

**ARKANSAS DEPARTMENT OF HUMAN SERVICES**  
**DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES**  
**ARRA STIMULUS FUNDS**  
**PART C EARLY INTERVENTION PROGRAM**  
GRANT OPPORTUNITY ANNOUNCEMENT

SERVICE DELIVERY STRATEGIES FOR CHILDREN BIRTH TO THREE YEARS OF AGE WHO LIVE IN RURAL AREAS

Request for Application

Application deadline: October 1, 2009

The Arkansas Part C Early Intervention Program has found a critical need to target service delivery into rural areas of the state. Research has shown that children eligible for services in rural areas are unlikely to get needed specialty services such as Speech Therapy, Occupational Therapy, and Physical Therapy. These providers would develop means of reaching out to eligible children and their families in a cost-effective, appropriate, and timely manner.

ARRA stimulus funding provided a budget of \$706,341 which will be used to fund a limited number of state certified providers who will cover designated rural areas in order to develop sustainable strategies for service delivery to children and families.

Programs funded under this grant will be selected based on their intent to provide services which meet the eligibility criteria for IDEA Federal Guidelines and Arkansas policy and procedures for Part C children.

Program eligibility:

- A Program already certified and operating in rural areas of the state who is:
  1. Willing to explore different methodologies in delivering services to eligible children in rural areas of Arkansas
  2. Maximize the use of other partners in rural areas
  3. Participate in activities and reporting in order to develop and enhance new services in these areas
  4. Develop a plan to sustain services in rural areas

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 projected to commence by November 1, 2009 and cease on November 1, 2010 and/or as funding is based on the ARRA timeframes issued to the state.

A bidder's conference call is scheduled for **September 15, 2009 at 10:00 a.m.** **The conference call-in number is 1-800-643-8258.** A number to call to access the call will be provided by August 24, 2009. The call will last no more than one hour. Questions may be sent prior to the call to: Attn: Nancy Yarbrough at the email address [nancy.yarbrough@arkansas.gov](mailto:nancy.yarbrough@arkansas.gov).

I. Background:

The Arkansas Part C Early Intervention Program provides services on average to 3000 children each year. The majority of children are provided services in homes, daycares, clinic settings, and in community based programs for developmentally delayed children. In some rural areas of the state these services are not available and are cost prohibitive for families and providers to transport therapists or children to places where these services can be accessed. If services aren't provided in these areas children do not develop normally and enter school below their same age peers. This ultimately costs states more money for services to bring children on target developmentally and some children may never reach their appropriate developmental age.

II. Purpose of the Request for Application

The purpose of the grant is to establish a sustainable service delivery system in rural areas of the state. These programs will test new ways or innovative ways of providing service delivery in areas where there are no established providers.

This grant will fund methods that will facilitate new ways of doing business for established providers and pave the way for new providers to enter rural areas and support the system in place or establish a new system for that area.

III. Schedule of Events related to the grant

Request for Application issued/advertised : August 20, 2009

Bidder's conference call: September 1, 2009 @ 10:00 a.m.

Request for Application submission due date: October 1, 2009 @ 4:00 p.m.

Notification of selection of grant applicants: October 15, 2009

Grant Award effective

IV. Project Duration/Availability of Funding

The ARRA funds are available only for the federal fiscal year 2010. Grant funds are available for program costs as outlined in the RFA to selected proposals that best present ideas.

V. Notice of Grant Award

Notification of proposals selected will be made on October 15, 2009 and will be posted on the 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 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 Quality Assurance (15 points)
- Community and Business Partnerships (15 points)
- Sustainable plan (15 points)
- Financial Criteria (50 points)

VIII. Selection Criteria/scoring availability and Format for Submission

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 implement this grant.  
Eligible Applicants:
  - Early Intervention Certified 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 proposal to be considered for funding.

- A. Program Coordinator: A site coordinator/director of the grant shall be identified. This coordinator must ensure that an appropriate amount of time is devoted to planning, monitoring, evaluating and directing the grant. Provide information on the coordinator, educational attainment, past experience and current responsibilities.
- B. Program/Business Requirements: Compliance with the Certification/Licensure Standards for Part C birth to three year old population in the area/areas of grant proposal.
- C. General Program requirements: Each applicant shall provided a well structured, supervised work week schedule in the targeted geographic area. This shall include a description of the intended plan of action to reach population of underserved areas.

- D. Geographic Location: Each applicant shall identify a specific geographic-targeted service area, this may include several counties. The applicant and assigned personnel must be physically located in the targeted areas or link with another agency physically located in the targeted areas from which the services will be delivered. Information about the targeted geographic location to include non-English speaking population, median income, if available, hospitals, Early Head Start Programs, mental health centers, and other specifics relevant to this area.
- E. Other staff used: Other staff such as teachers, developmental therapist, other therapist used on a full time or part time basis shall be identified with specific hours used per week. Provide information on the staff, educational attainment, past experience, and current responsibilities.

4. Scope of Work (50 points)

A. Program Goals (establish and define measurable outcomes) (20 points)

Discuss the relation of program goals to the intent of the grant period and establish methods of evaluation to determine achievement of stated goals.

B. Program Services (30 points)

Describe in detail the grant model, all services and activities that will be offered either on-site or throughout the targeted area. Provide information on hours and days of operation, anticipated number of children who can be served, specifically address the program components being offered and it's linkage to the grant intent.

**An applicant's focus will be on reaching children who would not otherwise be served, in their natural environment, with the intent of sustaining the plan past the grant period.**

Applicants may offer a variety of options which could be dependent on targeted location, but must include these components:

- Follow the federal guidelines under Part C IDEA, and Arkansas Part C policies and procedures
- Target children who would not be served without this grant
- Consider options that are not obtainable under normal circumstances for the already established certified/licensed program

5. Staff Qualifications (15 points)

Describe staffing requirements, staff qualifications and staff responsibilities. A resume for current staff and job description for staff to be hired that are key to the grant operation should be submitted. Identify the ratio staff to child that will be maintained.

6. Facility Assurance (15 points)

Applicants must provide clear assurances that they intend to participate should they be selected for this grant and that they will follow the same standards as they currently apply to their established program. If at any time amendments to their proposal occur or the applicant seeks to change the original proposal they must immediately notify the Part C program for approval.

7. Partnership linkage (15 points)

Funding through this ARRA Grant is for a limited time; applicants must be linked to other organizations (Early Head Start, day cares, etc.) in their targeted area in order to enhance and support a wide range of services. These local organizations in the targeted area must be listed.

8. Sustainable Plan (15 points)

Funding from this ARRA Grant is limited both in amount and timeframes; applicants should develop a plan to sustain the program past the funding cycle that ends on October 15, 2010.

IX. Financial Criteria (50 points)

**Funding Criteria and Guidelines**

Applicants must justify requests for funding based on staff employed, length and intensity of services proposed and the number of children and their families served. Purposed cost must be reasonable and necessary to carry out the grant's purpose and objectives. All budgeted items are to be directly related to the grant scope described in the proposal.

**Demonstration of Experience/Financial stability (20 points)**

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:

Personnel

Fringe Benefits

Contracted Consultant or Professional Services

Travel

Supplies/Operating Expenses

Administrative/Indirect Costs

- X. Submission of Proposal
1. Each item must be addressed.

2. Use the same numbers, numerals, and letters in the same order as in RFA 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 be hand delivered or mailed to:  
Attn:  
DHS/DDS Children's Services  
Donaghey Plaza North, 5<sup>th</sup> floor  
P. O. Box 1437, Slot N504  
Little Rock, AR 72203

Must be received by (whether hand delivered or mailed) no later than October 1, 2009 @ 4 p.m.

REQUEST FOR APPLICATION

DIVISION OF DEVELOPMENTAL DISABILITIES CHILDREN'S SERVICES

RURAL DEMONSTRATION GRANT FOR SERVICE DELIVERY

Applicant (Agency) \_\_\_\_\_ Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

E-mail address (required) \_\_\_\_\_ Fax \_\_\_\_\_

Agency Type (Profit, non-profit, etc.) \_\_\_\_\_

DDS # \_\_\_\_\_

Targeted Location of grant activities \_\_\_\_\_

Proposed days and hours of activities (detailing summer closures, holiday closures, etc.)

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Proposed start of grant activity and closure of activities

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Program Coordinator \_\_\_\_\_ Education \_\_\_\_\_

Is Program Certification approved Yes \_\_\_\_ No \_\_\_\_

Name of person submitting Application \_\_\_\_\_

Title \_\_\_\_\_

Date of Application \_\_\_\_\_