

APPENDIX B
APPLICATION FOR GRANT

COVER PAGE

A. APPLICANT AGENCY (NAME, ADDRESS, TELEPHONE, E-MAIL)	C. OFFICIAL AUTHORIZED TO SIGN APPLICATION (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)
B. TYPE OF AGENCY Public; Private Non-Profit; Private Profit (circle one)	SIGNATURE _____
D. PROJECT DIRECTOR (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)	E. FINANCIAL OFFICER (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)
F. TYPE OF APPLICATION (CHECK ONE) _____NEW _____REVISION CONTINUATION OF _____ (GRANT NUMBER)	
G. TITLE OF PROJECT	
H. GEOGRAPHIC AREA TO BE SERVED & TARGET POPULATION (TYPE AND NUMBERS)	
I. FEDERAL IDENTIFICATION NUMBER (FEIN)	K. PROJECT COSTS 1. GRANT FUNDS REQUESTED \$ _____ 2. LOCAL FUNDS/CASH MATCH \$ _____ 3. IN-KIND \$ _____ 4. TOTAL COST \$ _____
J. APPLICANT'S FISCAL YEAR	
L. ABSTRACT: Please include a brief (100 words or less) overview of the project. Font size may be 10 point, if necessary, in this box.	

*Request for Proposals: Centers for Independent Living
Kansas Rehabilitation Services
January 12, 2012*

*Brie Wilkins, SRS Procurement Services
Attention: RFP – Centers for Independent Living
Docking State Office Building, 8th Floor
915 SW Harrison, Topeka, KS 66612
Brie.Wilkins@srs.ks.gov*

The Kansas Department of Social and Rehabilitation Services (SRS) and the Kansas Rehabilitation Services' (KRS) Independent Living Program announce the release of a Request for Proposals (RFP) to provide core and other allowable Independent Living Services. Eligible applicants are 501 (c) (3) not-for-profit entities that demonstrate or provide a plan to meet the federal standards and indicators for a Center for Independent Living [see Code of Federal Regulations (CFR) 34 Part 366.63].

Request for Proposal Timeline

Release of Request for Proposals	January 12, 2012
Written questions from potential bidders due by 5 p.m. <i>Please submit questions to Brie Wilkins (contact information listed above)</i>	January 26, 2012
Pre-Proposal Conference: 1-3 p.m.	January 25, 2012

The pre-proposal conference will be webcast from Topeka, with the following access sites:

Topeka
SRS Learning Center, Rooms A and B
2600 SW East Circle Drive
Topeka, KS 66606

Wichita
Finney State Office Building
Conference Room 5082
230 E William
Wichita, KS 67201

Parsons
SRS Service Center
Large Conference Room
300 N 17th St.
Parsons, KS 67357

Hays
SRS Service Center

Grey Room
1105 W 30th
Hays, KS 67601

Garden City
SRS Service Center
Bunker Room
1710 Palace Drive
Garden City, KS 67846

Questions from meeting participants will be accepted. Preliminary answers may be provided. Final answers will be posted on the KRS website. Any individual with a disability may request reasonable accommodations in order to participate in the conference. Requests for accommodations should be made at least five working days in advance of the conference by contacting Brie Wilkins at the contact information provided on Page 2.

Written questions/answers posted on KRS website February 10, 2012
<http://www.srs.ks.gov/agency/rs/Pages/default.aspx>

Proposals due by 5 p.m. February 29, 2012
Please submit proposals to Brie Wilkins (contact information listed on Page 2)

Projected start date for grants awarded July 1, 2012

Application Checklist

The following sections must be submitted in this order:

___ Cover Page: Applicant Information

___ Table of Contents

___ *Program Abstract

___ *Budget Justification

___ Budget Sheets for each project year and entire project

___ Budget Narrative

___ *Explanation of the Grant Program

___ Statement of Problem

___ Goals, Objectives, Strategic Plans, and Performance Measures

___ Project Design

___ Implementing an Evidence Based Program or Best Practices

___ Management Structure

___ Sustainability

ATTACHMENTS:

___ Statement of Compliance with Assurances (Attachment D)

___ 501(c)(3) Verification

___ List of Board Members and a Board Member Conflict of Interest Statement

___ Letters of Collaboration/ Support

___ Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement

___ Organizational Chart

___ Logic Model

___ Gantt Chart

* These items are considered part of the narrative and should not exceed 25 pages in length.

Kansas Department of Social and Rehabilitation Services (SRS)
Kansas Rehabilitation Services (KRS)
Independent Living Program
Centers for Independent Living (CILs)

PART I: BACKGROUND/PHILOSOPHY OF SRS

- A. Mission: To protect children and promote adult self-sufficiency.
- B. Vision: Partnering to connect Kansans with supports and services to improve lives.

PART II: BACKGROUND/PHILOSOPHY OF KRS

- A. Mission: Working in partnership with Kansans with disabilities to achieve their goals for employment and independence
- B. KRS Values and Goals:

KRS values the worth, rights and contributions of people with disabilities. Our goals are to:

- Guarantee meaningful participation in planning and obtaining services through informed choice and shared responsibility.
- Deliver rehabilitation services that meet or exceed the expectations of individuals served.
- Achieve high quality rehabilitation outcomes.
- Advocate the rights of persons with disabilities.

KRS values competent, facilitative and responsive staff. Our goals are to:

- Use outcome oriented performance standards for all staff.
- Recruit, employ, support, develop and promote qualified staff, and compensate them equitably.
- Practice open communication and participation.
- Celebrate exemplary performance.

KRS values a supportive and accountable organization. Our goals are to:

- Promote an organizational climate of trust and consistency.
- Establish management systems that support participation.
- Use management practices that emphasize outcomes.

- Use measures of consumer satisfaction and other outcomes to improve organization performance.

KRS values responsive acquisition and accountable management of resources.

Our goals are to:

- Allocate and manage all resources, including staff, in a timely manner according to the changing needs of Kansans with disabilities.
- Increase resources to improve and expand the scope and quality of services.
- Collaborate with others in the public and private sectors to insure that the needs of Kansans with disabilities are addressed.

KRS values public support. Our goals are to:

- Involve persons with disabilities and other consumers in developing agency policy and legislation.
- Obtain the active participation of business and industry.
- Assist Kansas employers in meeting their workforce needs through referral of qualified individuals with disabilities.
- Inform and educate the public.

C. Purpose of the Independent Living (IL) Program and this RFP:

- 1) **Purpose of Award:** The purpose of the Independent Living Program is to promote a philosophy of independent living, including a philosophy of consumer control. Consumer control is defined as vesting the power and authority of the organization in individuals with disabilities including individuals who are or have been recipients of IL services. The purpose of the program is also to provide peer support, self-help, self-determination, equal access, and individual and system advocacy in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society. Centers for Independent Living (CIL) grant awards ensure the provision of the five core independent living services in the counties of the grant award. The five core services are: information and referral, peer support, independent living skills training, advocacy (individual and systems), and deinstitutionalization.

Funds under this request for proposals (RFP) will provide grant awards for the operation of CILs across Kansas. Current or new organizations which meet the requirements or can demonstrate they will meet the requirements for a CIL as defined in the Kansas Statutes Annotated 65-5101, and 34 CFR 364, and 34 CFR 366 may apply to provide independent living services to any or all of the counties within Kansas.

- 2) **Target Population:** Successful bidders will be required to provide independent living services to all persons with significant disabilities regardless of the type or classification of the disability.
- 3) **Project Funding:** Kansas Independent Living Program funds (funds for Kansas CILs) will be available for three-year grants, contingent upon legislative appropriations. The total amount available for year one is \$1,847,167 and is comprised of both state general funds and federal independent living funds. Any subsequent grant awards are contingent upon legislative appropriation of funds and the grantee's ability to demonstrate satisfactory performance. The start date for the year one grant award is targeted for July 1, 2012.
- 4) **Service Area:** The service area includes any or all of the following 105 Kansas counties: Allen, Anderson, Atchison, Barber, Barton, Bourbon, Brown, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Comanche, Cowley, Crawford, Decatur, Dickinson, Doniphan, Douglas, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jackson, Jefferson, Jewell, Johnson, Kearny, Kingman, Kiowa, Labette, Lane, Leavenworth, Lincoln, Linn, Logan, Lyon, McPherson, Marion, Marshall, Meade, Miami, Mitchell, Montgomery, Morris, Morton, Nemaha, Neosho, Ness, Norton, Osage, Osborne, Ottawa, Pawnee, Phillips, Pottawatomie, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Shawnee, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, Wichita, Wilson, Woodson, and Wyandotte.
- 5) **Selection Criteria:** Selection criteria will also include: demonstration of an understanding of the need for a CIL consistent with the goals of the State Plan for Independent living; involvement of individuals with significant disabilities in the development of the application; evidence of community support; budget and cost effectiveness; ability of applicant to carry out plans; and collaborations planned with other local organizations.
- 6) **Requirement of Applicants:**
 - a. Community-based private non-profit non-residential agencies or organizations are eligible to submit proposals. Evidence of exemption from taxation under 26 United States Code Annotated (USCA) Section 501 (c) (3) or application for nonprofit corporation status must be submitted with proposal.
 - b. Applicants must meet section 725(c) (1) of the Rehabilitation Act of 1973, as amended as well as the definition of eligible agency provided by 34 CFR 364.4 (b) to be an eligible agency.
 - c. The services must be available and operated within local communities. Employees and management of the successful bidder will be a majority of individuals with disabilities. The applicant must assure that the center will have a board that is the principal governing body of the center, a majority of

which must be composed of individuals with significant disabilities as directed by 34 CFR 366.60(a).

- d. Applicants must provide assurance that individuals with disabilities will be substantially involved in policy direction and management of the center, and will be employed by the center 34 CFR 366.60(a).
- e. Bylaws of the organization shall determine the number of board members. Members of the Board of Directors shall represent the service regions (counties) of the Center. This does not imply that representation is required from each county. However, it is encouraged.
- f. Applicants must provide assurance of compliance with the evaluation standards and indicators for CILs (34 CFR Part 366.63) in order to meet the requirements for the mix of funding available under this RFP.
- g. Hiring policies and procedures must be submitted with the grant proposal (attachments) and must meet all state, federal and local laws, rules and regulations prohibiting discrimination in employment.
- h. The recipient of the grant award will be required to provide assurances that all board members will participate in board training within three months of accepting the grant award. KRS strongly encourages new centers to set aside funds in the budget specifically for use of a consultant with expertise in independent living field in areas which include: independent living philosophy; board development; organizational and personnel management; developing services and service delivery; case management; program evaluation; and, data collection. Recommendations of available consultants will be provided upon request.

7) Definitions of Independent Living Services and Program Requirements:

Please refer to definitions in the regulations established for CILs and independent living services in the CFR 34 Parts 364-366.

8) Eligibility Requirements for Funding under this Award: Due to the mix of funding available an applicant must agree to comply with the following evaluation standards:

- a. **Philosophy. The center shall promote and practice the IL philosophy as stated in 34 CFR 366.60(a):**
 - i. Consumer control of the center regarding decision making, service delivery, management, and establishment of the policy and direction of the center
 - ii. Self-help and self-advocacy
 - iii. Development of peer relationships and peer role
 - iv. Equal access of individuals with significant disabilities to all of the center's services, programs, activities, resources, and facilities, whether publicly or privately funded, without regard to the type of significant disability of the individual; and
 - v. Promoting equal access of individuals with significant disabilities to all services, programs, activities, resources, and facilities in society, whether public or private, and regardless of funding source, on the same basis that

access is provided to other individuals with disabilities and to individuals without disabilities.

- b. **Provision of services [34 CFR 366.60(b)]:**
 - i. The center shall provide IL services to individuals with a range of significant disabilities.
 - ii. The center shall provide all five core services of: Information and referral, Peer support, Independent Living Skills Training, Advocacy: individual and systems, Deinstitutionalization. Please note: Deinstitutionalization is a Kansas specific requirement.
 - iii. The center shall provide IL services on a cross-disability basis (i .e. for individuals with all different types of significant disabilities, including individuals with significant disabilities who are members of populations that are unserved or underserved by programs under Title VII).
 - iv. The center shall determine eligibility for IL services. The center may not base eligibility on the presence of any one specific significant disability.
 - c. **Independent Living Goals [34 CFR 366.60(c)]:** The center shall facilitate the development and achievement of IL goals selected by individuals with significant disabilities who seek assistance in the development and achievement of IL goals from the center.
 - d. **Community Options and Community Capacity [34 CFR 366.60(d)]:** The center shall conduct activities to increase the availability and improve the quality of community options and community capacity for IL to facilitate the development and achievement of IL goals by individuals with significant disabilities.
 - e. **Independent Living Core Services [34 CFR 366.60(e)]:** The center shall provide IL core services and, as appropriate, a combination of any other IL services specified in section 7(30)(B) of the Act and defined in 34 CFR 364.4. See #1 above for the list of required services.
 - f. **Resource Development Activities [34 CFR 366.60(f)]:** The center shall conduct resource development activities to obtain funding from sources other than Chapter 1 of Title VII of the Act.
- 9) **Compliance Indicators:** The compliance indicators establish the activities that a center shall carry out to demonstrate minimum compliance with the evaluation standards. The compliance indicators may be found in 34 CFR 366.63.
- 10) **Reporting Requirements:** Recipients of these funds will be required to provide the following reporting on the specified timelines:
- a. Monthly fiscal reports which detail line item expenditures and provide supporting expenditure documentation to include information which identifies each unique payment/expenditure supported by the award. Specific requirements for supporting documentation to be submitted and documentation to be retained for records purposes will be shared with successful bidders. Due to KRS program manager by the 15th of the following month.
 - b. Quarterly reporting which includes 704 Part II numeric data (subparts two and

- three) and the data in ATTACHMENT F. (704 Report Word Document Template and instructions available at <http://www2.ed.gov/programs/rsailstate/performance.html>). Due to KRS program manager on the following timeline: Q1 (July-September) due October 15, 2012; Q2 (October-December) due January 15, 2013, Q3 (January-March) due April 15, 2013, Q4 (April-June) due July 15, 2013.
- c. Annual 704 report due December 1, 2013. Report includes all parts of the Federal 704 Part II Reporting Tool to be submitted to KRS. The first 704 report issued under this award will cover the period of October 1, 2012 through September 30, 2013. Please note that the federal reporting does not coincide with the grant award period which runs according to state fiscal year.

PART III: PROPOSAL REQUIREMENTS

A. Proposal Components:

- 1) Cover Page: Applicant Information
 - a. Complete all sections (A-L).
 - b. Ensure appropriate signatures are included.
- 2) Table of Contents
- 3) Program Abstract
 - a. Describe the proposed project's purpose and intended impact
 - b. Identify the geographic region to be served
 - c. Identify services to be provided, to include core and other allowable independent living services.
 - d. Describe the targeted at risk population and identify the number of persons this project will serve.
- 4) Budget Justification
 - a. Budget Sheets
 - i. Submit completed Budget Sheets for a total three year project cost and for each of the project years: 2013, 2014, 2015 (see Attachment A). Ensure that any additional funds which would be used to execute the project as proposed are included.
 - ii. Explain other sources of income for the project, i.e., in-kind or other resources
 - b. Budget Narrative
 - i. Attach a budget narrative providing details about the items listed on each budget sheet and any other relevant information.
 - ii. Clearly identify the total budget for each project year
 - iii. Clearly identify individual costs for each year explaining any allocations. Provide detail on individual salaries to be funded under this project. Explain allocations of time or funds.

- c. Cost Allocation Methodology: provide a rationale for all allocation methodologies used.
- 5) Explanation of the Grant Program
- a. Statement of Problem
 - i. Identify specific data indicators that demonstrate the problem and need for service, providing citations for resources referenced. Some indicators to include:
 - a. Prevalence of disability
 - b. Relevant demographic factors
 - c. Identify populations of persons with disabilities in the proposed geographic service territory.
 - ii. Demonstrate an understanding of the individual and community needs of persons with disabilities and how the program will function to meet needs across all disability groups.
 - iii. Include a description of existing resources (e.g., grants, existing community services, referral sources, other public or private funding).
 - iv. Establish a baseline from which the success of the proposed project will be gauged.
 - b. Goals, Objectives, Strategic Plans, and Performance Measures
 - i. Detail program goals and measurable objectives clearly.
 - ii. Provide a plan which shows a direct relationship between the issue, services that are provided and the outputs and outcomes. (a logic model may be provided as an attachment and referenced. It will not count as part of the 25 page narrative).
 - iii. Describe the data collection plan. Include any partnerships that are involved in data collection. Describe how partnership ensures data reporting when other agencies control outcome data sources.
 - iv. Describe the systems or methodologies used to capture the data required to complete reporting.
 - v. Describe how the agency will incorporate consumer, and community input into ongoing program planning and evaluation.
 - vi. Reporting Requirements
 - a. Describe the persons/positions and process that will be in place to provide timely monthly fiscal reporting. This is to include the grant transaction report (see Attachment F: Monthly reporting) as

well as an expenditure listing which itemizes all payments supported by grant funding. Reporting is due the fifteenth of the following month.

- b. Describe the persons/positions and process that will be in place to provide the quarterly programmatic reports. (Please see Attachment F: Quarterly reporting). Reporting is due the fifteenth of the month immediately following the quarter.
- c. Describe the persons/positions that will be involved in ensuring timely and accurate submission of federal reports to the KRS program manager on an annual basis. (for information on 704 federal reporting see the following link: <http://www2.ed.gov/programs/rsailstate/performance.html>). Federal 704 reports are due to KRS no later than December 1, 2012.

c. Project Design

- i. Define Program boundaries and parameters.
 - a. Describe counties and area to be served.
 - b. Describe physical office locations and facilities.
 - c. Describe how persons to be served (consumers) who live in proposed grant territory, but do not reside near a physical facility will receive services.
 - d. Describe access to the program, its activities, and facilities specific to ADA access requirements, program standards, and requirements of receipt of federal funding (Code of Federal Regulations: Part 35).
- ii. Define and describe the target population.
 - a. Describe service needs of population
 - b. Describe outreach/recruitment strategies.
 - c. Identify populations of persons with disabilities located within the proposed service territory that are considered to be unserved/underserved.
- iii. Describe key referral sources and provide evidence of support available to carry out the proposed project (letters of collaboration may be provided as an attachment and are not part of the 25 page narrative).
- iv. Define Services to be provided (Core services are required).
 - a. Provide a description of services to be provided. Include a description of community services as well

- as individual services. Indicate intended outcomes and methods of measurement for increasing the capacity for persons to live independently within Kansas communities.
- b. Provide a description of the planning process including how the proposal was planned in collaboration with other stakeholders. Include a description of the involvement of persons with disabilities who reside in the proposed CIL territory in the planning process.
 - c. Provide a timeline (a Gantt chart may be referenced and included as an attachment. It will not count as part of the 25 page narrative).
 - d. Describe the implementation plan for services.
 - e. Indicate how services are in line with the current goals from the 2011-2013 State Plan for Independent Living (SPIL). The SPIL can be reviewed at the following link: http://www.silck.org/SPIL_2011%2013_final%20for%20web.pdf
 - f. Identify how the plan meets federal evaluation standards (34 CFR 366.60(a)).
- d. Implementing an Evidence Based Program or Best Practices
- i. Provide detailed description of the evidence based or best practices foundation for the model of service delivery that you will be using.
 - ii. Cite references.
 - iii. Highlight how this program and its activities maintain fidelity to the evidence based or best practices model.
- e. Management Structure
- i. Describe board membership; identify the total number of members, and number of members with a disability. Describe the types of disabilities represented by board membership. For each board member identify the home county and their unique credentials or area of expertise.
 - ii. Describe how your organization meets or plans to meet the compliance requirements of 34 CFR 366.63(a) (1) (i) (A).
 - iii. Describe management and administrative support structure, highlight expertise, qualification and technical experience.
 - iv. Describe how your organization meets or plans to meet the compliance requirements of 34 CFR 366.63(a) (1) (i) (B).

- v. Describe direct service staff; highlight expertise, qualification and technical experience.
- vi. Provide Organizational Chart (not included in 25 page narrative). Mark the positions on the chart which are held by person with a disability (or indicate hiring plan).
- vii. Describe the capacity for the agency to handle the project, to include fiscal capacity to separately account for grant activity and funds.
- viii. Describe required staff and board training to occur as a part of the project.
 - a. Identify initial training delivery and a plan for ongoing training of the board and all classes of staff positions.
 - b. For board training the following training topics and method of training delivery should be addressed: Independent Living history and philosophy, board composition and appointments, duties and responsibilities of a board, managing finances (OMB circular requirements, fiduciary responsibility of a board, adequate D & O coverage), developing a strategic plan that meets assurances (34 CFR 366.50 (d)), policy setting, outcomes and evaluation, diversity and outreach, ethics.
 - c. For staff training the following training topics and method of training delivery as well as classification of staff included in each training should be addressed: Independent Living history and philosophy, ethics, provision of core and additional services, diversity and culturally aware practices, community outreach, developing a one year work plan, managing finances (developing a budget that ties into organizational plans, meeting OMB circular and federal requirements to include cost allocation methodology), operational policies, Safety, records maintenance (HIPAA requirements, maintaining adequate record of consumer services to include ILP or waiver goals and services notation).
- f. Sustainability
 - i. Explain how the project will continue to be funded following cessation of grant funds.
 - ii. Explain potential diversification of funding strategies and sources, explaining research or activity towards achieving diversification.

B. Submission Instructions

- 1) To be considered for funding, one original hard copy and one electronic copy on disc must be received by *Brie Wilkins, SRS Procurement Services, 915 SW Harrison, Docking State Office Building 8th floor, Topeka KS 66612* by 5 p.m. February 29, 2012. Applications will not be accepted via fax.
- 2) Application should not exceed 25 pages of narrative, not including cover page, title page, attachments and table of contents.
- 3) The font size must be at least 12 point. All margins must be no less than one-half inch. All pages of the application must be numbered in the lower right-hand corner, starting with the Cover Sheet as page 1. These page numbers may be hand-written but computer generated numbering is preferable.
- 4) The application must be arranged in the order indicated in the “Application Checklist on page 2.
- 5) All copies of the application are to be printed single-sided and bound with a staple or binder clip in the upper left-hand corner. Do not bind with separate covers of any kind or paper clips. Do not include tabs, plastic inserts, or brochures in your grant application.
- 6) If possible, applicants are encouraged to submit their application electronically via e-mail to Brie.Wilkins@srs.ks.gov or by disc in addition to the required original and one electronic copy.
- 7) The application must be signed on the cover page in box C (official authorized to sign application)

PART IV: PROPOSAL REVIEW

A. Review Process: SRS will review applications in accordance with the Criteria for Review, which are described below. Reviews will be done at the SRS Central Office. The review panel may include persons not employed by SRS.

B. Criteria for Review:

Grant applications will be reviewed based upon:

5 Points **Applicant Information:** Information is complete and signed.

- 10 Points **Program Abstract:** Provides all requested material and clearly establishes a relevant baseline to gage the project’s success.
- 10 Points **Budget Justification:** The provided budget narrative clearly details projected expenses, sources of match. Allocated items including salaries are clearly explained. Salaries that are split between two funding sources for the project are identified.
- 10 Points **Statement of Problem:** The issue that needs addressed is clearly explained. Trend data is provided and a baseline for the project is established.
- 15 Points **Goals and Objectives, Strategic Plan and Performance Measures:** the goals and performance measures are clearly stated. A plan shows direct relationship between the issue, services to be provided and outputs and outcomes.
- 15 Points **Project Design:** Boundaries of the program and the persons to be served are clearly defined. Risk factors and method of assessment are described. Recruitment our outreach strategies are described, as well as how the program ensures access to those most in need of services. . Evidence of key referral source(s) support is provided. Services to be provided are clearly defined. The implementation plan is clearly defined with a timeline that sets attainable measurable goals.
- 15 Points **Implementing an Evidence Based Program or Best Practices:** The research or evidence based practices are clearly outlined with sources cited. The narrative details how the project will maintain fidelity to the research or best practices foundation.
- 10 Points **Management Structure:** management structure and staffing clearly describe the expertise, qualifications and technical experience of all person who will be a part of the project. The capacity of the organization to implement the proposed project (services) is described and the agency’s fiscal capacity is described. A description of any training that staff will require is provided [Training for staff of new centers for Independent Living is mandatory and must be described here]..
- 10 Points **Sustainability:** An explanation of how this project’s funding will continue after the grant funds ceases is clearly presented. Any sources of definite funding are identified. If future funding is uncertain potential sources for funding are stated.

Glossary

A. Definitions

Activity: Refers to a direct service or program offered to children, families, child care providers, communities, and other recipients. Examples of activities include parenting classes and child health programs.

Audit: A report or statement reflecting an official examination and verification of accounts and records.

Audit Policy: See the following website for information on audit policy:

<http://www.srs.ks.gov/agency/OACS/Documents/RecipientMonitoringPolicyJuly2009.pdf>

Best Practices: The most advantageous or suitable way of doing something or carrying out a program based on experience and/or the results of research based on clinical expectations.

Grantee: The recipient of grant funds.

Guiding Principles: Underlying beliefs or philosophies that drive decisions and actions associated with the project.

Intermediate Outcomes: A quantified measure such as the amount of increase or percentage of change in behavior or knowledge as a result of program activities.

Sample Intermediate Outcome: Improved quality of early childhood care and education.

Intermediate Data Indicators: Specific items of information used to track a program's success toward specified outcomes. Indicators describe observable, measurable characteristics or changes that represent achievement of an outcome. The number and percent of program participants who are demonstrating desired behaviors are indicators of how well the program is doing with respect to the outcomes.

Sample Intermediate Data Indicator: Percentage of early childhood teachers with NAEYC accreditation.

Intermediate Goals: For each intermediate data indicator listed, a measure of success extending over a period of time. Must contain a quantifiable measure existing within a specific time frame.

Sample Intermediate Goal: By December 31, 2004, the percentage of early childhood teachers with CDAs will increase from 5% to 25%.

Intermediate Results: Recorded rate of behavior change.

Sample Intermediate Result: To date the percentage of early childhood teachers with CDAs has increased from 5% to 7%..

Logic Model: Describes resources, activities, and outcomes throughout the duration of the project.

Long-Term Outcomes: For the purpose of this Request for Proposals, Long-Term Outcomes are defined as Connect Kansas Outcomes (see page 4).

Sample Outcome: Connect Kansas Outcome # 6 - Children enter school ready to learn.

Long-Term Data Indicators: Specific items of information used to track a program=s success toward specified outcomes. Indicators describe observable, measurable characteristics or changes that represent achievement of an outcome. The number and percent of program participants who are demonstrating desired behaviors are indicators of how well the program is doing with respect to the outcomes.

Sample Long-Term Data Indicator: Percentage of kindergartners scoring higher than 80% on developmental assessments.

Long-Term Goals: A broad, long-term measure of success extending over a period of time. Must contain a quantifiable measure existing within a specific time frame.

Sample Long-Term Goal: By December 31, 2007, kindergartners= developmental assessment scores will improve by 30%..

Long-Term Results: Measure of success to date.

Sample Long-Term Result: Kindergartners= developmental assessment scores have improved by 5%.

Mission: A brief statement of purpose or reason for being; answers the question, AWhy does your community partnership or organization exist?

Needs Assessment: Data regarding programs, geographic location, target population, and existing services that demonstrate need for identified project activities.

Outputs: Quantity of an activity and/or the direct products of program activities. Outputs are

usually measured in terms of the volume of work accomplished. Examples of outputs are number of classes taught, and educational materials distributed.

Sample Output: Four parenting classes were held.

Outcome Evaluation: The process of measuring progress towards immediate, intermediate, and long-term outcomes.

Program Evaluation: The process of planning, collecting, analyzing, and reporting results of the project.

Promising Approaches: Programs/activities that have demonstrated effectiveness.

Request for Proposal: A solicitation by a grantor seeking applications from potential grantees.

Short-Term Outcomes: Program outputs (for each Intermediate Outcome listed).

Sample Short-Term Outcome: Number of early childhood teachers working toward an AA degree.

Short-Term Data Indicators: Specific items of information used to track a program's early successes toward specified outcomes. Indicators describe observable, measurable characteristics or activities that represent progress toward achievement of an outcome. The number and percent of program participants who are participating in programs or activities are examples of short-term data indicators.

Sample Short-Term Indicator: Number of early childhood teachers who received college tuition.

Short-Term Objectives (or Benchmarks): A specific, measurable statement of expected annual progress towards achieving a program outcome. Objectives should include a completion date and projected level of services or activities affecting program recipients and should be available for each short-term indicator listed.

Sample Short-Term Objective: By December 31, 2002, 50 early childhood teachers will receive college tuition reimbursements through Smart Start.

Short-Term Results: Measure of success for the grant period.

Sample Short-Term Result: 12 centers have received assistance to initiate the NAEYC accreditation process.

Staffing Patterns: Types or categories of employees scheduled to perform specified duties

during certain hours.

Supporting Research: Research that demonstrates the relationship between the activity and the expected outcome.

Transmittal Letter: Letter from the auditor indicating an audit has been performed.

Vision: The futuristic picture or ideal state of a community or program as defined by the community partnership or organization.

Work Plan: Describes activities and measures of success for the current grant period.

B. SRS Divisions

SRS: Kansas Department of Social and Rehabilitation Services

SRS/ISD: Kansas Department of Social and Rehabilitation Services/Integrated Service Delivery

SRS/DBHS: Kansas Department of Social and Rehabilitation Services/Disability and Behavioral Health Services

SRS/
Operations: Kansas Department of Social and Rehabilitation Services/Operations

C. Glossary of Budget Expense Items and Budget Instructions (listed in order from the budget sheet)

Gross Salary: Payments of salary for time of all staff allocated for work directly related to this project.

** Budget instruction for this line item - Example of salary: \$7,500
Please indicate position title, number of people with this title working on the project, the percentage of each person=s time devoted to the project and the calculated cost of that time.*

Fringe Benefits: Pro-rated costs other than wages or salaries that are attributable to the program employees. Examples are Social Security, health insurance and pension contributions.

** Budget instruction for this line item - An example of fringe benefits, with the fringe benefit package equaling 15% of gross salaries follows:*

Gross salary X percentage allotted for benefits package X FTE = fringe benefits

$\$7,500 \times 15\% \times .50 = \562.50

Travel and Subsistence: Transportation and accommodations, per diem and mileage allowances, lodging expenses for staff and contract personnel associated with the project. The rate shall be no more than the current amount specified by the state at the time at which the grant was issued.

** Budget instruction for this line item – are available at the following link:
http://www.da.ks.gov/ar/employee/travel/travltri_12.pdf*

Furniture and Equipment: Equipment is defined as tangible property that has a useful life of more than 2 years and an acquisition cost of \$500 or more.

Supplies: Costs of project materials, equipment rentals or leasing, supplies and other consumables.

Contractual: Costs of personnel who are not on the staff of your organization, but whose services are required in order to complete the project successfully. This could include consultants, teachers, social workers, artists, technicians, advisers, and support personnel.

** Budget instruction for this line item - Please specify type of contractor, number of days committed to this project, rate charged per day (or other fee basis), and calculated total cost.*

Staff Education and Training: Those costs associated with providing education and training that will benefit staff in the services they provide. This can include travel, room and board if the training is outside the geographical area.

** Budget instruction for this line item - Examples include organizational memberships, books, courses, workshops, etc.*

Building, Space, and Maintenance: The facility in which a project is located and the amount of work or costs of keeping the facility in operation.

** Budget instruction for this line item - Examples include monthly mortgage payments or rent, gas, telephone, electricity, water, insurance, taxes, maintenance and repairs, janitorial services, and routine facility improvements related to a project.*

Other Expenses: All other expenses directly related to this project that are not included in the categories above.

** Budget instructions for this line item –*

1) *Please specify type of expense on budget form and provide additional detail in budget narrative.*

2) *Examples include a program audit, renovations, and professional liability insurance.*

Indirect Costs: Those costs attributed to overhead or general operating expenses that may occur when the program is associated with an umbrella organization.

** Budget instruction for this line item - Rent, electricity, etc., may be included under Building, Space, and Maintenance or Indirect Costs, but not under both.*

Project Costs: The total amount the project will cost the vendor.

Cash Match: Cash contribution to the project by agencies, institutions, or private sources.

** Budget instruction for this line item - The cash source of the funds must be detailed on a continuation page.*

In-kind: Contributions such as donated furniture and equipment, office supplies, utility costs, vehicles, and volunteer services.

** Budget instruction for this line item - Rates for volunteers should be consistent with regular rates paid for similar work in other activities of the grantee. If the kind of skills required for project activities are not found in other activities of the provider, rates should be consistent with those paid for similar work in the labor market in which the provider competes.*

PART VI: ATTACHMENTS

- A. Budget Sheet
- B. Budget & Grant Transaction Report
- C. Sample Work Plan
- D. Assurances
- E. Sample Logic Model
- F. Quarterly and Monthly Reporting

ATTACHMENT A: Budget Sheet

FUNDING SOURCE	GRANT REQUEST	ALL OTHER OR CASH MATCH	IN-KIND	TOTAL
1. PERSONNEL GROSS SALARY & FRINGE BENEFITS				
2. TRAVEL AND SUBSISTENCE				
3. FURNITURE AND EQUIPMENT				
4. SUPPLIES				
5. CONTRACTUAL				
6. STAFF EDUCATION AND TRAINING				
7. BUILDING, SPACE, AND MAINTENANCE				
8. OTHER (SPECIFY)				
9. OTHER (SPECIFY)				
10. OTHER (SPECIFY)				
11. INDIRECT COSTS				
12. TOTAL OF 1-11				
13. PERCENT OF TOTAL				

ATTACHMENT B: Budget & Grant Transaction Report

(Exhibit E in Notification of Grant Award)

Grantee Agency and Full Mailing Address:	Grant Number:	Federal Employer Identification Number:
(Q)	(L)	(V)
	Grant Period:	Reporting Period Month/Day/Year:
(R)	(NB) to (NE)	
(W)	Grant Amount:	This is report number _____ for the period:
	\$ (M)	from _____ to

EXPENDITURE INFORMATION

Project Budget	Current Period	Prior Period Total	Cumulative	Approved Budget
Personnel			\$0.00	
Travel and Subsistence			0.00	
Furniture and Equipment			0.00	
Supplies			0.00	
Contractual			0.00	
Staff Education and Training			0.00	
Building, Space, and Maintenance			0.00	
Other (specify)			0.00	
Other (specify)			0.00	
Other (specify)			0.00	
Indirect Cost			0.00	
Total	\$0.00	\$0.00	\$0.00	\$0.00

Total Grant \$\$ Spent to Date:	\$ 0.00	Grant \$\$ Remaining:	\$ 0.00
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Cash Report:		Other Information:	
Cash on Hand (Beginning of Period)		Program Income	
Receipts (Include Program Income)		Interest Income	
Disbursements		Advances to Sub-grantees	
Cash on Hand (End of Period)	\$ 0.00		

Authorized Project Official - I certify that to the best of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.

Signature: _____ Date: _____ Phone Number: _____

SRS Program Monitor:

Signature: _____ Date: _____ Amount to be Paid: _____

ATTACHMENT C: Sample Work Plan

NW Regional Center For Children

CONNECT KANSAS OUTCOME 1: Children enter school ready to learn.

GRANT YEAR OBJECTIVE OR BENCHMARK: By December 31, 2002, 50 early childhood teachers will receive college tuition reimbursements through Smart Start.

ACTIVITIES:

- § Receive training on the process and standards for implementing T.E.A.C.H. in NW Kansas
- § Define early childhood curriculum and courses with Home Economics Department at Westminster College
- § Provide professional development workshops for early childhood providers (to explain T.E.A.C.H. and competency levels).
- § Market T.E.A.C.H. to providers and collaborative partners
- § Document program activities and outputs

OUTPUTS:

- § 3 NW Regional Center for Children staff trained to set up and administer T.E.A.C.H.
- § 3 classes will be offered in early childhood for credit through Westminster College
- § 11 professional development workshops with 87 total participants
- § 15 electronic media (TV, radio, internet) promotions, 55 print media (newspapers, newsletters) promotions, 2,500 professional developmental materials distributed, 30 presentations to community groups
- § Monthly and annual reports from data entered online in the Community Documentation System

SUPPORTING RESEARCH:

Benson, 1997.

ATTACHMENT D: Assurances

a. Supplantation of Grant Funds - The grantee shall not replace or supplant funding of another existing program with funds provided for in this Grant. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

b. Debarment - As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of SRS is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with SRS, the Excluded Parties Lists@ shall be researched for potential debarred persons or entities. (located at the website <http://epls.arnet.gov>).

c. Compliance With Laws and Regulations - The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to SRS that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

d. Nondiscrimination and Workplace Safety - The grantee agrees to abide by all state, federal and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules and regulations may result in termination of this Grant.

e. ADA Compliance - The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et. seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-111 et seq.) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 et. seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "Equal Opportunity Employer@"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

Parties to this contract understand that the provisions of this paragraph Ae.@ (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting state agency cumulatively total \$5,000 or less during the fiscal year of such agency.

**ATTACHMENT D: Assurances
Confirmation of Compliance**

A grantee is required to comply with all federal, state, and local laws and regulations in effect at any time during the course of the grant. Compliance requirements may be found in the Notification of Grant Award.

Agencies are obligated to ensure that they become aware of any new amendments as soon as they are issued and announced to the public. This can be done by arranging to obtain or have access, to the following documents:

- Code of Federal Regulations (CFR): CFRs include administrative regulations applicable to grants. They are available in booklet form from the U.S. Government Printing Office and online at <http://www.gpoaccess.gov/cfr/index.html>

Regulations applicable to Independent Living grants: CFR Title 34 Parts 364-366. Applicants signing this page are aware of the requirement to meet the Assurances for Centers (34 CFR 366.50).

- Office of Management and Budget (OMB): These publications are used to announce major proposed and final rule making issuances, including announcements of new programs and regulations for the Federal Departments and the OMB. They are available from the U.S. Government Printing Office on a subscription basis and online at www.whitehouse.gov/omb/.

Regulations applicable to the Independent Living grants are: OMB Circulars A-87,A-102, A-110, A-122, A-133.

Any act, agreement, contract or transactions shall be governed by, and construed, interpreted and enforced in accordance with, the laws of the State of Kansas and, to the extent applicable, the United States of America. SRS maintains the right to audit or monitor grant programs through program staff or the SRS Office of Audit and Consulting Services for adherence to federal and state rules and regulations. Upon notification of award a copy of the SRS FINANCIAL AND ADMINISTRATIVE GRANTS POLICY MANUAL will be sent as a reference for all grantees.

By signing below you indicate that you have read, understand and agree to follow the policies and applicable state and federal regulations as referenced above.

Signature of Authorized Representative

Date

Name of Organization

ATTACHMENT E: Sample Logic Model

INPUTS	OUTPUTS	SHORT-TERM OUTCOMES	INTERMEDIATE OUTCOMES	LONG-TERM OUTCOMES
<p>List specific:</p> <p>X Resources Staff Funding Facilities</p> <p>X Strategic Planning</p> <p>X Community Needs Assessment Results</p> <p>X Implementation Plans</p>	<p>X Services Provided by Grantees Program Activities</p> <p>X Number of Participants Children Individual Providers Child Care Centers Parents Other</p> <p>X Number of Services Hours By type of service By type of participant</p> <p>X Total Dollars Spent By type of service By type of participant</p>	<p>X Grantees= Goals Attained</p> <p>X Program Activity Counts</p> <p>For example: Number of T.E.A.C.H. scholarships Number of child health referrals Number of child care slots Number of health, vision, and hearing screenings Number of parent edu- cation services</p> <p>X Systems Change</p> <p>For example: New partnerships EC gaps filled Increased collaboration</p> <p>X Number of Children Reached</p> <p>X Number of Families Reached</p>	<p>X Improved Quality of Early Child Care and Education</p> <p>For example: Percentage of early childhood teachers with AA degree Percentage of early childhood teachers with CDA Percentage of early childhood teachers with NAEYC accreditation</p> <p>X Increased Availability of Early Child Care and Education</p> <p>X Increased Affordability of Early Child Care and Education</p> <p>X Improved Child Health</p> <p>X Increased Family Support</p> <p>X Increased Early Childhood Knowledge Among Parents</p>	<p>X Increased Number of Children School Ready to Learn</p> <p>For example: Percentage of kindergartners scoring higher than 80% on developmental assessments</p>

Attachment F is comprised of four parts:

Part 1: Quarterly programmatic reporting – consumer demographics

Part 2: Quarterly programmatic report – individual services and achievements

Part 3: Quarterly programmatic report – Kansas reporting

Part 4: Monthly fiscal reporting

These documents are available in Excel and Text formats at: <http://www.srs.ks.gov/agency/rs/Pages/default.aspx>

Please be sure to access all four parts in order to have a complete copy of Attachment F.