

MISSOURI DEVELOPMENTAL DISABILITIES COUNCIL

APPLICATION PACKET

Development of
Business Leadership Networks

Promoting the inclusion of employee's with disabilities in the workplace
through Business to Business education and partnering



Applications due by 4:00 pm August 31, 2018

Description of the Missouri Developmental Disabilities Council (MODDC)

The Missouri Developmental Disabilities Council is a federally-funded, 23-member, consumer-driven council appointed by the Governor. The Council's mandate is to plan, advocate for, and give advice concerning programs and services for persons with developmental disabilities that will increase their opportunities for independence, productivity, and integration into communities.

The Council's **Mission** is:

"To assist the community to include all people with developmental disabilities in every aspect of life."

The Council believes that mission will be achieved when people with developmental disabilities:

- make informed choices about where they live, work, play, and worship;
- receive individual and family supports which are flexible, based on need, and provided in a culturally-sensitive manner;
- have the opportunity to engage in productive employment and meaningful retirement;
- experience continued growth toward their full potential;
- live in homes with the availability of individualized supports;
- are treated with dignity and respect, and
- attend their neighborhood with their peers in regular classrooms, and
- Are members of powerful advocacy networks made up of individuals, parents and family members.

The Council also believes that individuals, parents, and family members are the most powerful forces in forging a responsive and flexible support network for people with developmental disabilities.

Scope of the Project and Council's Intent

A. Need

Employment continues to elude many Missourians with a disability. This is particularly true for those with the most significant support needs. By some estimates only around 30% of Missourians with any disability are employed, despite the fact that most people with disabilities say they want to work

MODDC's Statewide Needs Assessment findings indicate that Missourians with developmental disabilities still struggle with finding and retaining employment, in community-based settings, which meets their needs. Individuals often indicate that employers are uncomfortable with hiring individuals with disabilities. Employers often report that they don't know how to find qualified candidates with disabilities and the Community Rehabilitation Providers (CRP) system that supports the employment of persons with disabilities is confusing. Many other businesses indicate that hiring persons with disabilities can be time consuming, costly and not meeting their needs of finding qualified candidates. This especially affects Missouri's many rural communities, thus further promoting isolation and lack of integration in the community.

B. Assumptions

The Council has identified some assumptions based on our experience, beliefs, and values about supporting people with developmental disabilities. While these assumptions are not binding as such, we feel they are important considerations as you develop your application.

1. People with developmental disabilities' participation in community life and the ability to move out of poverty would be greatly enhanced if they had opportunities for Community Based, competitive employment at wages and benefits comparable to other employees without disabilities.
2. Businesses need qualified workers to achieve goals. With the current shrinkage of the American job pool, businesses need to think outside regular job candidate sources. By having an inclusive, diverse workforce, businesses can better achieve those goals.
3. People with developmental disabilities' ability to work in the community would be greatly enhanced if businesses had opportunities to, increase their knowledge of recruitment, interviewing, the accommodation process and minimizing barriers for employees with disabilities, through networking and educational discussions.
4. The best resources for businesses in the hiring and retention of employees with disabilities will come from businesses.
5. The MO DD Council has an important role to bring together businesses, job seekers with disabilities and Community Rehabilitation Providers who support the employment of persons with disabilities, to improve employment outcomes for Missourians with Disabilities.
6. The US Business Leadership Network (USBLN) (www.usbln.org) has a proven record of increasing the inclusion and retention of employees with disabilities in the workplace through educational resources and business-to-business networking.
7. The US Business Leadership Network (USBLN) is the only national, non-profit, non-partisan business-to-business network, with affiliates, that is committed to advancing the goal of disability inclusion in the workplace.
8. By increasing the number of Business Leadership Network Affiliates in Missouri, the MODDC believes these partnerships can advance the inclusion of employee's with disabilities in the workplace.
9. The MO DD Council assumes that each successful Community Business group will define the boundaries of their community. The MODDC assumes that these Business groups will need funding and technical assistance to fully develop their organization MODDC assumes that each successful group will be made up primarily of non-social service, typical community businesses.

C. Intent

The Council's target for this investment is:

By 9/30/2020, three communities will develop Business-led, business to business organizations for the purpose of promoting the inclusion of persons with disabilities in the workplace.

The Council is intent on supporting the development of collaborative partnerships within communities that will improve employment outcomes for all Missouri citizens with disabilities and improve businesses bottom line by providing qualified candidates with disabilities, particularly those who have a developmental disability.

The Council is announcing the availability of funding for a three year project to develop and sustain up to two state affiliate chapters of the USBLN (www.usbln.org) and whose primary goal is to promote the inclusion of employees with disabilities in the workplace.

MODDC would expect that each successful community would to be eligible to apply for membership in the Business Leadership Network as a condition of continuing to receive grant funding, would be the acceptance of each community in becoming a Business Leadership Network affiliate, within one-year. A conditional announcement will be given to each successful community applicant and final approval of acceptance will be determined by recognition of the community by the USBLN as an official affiliate.

A BLN Affiliate would operate under a signed USBLN agreement and be governed under a fiscal Sponsorship arrangement with an existing, well-established tax-exempt corporation (*that is approved to do business in Missouri by the Secretary of States Office*), as a sponsor, until that group could become their own tax-exempt organization. If a prospective organization uses a well-established tax-exempt organization written agreement (Memo of Understanding-MOU or contract) detailing how the two organizations will operate together must be established, signed and dated.

There is an expectation that each community business group would become a 501c (3) organization within a year of beginning this grant

A steering committee made up of at least 6 business members must be established for the Affiliate in Development as their governing body. This is not the Fiscal Sponsor's Board of Directors.

Overall Desired Goal Impact

Increase the number of businesses who are partnering together to improve the employment outcomes for all Missourians with Disabilities. The MODDC believes this will naturally improve employment outcomes for job seekers with developmental disabilities.

Definition/Description:

The MODDC defines community employment as: jobs that occur in the community, for at least minimum wage, at typical community businesses where employees with and without disabilities work in close proximity to each other and have the same benefits, responsibilities and expectations.

Goal 1: Increase the number of business who belongs to each individual new BLN Affiliate.

Potential Related Indicators

1.1: Increase the number policy or procedural changes in the hiring of retention of employees has changed to reflect a greater emphasis on the hiring and retention of employees with disabilities.

1.2: Expand the types outreach businesses use to obtain qualified applicants to include organizations that promote and support employment of persons with disabilities.

1.3: Increase of the overall satisfaction of businesses in hiring, accommodation and retaining employees.

**Note: Organizations implementing measures should consider collecting baseline data as appropriate.

Goal 2:

To increase the level of employee satisfaction reported in areas related to the availability, acceptability, and accommodations of employment for people with disabilities, in those selected communities

Potential Related Indicators

2.1: Increase the % of employees with disabilities, in BLN member worksites

2.2: Increase the % of people with disabilities, who feel they are accepted at their worksite

2.3: Increase the % of people with disabilities, who report an increase in job availability in their community

2.4: Increase the % of people with disabilities, who feel they were given reasonable accommodations to assist in job retention and satisfaction

**Note: Community Business organizations should consider working together with Community Rehabilitation Employment Providers (CRP's) to begin collecting baseline data as appropriate.

Expectations

These expectations affect the design and implementation of projects. They should guide what you can and cannot do. **Only communities that are eligible to become Missouri Affiliates of the USBLN will be consider for funding of this grant**

1. Successful community applicant will be required to join the US Business Leadership Network www.usbln.org as an affiliate and be accepted within one year from starting this grant. They will also be expected to become a tax exempt organization with that same one year period. The inability to achieve these goals could justify termination of this grant.
2. Successful applicants will provide specific information about what data will be collected.
3. Successful applicants will be sensitive to the needs of all persons with disabilities and adhere to the minimum standards of the Americans with Disabilities Act. <http://www.ada.gov>.
4. Each new Missouri USBLN affiliate will be required to meet at least quarterly.
5. Business Leadership community meetings shall be for Business members and invited guests only. It is up to each Chapter Affiliate to decide who is a voting member of that chapter.
6. Council funds may not be used to supplant existing funding. (**Council funds may not be used for capital expenditures or acquisition (construction, remodeling or purchase of buildings.)**)
7. Successful applicants will recognize the contributions of the Council on any and all publications, reports, or products resulting from this award.
8. Successful applicants will be expected to submit quarterly written reports and a final written report within 30 days of the completion of the project. The final reports shall include lessons learned: identification of barriers and strategies used to eliminate barriers, replication considerations and projected long-term impact of the initiative. This report shall include sufficient detail so that it may be used for replication of this project with other groups all reporting shall be quantifiable measures that will assist the Council in determining the successful applicant's progress towards reaching goals and measures throughout the course of the project. Successful applicants are required to be in regular communication with the MODDC concerning updates, meetings, trainings and other events.
9. Successful applicants will be required to share their lessons learned at least one Council meeting and at least one other relevant forum within 12 months of the end of the funding period.

10. Successful applicants will be available for limited consultation for 24 months beyond the funding period to assist in the development of additional Business Leadership Network Affiliates

D. Notice of Funds available

The MODDC is interested in funding a three-year project around the development of two Business Leadership Network affiliates for the purpose of promoting the inclusion for employees with disabilities in the workplace. Only Missouri Community groups (each community will decide the scope of what their community consists of) will be eligible to apply for this NOFA. However the Council would anticipate that these community groups would reach out to a well-established organization that is a 501 C (3) such as a Chamber of Commerce to assist in the development of the application for the of this NOFA. The Well-Established Community Organization may continue to have a role in this grant (for up to one year) which the Council would anticipate may include: Fiscal intermediary, and provide data around community needs and gaps. The Community Business organization will develop its own 501 C (3) organization within one year of beginning this grant.

The following should be included as the core components of the application:

Face sheet:

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

Abstract:

Include a one-page, abstract of the project. This summary will be used during the Council's evaluation process and will be used to describe the project to the public. The abstract shall provide a brief description of the following related to the application: anticipated outcomes and products, commitment to sustainability and anticipated community benefits. This should be in the form of bulleted items for presentation to the Missouri Developmental Disabilities Council

Overview

- a. Briefly describe your region/community and the geographic area it represents as you will define it for the purposes of this project.
- b. Briefly describe the job market for people with developmental disabilities and others in your defined region/community that prompted you to apply for Development of Business Leadership Network Funding

Product and Description of the Approach

- a. Describe any technical assistance/consulting support that will be needed to assist in the Development of your local affiliate BLN

Evaluation of Progress

- a. Include measures of progress which will help the Council monitor the applicant's progress throughout the course of the planning phase. The Council will require quarterly reports.

Organizational Support

- a. Describe the Business members and their local community partners' experience and capacity to manage, carry out, and sustain the project.
- b. Describe key personnel who will be responsible to implement the project including qualifications, capacity, commitment, and interests. Specify strengths of individuals, responsibilities, and percent of time each will commit.

Budget:

Complete the Budget information page (attachment). Funding for this NOFA will not exceed \$50,000 per project for year one, 25% of the annual budget will be given out after the receipt of invoice and each quarterly report. \$45,000 for year two and \$40,000 for the third and final year of funding (any unused funds in year one or two may be carried over) funding for this project will be contingent on the acceptance of the letter of application being accepted by the USBLN

E. Allocation of Funding

The project period will begin November 1, 2018 and end no later than October 31, 2021.

A minimum non-federal match of 25% is required on all projects and may be cash or in-kind.

Successful applicant must request payments quarterly by providing a detailed invoice to the Council along with their quarterly reports. Each quarter the successful applicant will draw down, twenty five percent of that year's allocation, after the invoice and quarterly report has been approved. Year one, is a total of \$50,000, Year 2 total allocation is \$45,000 and year three is \$40,000. Detailed invoices will include the applicant's name, address, contract number, timeframe in which expenditures incurred, and itemized amount of expenditures to be reimbursed. Documentation of appropriate match spend down must also be included as an attachment to the invoice. Disbursement of funding will be based on the individual project with 25% of each year's budget held until receipt of the years end final report in the last quarter and approval of that report by the Council.

The Missouri Developmental Disabilities Council reserves the right to choose not to fund this NOFA after a review of applications received if they do not meet the expectations of the Council.

The MODDC may choose to reduce the amount of funding at the time of award. All funding for this NOFA is contingent upon the receipt by the Council of their federal ADD funding.

The plan should minimally address the following components:

- a. **Need Statement:** A statement that defines the numbers and characteristics of the defined region/community. **Coordinated Plan to Address Needs:** A clear description of how low employment of persons with developmental disabilities and others in the defined region/ community will be addressed during the three year implementation period.
- b. **Outcomes:** A clear description of outcomes to be achieved through the plan and milestones that will demonstrate progress towards achieving the outcomes/goals of the **Roles and Partnerships:** A clear statement describing the role of the well-establish community 501 C (3) group, and this organization’s capacity to manage and carry out its role as fiscal intermediary. A statement describing how the new BLN will ensure and utilize regional/community collaboration to achieve the intended outcomes. A statement describing how the new BLN will become a 501 c (3) and the strategies they will use to sustain the organization.
- c. **Budget:** A detailed budget and budget narrative outlining how Council funds will be used shall be included as part of the plan. The budget shall reflect funds from other sources that will be used to support the outcomes of the development of the BLN Affiliate. A letter from each of the other funding sources reflecting their financial support to the project, shall accompany the Plan being submitted.
- d. **Sustainability:** A clear description of how the proposed Plan will be sustained beyond the project period, and funding from the Council.

SUBMITTING THE APPLICATION AND CLOSING DATE

Applications for this NOFA **MUST** be received by the following date and time:

4 p.m. on August 31, 2018

An original paper copy of your application along with an electronic version provided via email, CD or thumb drive *in MS Word or a PDF format*, MUST be received by the deadline stated above.

ANTICIPATED TIMELINES FOR THE APPLICATION PROCESS

The timeline for the completion of each step of the application process is as follows:

Informational Call	August 1, 2018
Application due	August 31, 2018
Successful applicants Announced	September 24, 2018

Selection Process:

The Council will review and evaluate all applications received in accordance with the following categories and respective weight criteria:

1. Clarity and quality of the proposed planning process.	30 %
2. Level of involvement of community partners, and the clarity and quality of the proposed community collaboration efforts.	30%
3. Clarity and quality of proposed evaluation measures.	10%
4. If using a Well-Established Community Organization as a fiscal-intermediary, clarify their experience and capacity to manage finances as well as the qualifications and experience of key personnel. As well as the plan to become a 501 C(3)	10%
5. Relevance of the proposed budget to accomplishing the planning process.	10%
6. Experience of Business members that continues to provide input and will oversee the project	10%

The Council reserves the right to contact all applicants for clarification or questions and to contact previous customers and outside persons familiar with the well-established community organization work to ask for confirmation of any key claims made by the applicant at any point during the review process.

Telephone interview (if needed): Applicants may be contacted and given the opportunity to answer any questions the reviewers have about the target plan or to clarify any part of the plan

Verification: Verification involves the review team (which will be made up of representatives from the MODDC to make confirmation of any key claims made by the applicant at any point during the review process. The review team may also contact other individuals to make confirmations

Addendum

DD DEFINITION

The term 'developmental disability' means a severe, chronic, disability of a person which:

"(A) is attributable to a mental or physical impairment or combination of mental and physical impairments;"

"(B) is manifested before the person attains age twenty-two;"

"(C) is likely to continue indefinitely;"

"(D) results in substantial functional limitations in three or more of the following areas of major life activity: **(I) self-care, (ii) receptive and expressive language, (iii) learning, (IV) mobility, (v) self-direction, (VI) capacity for independent living, and (vii) economic self-sufficiency;**" and

"(E) Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated."

MISSOURI DEVELOPMENTAL DISABILITIES COUNCIL
CALL FOR INVESTMENTS (CFI) FACE SHEET

MDDC PRIORITY AREA:	<i>Employment</i>
PROJECT DIRECTOR:	NAME: _____ TITLE: _____ TELEPHONE: _____ EMAIL: _____
PROJECT DIRECTOR:	NAME: _____ TITLE: _____ SIGNATURE: _____ Chief Administrator : _____ Chief administrator SIGNATURE: _____
TYPE OF AGENCY/ORGANIZATION:	STATE: _____ PRIVATE NON-PROFIT _____ OTHER/PUBLIC _____
PROPOSED TERM OF PROJECT:	_____ THRU _____
ANTICIPATED STARTING DATE:	_____
TOTAL FEDERAL FUNDS REQUESTED:	\$ _____

MISSOURI DEVELOPMENTAL DISABILITIES COUNCIL
GENERAL ASSURANCES FOR DEVELOPMENTAL DISABILITIES CFI RECIPIENTS (12/05/01)

In addition to any other requirements imposed by law, each grant shall be subject to the condition that the applicants comply with the following conditions:

1. That the individuals served under the application meet the federal definition of Developmental Disabilities.
2. That the applicant agrees to protect the human rights of individuals with developmental disabilities consistent with Section 109 of PL. 106-402.
3. That the facility will be maintained and operated in accordance with minimum standards, regulations, and guidelines as prescribed by federal, state, and local authority for the maintenance and operation of such facilities.
4. That the applicant will submit such reports (including project evaluation and formal presentation) relevant to the project as requested by the Missouri Developmental Disabilities Council.
5. That the applicant will maintain adequate and separate accounting and fiscal records and accounts for all funds provided from any source to pay the cost of the project, and permit audit of such records and accounts at any reasonable time by representatives of the administrator and comptroller General of the United States.
6. That no moneys awarded under this Developmental Disabilities grant shall be applied toward staff, equipment, renovations, rent, transportation costs, consultant fees, etc., already available to the applicant prior to this grant period.
7. That the applicant will maintain adequate insurance coverage to protect itself, its clients, the public, and the state against any loss or expense.
8. That any direct services provided to individuals with developmental disabilities and funded under this plan will be provided in an individualized manner, consistent with unique strengths, resources, priorities, concerns, abilities and capabilities of an individual.
9. That the applicant accepts the obligation to comply with the federal regulations (Title 45 Code of Federal Regulations) in effect at the time of the award.
10. That the programs, projects and facilities in which services/activities are to be furnished be in compliance with all applicable state current federal accessibility standards.
11. That there has been provision for the maximum utilization of available community resources, including volunteers.
12. That fair employment practices be conducted (AA/EEO); any position(s) included in the project must be publicized/advertised. Subsequently, a copy of the advertisement will be forwarded to the MPC office.
13. The applicant will take affirmative steps to assure that participation in programs reflects racial and ethnic diversity.

These assurances are given in consideration of and for the purpose of obtaining federal Developmental Disabilities funding under the Developmental Disabilities Assistance and Bill of Rights Act as amended extended after this date to the applicant by the Department of Mental Health. The applicant recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this application and that the United States and the State of Missouri shall have the right to seek judicial enforcement of this assurance. This assurance is binding on this applicant, its successors, transferees and assignees.

The undersigned hereby certifies that the statements made in this application are correct to the best of his knowledge and belief, and is authorized to sign this application on behalf of the applicant.

LEGAL NAME OF APPLICANT _____

NAME & TITLE OF CHIEF EXECUTIVE OFFICER _____

SIGNATURE OF CHIEF EXECUTIVE OFFICER _____

**Missouri Developmental Disabilities Council
Call for Investments
Checklist**

Face Sheet

Abstract

Project Plan

Application is no more than 10 pages, double-spaced (12 font)

Overview-Application describes:

Description of Community and Geographic area it represents

Description of current transportation situation in your area

Expectations and assumptions are addressed

Anticipated Community Benefits

Commitment to sustainability

Product and Description of the Approach-Application describes:

The anticipated outcome(s) and product(s)

Description of previous community-based transportation planning

Goals and objectives for meeting each of the expectations listed in CFI

Objectives are in measurable terms

Strategies and activities to meet objectives are described

Evaluation of Progress-Application describes:

Milestones established to demonstrate progress

Plan to submit quarterly reports and other required documentation

Organizational Support-Application describes:

Lead agency and community partners

Qualifications and experiences

Capacity, commitment, and interest

how are strengths of organizational members complementary

Responsibilities in the project

Percent of each member's time committed to project

Specific resources which will contribute to project success

Justification for CFI being a priority for the applicant

Letters of commitment from community partners

Budget Budget information page completed

Assurances

Assurances Page Completed and Signed

Submitting Application

Original paper application submitted by _____

Electronic version of application

