



STATE OF CONNECTICUT

COUNCIL ON DEVELOPMENTAL DISABILITIES



Request for Grant Applications # 1 FY 2025

Date: June 30, 2024

Title: Grants for State Plan Activities of the Connecticut Council on Developmental Disabilities (the Council).

Scope: The purpose of this program is to perform activities to achieve the Objectives in the Council's State Plan for fiscal year 2025, which is October 1, 2024, through September 30, 2025.

Schedule: The initial period of performance shall be from the time of award until September 30, 2025. New projects may be renewed for not more than two (2) subsequent years. Projects will not be funded for more than three (3) consecutive years.

Statement of Work: The Contractor shall propose to perform one or more of the following activities:

- Increase the capacity of self-advocates to assess and address the needs of individuals with developmental disabilities by developing self-advocacy, self-determination, and professional skills, especially in communities of diverse cultures in underserved communities.
- Improve or increase access to services and supports for individuals with developmental disabilities and their families of diverse cultures in underserved communities.
- Increase or improve access to assistive technology to individuals with developmental disabilities and their families of diverse cultures in underserved communities.
- Inform individuals with developmental disabilities and their caregivers about their civil, housing, employment, and educational rights, especially in communities of diverse cultures in underserved communities.
- Produce and provide educational or training programs for parents, caregivers, and siblings of individuals with developmental disabilities to build connections, cultivate leadership and advocacy skills, learn about the responsibilities of being a caregiver/care-coordinator, and develop healthy self-care practices.
- Produce and provide educational or training programs to professionals including but not limited to educators, law enforcement officers, public officials, public employees, and medical professionals on disability awareness, appropriate responses to challenging situations, and how to identify and interact with people with developmental disabilities.
- Provide technical assistance on social enterprise practices for generating sustainable funding to disability advocacy organizations and recipients of Council funded grants.

Allowable uses of funds: Grants shall be used for advocacy, capacity building, and systemic change activities in support of the State Plan activities shown above. Grants shall not be used to sustain the operation of existing programs. Grants may not be used to duplicate or replace services for individuals with developmental disabilities and their families who are eligible for Federal assistance under other State programs. Grants may not be used to supplant any non-Federal funds that would otherwise be made available for the purposes of the State Plan.

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Deliverables: The contractor shall deliver a final report on these activities. The final report shall have six (6) parts:

1. A narrative of not more than 300 words that describes the outcomes of the work for the Council.
2. An expenditure report that includes all the items in the Expenditure Report form available at <https://portal.ct.gov/-/media/CTCDD/Grants/CTCDDCostProposalxlsx.xlsx> . The Contractor may use the form or its own format that includes the same information. In any case the Contractor must report its actual expenditures and matching funds.
3. Answers to the DD Council Performance Measures at <https://portal.ct.gov/-/media/CTCDD/Grants/AIDD-DD-Council-Performance-Measures.pdf> .
4. Demographic data, including sexual orientation and gender identity, at <https://portal.ct.gov/-/media/CTCDD/Grants/Demographics.pdf> on the participants in any programs funded by this MOU.
5. A plan for the sustainability of the Contractor without Council funding after the period of performance.
6. An appendix of any documents, data files, sign-in sheets, attendance lists, or other work product that were produced using funds from the Council.

Cost and Match: The size of awards will vary depending on the nature of the work. The Council anticipates multiple awards that would total approximately \$400,000 for the fiscal year. Individual awards will not exceed \$50,000. The contractor shall contribute (match) at least 25% of the total cost of the project in the form of staff time, purchased materials, purchased services, or in-kind services. (In the case of projects whose activities or products target individuals with developmental disabilities who live in urban or rural poverty areas, the contractor shall contribute at least 10% of the total cost of this project.) Indirect costs may not exceed 10% of the total cost of this project. The application shall show the form and the amount of the contribution (match) provided by the Contractor.

Qualifications: Organizations that would perform this work shall have demonstrated knowledge and experience with:

- a) home and community-based services for individuals who live with developmental disabilities;
- b) the unique needs of individuals who live with developmental disabilities; and
- c) whatever products or services are proposed by the applicant.

Organizations that would perform this work shall have demonstrated support and commitment to the values of the Connecticut Council on Developmental Disabilities as articulated in the findings, purposes, and policy of the Congress of the United States in Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Nondiscrimination: The Contractor must comply with the nondiscrimination agreements and warranties of Connecticut General Statutes Sections 4a-60 and 4a-60a, as amended.

Compliance with Title VI of the Civil Rights Act of 1964: The Contractor shall comply with Title VI of the Civil Rights Act of 1964, including reasonable steps to make the programs, services, and activities funded by the Council accessible by eligible persons with limited English proficiency.

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Evaluation Criteria: Applications shall be scored according to the following rubric:

Approach	25%
Qualifications	25%
Cost realism	25%
Schedule	25%

The application shall describe how persons with developmental disabilities are involved in the design, refinement, implementation, and evaluation of the project.

The outcome(s) that you hope to achieve, and related measure(s) shall be clearly defined.

Late applications or applications that do not follow the instructions may be summarily rejected.

Applications by organizations that do not support the values of The Connecticut Council on Developmental Disabilities may be summarily rejected.

Terms: The agreement between the contractor and the Connecticut Council on Developmental Disabilities shall take the form of the Memorandum of Understanding at <https://portal.ct.gov/-/media/ctcdd/grants/mou-template-2025.pdf> .

Application Instructions: Please organize your application on not more than six pages plus appendices as follows:

Cover Sheet available at <https://portal.ct.gov/-/media/ctcdd/grants/proposalcoverpagepdf.pdf>

A two-page narrative describing your approach to accomplish the Statement of Work;

A two-page narrative describing your organization's Qualifications;

Cost proposal available at <https://portal.ct.gov/-/media/ctcdd/grants/ctcddcostproposalxlsx.xlsx>

Appendices. You may attach additional fact sheets, brochures, articles, resumes and other materials to support your approach, your qualifications, and your cost proposal.

Applications shall be submitted via email to walter.glomb@ct.gov or by U.S. mail or delivery to Connecticut Council on Developmental Disabilities
460 Capitol Avenue
Hartford, CT 06106

Applications that are received before August 23, 2024, will receive first consideration. Applications received after August 23, 2024, will be considered in the order they are received, and awards will be made subject to the availability of funding. Grants will be awarded in October 2024.

Caveat: All grants by the Council are contingent upon the appropriation and availability of federal funds, and in no event shall the Council be liable for any payments in excess of such appropriated funds.