

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
CHILDREN'S SERVICES
GRANTS TO PART C PROVIDERS FOR UPGRADES

Request for Application DDSCS

Application deadline:

The Arkansas Division of Developmental Disabilities Part C Children's Services for children birth to three years of age would like to make available to DDS certified/licensed programs the opportunity for upgrades in reporting technology, therapy equipment, assistive technology, and physical plant updates.

ARRA Stimulus funding has made available to the Part C Program who is assigning \$1,000,000 for improvements grants in programs who are already serving children under IDEA in the birth to three year old program.

Programs funded under this RFA will be selected based on their intent to provide improvements which:

- Will be sustainable after funding is depleted
- Will improve reporting requirements
- Could not be done without this assistance, and
- Meets requirements for the birth to three year old population served under IDEA.

The application process includes all phases, issuance of grant application, review, selection, notice of grant award, grant development, monitoring and technical assistance. All grants are subject to timelines of grant and are projected to commence on October 15, 2009 and cease on September 30, 2011.

A bidder's conference call is scheduled for September 15, 2009 at 1 p.m. A number to access the call will be provided no later than September 1, 2009.

The call will last no more than an hour. Questions may be sent prior to call to Nancy Yarbrough

I. Background

The Arkansas Part C Early Intervention Program is federally funded each year based on the number of children served in the prior year. The funding is limited and allocated to covering the entire state. Guidelines are in place so that the majority of the funding is spent in direct services where children do not have a public or private insurance. Arkansas sees the need to provide some of the ARRA Stimulus Funding to provide upgrades for established providers who receive a flat rate per child for designated services, and Part C funding pays if the child does not meet other funding eligibility, thus leaving no funding for improvements to their facility or for needed technology equipment for reporting purposes, assistive technology, construction or alteration of facility, or therapy equipment.

II. Purpose of the Request for Application

The purpose of this request is to establish use of funding that meets the criteria for assisting birth to three children. These programs would not exceed the boundaries set by this committee of reviewers in use of the said funding in order to meet the ARRA funding requirements. Based on funding availability the programs must focus on the birth to three year old populations in use of the upgrades.

III. Schedule of Events related to application

Request for application advertised	September 1, 2009
Bidder's conference call	September 15, 2009 at 1:00 p.m. Call-in number: 1-800-643-8258
Request for application submission date	September 30, 2009
Notification of selection of grant applicants	October 10, 2009
Grant award effective	October 15, 2009

IV. Project duration

The funding is only available from October 15, 2009 through September 30, 2011. Grant funds are available for program costs as outlined in the application to selected proposals that best meet the terms of the program design.

V. Notice of Grant Award

Notification of proposals selected will be made on October 10, 2009 and will be posted on DDS Website.

VI. Termination of Grant

Failure to comply with the terms of the grant may be grounds for termination of grant funding.

VII. Grant Review Procedure

A three member review panel (representative from the Early Head Start Program /Head Start, representative from the DHS/Division of County Operations, and a representative from Arkansas Department of Education) will review, rate and evaluate applications and recommend those to be awarded based on the following criteria:

Compliance with Mandatory requirements (15 points)

Scope of Work (50 points)

Staff qualifications (15 points)

Facility History (15 points)

Community and Business partnerships (15 points)

Sustainable use of funds (15 points)

Financial Criteria (50 points)

Failure to provide required information and/or an incomplete application will significantly decrease the available score for the proposal.

VIII. Selection Criteria

1. Executive Summary (required 1 page overview of the proposal, will not be evaluated or scored)
2. Applicant Information/eligibility to apply (complete cover sheet)
Specify the applicant type and provide background on the organization making application, their history and capacity to guarantee the use of funding appropriately.
Eligible applicants:
 - Certified Early Intervention Providers
3. Mandatory Requirements (15 points)

Fully address and provide documentation on each of the 5 items under mandatory requirements. These items must be provided for the application to be considered for funding.

- A. A site coordinator shall be identified. This coordinator shall be employed at least 50% of their work week to ensure planning, monitoring, and evaluating use of this funding. Provide information on this coordinator, educational attainment, past experience, and current responsibilities.
- B. Program/Business Requirements: Compliance with certification/licensure standards in order to be considered for funding.
- C. General program requirements: Each applicant shall provide a complete description of the item for purchase/built/or added with justification for its request with this funding.
- D. Geographic location: Each applicant must include a location that item funded will be used, to include counties, etc.
- E. Program Evaluation: Each program will be evaluated as to the use of their funded project.

4. Scope of Work (50 points)

- A. Program Goals (use of funded item as related to child outcomes) (20 points)
Discuss the relation of program goals to the intent of purchased item and establish methods of evaluation to determine achievement of goals.
- B. Program Services (30 points)
Describe in detail all services and activities that will be possible with funded item. Provided information related to linkage of services to child's IFSP.

A focus on activities and goals related to IDEA Part C Early Intervention, birth to three year old children.

- **Equipment**
- **Assistive technology**
- **Training for professionals and parents**
- **Technological supports**
- **Physical plant upgrades**

5. Staff Qualifications (15 points)

Description of staff involvement as related to request, technological assistance needed, architectural qualifications, or any other support as needed.

6. Facility Assurance (15 points)

Applicants must provide clear assurance of their intent in documenting use of funds as approved. They must agree to participate in follow-up evaluation as related to use of funded items.

7. Community Linkages (15 points)

Funding through ARRA must support funding already provided in the community and must be used to enhance services already available. These commitments must be documented with the application.

8. Sustainability Plan (15 points)

Funding from ARRA is limited; programs should develop a plan to sustain past the funding cycle which ends in 2011.

IX. Financial Criteria (50 points)

Funding criteria and guidelines

Applicants must justify requests for funding based on the amount and intent of the item they are to purchase. Regardless of the size of the program, proposed costs must be reasonable and necessary to carry out the program's purpose and objectives for the funding. All budgeted items are to be directly related to the program scope described in the request.

Demonstration of Experience/Financial stability (20 points)

Applicant shall provide evidence of financial experience and ability to carry out the funding requirements if approved. Sufficient information shall be provided relevant to the last three years of operation (if a current operation) or sufficient past experiences to support the stability of the applicant.

The financial statements would include:

- Summary of financial standing
- Balance Sheets
- Statement of Income
- Auditor's reports

Budget/Budget Justification (30 points)

Applicant shall submit a line item budget and budget justification to identify the specific calculation for each budget line item. Budget items should be grouped as follows:

Contracted consultant or Professional

Fringe Benefit

Travel

Supplies/Expenses

Administrative Costs

Item cost/installation/

Equipment purchased governmental level of \$5000, or less.

- X. Submission of Proposal:
1. Each item must be addressed
 2. Use the same numbers, numerals and letters in same order as in application to ensure completeness of application.
 3. Cover sheet must be completed, signed and attached to each copy of the proposal.
 4. Submit one original and 3 copies of the proposal. All budget/financial information is to be submitted in a separate envelope with original and 3 copies.
 5. Program proposals shall not exceed a maximum of 15 pages double spaced, including the cover page and all attachments. Financial proposal (budget and budget justification) shall not exceed a maximum of 5 pages.
 6. Proposals are to hand delivered or mailed to:
DHS/Division of Developmental Disabilities Children's Services
ATTN: Mike McMillan
Donaghey Plaza North
7th and Main Streets/P. O. Box 1437, Slot N504
Little Rock, AR 72203

And must be received (whether hand delivered or mail) no later than September 30, 2009 at 4:00 p.m.

DEFINITION OF ITEMS THAT MAY BE REQUESTED:

- **Equipment** – for use by qualified personnel such as occupational and speech therapist to increase their ability to provide effective services.
- **Assistive technology devices** –obtain state- of- the art assistive technology devices and provide training to qualified personnel on the use of such devices to support the functional development of the infants and toddlers with disabilities.
- **Training for professionals and parents**-develop intensive programs and initiatives to train and support families, including families whose primary language is not English, in working with their infants and toddlers with disabilities and effectively communicating their children’s needs.
- **Technological supports**-Support development of local data systems to collect valid and reliable data for use in improving the timely delivery of early intervention services, the transition of children receiving services under Part C to the Part B preschool program, the tracking of early childhood outcome data as children exit the program and enter preschool, and in meeting data reporting requirements on the state priority areas.
NOTE: this development must relate/connect to the state’s system development.
- **Physical plant upgrades** –Construction or alteration of facilities, if the program would be improved if funds were allowed for this purpose.

REQUEST FOR APPLICATION

DIVISION OF DEVELOPMENTAL DISABILITIES CHILDREN'S SERVICES

PART C EARLY INTERVENTION

Applicant _____ Tax ID# _____

Address _____ City _____ Zip _____

Contact Person _____ Title _____ Phone _____

E-mail address (required) _____ Fax # _____

Agency Type (non-profit, profit, etc.) _____

Certification # _____

Location of Program where funding will be applied (County, city) _____

Program Director _____ Education _____

Description of Program _____

Name of person submitting application _____

Title _____

Date of Application _____

