

Call for Investment
for

Field Initiated Projects

APPLICATION PACKET



**7 West 6th Avenue, Suite 507
Helena, Montana 59601
406-443-4332
406-439-5077 Cell**

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, January 17, 2019
1:00pm - 2:30pm**

7 West 6th Avenue, Fourth Floor Conference Room
Helena, Montana

For more information and to sign-up for the session please call Council offices at 443-4332, 439-5077 (cell) or you may use the form below to email our response.

**RSVP by -January 15, 2019
Email: deborah@mtcdd.org**

CFI Bidders/Information Session

Agency/Provider _____

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

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

I. COUNCIL INTENT

The Montana Council on Developmental Disabilities releases this Call for Investment to fund three (3) Field Initiated Projects each up to

\$15,000. This is your opportunity to present your project/idea for Council funding.

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.

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 2 to 4 pages)

D. BUDGET Sheet (using MCDD format)

E. BUDGET Narrative (No more than 2 pages)

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.

3. KEY INDIVIDUALS

Profile those individuals who will have the most responsibility for the project. 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.

4. 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 has identified funding for Three (3) projects up to \$15,000 each. The time of performance for this project will begin on April 1, 2019 and end on September 30, 2019. A time extension on the time of performance may be possible.

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 15, 2019

Send, Hand Deliver or email your target plan/application to:
Montana Council on Developmental Disabilities
7 West 6th Avenue, Suite 507, Helena, Montana 59601

NO FAX or Handwritten 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 the Council.

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	January 17, 2019
Applications Due	February 15, 2019
In-Person Presentations	March 14, 2019
Awards Announced	March 22, 2019
Contract Period	April 1, 2019– September 30, 2019

