

**Advocacy Training and Statewide Network  
Frequently Asked Questions (FAQs)  
UPDATED  
Posted: March 31, 2025**

**Question 1: Is this project related to Supported Decision-making New York (SDMNY)?**

**Answer:** No, this is a separate and distinct project from the previously CDD funded SDMNY grant.

**Question 2: When reviewing the application requirements, our team noted that an external evaluator is a required part of the proposal. Our team has extensive experience in research and evaluation. Is it allowable to propose an internal evaluator? If an external evaluator is required, can the evaluator be part of the same organization as the applicant but separate from the program team?**

**Answer:** While the RFP expressly states the need for an external evaluator, an applicant could propose the use of an internal evaluator if the organization is large and has a separate and distinct evaluation team. The grant program project team would need to be an entirely separate part of the organization from the evaluation team, meaning separate and distinct leadership and staff. The applicant would need to outline in their proposal how the evaluation integrity would be maintained, and describe the nature of the organizational structure to affirm a separate and distinct unit would be doing the evaluation. The applicant would also need to describe how the program elements would be carried out in isolation of the evaluation efforts.

**Question 3: Our organization is interested in applying to the RFP as the lead applicant. We would like to take on the self-advocacy track, but would aim to subcontract with a separate entity to cover the families and caregivers track. We would work closely with the other organization to coordinate the training and other components. Is this allowable?**

**Answer:** Yes, an applicant can propose using a subcontractor to fulfil some of the deliverables of the RFP. The roles and responsibilities of each organization should be clearly outlined in the proposal.

**Question 4: Does the CDD have preferred applicants in mind for this initiative?**

**Answer:** No, this opportunity is an open, competitive RFP open to any entities that meet the minimum qualifications.

**Question 5: Is there a target number of formal learning and advocacy opportunities expected? Tracking public advocacy opportunities and trainings is easy. However, the goal would be for people to use advocacy skills learned on multiple levels- the awardee may not be aware of these instances.**

**Answer:** While there is no target number identified in the RFP, one objective of the RFP is for the awardee to create or organize a variety of advocacy opportunities for training participants to apply their skills. In addition to hosting or coordinating these events, the expectation would be that the awardee is recording these events in their quarterly report, along with participant numbers and other relevant data.

**Question 6: Does the Council of Developmental Disabilities, NYS already have an organization who has started this work, and may be interested in responding to this RFP- or is this a totally new initiative?**

**Answer:** This is an entirely new initiative.

**Question 7: Regarding Language Access- the RFP states that anything produced under this grant becomes product of OPWDD. As such, would OPWDD provide interpretation of materials into the 12 languages identified (if needed), or should that be included in the budget? Related, can cost of ASL interpreters or captioning be built into the budget?**

**Answer:** This opportunity is being funded through the NYS Council on Developmental Disabilities, a separate and distinct State agency. OPWDD does not have a role in this RFP. Per the Grantee Responsibilities section under 6.3, the CDD will retain ownership of data, records, and other materials as produced through the grant. Because no materials to be produced through this grant will be considered vital documents, the documents are not required to be translated into the top 12 languages. The CDD does, however, encourage applicants to use their judgement in determining prospective needs of linguistic availability and accessibility of their materials. It would be expected that translation and interpretation costs are built into the proposed budget.

**Question 8: Do you have a sense of how extensive the quarterly reporting, using Qualtrics will be? Specifically thinking of level of detail, and time it would take to complete?**

**Answer:** The quarterly reporting process is the same across all the CDD's grantees. Grantees are expected to fill out both a program report, to ensure data is being collected and grant program goals and objectives are being met, and an expenditure report that demonstrates expenses align with allowable and non-allowable expenditures.

**Question 9: People First Language- this is specifically mentioned in the RFP. However, there are many in the disability community who prefer identify first language. Would acknowledgement that both are valid and used interchangeable-**

**with respect to each person's preference, be acceptable for the purposes of this RFP?**

**Answer:** The CDD uses person-first language as State agency. It would be acceptable to use of both person-first and identity-first language, based on individual preference.

**Question 10: Is this RFP specifically looking at advocacy trainings/ opportunities for adults, or can/ should youth be included?**

**Answer:** The RFP does not specify the age range, allowing the awardee the discretion to tailor for any age groups that they identify in their proposal.

**Question 11: The RFP states that travel can be reimbursed at the state rate. Will the awardee be provided something that can be used to demonstrate right to use state rates at hotels, etc.?**

**Answer:** State travel rates can be found at the following site: [Travel resources | GSA](#)

**Question 12: Are there any specific restrictions on subcontracting any portion of this work?**

**Answer:** Subcontractors must be vendors in good standing with NYS. The scope of subcontractor responsibilities should be outlined in the proposal, if known. If the subcontractor is to be determined post-award, the CDD requires the agreement between the awardee and subcontractor, as well as a detailed scope of work.

**Question 13: Can cost of living adjustments be built into subsequent years funding, or would that be negotiated at that time?**

**Answer:** Per the RFP, applicants are expected to submit a 1-year budget, reflecting the proposed work in Year 1 of the grant. Prior to the start of each new contract year, the grantee has an opportunity to update both the budget and workplan to reflect anticipated changes in line items and categories.

**Question 14: Should the awardee expect any additional oversight or collaboration with OPWDD, that is not clearly expressed in this RFP?**

**Answer:** As noted above, this RFP is solely a CDD initiative.

**Question 15: Can the cost of renting space for trainings be built into the budget?**

**Answer:** Cost of rental space to host trainings and events is an allowable cost.

**Question 16: I am going into SFS to get prequalified. Are you listed as the Developmental Disabilities Planning Council in SFS?**

**Answer:** Yes, the Council on Developmental Disabilities is currently listed under our former name, Developmental Disabilities Planning Council, in SFS. SFS is in the process of updating our name in the system, but a date has not yet been identified as to when the change will be effective and outwardly visible.

**Question 17: Can DD Network members apply to this opportunity, or be included in another application as a subcontractor?**

**Answer:** Yes, DD Network members may apply or be named as a subcontractor on the application of another lead applicant.

**Question 18: Once there is one grantee chosen, will the awardee be allowed to establish community partnerships?**

**Answer:** Yes, an applicant can either choose to establish community partners during the application phase, or once the award is made. If applicants have already established community partners, we strongly recommend the inclusion of letters of support.

**Question 19: Would the awardee be able to build the training program to enhance the existing Parent and Self-Advocacy Networks?**

**Answer:** CDD funding can only be used to establish new and innovative projects. We do recommend applicants tap into other advocacy resources already available to strengthen the program they are proposing.

**Question 20: NYS already has an established Advocacy Network (Parents and SA), is this a grant that would establish a separate/new NY advocacy group?**

**Answer:** The goal of this grant is to establish a separate/new NY advocacy group. Participants can be members of existing groups, but CDD emphasizes reaching new participants who are not currently a part of other advocacy networks/opportunities.

**Question 21: Please define what is meant by “External Evaluator”. What exactly would the role entail?**

**Answer:** An external evaluator would be an individual/group from another organization that will evaluate the program impact and efficacy.

**Question 22: Please define further, “Building durable networks of people with varying priorities.”**

**Answer:** All CDD grants are expected to be sustained beyond CDD funding and, thusly, it is critical for applicants to speak to how the network will endure over time. Similarly, priorities and areas of emphasis change over time, and vary from person to person based on individual circumstances, so the successful applicant would speak to tailoring the training to participants' needs.

**Question 23: Is there a minimum or target number of participants expected per year or per training cycle?**

**Answer:** The CDD did not set limits on the number of participants, but applicants should propose estimates based on what is reasonable for their proposed strategy and satisfies the state-wide nature of the project.

**Question 24: Would it be acceptable to adapt existing curricula from other successful statewide or national advocacy training programs for use in this project?**

**Answer:** Applicants can propose adapting some existing material for this initiative, but much of the work should be new and tailored to communities throughout New York State.

**Question 25: If an organization has a sub-contractor can the sub-contractor contribute a portion of the match? I have an organization saying that they would like to sub and would be willing to contribute to the match but didn't think this could be done.**

**Answer:** Yes, this is allowable. Keep in mind, all match has to be documented in expenditure reports so any entity contributing to match would need to provide back-up documentation for quarterly reports. The match would also need to meet allowable/nonallowable guidelines.

**Question 26: Is there an expectation for the number of trainings or number of people served per year?**

**Answer:** There are no specific targets identified in the RFP. It is the expectation that applicants will propose targets that are reasonable based on their proposed structure. It is also expected that the successful applicant will clearly identify a plan for reaching participants, and offering trainings, across New York State.

**Question 27: Do we need to develop a website?**

**Answer:** The development of a website is not a requirement identified in the RFP.

**Question 28: Do we need to forecast a year 2-5 budget?**

**Answer:** The RFP specifically asks for a 1-year budget, for year 1. The successful applicant will have the opportunity to modify their budget, and to create a new budget for each year of the contract.

**Question 29: How does the in-kind percentage account for the different regions in NYS?**

**Answer:** The required percentage for any applicant, regardless of region of the state, is 34%.

**Question 30: Are there specific age groups the grant should target?**

**Answer:** The RFP does not specify age groups. Applicants have the discretion to propose which age group(s) they intend reach.

**Question 31: Do partnership agencies also have to be 501c3 agencies?**

**Answer:** No, it is not required for subcontractors to be non-profits, but all subcontracts must be in good standing with NYS.

**Question 32: Will any percentage of the funding be given up front or is it all retroactive funding?**

**Answer:** The successful applicant will have the opportunity for a 25% advance at the start of each contract year, and subsequent reimbursements will take place on a quarterly basis.

**Question 33: How many people are we looking to serve in this grant?**

**Answer:** The RFP does not outline specific targets. The successful applicant will suggest reasonable and achievable targets based on their proposed program structure.

**Question 34: Will there be a collaborative referral process from OPWDD (for those who want to receive the developed training)?**

**Answer:** This opportunity is a CDD opportunity, and OPWDD is not involved in this initiative.

**Question 35: Could you kindly provide guidance on the specific type of evaluator we need to engage for this project? Any insights or additional information would be greatly appreciated to ensure we meet the requirements effectively.**

**Answer:** The RFP states that applicants should identify an external evaluator. The evaluation should measure the efficacy and impact of the training, and offer suggestions for program improvement.