility criteria are met. A two-level process of review will be conducted for all submitted proposals:

### 4.1 Eligibility Review Process / Minimum Criteria

The first level is a pass/fail CDD review of the submitted proposals to ensure that the application meets the Minimum Qualifications set forth in the RFP. The CDD will reject any applications that fail to meet any one of the following criteria:

- Applicant is an eligible entity as specified within the RFP.
- The proposal is focused on the population and project specified within the RFP.
- The proposal was submitted within the designated timeframes.
- The applicant is Registered and Prequalified in SFS. (*Government entities are not required to prequalify in SFS but must register in SFS to apply.*)
- The applicant included a Work Plan, Expenditure Budget, and the required Uploads.
- The applicant provided a 1-Year Expenditure Budget that includes the minimum 34% match requirement.

- The applicant agreed to the CDD’s grantee reporting requirements.
- The applicant confirmed that they understand that the 34% match requirement must come from non-federal funding sources.

## 4.2 Programmatic Review Process

The second level consists of a thorough review of the submitted proposals including the project work plan, evaluation plan, organizational capability, commitment of partners, value of products and dissemination, overall strength of evaluation and sustainability plan, and the budget and corresponding budget narratives.

The proposal review and rating will be conducted using the criteria stated in this Funding Announcement (scoring is detailed in **Section 4.3 Scoring Rubric**), and the CDD reserves the right to conduct follow-up activities and discussions with applicants to clarify information in the submitted proposal.

The CDD Review Panel will typically consist of Council staff and members and peer/field experts in the RFP topic area. The review panel will be a minimum of three trained reviewers. No applicant with an average reviewer score of less than 80 points in the programmatic review will be considered for funding.

RFP funding will go to the highest scoring proposal. In case of a tie at the conclusion of the scoring process, the application that scored highest in the category of *Plan of Action* will receive the award. In the event of tied scores in the category of *Plan of Action*, the award will go to the agency with the highest score in the category of *Evaluation, Dissemination and Sustainability*.

The CDD reserves the right to adjust the funding amount requested based on program need and based on the total value of the application submitted.

## 4.3 Scoring Rubric

Below is a detailed overview of how each application section will be scored and evaluated.

No.	Program Specific Questions (0 – 65 points)	Max Points
1	Provide a 3-year comprehensive plan of action and implementation timeline with details on how your organization plans to meet the goals of this project including: <ol style="list-style-type: none"> <li>a. The establishment of targeted, scaled self-advocate and parent-focused advocacy training tracks based on advocacy experience, areas of interest, and need</li> <li>b. The establishment of the statewide NYS Advocacy Network</li> <li>c. The offering of ongoing advocacy opportunities for participants to apply their skills</li> </ol>	15
2	Describe your plan to establish an Advisory Group comprised of	10



	people with developmental disabilities (DD) and other relevant stakeholders including outreach, recruitment ensuring that the work is driven by people with lived experience.	
3	Describe your proposed efforts to ensure that all trainings, materials, and resources are accessible and culturally competent, include details about engaging the Advisory Group and other relevant community partners in the development of materials.	10
4	Describe how your organization will evaluate the extent to which the Desired Project Outcomes were achieved. What entities do you plan to engage as an external evaluator? And how will you work together with them?	5
5	Describe how you will engage the external evaluator in what measures will most benefit the project's long-term sustainability. How do you envision recommending ways to measure changes in attitudes, behaviors, or organizational policies that result from the trainings and network? i.e. pre-/post-testing. Surveys, interview data, etc.	5
6	Please outline your proposed sustainability plan, which can be built upon throughout the term of the project, to ensure the continuation of the project past CDD funding.	5
7	Describe your organizational expertise, experience, and capacity in: <ul style="list-style-type: none"> <li>a. Developing or delivering trainings,</li> <li>b. Building durable networks of people with varying priorities,</li> <li>c. Convening teams for collaborative efforts, and</li> <li>d. Working with people with DD, their families, and professionals or staff in the DD field.</li> </ul>	5
8	Please upload an example of materials, curriculum, or training that you have created (optional).	0
9	Describe the planned collaborations and various roles other organizations might play in the project development and implementation. Letters of collaboration are encouraged but not required. These can be uploaded Events Comments and Attachments section on SFS. Specifically, the prospective grantee should identify current connections with DD agencies, DD providers, self-advocacy group, parent advocacy groups, or other relevant stakeholders, including how you will get project buy-in from these key stakeholders to participate.	5
10	If using contracted services or subcontractors, describe their roles and responsibilities.	0
11	Identify and describe who will be the lead person responsible for project implementation, identifying the experience or expertise they bring to ensure the successful implementation of this initiative. In the event of their absence, identify a back-up lead person and describe their experience or expertise.	5

No.	Workplan (0 – 15 points)	Max Points
1.4	<p><b>NOTE:</b> The Work Plan is not a Program Specific Question. Applicants will complete a Work Plan document and upload into SFS. See <b>Section 3.5.4</b> for additional guidance on completing a Work Plan.</p> <p>The <b>overall Work Plan</b> will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• <b>Scope of work:</b> Strength of the Plan of Action to meet the <i>Expected Grant Deliverables</i>.</li> <li>• <b>Evaluation:</b> Strength of evaluation of the usability and utility of the web resource, toolkit, and print materials as they align with the <i>Desired Project Outcomes</i>.</li> <li>• <b>Sustainability:</b> Strength of the sustainability plan, with specific strategies to continue the work beyond CDD grant funding.</li> </ul>	

No.	Proposal Budget, Matching Funds and Administrative Costs (0-20 points)	Max Points
	<p><b>NOTE:</b> The 1-Year Expenditure Budget is not a Program Specific Question. Grantees will complete a 1-Year Expenditure Budget within SFS, which will be scored.</p> <p>Applicants will be scored on their overall 1-Year Budget, which will be evaluated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Demonstration of a clear relationship between funds requested, the program activities, and performance outcomes and the budget’s consistency with the intent of the RFP (0-10 Points).</li> <li>• Documentation that expenses are realistic, reasonable, necessary, allowable, and justified based on 1-year program plan (0-10 Points).</li> <li>• Grantees are required to ensure an in-kind <b>match of at least 34%</b> of the grant amount, from non-federal funding sources.</li> <li>• Grantees are required to ensure that all requested funds, including the match, are allowable and comply with RFP</li> </ul>	20

	<p>guidelines and requirements (see <b>Allowable / Non-allowable Expenses</b>).</p> <ul style="list-style-type: none"> <li>• Applicants must submit a <b><u>1-Year Budget</u></b>, not a 5-Year Budget.</li> </ul> <p><i>Please see <b>Section 3.5.6</b> for more detailed information about the Budget Section.</i></p>	
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## 5 General Terms & Conditions

### 5.1 CDD Administrative Information

After reviewing proposals as outlined above, recommended funding must be approved by the Council on Developmental Disabilities (CDD). All costs associated with responding to this RFP are solely the responsibility of the applicant. The contract process and final contracts are subject to the approval of the Office of the State Comptroller (OSC). Upon such OSC approval, the grant award process will begin, and all terms of the contract will become public information. As part of the grant award process, the grantee and CDD will establish a mutually agreed upon final budget, Performance Agreement (Work Plan) and Performance Indicators, that become part of the contract deliverables. Quarterly program and fiscal reports will also be required.

If CDD is unable to negotiate the contract with the selected applicants within 60 days, the CDD may begin contract negotiations with the next highest scoring qualified applicant(s).

All materials submitted in response to this request become the property of the CDD. Selection or rejection of a response does not affect this right.

### 5.2 Award Selection and Notification

CDD will issue award and non-award notifications to all applicants.

Applicants selected to receive a grant award will be notified by email and in an official CDD award letter. Award recipients may be asked to submit a revised work plan, timeline, and budget at this time. Projects cannot start until the contract is fully executed. CDD will not pay for expenses incurred prior to a contract being in place.

### 5.3 General Information for Successful Bidders

If you are awarded a contract, you will be required to comply with the following information:

- 1. Cost of Proposal Preparation** – CDD will not be liable for any costs of work performed in the preparation and production of a proposal, or for any work performed prior to the formal execution of a contract. By submitting a proposal, the applicant (known as the bidder in SFS) agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the specifications, or because of any misinformation or lack of information. The proposals shall become property of the State of New York.
- 2. Assurances** – The applicant warrants that it has carefully reviewed the needs of the State as described in the RFP, its attachments and other communications related to the RFP, and that it has familiarized itself with the specifications and requirements of the RFP.

The applicant warrants that it can provide such services as represented in their proposal. The applicant agrees that it will perform all of its obligations in the resultant contract in accordance with all applicable federal, State and local laws, regulations and policies now or hereafter in effect.

The applicant (known as the bidder in SFS) affirms that the terms of the RFP and the attachments do not violate any contracts or agreements to which it is a party, and that its other contractual obligations will not adversely influence its capabilities to perform under the contract.

- 3. Ownership of Materials** – The CDD will remain owner of materials, documents, data, records, and reports provided by CDD as part of this project, and the Contractor shall not use the CDD data, records, and reports for any purpose other than the conduct of this project without the consent of the CDD. For further information please reference attachment “A-2”.
- 4. Equal Employment Opportunity** – By submission of its proposal (known as bid in SFS), the successful applicant warrants that it is an Equal Opportunity Employer, and that it does not discriminate in its employment and business practices on any of the bases provided in the New York State Human Rights Law or any applicable federal laws.
- 5. Freedom of Information Law and Bidder’s Proposals** – The purpose of New York State’s Freedom of Information Law (FOIL), which is contained in Public Officers Law Sections 84-90, is to promote the public’s right to know the process of governmental decision making and to grant maximum public access to governmental records. Thus, a member of the public may submit a FOIL request for contracts awarded by the State, or for the proposals submitted to the State in response to Requests for Proposals. After formal contract award, the proposal of the successful applicant and the proposals of non-successful applicants are subject to disclosure under FOIL. However, pursuant to Section 87(2)(d) of FOIL, a State agency may deny access to those portions of proposals or portions of a successful applicant’s contract which “are trade secrets or submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial

injury to the competitive position of the subject enterprise.” Please note that information which you may claim as proprietary, copyrighted or rights reserved is not necessarily protected from disclosure under FOIL. If there is information in your proposal which you claim meets the definition set forth in Section 87(2)(d), you must so inform us in a letter accompanying your proposal.

- 6. Contract Modification** – The contract budget can be modified, upon mutual agreements of the parties, during any term by written amendment. Budget modifications over 10% require external approvals by both the NYS Office of the Attorney General and the Office of the State Comptroller (OSC).
- 7. Evaluation** – CDD reserves the right to participate in project evaluation. This may include reviewing or creating evaluation tools for bidder/grantee use, communicating directly with grant participants and related stakeholders, and requiring the collection and reporting of project specific performance measures or indicators. CDD may request that the grantee provides periodic updates on project outcomes after the contract period has ended.
- 8. Contract Cancellation** – CDD reserves the right to cancel the contract or any part thereof, at any time, upon 30 days written notice. If, in the judgment of CDD, the selected contractor fails to perform the work in accordance with the contract, CDD may terminate the contract immediately by written notice for cause. CDD may elect to suspend contract performance or provide a cure period prior to termination.
- 9. Insurance Coverage** – Successful applicants (referred to as bidders in SFS) must provide acceptable proofs of disability and worker’s compensation insurance coverage or an exemption certificate before their contract can be executed by the New York State Office of the State Comptroller.
- 10. Iran Divestment Act** – By submitting a proposal (referred to as a bid in SFS) in response to this solicitation, or by assuming the responsibility of a contract awarded hereunder, the contractor (or any assignee) certifies that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerors Pursuant to the New York State Iran Divestment Act of 2012” list (Prohibited Entities List) posted on the OGS website at: <https://ogs.ny.gov/iran-divestment-act-2012> and further certifies that it will not utilize for such contract any subcontractor that is identified on the Prohibited Entities List. Additionally, the contractor is advised that should it seek to renew or extend a contract awarded in response to the solicitation, it must provide the same certification at the time the contract is renewed or extended. During the term of the contract, should CDD receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certification, CDD will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then CDD shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the contractor in default. CDD reserves the right to reject any bid, request for assignment, renewal or extension

for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

**11. CDD Bid Protest Procedure** – It is the policy of the CDD to provide all applicants with an opportunity to resolve complaints or inquiries related to bid solicitations or pending contract awards administratively. Applicants that do not receive an award may make a written request for a debriefing regarding the reasons that their own proposal was not selected or disqualified, within 15 business days of the dated CDD notification letter. Written debriefing requests may be sent to the **Designated Contact / Issuing Officer**, as defined in **Section 2.1** of this RFP. All such matters will be accorded impartial and timely consideration.

Additional procedures are as follows:

- **Formal Written Protests** – Final CDD decisions or recommendations for award generally may be reconsidered only in the context of a formal written protest as described below. Any applicant or prospective applicant who believes that there are errors or omissions in the procurement process or who otherwise has been aggrieved in the drafting or issuance of this RFP, proposal evaluation, or contract award phases of the procurement, may present a formal complaint to the CDD and request administrative relief concerning such action (“formal protest”). A formal protest must be submitted in writing to CDD, by ground mail (except where alternate arrangements have been made), to the Executive Director of CDD, Kristin Proud, NYS Council on Developmental Disabilities, 99 Washington Avenue, Suite 1230, Albany, NY 12210. A formal protest must include a statement of all legal and/or factual grounds for disagreement with a CDD specification or purchasing decision, a description of all remedies or relief requested, and copies of any and all applicable supporting documentation.
- **Deadline for Submission of Formal Protests or Omissions in the Procurement Process** – CDD must receive formal protests concerning errors, omissions, or prejudice, including patently obvious errors in the RFP specifications or documents, at least 10 calendar days before the proposal due date.
- **Deadline for Submission of Formal Protests of Contract Award** – CDD must receive a formal protest concerning a contract award within 10 business days of the issuance of notice of contract award.
- **Review and Final Determination of Protests** – Formal protests will be resolved through written correspondence. However, the protestor may request a meeting to discuss a formal protest or CDD may initiate a meeting on its own accord, at which time the participants may present their concerns. Either the protestor or CDD may decline such a meeting. Any protests filed with the CDD program manager

responsible for the procurement will be forwarded to the CDD Executive Director. Copies of all formal protests will be provided by the Executive Director to Counsel for CDD and to Counsel for the New York State Office for People With Developmental Disabilities' (OPWDD), and other necessary parties within CDD, as determined by the Executive Director. Where further formal resolution is required, the program manager responsible for the procurement may designate a state employee not involved in the procurement ("designee") to determine and undertake the initial attempted resolution or settlement of any formal protest. The designee will conduct a review of the records involved in the formal protest, and provide a memorandum to the Executive Director summarizing the facts, an analysis of the substance of the protest, and a preliminary recommendation including: (a) an evaluation of the findings and recommendations, (b) the materials presented by the protesting party and/or any materials required of or submitted by other bidders, (c) the results of any consultation with OPWDD's Counsels Office, and (d) a draft response to the formal protest. The CDD Executive Director or their designee shall hear and make a formal protest determination on all formal protests. The Executive Director or designee shall: (a) evaluate the presented findings and recommendations, and the evaluation team's reports and recommendations; (b) review the materials presented by the protesting party and/or any materials required of or submitted by other Offerors; (c) if necessary, consult with Counsel within CDD and/or OPWDD; and, (d) prepare a response to the protest. A copy of the protest decision, stating the reason(s) upon which it is based and informing the protestor of the right to appeal an unfavorable decision to the OSC shall be sent to the protestor or its agent within 45 calendar days of receipt of the protest, except that upon notice to the protestor such period may be extended. The protest decision will be recorded and included in the procurement record, or otherwise forwarded to the OSC upon issuance.

- **Appeals** – Upon receipt of CDD's determination of a protest, a protestor has 10 business days to file an appeal of determination with the OSC, Bureau of Contracts. The appeal must be filed with the New York State Office of the State Comptroller, 110 State Street, 11th Floor, Albany, NY 12236. The protestor's appeal must contain an affirmation in writing that a copy of the appeal has been served on CDD, the successful applicant (except where the contracting agency upholds the protest and the successful applicant is the appealing party), and any other party that participated in the protest. In its appeal, the interested party shall set forth the basis on which it challenges CDD's determination. The OSC Bureau of Contracts will conduct a formal review and issue its determination of the appeal in accordance with its established policy and procedures.
- **Reservation of Rights and Responsibilities of CDD** – CDD reserves the right to waive or extend the time requirements for protest submissions, decisions, and appeals herein prescribed when, in its sole judgment, circumstances so warrant to serve the best interests of the State and CDD. If CDD determines that there are compelling circumstances, including the need to proceed immediately with the contract award in the best interest of the State, then these protest procedures may be

suspended, and such decision shall be documented in the procurement record. CDD will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the protested procurement action including solicitation of bids or withdraw the recommendation of contract award prior to issuance of a formal protest decision.

- **Procurement Activity Prior to Final Protest Determination** – Receipt of a formal bid protest shall not stay action on a procurement unless otherwise determined by CDD. If a formal protest or appeal is received by CDD on a recommended award prior to the underlying contract being forwarded to the OSC, notice of receipt of the protest and appeal must be included in the procurement record forwarded to the OSC.

If a final protest decision or final decision on appeal has been reached prior to transmittal to the OSC, a copy of the final decision must be included in the procurement record and forwarded with the recommendation for award. If a final protest decision is made after the transmittal of a bid package to the OSC, but prior to the OSC approval under State Finance Law §112, a copy of the final CDD decision shall be forwarded to the OSC when issued, along with a letter either: (a) confirming the original CDD recommendation for award and supporting the request for final §112 approval, (b) modifying the proposed award recommendation in part and supporting a request for final §112 approval as modified, or (c) withdrawing the original award recommendation.

- **Record Retention of Bid Protests** – All records related to formal applicant protests and appeals shall be retained for at least one year following resolution of the protest. All other records concerning the procurement shall be retained according to the statutory requirements for records retention.

**NOTE:** By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award. See Section 6.1 for more details on the Master Contract for Grants (MCG).

## 5.4 CDD Reserved Rights

CDD reserves the right to:

1. Reject any or all applications received in response to this RFP;
2. Withdraw or reissue the RFP at any time, at the sole discretion of CDD;
3. Disqualify any applicant (referred to as bidder in SFS) whose conduct and/or proposal fails to conform to the requirements of the RFP;
4. Reject any proposal if, in the sole discretion of CDD, it determines the applicant (referred to as bidder in SFS) is not a responsible vendor;
5. Change any of the scheduled dates stated in the RFP;



6. Amend any part of this RFP prior to opening of bids, with notification to all applicants (referred to as bidders in SFS), and direct all applicants to prepare modifications addressing RFP amendments, if necessary. Expenses incurred in the preparation of any proposals or modifications submitted in response to this RFP are the sole responsibility of the applicant (referred to as bidder in SFS) or other party and will not be incurred or reimbursed by CDD;
7. Fund only one portion or selected activities of the selected applicant's (referred to as bidder's in SFS) proposal and/or adopt all or part of the selected bidder's proposal based on federal and state requirements;
8. Negotiate with the selected bidder(s) prior to contract award;
9. Award additional funds pursuant to this RFP should they become available. Additional awards would occur, if CDD has funds available and would only go to the next highest scoring applicant(s). Minimum score for funding consideration would be average score of at least 80 at the Programmatic review;
10. Award less than the designated number of grant awards as set forth within the RFP;
11. Make an award under the RFP in whole or in part;
12. Seek clarifications at any time during the procurement process including correction of arithmetic, or other apparent errors for the purposes of assuring full and complete understanding of the proposal;
13. Utilize any and all ideas submitted in the proposals received;
14. Use proposal information obtained through site visits, management interviews and the State's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFP;
15. Eliminate mandatory requirements unmet by all applicants;
16. Waive any requirements that are not material;
17. Conduct contract negotiations or award a contract to the next highest bidder if contract negotiations with the selected bidder(s) cannot be accomplished within an acceptable time frame. No bidder will have any rights against CDD arising from such actions;
18. Require that all proposals be held valid for a minimum of 180 days from the closing date for receipt of proposals, unless otherwise expressly provided for in writing;
19. Fund any or all of the proposals received in response to this RFP. However, issuance of this RFP does not commit CDD to fund any proposals. CDD can reject any proposals submitted and reserves the right to withdraw or postpone this RFP without notice and without liability to any bidder or other party for expenses incurred in preparation of any proposals submitted in response to this RFP and may exercise these rights at any time;
20. Rescind awards for failure of awardees to meet timeframes that CDD is required by statute to meet for contract development and approval;

21. Prior to the deadline for submission of proposals, any such clarifications or modifications as deemed necessary by CDD will be posted on the CDD website. It is the applicant's responsibility to check the CDD website periodically for any amendments to the RFP. All changes will be posted by the Changes to RFP Posted By Date as mentioned in IMPORTANT DATES table. No other notification will be given.
22. All CDD awards are subject to the availability of funds.

## **5.5 Obtaining a Workers' Compensation or Disability Benefits Certificate of Insurance**

If you have questions, please direct them to the New York State Workers' Compensation Board, Bureau of Compliance (518) 462-8882 or (866) 298-7830 or [www.wcb.ny.gov](http://www.wcb.ny.gov) or NYS Insurance Fund (877) 435-7743 or [www.nysif.com](http://www.nysif.com)

### **Forms:**

- **Acceptable forms for Workers' Compensation:** C-105.2, U-26.3, SI-12, or SGI-105.2, or CE-200.
- **Acceptable forms for Disability Benefits:** DB-120.1, DB-120.2, DB-155, CE-200
- **Please note – an ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.**
- **The acceptable forms are defined below in the section Proof of Coverage.** Employers may obtain a form from either their NYS Workers' Compensation insurance carrier, or a licensed NYS insurance agent of that carrier.

### **Please:**

- List New York State Council on Developmental Disabilities as policyholder  
**New York State Council on Developmental Disabilities**  
**99 Washington Ave**  
**Suite 1230**  
**Albany, NY 12210**
- Be sure to include the policy effective dates, and sign the form.
- Be sure to send a new form to the NYS Council on Developmental Disabilities upon expiration, each year for each grant and any grant extensions.

**Source of the rule regarding insurance requirements for contracts, from the Office of the New York State Comptroller (OSC):**

<https://www.osc.state.ny.us/state-agencies/gfo/chapter-xi/xi18g-workers-compensation-coverage-and-debarment>

The Workers' Compensation Board has developed several forms to assist State contracting entities in ensuring that businesses have the appropriate workers' compensation and disability insurance coverage as required by Sections 57 and 220(8) of the WCL.

### **Proof of Coverage**

For each new contract or contract renewal, the contracting entity must obtain ONE of the following forms from their carrier and submit to the State contracting entity issuing the contract to prove the contractor has appropriate workers' compensation insurance and disability insurance coverage:

#### **Proof of Workers' Compensation Coverage**

- **Form C-105.2** – Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** – Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **CE-200** – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. ([XI.18.G Workers' Compensation Coverage and Debarment – XI. Procurement and Contract Management | Office of the New York State Comptroller](#))

#### **Proof of Disability Benefits Coverage**

- **Form DB-120.1<sup>3</sup>** - Certificate of Disability Benefits Insurance; or
- **Form DB-120.2<sup>7</sup>** – Certificate of Participation in Disability Benefits Group Self Insurance; or
- **Form DB-155<sup>4</sup>** - Certificate of Disability Benefits Self-Insurance; or
- **CE-200<sup>6</sup>** – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

**On forms where a certificate holder can be indicated, the State contracting entity should ensure the carrier has entered the name of the State contracting entity in this field, as the insurance carrier will notify the certificate holder if a policy is canceled.**

## **5.6 Vendor Responsibility Requirements**

Section 163(9)(f) of the NY State Finance Law requires that a state agency make a determination that an applicant (referred to as bidder in SFS) is responsible prior to awarding that applicant or bidder a state contract. Vendor responsibility will be determined based on the information provided by the applicant or bidder, online, through the New York State VendRep System Questionnaire or through a paper copy of the Vendor Responsibility Questionnaire. CDD will review the information provided before making an award.

CDD reserves the right to reject any proposal if, in its sole discretion, it determines the applicant or bidder is not a responsible vendor. All proposals are subject to a vendor responsibility determination before the award is made, and such determination can be revisited at any point up to the final approval of the contract by the New York State Office of the State Comptroller (OSC). Vendors must maintain their vendor responsibility throughout the duration of the contract.

Enrolling and completing the questionnaire online through the New York State VendRep System is the best method because both the questionnaire and answers are stored in the system. Thus, subsequent questionnaires in response to contracts and/or Request for Proposals from any state agency would only need to be updated in the VendRep System.

To access or enroll in the VendRep System or update your existing online questionnaire, click [Online Questionnaire](#). Questionnaires in the VendRep System that have been completed in the last six months in response to contracts or bid announcements do not need to be updated.

Vendors opting to complete a paper questionnaire, can access the questionnaire in the **Events, Comments and Attachments** Section of SFS. If the Vendor is using the hardcopy notarized questionnaire, then it also has to be current within six months of the due date of the proposal.

Vendors are also encouraged to have their subcontractors file the required Vendor Responsibility Questionnaire online through the New York State VendRep System. These subcontractors are required to submit a questionnaire when the value of the subcontract is \$100,000 or more for the term of the contract.

Prior to executing a subcontract agreement, the contractor must provide the information required by CDD to determine whether a proposed subcontractor is a responsible vendor.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor Identification Number or for direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us).

The New York State VendRep System offers the following benefits:

- Ease of completion, filing, access to and submission of the questionnaire. Efficiencies are multiplied for vendors who bid and contract with the state frequently or with multiple state agencies.
- Questionnaire updates are easily filed by updating only those responses that require change from the previously saved questionnaire (as opposed to a paper copy where a new questionnaire is required each time there is a change).
- The stored questionnaire information eliminates the need to re-enter data for each subsequent questionnaire submission.
- Reduction of costs associated with paper documents including copying, delivery and filing.

- Online questionnaire information is secure and accessible to authorized vendor users only. State agencies can only view certified and finalized questionnaires.
- VendRep question prompts ensure that the correct forms are completed.
- The VendRep Online System contains links to all definitions of the terms used in the questionnaire.

Confirmation of **completion** of the Vendor Responsibility process must be submitted with your proposal. This confirmation can take the form of registration in the VendRep system, or by submitting your completed hardcopy questionnaire.

To submit this confirmation with your application:

- Go to the bottom of your certified questionnaire, and click the button called **Form Overview**.
- Print this page and upload it to the proposal.
- VendRep certification is uploaded into SFS as a response to one of the application questions. Upload the page into your proposal in the **Event Questions** section of the **Event Details** in SFS (see Section 3.5.2).

While it is not recommended, you have the option of uploading a completed hardcopy of the Vendor Responsibility Questionnaire to the **Events, Comments and Attachments** Section of SFS.

By signing the bid proposal, you hereby authorize CDD to review any records in its possession concerning your organization including, but not limited to, wage records, unemployment insurance records, public works records, labor standards, and safety and health records. Based on the responses you provide, CDD will determine whether your organization is a responsible bidder. If you are disqualified based on a determination of non-responsibility, you will be notified in writing and may appeal the determination in writing within 10 days to the Executive Director. If you fail to identify a violation and CDD discovers the failure to disclose such violation, your contract may be terminated immediately upon written notice.

**NOTE:** The Vendor Responsibility Questionnaire must be dated within six months of the proposal due date. Any subcontractors under proposed contract must also complete a Vendor Responsibility Questionnaire when the value of the subcontract is projected to be \$100,000 or more for the contract term.

## 5.7 Sexual Harassment Prevention Certification

As of January 1, 2019, applicants or bidders on procurements subject to competitive procurement or bidding are required to submit a certification with every application or bid that states they have a policy addressing sexual harassment prevention and that they provide sexual harassment training (that meets the Department of Labor’s model policy and training standards) to all employees on an annual basis. Please see the Sexual Harassment Prevention Certification in the **Events Comments and Attachments** section of the Grant Opportunity in SFS and on the CDD website here: <https://cdd.ny.gov/funding>. The certification must be submitted electronically in SFS. Certification is uploaded into SFS as a response to one of the application questions found in the **Event Questions** section of the **Event Details** in SFS (see Section 3.5.2).

Applications, proposals or bids that do not contain the certification will not be considered for award; however, if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made.

## 5.8 Business with Russia Prohibition Certification

As of March 17, 2022, New York State agencies are prohibited from contracting with businesses conducting business in Russia. Bidders on procurements must submit a certification stating that they do not conduct business operations in Russia, or meet the federal exemptions regarding vital health and safety services. Full text of Executive Order No. 16 can be found [here](#). Please see the Certification Under Executive Order No. 16 in the **Events Comments and Attachments** section of the Grant Opportunity in SFS and on the CDD website here: <https://cdd.ny.gov/funding>. The certification must be submitted electronically in SFS. Certification is uploaded into SFS as a response to one of the application questions found in the **Event Questions** section of the **Event Details** in SFS (see Section 3.5.2).

## 6 Selected Applicants/Grant Award

Below is general information about what to expect if you are selected as the grantee for this RFP. This Section also includes Grantee requirements, responsibilities and assurances when receiving grant support and funding from the CDD.

### 6.1 State of New York Master Contract for Grants (MCG)

#### State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a Master Contract for Grants (MCG) within 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed here:

<https://grantsmanagement.ny.gov/system/files/documents/2025/01/nys-contract-for-grants-january-2025.pdf>

The MCG and attachments include:

- MCG Grants Face Page
- Appendix A Standard Clauses for New York State Contracts for Grants (Standard Terms and Conditions)
- Attachment A-2 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-3 Federally Funded Grant Terms and Conditions
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail*)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

**NOTE:** Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the CDD until the MCG is fully approved by the CDD, and as applicable, by the Attorney General and the State Comptroller. All contracts must be approved by the contract start date, which will be determined at the time of an official award

## 6.2 Grantee Reporting Requirements

Grantee responsibilities include Quarterly Fiscal and Programmatic reporting on agreed upon grant objectives and activities as outlined in the approved Performance Agreement and Performance Indicators. During the funded grant period, the grantee shall submit quarterly reports to CDD that, at a minimum, include:

- Quarterly expenditures with backup documentation for project-related expenses for both CDD Grant and Grantee Match funds.
- Qualitative and quantitative data related to grant participants, outputs, and outcomes.
- Grant participant satisfaction data, demographic data, and success stories.
- Grant promotional materials such as; pictures, social media posts, stories, interviews, videos, and/or highlights of project accomplishments.
- Discussion of milestones achieved, status of the project, and any delays or barriers to implementation encountered.
- Plan of action for activities and objectives being implemented in the next reporting period and plans on how to address any delays or other issues encountered.
- Sustainability efforts to continue grant activities beyond CDD funding.

**NOTE:** All Quarterly Reporting documents will be submitted in Qualtrics. To ensure timely payments, we recommend applicants to enroll for Direct Deposit in the Vendor Management System (e-payment). To enroll, go to: <https://osc.state.ny.us/vendors/epayments.htm>

### **6.3 Grantee Responsibilities: Publication Rights & Confidentiality of Information**

Successful applicants will be required to agree to the following regarding publication rights and confidentiality:

- The CDD will retain ownership of data and records provided as part of this project, and the grantee shall not use the CDD data, records, and reports for any purpose other than the conduct of this project without the consent of the CDD.
- If the Contractor is an educational institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Master Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Master Contract, or if requested by the State, the Contractor shall provide the State with a 30-day period in which to review each manuscript for compliance with Confidential Information requirements; or if the Contractor is not an educational institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State 45 calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate.
  - ◇ Publicity includes, but is not limited to, news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.
  - ◇ Any final publication created by a contractor, under a contract with the CDD, must acknowledge the funding support of the CDD. For example, a statement in a publication might read, "The publication of this pamphlet is supported by funds from the New York State Council on Developmental Disabilities." Any publication must also state that "This project was supported, in part by grant number 2501NYSCDDZ from the U.S. Administration for Community Living, the Department of Health and Human Services, Washington, D.C. 20201 through the New York State Council on Developmental Disabilities (NYS CDD). Grantees undertaking projects with government sponsorship are encouraged to express



freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy or the opinions, interpretation, or policy of the NYS CDD."

- ◇ The grantee may not use any information obtained via CDD contract, including those products developed because of the grant but completed after the conclusion of grant funding, in any public media including those listed above, without the prior approval of the CDD. Contractors bear the responsibility to uphold these standards and to require compliance by employees and/or subcontractors.
- CDD requires that any produced documents reflect "People First Language" – that is, language that thinks of the person first over a condition – for example, "a woman who has developmental disabilities" rather than "a developmentally disabled woman." A "People First" language style guide can be accessed at:  
<https://www.cdc.gov/ncbddd/disabilityandhealth/pdf/communicating-with-people.pdf>
- The grantee shall treat all information, including but not limited to, information pertaining to service recipients and providers, obtained by the grantee through its performance under the CDD contract, as strictly confidential. Grantees shall not disseminate any information except as necessary to the proper discharge of its obligations under contract with the CDD.

## **6.4 Grantee Assurances**

Each recipient of a CDD grant will be required to assure certain provisions required by both Federal and State laws. These include, but are not limited to, assurances of non-discrimination and affirmative action in hiring and service provision; assurances of compliance with accessibility and language access requirements; and health standards for appropriate and quality services for persons with intellectual and developmental disabilities (IDD). Upon approval of a grant, these assurances will be included in the formal contract between the grantee and the CDD.

## 7 Appendices

### Appendix A – Regions and Demographic Data for New York



Approximately

**11.4%**

Of New Yorkers have a disability



**12%**

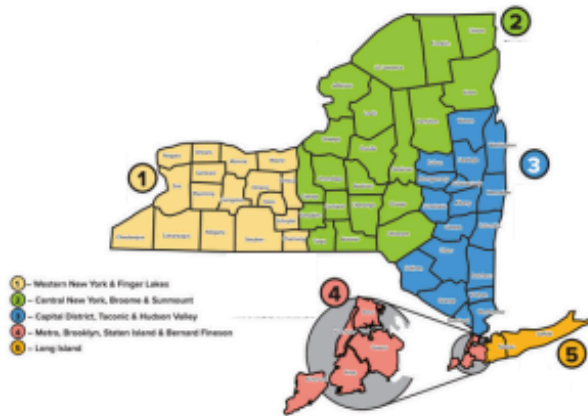
Of NYS population lives in rural areas

#### Top 12 Languages Spoken by LEP Population in NYS



- Spanish
- Chinese
- Russian
- Yiddish
- Bangla
- Korean
- Haitian Creole
- Italian
- Arabic
- Polish
- French
- Urdu

#### Regional Map of New York State



Race/Ethnicity	% of Population
White	66%
Black or African American	17%
American Indian/Alaska Native	1%
Hispanic/Latino	19%
Asian	9%
Native Hawaiian/Pacific Islander	.2%
Two or More Races	3%

#### NYS Population by Gender



Female: **51%**



Male: **49%**

## Appendix B – Definitions of Terms

**Cultural Competence:** The term “culturally competent”, used with respect to services, supports, or other assistance, means services, supports, or other assistance that is conducted or provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving the services, supports, or other assistance, and in a manner that has the greatest likelihood of ensuring their maximum participation in the program involved. <sup>i</sup>

**Developmental Disability:** means a severe, chronic disability of an individual that: (a) is attributable to a mental or physical impairment or combination of mental or physical impairments; (b) is manifested before the individual attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more of the following areas of major life activity; self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and (e) 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”. <sup>ii</sup>

**Linguistic Competence:** refers to the capacity of an organization and its personnel to communicate effectively and convey information in a manner that is easily understood by diverse groups including persons of limited English proficiency, those who have low literacy skills or are not literate, individuals with disabilities, and those who are deaf or hard of hearing. Linguistic competency requires organizational and provider capacity to respond effectively to the health and mental health literacy needs of populations served. The organization must have policy, structures, practices, procedures, and dedicated resources to support this capacity. <sup>iii</sup>

**Plain Language:** A communication is in plain language if its wording, structure, and design are so clear that the intended readers can easily find what they need, understand what they find, and use that information. <sup>iv</sup>

**Sustainability Plan:** is an applicant’s plan to continue the goals, services, supports or other intended activity of the RFP beyond the end date of CDD funding. The Sustainability Plan should focus on continuance of intent, activities and outcomes through any combination of strategies, actions and resources.

**Un- and Underserved:** The term “unserved and underserved” includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.” <sup>v</sup>

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<sup>i</sup> U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Development Disabilities (2000). *Amendments to P.L. 106-402 - The Developmental Disabilities Assistance and Bill of Rights Act of 2000*.

<sup>ii</sup> Developmental Disabilities Assistance and Bill of Rights Act, (PL 106-402).

<sup>iii</sup> National Center for Cultural Competence, <https://nccc.georgetown.edu/foundations/framework.php>

<sup>iv</sup> Center for Plain Language, <https://centerforplainlanguage.org/learning-training/five-steps-plain-language/>

<sup>v</sup> Developmental Disabilities Assistance and Bill of Rights Act, (PL 106-402).