

SOLICITATION OF PROPOSALS

LOUISIANA DEVELOPMENTAL DISABILITIES COUNCIL

ESTABLISHMENT AND ONGOING OPERATION OF A FAMILIES HELPING FAMILIES REGIONAL RESOURCE CENTER IN REGION VII – NORTHWEST LOUISIANA

PROGRAM GOAL

The aim of this solicitation is to establish and operate a Families Helping Families (FHF) Regional Resource Center in Region VII to meet the needs of individuals with disabilities and their families in Bienville, Bossier, Caddo, Claiborne, Desoto, Lincoln, Red River, Natchitoches, Sabine, and Webster parishes. FHF Centers provide core services of information and referral, peer to peer support and education and training and are directed by the parent, family member, or direct caregiver of an individual with a developmental disability or a person with a developmental disability.

PROGRAM PERIOD

A contract period of July 1, 2008 through June 30, 2009 has been established for funding of this program. Continuation of this program is subject to approval of the Developmental Disabilities Council (DD Council) based upon contractor's performance.

PROGRAM FUNDING

\$55,555 is available for this program through a fee-for-service contract. Funds will be provided to the contractor in equal monthly payments after services are rendered. Additional funding through contracts for other services to individuals with disabilities and their families may be available from the Department of Education and other state agencies.

TARGET POPULATION

The target population of this program is individuals with disabilities and their families who live in the Department of Health and Hospitals' Region VII (Bienville, Bossier, Caddo, Claiborne, Desoto, Lincoln, Red River, Natchitoches, Sabine, and Webster parishes). The FHF Resource Center will also serve as a resource to the professionals in the region who serve people with disabilities and their families.

QUALIFICATIONS OF CONTRACTOR

Applicants must be able and willing to become private, incorporated, 501C3 organizations upon notification of this grant award. The composition of the Board of Directors of the applicant organization must include a majority of individuals with

disabilities or parents/family members of such individuals. The Executive Director of the FHF Center must be the parent, family member, or direct caregiver of an individual with a developmental disability or a person with a developmental disability and have extensive personal knowledge and experience in disability issues.

Qualified applicants must also demonstrate:

- An understanding and commitment to the Guiding Principles of Act 378 of 1989, Louisiana's Community and Family Support Act
- An understanding and commitment to the values in the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (PL 106-402)
- The capability to hire and manage staff, manage numerous government contracts, and run a private, non-profit business
- The ability to provide the core services of information and referral, peer to peer support, and education and training to individuals with disabilities and their families in Region VII
- A general knowledge of the special educational system and the various state agencies that provide support services to people with disabilities and their families

PROGRAM OBJECTIVE

Establish and operate a FHF Regional Resource Center in Region VII to serve individuals with disabilities and their families in Bienville, Bossier, Caddo, Claiborne, Desoto, Lincoln, Red River, Natchitoches, Sabine, and Webster parishes. The mission of FHF is to assist and strengthen individuals with disabilities and their families through a coordinated network of resources, support and services.

The center will be required to provide the following specific services under the core services of information and referral, peer to peer support, and education and training:

- Regularly conduct workshops and training events on issues relevant to persons with disabilities and their families in all parishes of the region;
- Make presentations at conferences, meetings, workshops, and before state and local agencies, clubs, and professional organizations to promote FHF as often as possible;
- Develop and maintain a parent-to-parent program that matches trained mentor parents with parents needing peer support;
- Provide one-on-one assistance to individuals and family members with various state and local agencies;
- Regularly attend state and local agency task force, committee and advisory council meetings;
- Write and disseminate a quarterly newsletter;
- Insure the attendance of the Executive Director at FHF Directors' meetings
- Actively participate in the Families Helping Families Network
- Insure the representation of the center at the FHF-LA Board meetings

- Insure the active participation of the Executive Director and representation of the center at all LaCAN public policy educational activities (i.e., LaCAN Kickoff)
- Accurately report on monthly activities and outcomes on the DD Council approved monthly reporting format
- Agree to an annual site visit by DD Council staff and/or members
- Acknowledge the La. Developmental Disabilities Council as a funding source in all publications (newsletters included), presentations, and websites
- Maintain a lending library of books, videos, and materials on disability and family issues;
- Maintain internet access and a website;
- Operate a toll free telephone number;
- Provide information and support to individuals and families on legislative issues pertaining to disabilities.

PROGRAM OUTCOMES

Proposal must include a work plan that shows how the proposed program would accomplish the Council's goals and how the contractor will evaluate and report on the following outcomes:

- The establishment of a Families Helping Families Regional Resource Center in Region VII directed by the parent, family member, or direct caregiver of an individual with a developmental disability or a person with a developmental disability and has extensive personal knowledge and experience in disability issues.
- The successful operation of a FHF Center in Region VII
- An increased number of individuals with disabilities and their families in Bienville, Bossier, Caddo, Claiborne, Desoto, Lincoln, Red River, Natchitoches, Sabine, and Webster parishes who have a better quality of life in their communities as a result of information and referral, peer to peer support and/or education and training provided by this program.

PROGRAM SELECTION AND REVIEW

An Ad Hoc Committee of the Developmental Disabilities Council will evaluate proposals and select the contractor. Kevin Hill, Program Monitor, will be the program liaison staff. Selection will be determined by the applicant's overall ability to meet the program requirements in an appropriate, effective and efficient manner. The following factors will be considered:

1. Program Summary
2. Program Work Plan
3. Qualifications of Applicant

REPLY PROCEDURE

Responses to this solicitation should be double-spaced and in 12 point type. Two sided copies are acceptable and encouraged. Responses are strongly recommended to conform to the Council's Guidelines for Grant Applicants found on the Council's website at www.laddc.org.

Complete application packets at a minimum must include:

1. Grant Application Form (Download the form at www.laddc.org)
2. A brief summary of the program. (One page maximum)
3. The project work plan detailing how the applicant will accomplish and report on the program outcomes. (Twenty page maximum)
4. A summary of the qualifications of the applicant - key individuals and agency. (If appropriate) (Resumes are not acceptable) (Four page maximum)
5. W-9 Tax Form (Download the form at www.laddc.org) (If appropriate)
6. Board Resolution (If appropriate); Disclosure of Ownership; or Letter of Signing Authority (The title of the document may vary dependent on whether the applicant is a private business, nonprofit, university or government agency. The purpose of this document is to indicate who is authorized to sign contracts for the organization. Please call Robbie Gray at 225-342-6803 if clarification is needed.)
7. Gantt Chart (or other time line format)
8. Letters of Support from partner organizations

Twenty-four copies of the proposal must be received at the Council Office by 4:30 p.m., Monday, June 2, 2008. Proposals received after 4:30 p.m, June 2, 2008 will not be considered for funding.

Proposals can be mailed or hand delivered to:
Kevin Hill, Program Monitor
Louisiana Developmental Disabilities Council
647 Main Street
Baton Rouge, LA 70801