



## **Invitation for Proposal 2019-ADM-400 Title: State Plan Development**

### **Attention Interested Parties**

**Date of Release:** July 16, 2019

**Due Date:** All submissions must be received by 4:00 pm (EDT) on August 16, 2019.

**Notification of Winning Proposal Results:** August 30, 2019

**Contact:** All questions related to this Invitation for Proposal shall be sent via email by July 25, 2019 to:

Holly Hohmeister, Senior Manager, Programs and Contracts  
Florida Developmental Disabilities Council, Inc.  
124 Marriott Drive, Suite 203  
Tallahassee, FL 32301  
[proposal@fddc.org](mailto:proposal@fddc.org)

**QUESTIONS ARE TO BE SUBMITTED IN WRITTEN FORMAT ONLY. THIS IS A LEGAL PROCESS AND WE CANNOT ANSWER QUESTIONS VERBALLY. Answers to any questions received will be posted on the FDDC website (fddc.org) by July 30, 2019.**

**Cone of Silence:** For purposes of this solicitation, FDDC has established a solicitation silence policy (Cone of Silence) that prohibits oral and written communication regarding all formal solicitations for goods or services (formal proposals, Request for Proposals, Invitation for Proposals, Request for Bids) issued by the FDDC with the exception of the formal written questions that may be submitted as described above. The period commences from the date of advertisement until award of contract.

**Applicable Laws and Regulations:** All applicable Federal and State laws, county and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the services to be provided shall apply to the bid/proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.

**Funds Available:** The Florida Developmental Disabilities Council, Inc. (FDDC) has set aside a maximum of **\$200,000** federal funds for a period not to exceed 22 months for fiscal support of this proposal. The award will remain firm for the contract period unless addendums to the scope of work are required by the funder.

**Funding Source:** 100% federal funds, CFDA#75-17-1536 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through FDDC.

**Ineligible Entities:** Federal regulations limit and restrict the ability of individuals or entities debarred or suspended by a Federal Agency from doing business with, or contracting for the use of federal funds with, the Council. See 29 CFR, Part 98; 45 CFR, Part 76.

**Evaluation of Award:** All proposals received by the due date and time will be evaluated by the FDDC. An offeror that meets the qualifications and price will be considered by the selection committee for an award. No work shall begin until a contract is executed by the FDDC. The FDDC reserves the right to reject any or all proposals.

**Project Contract Type:** Cost reimbursement consultant agreement based on review of deliverables that demonstrates a satisfactory level of performance and expenditures.

**Project Contract Period:** All work shall be completed within 22 months of the consultant agreement execution date.

**Additional Information:** Upon successful negotiation and execution of the consultant agreement, the winning proposer will be provided with additional resources from the Administration on Intellectual and Developmental Disabilities and the Council that will assist with execution of the scope of work. Resources will include, but not be limited to, selected materials used to develop the 2017-2021 State Plan and national and state data sources and contacts.

### **Background and Purpose of Proposal**

The Florida Developmental Disabilities Council, Inc. (FDDC), authorized by Section 393.002 Florida Statutes, serves as the "state designated agency" to administer funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402). These funds are made available to states to be used for improving the quality, extent, and scope of the broad range of community services needed by persons with developmental disabilities. Priority is given to improving needs that are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or welfare programs.

To receive funds under this subtitle, each designated state agency is required to submit a five-year strategic State Plan that addresses very specific requirements prescribed by the Developmental Disabilities Assistance and Bill of Rights Act. Measurable goals, objectives, and activities, along with goal outcomes and objective outcomes, must be developed and based on the following:

- A Comprehensive Review and Analysis that demonstrates a thorough understanding of 1) the extent to which services, supports, and other assistance are available to individuals with developmental disabilities and their families, and 2) the extent of unmet needs for services, supports and other assistance for those individuals and their families in the state.
- Public input that includes individuals with developmental disabilities (including culturally diverse groups); family members; service providers; and other people concerned with services for people with developmental disabilities.
- Assessing progress on the current state plan and determining whether existing goals, objectives, and/or activities should be carried into the new state plan.

Key considerations throughout development of all components of the next five-year State Plan, must include Council member engagement in the planning process; collaboration with the Developmental Disabilities Network (i.e., Disability Rights Florida, The Mailman Center for Child Development at the University of Miami, and the Florida Center for Inclusive Communities at the University of South Florida) and other partners; and stakeholder input on the state needs and the proposed plan.

The next five-year state plan will cover the time period from October 1, 2021 to September 30, 2026. This plan must be completed and submitted to the Administration on Intellectual and Developmental Disabilities on or before August 15, 2021.

This project seeks to accomplish the following: 1) conduct research and develop the Council's Comprehensive Review and Analysis for the 2022-2026 State Plan; 2) develop and implement a process for Public Input; 3) develop

summaries and necessary resources to present findings and facilitate the Council's work in developing five-year measurable goals, objectives, and activities, along with goal outcomes and objective outcomes, for the 2022 – 2026 State Plan, including consideration of whether existing goals, objectives, and/or activities should be carried into the new state plan; and 4) refine the goals, objectives, and activities, along with goal outcomes and objective outcomes, based on Council input and public review and comments as determined necessary by the Council.

The FDDC is seeking entities to apply who meet the following qualifications and can demonstrate the ability to fulfill the scope of work outlined in this proposal.

**Preferred Qualifications:**

1. Have relevant experience in
  - a. Conducting research using state and national data and resources;
  - b. Collaborating with diverse groups of people, including individuals with intellectual and developmental disabilities, their family members, and key state agencies and organizations;
  - c. Developing, conducting, and analyzing surveys;
  - d. Structuring and conducting focus groups, interviews, and strategic planning; and
  - e. Developing professional reports of findings and summaries for diverse audiences.
2. Have demonstrated knowledge of the key areas of emphasis referenced within the scope of work (i.e., health/healthcare, employment, information and formal services and supports, interagency initiatives, quality assurance, education/early intervention, housing, and transportation).
3. Have the ability to strictly adhere to the prescribed timeline as delineated in the Abbreviated Key Elements Timeline, Form #5, page 13, and the Comprehensive Key Elements Timeline, Form #6, pages 14 through 22 of this proposal.
4. Have the ability to enter into a consultant agreement prior to October 1, 2019.

**Scope of Work and Services to be Provided:**

**1. Develop Comprehensive Review and Analysis.**

- a. Conduct all research and analysis as required and fully described in Form #6, Item 1, Comprehensive Key Elements Timeline, pages 14 – 19 of this proposal, to develop the Council's Comprehensive Review and Analysis.
- b. Submit the Comprehensive Review and Analysis in a report format that sequentially addresses Part A: State Information; Part B: Portrait of the State; and Part C: Analysis of State Issues and Challenges and adheres to the American Psychological Association (APA) style guidelines, including proper citations for source data and information.

**2. Develop and implement process for Public Input.**

- a. Develop a process for public input as described in Form #6, Item 2, Comprehensive Key Elements Timeline, pages 19 and 20 of this proposal, to include surveys, focus groups, interviews, and other relevant means as determined appropriate.
- b. Implement public input process.
- c. Submit summary reports and charts, if desired, to convey public input process outcomes.

**3. Develop an overview presentation and brief summaries from Comprehensive Review and Analysis and Public Input for Council consideration.**

- a. Develop the overview presentation and brief summaries consistent with the format and specifications described in Form # 6, Item 3, Comprehensive Key Elements Timeline, pages 20 and 21 of this proposal.

**4. Present summaries of findings from Comprehensive Review and Analysis and Public Input to the Council at the May 2020 tri-annual meeting.**

5. **Assist the Council in developing Measurable Annual Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, from the critical areas of importance identified by the Council at the May meeting for the 2022-26 State Plan through a two-day State Plan Committee strategic planning meeting to be held in July or early August 2020. This process must incorporate review of current goals, objectives, and activities and consideration of those to be continued in the 2022-26 State Plan. Specifications are described in Form #6, Item 5, Comprehensive Key Elements Timeline, pages 21 and 22 of this proposal.**
6. **Present a draft of the State Plan Measurable Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, to the Council for approval at the September 2020 tri-annual Council meeting.**
7. **Submit a final draft of the State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, for the required 45-day public input period that incorporates the Council’s final recommendations.**
8. **Summarize any public input and present comments at the January 2021 tri- Council meeting for final approval unless modifications are so significant that a second public comment period is warranted.**
9. **Revise the final draft of the State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, and submit for second round of 45-day public input if necessary.**
10. **Submit final State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, in April 2021 for final Council approval at the May 2021 meeting.**
11. **Develop and submit a final report that will serve as the “Introduction” to the Comprehensive Review and Analysis and addresses all requirements prescribed in Form #6, Comprehensive Key Elements Timeline, pages 22 and 23 of this proposal.**

### **Sections for Offeror to Complete**

#### **Section 1: Offeror Contact Information**

Include the following contact information: Name of organization replying to invitation for proposal address (including city, state, and zip code); phone number; contact person’s name, title, and email address; and an original signature of the person authorized to submit the proposal.

**Section 2:** Describe the organizational capacity of the offeror to meet the specified qualifications, address the need/purpose of this project, and complete the scope of work and services to be provided as described on pages two through four and Forms #5 and #6, pages 13 through 23 of this Invitation for Proposal.

As prescribed by the Council’s Invitation for Proposal Protocol, a sample of work must be provided and evaluated for projects with a primary end purpose of a written product or products. Attach a current sample of work, preferably aligned with the scope of work to be provided in this project.

**Section 3:** Provide the name of key staff who will work on the project, conveying specific roles in correlation to the required key elements, including educational background, length of time with the organization, and current title. Attach current resume or curriculum vitae (CV) of each team member to be involved in the project.

**Section 4:** Provide an all-inclusive cost to conduct work and a brief budget narrative using the attached format on page six. Indirect cost cannot exceed ten percent (10%) of total salary and fringe benefits unless the entity has an approved federally recognized negotiated indirect cost rate in accordance with Uniform Guidance.

Calculate total hours to complete work and provide an hourly rate and total of hours for each team member involved. The budget narrative should explain and demonstrate that each entry on the line item budget is allowable, reasonable, and necessary. **The funds requested from FDDC must remain within the identified range of available funding.** The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. **Costs must be in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance)** <https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/xml/CFR-2017-title2-vol1-part200-subpartE.xml>. All proposed budget items and amounts are subject to final approval.

**Section 5:** Provide a list of references for all relevant and related work performed over the past five years, including a contact name, phone number, and email address for each reference. The references should describe the type of work conducted and when it was undertaken and completed. At a minimum, two (2) references will be contacted to obtain recommendations of the offeror's performance.

**Section 6:** Provide completed required Forms 1-4 with an original signature for each form.

### **Format for Submission**

Offeror shall submit a written narrative answering each section in the "Sections for Offeror to Complete" (all six sections must be completed with section headings in the order listed above). Use a 12 point Arial font size, 1.5 space, and limit your response to 20 numbered pages, not including resumes, curriculum vitae, references, and required forms. Attachments beyond the required forms identified in Sections 3 and 6 will only be used to support the IFP requirements. Please submit one original and 3 copies of your response and attachments. Please clearly mark your submission with the Invitation for Proposal #2019-ADM-400.

**Due Date:** All submissions must be received by 4:00 pm (EDT) on August 16, 2019.

**Submit proposal to:** Holly Hohmeister, Senior Manager, Programs and Contracts  
Florida Developmental Disabilities Council, Inc.  
124 Marriott Drive, Suite 203  
Tallahassee, FL 32301

## BUDGET REQUEST FORMAT

BUDGET ITEM	FDDC REQUESTED FUNDS	BUDGET NARRATIVE
Salary		
Benefits		
Subcontracted personnel, if applicable		
Staff Travel		
Printing		
Meeting Room Costs, if applicable		
Data Acquisition Costs, if applicable		
Indirect Costs		
Other: Describe any other budget items listed.		
<b>TOTAL</b>		

## **Mandatory Terms and Conditions for Procurement**

1. **Certification of Disbarment and Suspension:** Authorized signature required on Form #1.
2. **Conflict of Interest:** Authorized signature required on Form #2.
3. **Cone of Silence:** Authorized signature required on Form #3.
4. **Indemnification and Hold Harmless:** Authorized signature required on Form #4.
5. **Termination:**
  - a. Termination at Will.

This contract may be terminated, without cause, by either party upon no less than thirty (30) calendar days notice, in writing, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
  - b. Termination Because of Lack of Funds.

In the event funds to finance this contract become unavailable, the Council may terminate the contract upon no less than twenty-four (24) hours notice, in writing, to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Council shall be the final authority as to the availability of funds.
  - c. Termination for Breach.

This contract may be terminated by the Council for non-performance by the Provider upon no less than twenty-four (24) hours notice, in writing, to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the Council's right to remedies at law or in equity, or to damages.
6. **Records and Documentation:**
  - a. The provider shall keep and maintain public records required by public records laws for a minimum of three (3) years following the end date of the contract.
  - b. Upon request from the Council, the provider will provide a copy of the requested records or allow the records to be inspected or copied within a reasonable time, at a cost that does not exceed the guidelines of Chapter 119, Florida Statutes.
  - c. The provider shall ensure the public records that are exempt or confidential and exempt from public record disclosure requirements are not disclosed, except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Council.
  - d. The provider shall not use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state regulations and federal law or regulations (45 CFR s. 205.50), except upon written consent of the recipient, or the responsible parent or guardian when authorized by law.
  - e. The provider is responsible for maintaining documentation of all tasks and deliverables under this contract. Records and documentation of events sponsored under this contract include, but are not limited to, the agendas, meeting minutes, conference calls, Best Practices Manual, brochures, handouts, sign-in sheets, evaluations, survey reports, and documentation of printed materials.
  - f. The provider agrees to retain all records of individuals receiving services, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if any audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings. The provider will cooperate with the Council to facilitate the duplication and transfer of any said records or documents during the required retention period.
  - g. Upon completion of the contract, the provider may transfer, at no cost, to the Council all public records in possession of the provider or keep and maintain public records required by the public agency to perform the service. If the provider transfers all public records to the Council upon completion of the contract, the provider shall destroy any duplicate public records that are exempt or confidential and

exempt from public records disclosure requirements. If the provider keeps and maintains public records upon completion of the contract, the provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the Council's custodian of public records, in a format that is compatible with the information technology systems of the Council. §119.0701(2), F.S.

**7. Nondiscrimination Policy:**

- a. All contractors who are the recipients of FDDC's funds or who propose to perform any work or furnish any goods under agreements with FDDC, shall agree to these important principles:
  - i. Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.
  - ii. Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

**8. Trafficking Victims Protection Act (TPVA) of 2000, as amended (22 U.S.C.7104):** Provider will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits contractor/consultant from (1) engaging in severe forms of trafficking in persons during the period of time that this agreement is in effect; (2) procuring a commercial sex act during the period of time that this agreement is in effect; or (3) using forced labor in the performance of the contracted services under this agreement.

**9. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:** Provider will comply with the requirements of 2 CFR 200.321 to take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.



**FORM #1**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY  
MATTERS**

This certification is required by the regulations (2 CFR Part 200, Appendix (II)(H)) implementing Executive Order 12549 and 12689, 2 CFR part 180, Section 180.355.

As the duly authorized representative of the offeror, I certify, to the best of my knowledge and belief, that neither the offeror nor its principals:

- 1) Are presently excluded or disqualified;
- 2) Have been convicted within the preceding three years of any of the offenses listed in s.180.800(s) or had a civil judgment rendered against it for one of those offenses within the time period;
- 3) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission or any of the offenses listed in s.180.800(s); or
- 4) Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

OFFEROR NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**FORM #2**

**CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all offerors, must disclose if any FDDC employee, appointed official, or if any of its agencies is also an owner, corporate officer, agency, or employee of their business.

Indicate either "yes" (a FDDC employee, appointed official, or agency is also associated with your business), or "no".

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, give person(s) name(s) and position(s) with your business.

**NAME(S)**

**POSITION(S)**

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OFFEROR NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

**FORM #3**

**CONE OF SILENCE CLAUSE**

FDDC has established a solicitation silence policy for this procurement (**Cone of Silence Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Invitation for Proposals, Requests for Qualifications, Invitation to Quote, Invitation to Negotiate) issued by the FDDC through its staff.

The period commences upon receipt of the procurement proposal, by FDDC, and terminates upon FDDC's approval to award a contract or reject all responses.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the FDDC, the Executive Director, employees or members of the FDDC Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids/proposals are due, should be directed to the Executive Director or an appointed representative. It shall be the Executive Director decision whether to consider this information in the decision process.

**Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.**

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

**By signing this certification as an authorized official of the below-referenced offeror, we hereby agree to abide by the FDDC Cone of Silence Clause and understand that violation of such shall result in disqualification of the proposal.**

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

OFFEROR NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**FORM #4**

**INDEMNIFICATION AND HOLD HARMLESS**

Offeror shall indemnify and hold harmless FDDC, its officers and employees from liabilities, damages, losses, and costs, including but not limited to attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Offeror and other persons employed or utilized by the Offeror in the performance of this Agreement.

OFFEROR NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

## FORM #5

### State Plan Development Abbreviated Key Elements Timeline

1. Develop Comprehensive Review and Analysis.	October 2019 – April 2020
2. Develop and implement process for Public Input.	October 2019 – April 2020
3. Develop an overview presentation and brief summaries from the Comprehensive Review and Analysis and Public Input for Council consideration.	April 2020 – May 2020
4. Present summaries of findings from Comprehensive Review and Analysis and Public Input to the Council at their May tri-annual meeting.	May 2020
5. Assist the Council in developing Measurable Annual Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, from the critical areas of importance identified by the Council at the May meeting for the 2022-26 State Plan through a two-day State Plan Committee strategic planning meeting to be held in July or early August. This process must incorporate review of current goals, objectives, and activities and consideration of those to be continued in the 2022-26 State Plan.	July 2020 – August 2020
6. Present a draft of the State Plan Measurable Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, to the Council for approval at the September tri-annual Council meeting.	September 2020
7. Submit a final draft of the State Plan Measurable Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, for the required 45-day public input period that incorporates the Council’s final recommendations.	October 2020 – November 2020
8. Summarize any public input and present comments at the January 2021 tri- Council meeting for final approval unless modifications are so significant that a second public comment period is warranted.	January 2021
9. Revise the final draft of the State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, if determined necessary by the Council, and submit for second round of 45-day public input.	February 2021 – March 2021
10. Submit final State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, in April 2021 for Council approval at the May 2021 meeting.	April 2021 – May 2021
11. Develop and submit a final report that will serve as the “introduction” to the Comprehensive Review and Analysis.	May 2021 – June 2021

# FORM #6

## State Plan Development Comprehensive Key Elements Timeline

<p><b>1. Develop Comprehensive Review and Analysis.</b></p> <p><b>Part A: State Information</b></p> <ul style="list-style-type: none"><li>I. Racial and Ethnic diversity<ul style="list-style-type: none"><li>a. Must include percentage of population for White alone, Black or African America alone, Asian alone, American Indian and Alaska Native alone, Hispanic or Latino (of any race), Native Hawaiian &amp; Other Pacific Islander alone, Race unknown, Two or more races, some other race, Do not wish to answer</li></ul></li><li>II. Poverty rate<ul style="list-style-type: none"><li>a. Must include poverty rate identified from the Census Bureau</li></ul></li><li>III. State disability characteristics<ul style="list-style-type: none"><li>a. Prevalence of developmental disabilities in the state<ul style="list-style-type: none"><li>i. Must provide estimated number of people with developmental disabilities living the State</li><li>ii. Must include a brief description of how the estimate was created (e.g., national prevalence rate or other sources)</li></ul></li><li>b. Residential settings<ul style="list-style-type: none"><li>i. Must include year, total served, and a) number served in setting of six or less; b) number served in setting of seven or more; c) number served in family setting; and d) number served in home of their own</li></ul></li><li>c. Demographic information about people with disabilities<ul style="list-style-type: none"><li>i. Must use information collected by the Census Bureau through the American Community Survey, and provide percentages for<ul style="list-style-type: none"><li>1. People in the state with a disability ages a) 15 to 17, b) 18-64, and c) 65 years and over</li><li>2. Race and ethnicity for White alone, Black or African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian and Other Pacific Islander alone, some other race alone, Hispanic or Latino (of any</li></ul></li></ul></li></ul></li></ul>	<p><b>October 2019 – April 2020</b></p>
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race), two or more races, do not wish to answer

3. Educational attainment population age 25 and over to include percentage with a disability and percentage without a disability
4. Employment of population age 16 and over to include percentage with a disability and percentage without a disability
5. Earnings in the past 12 months for population age 16 and over with earnings to include percentage with a disability and percentage without a disability
6. Poverty status for population age 16 and over to include percentage with a disability and percentage without a disability

**Part B: Portrait of the State**

I. Health/Healthcare

- a. Must adequately describe available medical assistance, maternal and child health care, services for children with special health care needs, mental health services for children and adults, institutional care options, and other comprehensive health and mental health services
- b. Must adequately describe public/private insurance access, prevention and wellness initiatives, and long term services and supports available in state
- c. To the extent information is available, must include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such health services and supports

II. Employment

- a. Must adequately describe job training, job placement, worksite accommodations, vocational rehabilitation, and other work assistance incentive and benefits programs that are available to people with developmental disabilities, including “school to work” transition efforts
- b. To the extent available, must include adequate information on competitive, integrated employment efforts; sheltered workshops; Employment First policies/efforts; and sub-minimum wage
- c. To the extent available, must include data regarding the number of youth and adults with

<p>developmental disabilities receiving each type of such employment services and supports</p> <p>III. Information and formal services and supports</p> <ul style="list-style-type: none"> <li>a. Must adequately describe available social, child welfare, aging, independent living, and other such services not described elsewhere that are available to people with developmental disabilities and their families</li> <li>b. To the extent available, must include information on family support efforts/policies, peer support initiative, faith-based community efforts, volunteer activities, home and community based services, and long term services and supports</li> <li>c. To the extent available, must include data regarding the number of children and adults with developmental disabilities and, as applicable, their families receiving each type of such services and supports</li> </ul> <p>IV. Interagency initiatives</p> <ul style="list-style-type: none"> <li>a. Must adequately describe the extent to which agencies operating other federally assisted State programs, including activities authorized under Section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C 3011, 3012) pursue interagency initiatives to improve and enhance community services, individualized supports, and other forms of assistance for individuals with developmental disabilities</li> <li>b. To the extent available, includes information on other state collaborations, such as the state early learning councils required under the Head Start program, State Interagency coordinating Council required under Part C of IDEA, Workforce Innovation and Opportunity Act/Workforce Investment Boards, Centers for Independent Living, State Rehabilitation Council, Aging and Disability Resource Centers and other relevant state-established Councils, Committees, and/or Cabinets</li> <li>c. To the extent possible, includes specific information about participation of individuals with developmental disabilities, family members, and organizations representing people with disabilities on these Councils, Committees, and/or Cabinets</li> </ul> <p>V. Quality assurance</p> <ul style="list-style-type: none"> <li>a. Must provide adequate information on monitoring of services, supports, and assistance to prevent abuse, neglect, sexual or financial exploitation, violation of legal or human rights, and inappropriate use of restraints or seclusion; interagency coordination and systems integration efforts that result in improved an enhances</li> </ul>	
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<p>services, supports, and other assistance; access to person-centered planning services; and training in leadership, self-advocacy, and self-determination</p> <p>VI. Education/early intervention</p> <p>a. Must provide adequate information on general and special education services; early intervention services; early childhood services; private school services; education supports; and teacher training</p> <p>VII. Housing</p> <p>a. Must provide adequate information on the availability of affordable, accessible, integrated housing, housing supports and services; and services related to renting, owning, or modifying a residence</p> <p>VIII. Transportation</p> <p>a. Must provide adequate information on accessible public transportation services, paratransit services, and/or programs that promote community accessibility</p>	
<p><b>Part C: Analysis of State Issues and Challenges</b></p>	
<p>I. Criteria for eligibility for services</p> <p>a. Must adequately summarize the Council’s analysis of the eligibility criteria used to determine access to specialized services provided by State agencies that may exclude individuals with developmental disabilities from receiving services (Note: This may include, if available, an analysis of eligibility criteria for generic services, waiver services, early intervention services, special education services, employment services, and long-term services and supports.)</p> <p>II. Analysis of barriers for unserved/underserved</p> <p>a. Must adequately include reviews and summaries of the needs for the identified unserved and underserved populations</p> <p>b. Must clearly identify populations that are unserved and underserved (Note: This may include populations such as Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ); disadvantaged individuals; people who speak a primary language other than English; individuals from underserved rural or urban geographic areas, or populations from diverse racial and ethnic minority backgrounds; specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life; or some other group.)</p> <p>c. Must include the process the Council used to identify the unserved and/or underserved</p>	

<p>population in the state and adequately describe the rationale for identifying this/these population(s) over others</p> <p>III. Availability of assistive technology</p> <ol style="list-style-type: none"> <li>a. Must include an adequate summary of the Councils analysis of the availability of assistive technology, assistive technology services, rehabilitation technology and/or the availability of information about these three things to individual with developmental disabilities (Note: This may include, if available, information about access to generic technologies, such a universally designed technology, smart home-based technology, monitoring technology, etc.)</li> </ol> <p>IV. Waiting lists</p> <ol style="list-style-type: none"> <li>a. Must include year, state population per 100,000, total services, number served per 100,000 state population, national average served per 100,000, total persons waiting for residential services needed in the next year as reported by the state per 100,000, and total persons waiting for other services as reported by the state per 100,000</li> <li>b. Must identify state-wide standardized data collection system in place</li> <li>c. Must identify services individuals with developmental disabilities are receiving as 1) no services, 2) only case management services, and/or 3) inadequate services</li> <li>d. To the extent possible, must provide information about how the state places or prioritizes individuals to be on the waitlist within 1) the category of comprehensive services but are waiting for options or 2) other (Note: Information and any available data must be provided.)</li> <li>e. Description of the state’s waitlist definition, including definitions for other waitlists</li> <li>f. Identification of whether individuals on the waitlist have gone through an eligibility and needs assessment (Note: Information and any available data must be provided.)</li> <li>g. Description of any structured activities for individuals or families waiting for services to help them understand their options or assistance in planning their use of supports when they become available (e.g., person-centered planning services)</li> <li>h. Specify any other data or information related to waitlists</li> <li>i. Based on the information provided in items a – h, provide a summary analysis for the issues, challenges, and limitations, if any, related to the state waiting list(s)</li> </ol>	
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<p>Analysis of adequacy of current resources and projected availability of future services to fund services in the state</p> <ul style="list-style-type: none"> <li>a. Provide an analysis including information on the state’s fiscal resources to fund home and community-based services, long-term services and supports, education services, employment services, transportation services, etc. Estimates of the state’s future resources for funding sources may include the state’s proposed budget, studies of state spending trends, etc. Data that must be used for this section includes the National Core Indicators project, the State of the State in Developmental Disabilities study, the Annual Residential Services and Trends Report, the Annual Report on Day and Employment supports, and the Special Education Expenditure project must be used for this section.</li> </ul> <p>Analysis of adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities who are in facilities receive</p> <ul style="list-style-type: none"> <li>a. Provide an analysis based in part on each independent review (pursuant to section 1902(a)(30)(C) of the Social Security Act (42 U.S.C 196a(a) (30)(C) of an Intermediate Care Facility within the state, which the state shall provide to the Council not later than 30 days after the availability of the review. Adequacy may be described in terms of quality and/or population served versus need. Facilities can include state-run institutions privately run institutions, intermediary care facilities, nursing homes or some other type of facility identified by the Council.</li> </ul> <p>Analysis of adequacy of Home and Community-Based Waiver Services (authorized under section 1915(c) of the Social Security Act (42 U.S.C. 1396n(c))</p> <ul style="list-style-type: none"> <li>a. Provide a sufficient analysis of the adequacy of services provided through home and community-based waiver services to demonstrate quality and/or population served versus need</li> </ul>	
<p><b>2. Develop and implement process for Public Input.</b></p> <ul style="list-style-type: none"> <li>a. Public input data collection must include individuals with developmental disabilities, including representatives from culturally diverse groups; family members of people with developmental disabilities, including representatives from culturally diverse groups; services providers; and other people concerned with services for people with developmental disabilities</li> <li>b. Formats for public input must include surveys; focus groups, which may be delivered in webinar format; and interviews as applicable</li> </ul>	<p><b>October 2019 – April 2020</b></p>

<ul style="list-style-type: none"> <li>c. Data collected through the public input process must minimally address the following: <ul style="list-style-type: none"> <li>i. The extent to which services, supports, and other assistance are available;</li> <li>ii. The extent of unmet needs for services, supports, and other assistance;</li> <li>iii. The adequacy of current services, systems, and supports to address needs;</li> <li>iv. The extent to which individuals with developmental disabilities and their families receive and directly benefit from the current services and supports;</li> <li>v. Descriptions of individual with developmental disabilities and their families' experiences receiving or not receiving services and supports;</li> <li>vi. The primary unmet needs of individuals with developmental disabilities and their families;</li> <li>vii. The primary barriers that prevent full participation in the community;</li> <li>viii. The needs/barriers, including unmet needs, of unserved and underserved populations.</li> </ul> </li> <li>d. Data collected through the public input process must minimally cover the key areas of emphasis addressed in the Comprehensive Review and Analysis (i.e., health/healthcare, employment, informal and formal services and supports, interagency initiatives, quality assurance, education/early intervention, housing, and transportation).</li> <li>e. Submit summary report and charts, if desired, to convey public input process outcomes.</li> </ul>	
<p><b>3. Develop an overview presentation and brief summaries from the Comprehensive Review and Analysis and Public Input for Council consideration.</b></p> <ul style="list-style-type: none"> <li>a. Develop the overview presentation and brief summaries in a format that identifies what is new, information that has changed, and information that is still relevant.</li> <li>b. Ensure that the presentation and summaries from both the Comprehensive Review and Analysis and Public Input are organized by areas of emphasis (i.e., health/healthcare, employment, information and formal services and supports, interagency initiatives, quality assurance, education/early intervention, housing, and transportation).</li> <li>c. Ensure that materials are presented in a manner that conveys the following: <ul style="list-style-type: none"> <li>i. The extent to which services, supports, and other assistance are available;</li> </ul> </li> </ul>	<p><b>April 2020 – May 2020</b></p>

<ul style="list-style-type: none"> <li>ii. The extent of unmet needs for services, supports, and other assistance;</li> <li>iii. The adequacy of current services, systems, and supports to address needs;</li> <li>iv. The extent to which individuals with developmental disabilities and their families receive and directly benefit from the current services and supports;</li> <li>v. Descriptions of individual with developmental disabilities and their families’ experiences receiving or not receiving services and supports;</li> <li>vi. The primary unmet needs of individuals with developmental disabilities and their families;</li> <li>vii. The primary barriers that prevent full participation in the community;</li> <li>viii. The needs/barriers, including unmet needs, of unserved and underserved populations.</li> </ul>	
<p><b>4. Present summaries of findings from Comprehensive Review and Analysis and Public Input to the Council at their May tri-annual meeting.</b></p>	<p><b>May 2020</b></p>
<p><b>5. Assist the Council in developing Measurable Annual Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, from the critical areas of importance identified by the Council at the May meeting for the 2022-26 State Plan through a two-day State Plan Committee strategic planning meeting to be held in July or early August. This process must incorporate review of current goals, objectives, and activities and consideration of those to be continued in the 2022-26 State Plan.</b></p> <ul style="list-style-type: none"> <li>a. The five-year goals must be developed consistent with the Administration of Developmental Disabilities (AIDD) requirements through data driven strategic planning for advocacy, capacity building, and systems change, and must be based on the identified unmet needs of individuals with intellectual and developmental disabilities and their families.</li> <li>b. At least one goal must address self-advocacy, and within this goal, the following must be addressed: <ul style="list-style-type: none"> <li>i. establish or strengthen a program for the direct funding of a state self-advocacy organization led individuals with developmental disabilities;</li> <li>ii. support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders; and</li> </ul> </li> </ul>	<p><b>July 2020 – August 2020</b></p>

<ul style="list-style-type: none"> <li>iii. support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions. Consideration will need to be given to the Council’s current related goal, objectives, and activities.</li> <li>c. At least one goal or objective must address targeted disparity as defined by AIDD, and consideration will need to be given to the Council’s current targeted disparity objective.</li> <li>d. At least one goal or objective must address collaboration with the Developmental Disabilities Network partners, and consideration will need to be given to the Council’s current DD Network objectives and activities.</li> </ul>	
<p><b>6. Present a draft of the State Plan Measurable Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, to the Council for approval at the September tri-annual Council meeting.</b></p>	<p><b>September 2020</b></p>
<p><b>7. Submit a final draft of the State Plan Measurable Goals, Objectives, and Activities, along with Goal Outcomes and Objective Outcomes, for the required 45-day public input period that incorporates the Council’s final recommendations.</b></p>	<p><b>October 2020 – November 2020</b></p>
<p><b>8. Summarize any public input and present comments at the January 2021 tri-Council meeting for final approval unless modifications are so significant that a second public comment period is warranted.</b></p>	<p><b>January 2021</b></p>
<p><b>9. Revise the final draft of the State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, if determined necessary by the Council, and submit for second round of 45-day public input.</b></p>	<p><b>February 2021 – March 2021</b></p>
<p><b>10. Submit final State Plan Measurable Goals, Objectives and Activities, along with Goal Outcomes and Objective Outcomes, in April 2021 for Council approval at the May 2021 meeting.</b></p>	<p><b>April 2021 – May 2021</b></p>
<p><b>11. Develop and submit a final report that will serve as the “introduction” to the Comprehensive Review and Analysis.</b></p> <p><b><i>Introduction</i></b> (Broad overview that adequately explains the process used to develop the Comprehensive Review and Analysis)</p> <ul style="list-style-type: none"> <li>a. Provides information that demonstrates Council members and members of the public from diverse backgrounds provided input into the development of the plan and how</li> </ul>	<p><b>May 2021 – June 2021</b></p>

<p>their feedback was used to develop the goals and objectives outlined in the five-year plan.</p> <ul style="list-style-type: none"><li>b. Provides information on the data, research, and/or information that influenced the Council’s goal selections.</li><li>c. Provides information on any federally assisted State programs, plans, and policies that are not included in Parts A – D of the Comprehensive Review and Analysis.</li><li>d. Describes how information was gathered from focus groups and/or directly from people with developmental disabilities and their families.</li><li>e. Includes other, broader issues, such as social policy, culture change, funding issues, etc. that are not incorporated into Parts A – D.</li></ul>	
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