

SECTION 1

PROGRAM OVERVIEW FOR RFP #2017-HT-14500

**TITLE: Community-Based Housing Initiatives
Study**

SECTION 1: BACKGROUND, NEED AND PURPOSE, STATEMENT OF WORK, SYSTEMS CHANGE, AND REQUIRED PROPOSAL CONTENT

1. Background

The Florida Developmental Disabilities Council, Inc. (FDDC), also known as the "Council", a non-profit corporation organized pursuant Chapter 617, Florida Statutes, was authorized by Section 393.002 Florida Statutes, and Executive Order of the Governor (E.O. 95-478), empowered the Council to act as the "state designated agency" to administer the funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402). The administrative service provisions for the Council are found in federal regulations Office of Management and Budget (OMB) Circular A-110 and 45 Code of Federal Regulations (CFR) 74.

The developmental disabilities formula grant funds come from the U.S. Department of Health and Human Services (DHHS) and are administered by the Administration for Children and Families (ACF). Funds are authorized by P.L. 106-402: Developmental Disabilities Assistance and Bill of Rights Act of 2000, and are cited in 42 U.S.C. 6000, et. seq., as amended. Funds are made available to the 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 those persons whose needs are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or welfare programs.

In accordance with the federal Developmental Disabilities Assistance and Bill of Rights Act, 42 U.S.C. s. 6001(8), developmental disabilities is defined as a severe, chronic disability of an individual which: A) is attributable to mental or physical impairment or combination of mental and physical impairments; B) is manifested before the person turns age twenty-two; C) is likely to continue indefinitely; D) results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and E) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age nine, inclusive, who have substantial developmental delay or specific congenital or acquired conditions, may be considered to have a developmental disability described above, if, without services and supports, they have high probability of meeting those criteria later in life.

2. Need and Purpose

Florida's scarcity of affordable, accessible, inclusive housing opportunities for individuals with intellectual and developmental disabilities significantly impedes adherence to new federal Home and Community Based Services (HCBS) rules. These rules draw the significant distinction between living arrangements that maximize individual choice and integration into the community and those which limit these qualities. According to the National Core Indicators, half of Florida's respondents had no choice regarding where they live, and 40% did not choose with whom they live. The Technical Assistance Collaborative reported that, in 2012, it was "virtually impossible" for an individual receiving SSI to "obtain decent and safe housing in the community unless they had some type of permanent rental subsidy." These conditions are worsened in Florida, where housing affordability declined by nearly 60% over a 13-year period.

A housing shortage of crisis proportions may be looming, given Florida's unique demographics. More than 75,000 individuals living with a family (33%) have a caregiver age 60 or over, a rate approximately 75% higher than the nation's (The State of the States in Developmental Disabilities). Many of these individuals may need to transition from ad hoc family-based housing and transportation systems to readily available systems when their aging caregiver dies or becomes incapacitated. As HCBS rules are implemented, given the current number of individuals living in the state's two Developmental Disabilities Centers and 86 Intermediate Care Facilities, further scarcity of housing options may be inevitable.

As reported in the Council's 2015 Comprehensive Review and Analysis, "Housing: Serving the Diverse Needs of the Community of Individuals with Developmental Disabilities in a Dynamic Environment," in general, individuals with intellectual and developmental disabilities face several complex barriers: housing discrimination; insufficient subsidized housing stock; scarcity of housing vouchers and other rental assistance programs; lack of accurate information regarding financial assistance and available housing and their related application processes; absence of individualized planning; inadequate funding of programs; and need for assistance in navigating the housing system. Across Florida, individuals who remain underserved include those who are living in rural areas; those with low incomes; and/or those who are

experiencing a physical disconnect between the location of housing and support services and employment opportunities.

While many federal and state initiatives exist to assist with increasing the supply of affordable housing and address physical environments, little progress has been made in effectively monitoring and influencing these existing resources toward the specific needs of persons with intellectual and developmental disabilities. Additionally, most systems, zoning, and land use decisions necessary to their implementation are handled exclusively at the city or county level. It is more critical than ever that the housing needs of individuals with intellectual and developmental disabilities are fully represented and communicated through all appropriate mechanisms and across all current and future initiatives at federal, state and local levels, when and where such decisions are made.

Detailed information regarding specific housing initiatives and their related local operational mechanisms for decision making and implementation is needed in order to monitor and influence the development of key federal and state housing plans and the allocation of related resources.

3. Statement of Work

This project will consist of one core component: a comprehensive study of the community-based strategic planning mandates and Consolidated Plan process, administered through the U.S. Department of Housing and Urban Development. The study will result in a written report of verifiable information and findings. The report will provide specific guidance and recommendations that will be useful in monitoring and influencing the development of key federal and state housing plans and allocation of resources. The planned timeframe of the study is seven (7) months.

The major components of the study will include:

1. Producing an inventory of existing long-range planning processes that address housing needs, marketing conditions, and housing strategies specific to Florida.
2. Identifying the correlation between federal housing, community development, and public participation to influence drafting of the Consolidated Plan (ConPlan) for local communities and the state.
3. Identifying the importance of the ConPlan to the intellectual and developmental disabilities community related to (a) how it controls federal housing fund expenditures and how they can be used to expand affordable housing; (b) how it determines who will benefit from affordable housing activities; (c) how it corresponds with HCBS rule implementation, and (d) how the federal government links the Consolidated Plan to other HUD housing programs and strategies.
4. Providing details of the ConPlan process, including: (a) who must submit a Consolidated Plan; (b) what resources are controlled by the ConPlan and how they are used; (c) when do ConPlans need to be completed; (d) what is HUD's role in the ConPlan process; (e) components of the ConPlan; and (f) identification of other HUD housing plans.
5. Recommending strategies to monitor and influence availability and access to safe, affordable, inclusive housing for individuals with intellectual and developmental disabilities throughout the State of Florida.

Research and Development of the Comprehensive Report

The selected provider will be responsible for determining research techniques and methods of data collection to be used, conducting research, and preparing a detailed written report. The written report must be presented in a manner that (a) is user-friendly to the Council and its target populations; (b) is positive, using people-first language; (c) contains current organizational/agency contact information where appropriate; (d) contains current and correct information related to the issue; (e) uses current terminology; and (f) is reflective of and sensitive to culturally diversity.

The selected provider will be encouraged to submit the report for feedback from key stakeholders convened by the Council to utilize the research on community-based strategic planning mandates and the Consolidated Plan process. Based on the feedback received, revisions may be necessary.

At the conclusion of the contract term, the selected provider will have produced a written Comprehensive Report detailing the findings of the study and recommendations that will initially address (a) the strategies (i.e. education, advocacy, policies and processes) that have been identified to monitor and influence the availability of housing for individuals with intellectual and developmental disabilities; (b) who (i.e. state agencies, stakeholder organizations, etc.) is the best entity to

execute the identified strategy; (c) resources that will be needed to implement the identified strategy; and (d) how to communicate or disseminate this information to key stakeholders and policymakers.

Presentation of Findings and Recommendations

A brief presentation must also be delivered to inform the Council's membership of the study findings and recommendations. This may be designed as one hour in length, summarizing the content of the Comprehensive Report.

4. Required Proposal Content

Proposal content must respond to the RFP solicitation adequately and appropriately. This section provides required content for proposal(s) to be evaluated using the proposal evaluation criteria (Section 3, #2).

A. Response to Need and Purpose

This section should provide a narrative that demonstrates the offeror understands the need for and purpose of the project, including the scope and complexity. The offeror should include any unique perspectives or insights on why their approach is the most effective way to address the need and purpose of the project.

B. Description of the Objectives/Services to be Provided

The proposal should include the following:

1. A brief, one paragraph description of the overall project.
2. A thorough description of the offeror's plan for performing the functions as described in the Statement of Work (Section 1, #3). The narrative should describe how the offeror intends to perform the various activities projected to address the need and accomplish the purpose of the project. The narrative should also reflect values that are consistent with the values and mission of the Council. For information on the Council's mission, visit www.fddc.org.
Specifically, this narrative should include:
 - A Research Plan to include a description of the research methodology and how the data that is collected will be compiled and analyzed. The research plan should also include a minimum of three (3) different methods to be used during the research process (i.e. literature search, interviews, analysis, etc.). The research plan should include a description of how the offeror will ensure regular communication with Council staff assigned to oversee the project.
 - A Writing and Editing Plan that indicates the steps to be taken to produce a written comprehensive report that at a minimum is a) user friendly, (b) presented in a positive manner, (c) contains current organizational/agency contact information where appropriate, (d) contains current and correct information related to the issue, e) is written and edited using appropriate style, (f) uses current terminology, and (g) reflects cultural sensitivity and diversity. The comprehensive report must also include an Annotated Bibliography.
 - A Graphics Plan that discusses the proposed layout and graphic design aspects (i.e. graphs, cover art) for all chapters and covers of the comprehensive report.
 - An estimated number of printed copies of the comprehensive report that the offeror will submit to the Council upon completion of the project.
3. A brief writing sample.
4. A detailed work plan to chart the progress of actions to be undertaken in the project. Please include each major activity, the time frames for completion, and the person(s) responsible for the activity.
5. An outline of the specific services to be provided for the project.
6. A list of measureable outcomes for the project, to include, at a minimum that stakeholders will have the information needed to understand the community-based strategic planning mandates; and the Consolidated Plan process, administered through the U.S. Department of Housing and Urban Development for safe,

affordable and inclusive housing throughout the state of Florida, which will provide them with the knowledge base to impact provisions for individuals with intellectual and developmental disabilities.

7. A list of proposed deliverables to be submitted to the Council to document work completed for the project. See Section H, Glossary of Terms.

C. Description of Staffing

Offerors must provide a detailed description of staffing in the proposal. Below is a list of minimum requirements for this section of the proposal:

1. A description of the staff who will be employed or contracted by the provider and their qualifications. Please include resumes of the individuals proposed to work on the project. The resume should include education; years of work experience, role, and management responsibilities; licenses, certificates, and any relevant technical courses or training.
2. A synopsis of corporate or individual qualifications, indicating ability to manage and successfully complete the functions required in the proposal.
3. Any evaluations or descriptions of past or current projects similar to the functions of this proposal.
4. The offeror must demonstrate expertise and experience in conducting research, writing, and editing. In addition, the offeror must demonstrate knowledge of community-based strategic planning mandates, and federal and state housing initiatives.

D. Description of Project Monitoring and Evaluation

This section should describe the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of the following:

1. How the provider will monitor the progress of the work and accomplishments of the outcomes;
2. How the provider will identify and address and project issues, problems, or concerns as they emerge; and
3. How the provider will evaluate the effectiveness of the project term and subsequent years, should additional years of this project be funded based upon necessity, Council approval, and availability of funds.

It should be noted that the Council will convene a stakeholder work group to utilize the comprehensive report of the community-based strategic planning mandates and Consolidated Plan process during the contract term. Surveys and/or structured interviews will be used with the stakeholder group to determine the research report's usefulness, relevance, and applicability to developing the plan to influence housing systems change.

E. Budget and Budget Narrative

In this section, the offeror must include a proposed line item budget for the project term, accompanied by a detailed budget narrative. The offeror must use the budget form provided (Section 5, Form #2). The budget narrative should explain and demonstrate that each entry on the line item budget is allowable, reasonable, and necessary. It must also include adequate and allowable match funds. **The funds requested from FDDC must remain within the identified range of available funding set forth in Section 6, #1.** The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. Allowable and non-allowable costs can be found in Section 6, #8 and #9. All proposed budget items and amounts are subject to final approval during contract negotiations.

A match requirement of not less than 33% of the total project costs is required in each proposal. Grantees must match \$1 for every \$3 requested to reach a 33% match of the total approved cost of the project. Documentation of 33% match of project expenses must be maintained. The match requirement may be satisfied by values placed on in-kind contributions or through grantee-incurred costs, or by a combination of the two. Not more than 5% of said Match requirement shall be volunteer time of individuals who are not grantee employees. Costs paid by other federal grants may not be used for match. The match must fund activities directly related to the project. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits. *Note: To calculate the match share for the 33% required match, divide the amount of your request by three. Then, to calculate the total grant amount, combine the one-third figure with the dollars requested (i.e., funds requested \$10,000 divide by 3 = match amount of \$3,333.33. \$10,000+\$3,333.33 =total project cost of \$13,333.33).*

F. Federal Funding Accountability and Transparency Act (FFATA)

The Florida Developmental Disabilities Council, Inc. is required to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (Public Law 109-282) amended by the Government Funding Transparency Act of 2008 (Public Law 110-252) as defined in the OMB 2 CFR Part 170, including Appendix A.

FFATA requires that all organizations that contract with the FDDC provide a DUNS number and other fiscal information. Registering for a DUNS number is free of charge with no obligation to purchase any products from the Dun and Bradstreet Company. An authorizing official of the organization should request the number. Generally, it only takes a day to obtain a DUNS number by phone (1-866-705-5711), while applications through the Dun and Bradstreet website <http://fedgov.dnb.com/webform> can take up to 30 days.

All recipients and subrecipients funded with federal funds must report a DUNS number prior to receiving a grant, contract or other agreement with the FDDC (see Form 7) Exemptions may be found in 2 CFR Part 170- Appendix A, Paragraph D.

G. References

Each proposal must contain three (3) references who can be contacted to obtain a recommendation concerning the offeror's performance in providing services similar to those required by this RFP. References must be based upon work done within the last five (5) years. A minimum of two (2) referenced will be contacted. For offerors with a history of contracting with the FDDC, one of the references will be the most recent FDDC assessment of performance. The offeror must use the reference form provided (Section 5, Form #3).

H. Glossary of Terms

Deliverables – submission of information to document provision of service (e.g., work plans, curriculums, training materials and handouts, PowerPoint presentations, advisory committee minutes, etc.)

Evaluation – an assessment mechanism to ensure the project is making progress.

Measurable outcome – a statement that specifies in quantifiable and qualitative terms the outcomes to be achieved.

Monitoring – a mechanism to track progress of project activities.

Objectives – a description of what is anticipated to be achieved through the project.

Services to be Provided – a listing of the specific activities that will be provided to successfully achieve the project outcomes.