

**Call for Investment
in the
Area of**

**First Responder Disability
Awareness Training**

APPLICATION PACKET



**2714 Billings Avenue
Helena, Montana 59601
866/443-4332 (MT Toll-Free) 406/443-4371**

Informational Bidder's Session

A Call for Investment (CFI) informational and training meeting will be held prior to the due date to discuss and explain the application and the new target plan process. We strongly encourage key people from your organization who will be responsible for the initiative to attend.

**The session will be held in Helena, February 8, 2017
1:00pm - 2:30pm**

**MCDD Conference Center
2712 Billings Avenue
Helena, Montana**

For more information and to sign-up for the session please call Council offices at 443-4371 or Montana toll-free 1/866-443-4332; or you may use the form below to either email or fax your response.

RSVP by -February 6, 2017

Email: Deborah@mtcdd.org or Dee@mtcdd.org

FAX #: 406-443-4192

CFI Bidders/Information Session

Agency/Provider _____

Name(s) and Phone Number(s) of those attending:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

I. SCOPE OF NEED AND COUNCIL INTENT

NEED

The Council has supported numerous training initiatives over time, and is committed to addressing the need for disability awareness training for first responders (e.g., law enforcement, emergency management services, dispatchers and firefighters). It is the Council's desire that disability awareness training would become a standard portion of any future first responder training opportunity in Montana.

The Council believes there are numerous funding sources available for sustainability of this training.

GIVENS

The following givens pertain to federal guidelines the Council operates under and cannot be reasonably changed.

- Implementor will submit written quarterly reports on customer progress, and at least one in-person report before the Council.
- 25% Match is required of funds requested (cash preferred)
- Program must have measurable outcomes
- MCDD funds cannot be used for expenditures for the purchase of property, either real or personal, other than consumable supplies that do not have a life beyond the length of the project.

ASSUMPTIONS AND KNOWLEDGE

The following assumptions and knowledge about First Responder Disability Awareness Training may serve as a guide for applicants and are offered in the spirit of helping you develop a quality plan. They reflect current national and state research and represent what has been learned over the years regarding First Responder Disability Awareness Training for working with individuals with intellectual and developmental disabilities. We recognize that there is much more knowledge needed in this field and are open to new approaches.

- These professionals, defined for the purposes of this Call for Investment include law enforcement, emergency medical services, dispatchers and firefighters. These professions should

understand various disability types and how to interact with people with disabilities.

- First responders with knowledge of people with intellectual and developmental disabilities (IDD) may have the ability to resolve potentially challenging interactions, particularly with those individuals who have a diagnosis of I/DD and mental illness.
- Applicant organizations must demonstrate clear approval of state officials responsible for first responder training. The Council expects sustainability of training when Council financial support ends.
- Applicant organizations must demonstrate proactive efforts to include (or require) disability awareness training as a part of first responder (e.g., law enforcement, EMS, dispatcher) certification (or hiring) process.
- Train-the-Trainer models that include participant certification and follow-up monitoring/mentoring are considered best practices.
- First responders in Montana often work in isolated, rural communities with little/no “back-up” service. Training content should reflect the realities (e.g., limited backup assistance, individuals with multiple/overlapping responsibilities) of emergency and law enforcement in rural and frontier communities.

INTENT

It is the intent of the Council to invest in initiatives that provide disability awareness training to first responders. The Council must work within its mandatory parameters and invest in those project(s) which produce according to our **outcome statement**:

First responders from all Montana counties will receive disability awareness training on working with persons who experience an intellectual and developmental disability.

Investor Target: By March 30, 2018, a minimum of 100 first responders will receive disability awareness training. We anticipate at least one participant from each county.

IMPLEMENTOR TARGET AREAS

Your specific performance targets should tell us exactly how you will contribute to the above outcome statement. Your challenge as an applicant is how you will define and deliver changes as identified in the implementor target areas. Below are generic areas in which we will invest.

- Strategies to provide training opportunities that address the rural/frontier challenges of Montana.
- Strategies which provide ongoing, sustainable funding sources for the training once Council financial support has ceased.
- Plans which provide proven, documentable strategies to address disability awareness training.

II. TARGET PLAN CONTENT

A. FACE SHEET

Complete the face sheet included in your packet. This must be the first page of your target plan/application. The face sheet must have an original signature on the form.

B. ABSTRACT

Include a one-page (1) abstract of the project. This summary will be used during the MCDD evaluation process and will be used to describe the project to the public.

C. TARGET PLAN (Between 4 to 8 pages, double spaced)

D. BUDGET Sheet (using MCDD format)

E. BUDGET Narrative (No more than 2 pages, double spaced)

1. THE MARKET AND YOUR CUSTOMERS

Define the numbers and characteristics of the customers you will assist. Indicate how they are different from the broader population of people with developmental disabilities with the same need. In other words, whom are you targeting with your idea? (We don't want to know the potential market of customers, e.g., "All people with developmental disabilities in X County.")

Profile two or three people typical of those to be served by your idea. Explain why they want what you have to offer, not why you think they need it.

Name the intermediaries whose involvement is critical for your idea to work. Indicate why they will cooperate. We don't want letters of support.

2. YOUR PRODUCT OR SERVICE

Specify your proposed "product" or service, its key features and its comparative advantages over other approaches used to achieve the same outcomes. What are the important and distinct functions of the product or service? Highlight or focus on those aspects of your proposal that you believe will make your project successful. Indicate your assumptions about how those aspects will answer the Council's Outcome and Target Areas.

3. PERFORMANCE TARGETS

Specify the customer-focused performance targets you are committed to achieving. Indicate the reason for not setting lower or higher levels. (These targets state what changes will occur for the customer - not what activities or processes you do - and should be stated in observable terms.)

Describe how you will verify that your performance targets were achieved. How will we know the change has occurred? Participant evaluations are encouraged and results should be shared with the Council.

4. MILESTONES

Specify the critical milestones (steps) that will be achieved to reach your stated performance targets.

5. KEY INDIVIDUALS

Profile those individuals who will have the most responsibility for the project, connecting it to the customers and achieving the performance targets. Describe why they are the right person(s) for the job. We do not want resumes. Instead, focus on the energy, capacity and commitment.

If a team approach to managing and/or implementing is used, specify how strengths of individuals are complimentary and not duplicative.

6. ORGANIZATIONAL SUPPORT

This section deals with your agency's capacity to achieve your stated targets.

Explain one or two similar projects your agency has undertaken and the extent to which you stated and achieved results.

List specific resources that your group will contribute to the project and which are critical to success.

State and justify the priority this project has for your agency.

F. BUDGET

The Montana Council on Developmental Disabilities hopes to invest in a project(s) for up to \$50,000 total per year. The funding will be for an up-to three-year project, with funding based upon outcomes of the previous year. The time of performance for this project will begin on April 1, 2017 and end on March 30, 2018 for year one.

Complete the Budget Information page attached. A 25% non-federal match is required for all projects. This matching requirement means that 25% of the total project must come from non-federal funds (e.g. state, local, and/or private funds). For assistance in identifying match contact MCDD staff. **Provide a budget narrative for each line item listed in your proposed budget.**

III. SUBMITTING THE APPLICATION AND CLOSING DATE

The original target plan/application must be received by:

5:00PM on February 28, 2017

Send, Hand Deliver or email your target plan/application to:
Montana Council on Developmental Disabilities
2714 Billings Avenue
Helena, Montana 59601

Deborah@mtcdd.org or Dee@mtcdd.org

NO FAX, Handwritten or Single Spaced Copies will be accepted.

IV. SELECTION PROCESS

After submission of your application, the Council will conduct a due diligence selection process:

An initial review of submitted plans will be conducted by a Council workgroup.

Most applicants will be contacted and given the opportunity to answer questions reviewers may have about the target plan or to clarify any part of the plan.

After the initial screening has been made, remaining applicants will be given the opportunity to meet personally with the Council to present,

elaborate, substantiate and generally build upon the submitted target plan. Ideally, the Project Supervisor, a financial person and a consumer (if they assisted in the target plan development) would be present for the presentation.

V. TIMELINES FOR APPLICATION PROCESS

Here is an estimated timeline for the completion of each step of the application process.

Informational Session	February 8, 2017
Applications Due	February 28, 2017
Applications Reviewed	March 1, 2, 2017
In-Person Interviews	March 16, 2017
Awards Announced	March 29, 2017
Contract Period	April 1, 2017- March 30, 2018

NOTE: Applicants should plan to be available for the dates of the telephone interviews and the personal interviews. The key people responsible for implementing the initiative should be available for both contacts.

**Call for Investment
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Support of Self-Advocacy**

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I. SCOPE OF NEED AND COUNCIL INTENT

NEED

The Council has supported numerous self-advocacy efforts and initiatives over time, and is committed to addressing the need for self-advocacy. Self-advocacy leadership and involvement is imperative in addressing public policy issues at all levels. The Council believes there are numerous funding sources available for sustainability.

GIVENS

The following givens pertain to federal guidelines the Council operates under and cannot be reasonably changed.

- Implementor will submit written quarterly reports on customer progress, and at least one in-person report before the Council.
- 25% Match is required of funds requested (cash preferred)
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ASSUMPTIONS AND KNOWLEDGE

The following assumptions and knowledge about support of self-advocacy may serve as a guide for applicants and are offered in the spirit of helping you develop a quality plan. They reflect current national and state research and represent what has been learned over the years regarding support of self-advocacy for working with individuals with intellectual and developmental disabilities. We recognize that there is much more knowledge needed in this field and are open to new approaches.

- Self-advocacy groups can have great impact and influence on public policy issues at the local, state and national level.
- Self-advocacy groups are best run by self-advocates with limited influence of advisors.
- Self-advocacy groups are most effective when a variety of funding partners support them.

- Self-advocates engaged in public policy have greater impact when they have access to on-going mentoring relationships.
- Self-advocates are generally more successful in public policy efforts when they are treated as full partners in the process, rather than beneficiaries of the process.
- Self-advocacy groups are most effective when they focus on fewer primary areas.
- Applicants must be or partner with a 501(c)3, nonprofit corporation to receive Council funding. The fiscal agent must be a 501(c)3, nonprofit corporation.
- Funded activities must support and advance at least one of the Council's mandate of advocacy, capacity building and systems change activities.

INTENT

It is the intent of the Council to invest in initiatives that provide support to self-advocacy. The Council must work within its mandatory parameters and invest in those project(s) which produce according to our **outcome statement**:

Self-advocacy groups will receive support from the Council, and other funding partners, to achieve their identified goals.

Investor Target: By March 30, 2018, 5 self-advocacy groups shall be active in Montana and have identified two public policy areas each on which to work, and developed a work plan with timelines to address those issues.

IMPLEMENTOR TARGET AREAS

Your specific performance targets should tell us exactly how you will contribute to the above outcome statement. Your challenge as an applicant is how you will define and deliver changes as identified in the

implementor target areas. Below are generic areas in which we will invest.

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- Plans which provide proven, documentable strategies to address public policy issues selected.

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