



STATE OF CONNECTICUT

Office of Protection and Advocacy for
Persons with Disabilities

60B Weston Street, Hartford, CT 06120-1551

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WWW.STATE.CT.US/OPAPD

ANNOUNCING REQUEST FOR PROPOSALS

The Office of Protection and Advocacy for Persons with Disabilities is pleased to announce the availability of \$70,000 in funding to support ongoing advocacy representation for CARC v Thorne class members and other clients of the Department of Developmental Services (DDS) with a concentration on DDS clients residing in eastern Connecticut.

Request for Proposal

I. Outline of the Work to be Performed by Grantee –

- A. The Office of Protection and Advocacy for Persons with Disabilities (OPA) is a Connecticut state agency that advocates for the civil and human rights of persons with disabilities in Connecticut including clients of the Connecticut Department of Developmental Services (DDS).

Mansfield Training School (MTS) closed in 1985 as the result of a lawsuit (CARC v Thorne). MTS residents were moved to community settings in accordance with a settlement agreement reached between the parties to the lawsuit. OPA advocates provided representation to MTS residents to ensure that their preferences were heard, and rights upheld in regard to residential, vocational and other programmatic decisions. OPA and its subcontractors continue to monitor the needs of MTS class members and provide advocacy representation when appropriate.

OPA is seeking assistance from an organization that provides advocacy services for persons with disabilities to help meet the advocacy representation demands of former MTS residents. Each agency or organization (hereinafter referred to as “Proposer”) submitting a proposal must demonstrate how it will:

Provide ongoing advocacy representation and limited legal representation to former residents of Mansfield Training School and other clients of the Connecticut Department of Developmental Services with a concentration of DDS clients residing in eastern Connecticut.

II. Required Minimum Qualifications of Grantee –

The Proposer must demonstrate that it meets the following minimum qualifications to operate a disability advocacy organization:

1. Considerable experience assisting persons with disabilities in securing services and supports;
2. Demonstrated provision of legal representation for persons with disabilities in administrative proceedings and other legal venues;
3. Must not be an organization or affiliated with an organization that provides care, guardianship services, treatment services or habilitation to persons with disabilities including but not limited to, case management, personal care assistance, conservatorship, guardianship, other direct care;
4. Demonstrated ability to partner with other organizations;
5. Active board of directors;
6. Sufficient administrative capacity to ensure adequate management and follow-up for advocacy representation and contract administration.

III. Criteria for Review of Proposals by Agency –

The Office of Protection and Advocacy for Persons with Disabilities will use the following criteria to evaluate proposals received in response to this Request for Proposal:

1. Track record – number of years/months experience proposing organization has in conducting/ organizing/training/self advocacy support/advocacy activities;
2. Qualifications and prior experience of staff and board members;
3. Administrative structure of the proposing agency;
4. Work plan submitted by the proposing agency for providing advocacy representation and limited legal representation for former MTS residents and other clients of Connecticut DDS.
5. Strategic plan for organization.

IV. Grantee Responsibilities -

- A. Grantee must comply with all state and federal statutes prohibiting discrimination against persons with disabilities including the Americans with Disabilities Act. The Grantee shall provide services in an accessible location or provide such services through outreach, home visits or through the use of alternative sites.
- B. Grantee is responsible for submission of monthly reports, monthly invoices and other paperwork required by the Office of Protection and Advocacy for Persons with Disabilities (OPA). The grantee must use report and invoice formats prescribed by OPA.
- C. Grantee shall provide a copy of its most recent audit with its response to this Request for Proposals and agree to provide an annual audit acceptable to OPA, in accordance with the provisions of Section 7-396a of the Connecticut General Statutes within 90 days of the completion of the grant.
- D. Grantee must request permission and receive approval from OPA prior to making any changes in the budget or programmatic aspects of the grant.

V. Application Format –

1. The completed grant application may not exceed 11 pages including the Grant Application Cover Page, Budget Page(s) and any charts or other supplemental materials. A copy of the organization's most recent audit is not included in the 11 pages.
2. All pages must be sequentially numbered.
3. The application must be typed and double-spaced on a single side of an 8 ½" x 11" plain white paper with 1" margins on all sides.
4. Print must be in black ink and no smaller than 12 pitch or 12 font in size.
5. Charts may be single-spaced.
6. Application must include a budget using the format on page 5.

Any application that does not comply with these format requirements will be rejected. There are no exceptions.

VI. Submission of the application –

- A. **Deadline:** All grant applications must be received at the Office of Protection and Advocacy for Persons with Disabilities by Friday, October 29, 2010 at 4:00 P.M. (EST). Grant applications that are late, faxed, e-mailed or incomplete will not be accepted.
- B. **Copies:** Please submit 1 original grant application and 6 copies, for a total of 7 copies. The original and all copies must be single sided, collated and stapled.

VII. Questions –

Questions concerning this Request for Proposal may be submitted until 4:00 PM on Monday October 18, 2010. The questions must be in writing and addressed to Gretchen Knauff at Gretchen.knauff@po.state.ct.us. The questions and corresponding answers will be posted on the OPA website (www.ct.gov/opapd) on or before Thursday, October 21, 2010.

VIII. Decisions –

The Office of Protection and Advocacy for Persons with Disabilities (OPA) will make a decision concerning the grant applications by Friday, November 5, 2010. OPA, however, is not obligated to fund any of the applications.

Please send or hand-deliver your application to:

Gretchen Knauff
Assistant Director
Office of Protection and Advocacy for Persons with Disabilities
60B Weston Street
Hartford, Connecticut 06120

Grant Application

Budget Page

OFFICE OF PROTECTION AND ADVOCACY FOR PERSONS WITH DISABILITIES

BUDGET PROPOSAL

Applicant Name: _____

Project Title: _____

Administration	Amount Requested from OPA	Amount from other Funding Sources
1. Administrative Salaries		
2. Administrative Fringe Benefits		
3. Administrative Payroll Taxes		
4. Administrative Overhead		
5. Other		
6. Total Administrative Costs		
Program		
7. Program Salaries		
8. Program Fringe Benefits		
9. Program Payroll Taxes		
10. Contractual Services		
11. Program Rent		
12. Consumable Supplies		
13. Equipment		
14. Travel and Transportation		
15. Other program Expenses		
16. Total Program Expenses		
Total Administrative and Program Costs (Sum of lines 6 & 16)		