



# 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](http://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 \$61,330.00 in funding to support ongoing advocacy representation for residents of Southbury Training School (STS); facilitation of Up with People First, a self advocacy group for residents of STS; and ongoing advocacy representation for CARC v Thorne class members (former residents of Mansfield Training School) who reside in western 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 persons with disabilities residing in institutional settings. Southbury Training School (STS) houses approximately 450 persons with mental retardation, many of whom need or benefit from advocacy representation to ensure that their residential, vocational and other programmatic needs are addressed and their human rights upheld. OPA and its current subcontractors provide such representation for approximately 80 residents and support a chapter of People First at STS, “Up with People First”.

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.

In addition to providing advocacy representation, OPA supports self advocacy for persons with disabilities through its statewide support for People First.

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

1. Provide advocacy representation to current and former residents of Southbury Training School (STS).
2. Provide organizing support to the People First of Connecticut chapter at Southbury Training School, “Up with People First”. Such organizing support shall include, but is not limited to, providing necessary guidance and assistance at meetings including the preparation of officers, arranging and attending meetings including board meetings, arranging meeting space and supplies, facilitating the procurement of speakers for meetings, maintaining current mailing list, mailing meeting announcements, providing assistance at special meetings at which People First is represented, arranging transportation, and assisting with the planning of annual retreats.

## **II. Required Minimum Qualifications of Grantee –**

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

1. Recognized ability to organize and sustain a community-based advocacy organization;
2. Considerable experience assisting persons with disabilities in securing services and supports;
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. Predominance of parent/family members or people with disabilities serving as directors;
6. Active board of directors;
7. Sufficient administrative capacity to ensure adequate management and follow-up for organizing, training, 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 for STS and former MTS residents and organizing and supporting People First of Connecticut at STS.
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. Grantees are 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. Grantees 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 the Agency, in accordance with the provisions of Section 7-396a of the Connecticut General Statutes within 90 days of the completion of the grant.
- D. Grantees must request permission and receive approval from OPA prior to making any changes in the budget or programmatic aspects of the grant.

#### **IV. 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.

#### **V. 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.

#### **VI. Questions**

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

**VII. 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: \_\_\_\_\_

<b>Administration</b>	<b>Amount Requested from OPA</b>	<b>Amount from other Funding Sources</b>
1. Administrative Salaries		
2. Administrative Fringe Benefits		
3. Administrative Payroll Taxes		
4. Administrative Overhead		
5. Other		
<b>6. Total Administrative Costs</b>		
<b>Program</b>		
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		
<b>16. Total Program Expenses</b>		
<b>Total Administrative and Program Costs (Sum of lines 6 &amp; 16)</b>		