Redwood Coast Regional Center
Respecting Choice in the Redwood Community

REQUEST FOR PROPOSALS

Community Integration (Social Recreation) Services

"We recognize life is made meaningful by loving, being loved, and having friends and relationship. We acknowledge that life is enhanced by contribution, responsibility and the opportunity to learn new ideas and to engage in new experiences, including educational opportunities, social interactions, and work activities. We envision a system of services and supports which acknowledge the person's age, lifestyle preferences and culture, and which is fluid and ever changing."

—From RCRC Vision

Redwood Coast Regional Center
Redwood Coast Regional Center (RCRC) is one of 21 locally-based nonprofit private corporations that contract with the State of California Department of Developmental Services (DDS) to develop and coordinate community resources and supports for people with intellectual or developmental disabilities (I/DD) and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

Social Recreation Grant Description
In 2021, American Rescue Plan Act provided the Department of Developmental Services (DDS) $12.5 million for Grants for Enhanced Community Integration for Children and Adolescents (Social Rec Grants). Grants will fund projects that enhance and develop integrated and inclusive social and recreational programs for families, children and adolescents with intellectual and developmental disabilities in underserved communities.

Community entities will submit grant proposals to RCRC, which will score and prioritize according to the grant goals, grant priorities and the needs of the counties we serve. RCRC will recommend grant proposals for approval and DDS will determine which grant proposals will be approved. RCRC will contract with grantees for the 8-month project term. To be considered for approval, proposals must meet criteria within these guidelines; reflect collaborative efforts between RCRC and applicants; and support children and adolescents who are:

- three (3) to twenty-one (21) years of age
- determined eligible for RCRC services including provisional eligibility or Lanterman Act
- from diverse monolingual and multilingual communities who face barriers to accessing RC services

Proposals supporting children and adolescents with hearing loss, diverse communities, and from rural areas will be strongly considered.

Social Rec Grant Funding & Priorities
Up to $162,400 have been allocated to RCRC by DDS. DDS developed the following grant priorities with input from families, self-advocates, the Association of Regional Center Agencies, community-based organizations (CBOs) and local parks and recreation entities. Proposals that address the following priorities will be strongly considered:

- Create, re-establish and/or enhance existing programs that are inclusive of children and adolescents with I/DD by applying evidence-based, best or emerging practices
- Support development of friendships between children and adolescents through integrated and inclusive programs and activities
- Hire and train staff to ensure the provision of adequate support for children and adolescents with complex needs (i.e., physical, and behavioral)
- Support communities with cultural awareness and sensitivity by enhancing language access and cultural competence within social and recreational programs and activities
- Develop and vendor inclusive social and recreational programs that apply person-centered and family-centered practices.

Grant Applicants
Grant applicants may include, but are not limited to:
- Community Based Organizations (CBOs)
- Religious organizations (e.g., churches, synagogues)
- Private recreational businesses or studios (e.g., karate schools, ballet studios, art studios)
- YMCAs, Boys & Girls Clubs, Girl Scouts, Boy Scouts
- County and city parks and recreation entities
- Public and private camps
- After-school programs

Grant Applicant Proposal Submission Requirements
To apply for a social rec grant, each grant applicant must submit a proposal by email to:

Jonathan Padilla, Director of Community Services
jpadilla@redwoodcoastrc.org.

Each proposal will include one or more project types. DDS has developed standard outcome measures for all grant project types. Applicants will be required to identify, in their grant proposal, goals for each standard outcome measure applicable to the grant proposal. If the grant proposal is approved, grantees will be required to report progress towards meeting goals in subsequent quarterly reports. RCRC will confirm that the goals

for the standard outcome measures are appropriate for the scope of the proposal during the application review process. Additional information on this process is provided in Project Types and Standard Outcome Measures (Appendix C).

Each proposal must include the following items:
- Completed Letter of Intent (Appendix A)
- Grant Budget Form (Appendix B)
- One or more project types (Appendix C)

Reporting Requirements

Grantees will report their progress on meeting standard outcome measures to RCRC on a quarterly basis on a form provided by DDS. RCRC will review and approve quarterly reports. Approved progress reports will be submitted to DDS; who will review progress reports and provide feedback to RCRC as needed.

Criteria for Funds to be Released to Grantee

The following criteria must be met to release funds to the grantee:

1. An initial payment of 30 percent of the grant amount will be paid after the grant project contract is executed and the grantee submits an invoice to RCRC.
2. Two subsequent payments of 30 percent of the grant amount will be made after the following conditions are met:
   a) The grantee reports the expenditure of at least 60 percent of the funds paid to date or requests an additional payment to ensure the success of the grant project
   b) RCRC determines the grantee is meeting deliverables in accordance with the grant project
   c) RCRC determines the expenses in the most recent progress report are appropriate and in accordance with the approved budget
   d) RCRC approves the most recent progress report
   e) RCRC approves the invoice that is submitted with the progress report
3. A final payment of 10 percent of the grant amount will be made after all of the following conditions have been met:
   a) The grantee submits its final report within 7 days of completion of the project
   b) The grantee provides a final accounting and reconciliation of funds received and actual grant expenditures and submits its accounting and reconciliation to RCRC
   c) RCRC has reconciled grantee's invoices against its expenses
   d) RCRC has made a determination that the grantee has satisfactorily completed all the terms and conditions required by the contract, including providing additional information requested by RCRC.

Assumptions and Agreements

Proposals will not be returned to the submitter. RCRC reserves the right to dismiss any submission if it does not meet the criteria established in this Request for Proposals (RFP).

Submission Information

Proposals must be **emailed** to jpadilla@redwoodcoastrc.org by **January 4, 2023.** Submissions that are late, mailed, or faxed will not be accepted.

Contact Person for Additional Information or Clarification

Jonathan Padilla, Director of Community Services
Phone: 707-462-3832 ext. 289
Email: jpadilla@redwoodcoastrc.org

The Basis for Award of Contract

Criteria	Score
Is the item response consistent with the social rec grant goals and priorities?	(0-5 points)
Did the grant applicant provide the requested information?	(0-5 points)
Does the proposal meet the needs of the local community?	(0-5 points)

Project Timelines

Grant Activity	Timeline
Release of Request for Proposal (RFP) to Public	November 10, 2022
Proposals due to RCRC for Review	January 4, 2023
RCRC Submits Proposals to DDS	January 31, 2023
DDS informs RCRC of awarded grant projects and final funding allocation amounts are confirmed	February 28, 2023
RCRC & Grantee(s) enter into contract(s)	March 30, 2023
Grant contracts due to DDS	March 31, 2023
All awarded projects must begin on or before	April 1, 2023
Grant project completion deadline – all reports due to RCRC	December 1, 2023
Final RCRC payments to grantees	December 31, 2023

Proposal Requirements and Submission Information (Ctrl + Click to Follow Link)
1. Appendix A - Letter of Intent Application
2. Appendix B - Grant Budget Form
3. Appendix C - Project Types and Standard Outcome Measures
4. Appendix D - Definition of Key Terms

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly, or is not in a position to operate within the scope of the contract.

Appendix A-

Link to Fill Out Application: <u>Letter of Intent Application</u>

GRANTS FOR ENHANCED COMMUNITY INTEGRATION

FOR CHILDREN AND ADOLESCENTS

LETTER OF INTENT APPLICATION FOR GRANT APPLICANTS 2022

Grant Applicant

Organization Name:

Project Name:

Website:

Phone Number:

Grant Designee

Name:

Phone Number:

Email:

Address:

Amount Requested:

Vendor Number and Service Code(s) (if applicable):

Project Type: Select All that Apply

☐ Community Connector

☐ Community Engagement and Friendship Outreach

☐ Education and Training

☐ Financial Assistance

☐ Increased Access to programs that are Culturally and Linguistically Sensitive

☐ Setting Modification

☐ Transportation

☐ Vendorization Assistant

Affiliated or Lead Regional Center: Select A Regional Center

If collaborating with multiple RCs select the Lead RC above.

If applicable, indicate in the box additional Regional Centers in collaboration with.

Date Form Submitted to RC Designee:

DDS

Appendix A (Cont.)

Instructions: Limit responses to each of the following items in the space contained in designated text boxes. Do not include attachments to the Letter of Intent. Contact the RC's designee (ATTACHMENT I) for clarification and discuss grant project collaboration and potential future vendorization. Upon completion, send the Letter of Intent and the Budget Form to the lead RC's designee. Submission deadlines will be set by the RC. Consider the following when responding to each item:

- o Is the proposal consistent with the social rec grant goals and priorities?
- o Is the grant applicant providing the requested information?
- o Does the proposal meet the needs of the local community?

1. Describe the grant proposal, its scope and who it will serve. What is the total budget amount? (15 points)

2. How will the grant proposal support the Vision and Goals of social rec grants? (15 points)

Appendix A (Cont.)

3. Describe how the grant proposal will apply person-centered and/or family-centered practices when supporting individuals served by the grant. (15 points)

4. Describe how the grant proposal will create or enhance social and recreational program(s) and activities in a manner that is culturally and linguistically responsive to the beliefs, values, and choices of the individuals served by the grant. (15 points)

5. Identify goals for the standard outcome measures **for all grant projects, except for Vendorization Assistance projects.** Grant proposals at or above $100,000 are **also** required to identify goals on supplemental outcome measures associated with the grant project type(s). Indicate how data will be collected to measure progress toward meeting the goals. Grants that will provide Vendorization Assistance must report on outcome measures that are unique to this project type. Reference Project Types and Standard Outcome Measures (ATTACHMENT G). (15 points)

Appendix A (Cont.)

6. Describe the outreach plan associated with the grant proposal. Include how the individuals served by the grant will be informed about the grant project and a plan for reaching diverse communities in languages that reflect the regional center's catchment area. If applicable, indicate collaboration of outreach efforts with multiple RCs. (15 points)

7. Describe how the grant project will be sustain after grant funds are encumbered, if applicable. Will the grant applicant seek vendorization so that grant funded activities continue after funds are exhausted? (15 points)

8. Describe how existing resources within the program will be leveraged. Grant proposals that include setting modification project types will not be approved for projects designed to meet ADA requirements. Include a statement of why the project does not fulfill ADA requirements. List any supporting statute or regulations. For more information, reference ATTACHMENT G. (15 points)

Appendix B-
Link to Fill Out Budget Form: Grant Budget Form

Grants For Enhanced Community Integration for Children and Adolescents Budget Form

Grant Applicant Information

Regional Center:	
Grant Applicant:	
Grant Designee:	
Project Name:	

Personnel Expenses

Position Title and Description	Wage/Benefit	FTE	Cost	Grant Applicant Comments (if any)
Personal Subtotal		0	$0.00	

Operating Expenses

Project Type Expenses	Details	Cost	Grant Applicant Comments (if any)
Operating Subtotal		$0.00	

Administrative/Indirect Expenses

Position Title and Description	FTE	Cost	Admin Narrative
Administrative Subtotal	0	$0.00	

Total Project Cost	$0.00

Appendix C-

Link to Form: [Project Types and Standard Outcome Measures](#)

Project Types and Standard Outcome Measures

The Department of Developmental Services created eight different project types that describe broad categories of projects associated with the grants for enhanced community integration for children and adolescents (social rec grants). Standard outcome measures have been developed for each project type.

<u>Standard Outcome Measures for All Grant Projects except Vendorization Assistance</u>: Grantees will be required to report data for the 8-month grant project term. The following standard outcome measures have been developed for all grant projects except Vendorization Assistant, regardless of grant amount.

- Number of individuals that are directly served by the grant project. Do not count an individual or family more than once
- Race or ethnicity of individuals served by the grant project, if known. Individuals may self-identify their race or ethnicity
- Languages spoken and/or written by grantee when providing services funded by the grant project to individuals.
- Number of new inclusive social and recreational activities accessed by individuals
- Number of individuals that made at least one new friend, if applicable. A new friend is someone the individual is familiar with and enjoys his/her company during play or other interactions

Approved grant projects at or above $100,000 will also be required to report on supplemental outcome measures associated with the grant project type.

Grants that will provide Vendorization Assistance will report on outcome measures that are unique to this project type, regardless of grant amount.

Project Type: Community Connector

Proposals can include individualized support to families for the purpose of accessing social and recreational programs through community connectors such as community leaders, self-advocates, and/or family members. Community connector projects include, but are not limited to, those that:

- Create and disseminate resource guides for community, social and recreational programs

Appendix C (Cont.)

- Coordinate with RC staff individualized options to support access to social and recreational programs including on-going communication between the family, the community connector and the regional center
- Create person-centered one-page profiles with individuals to facilitate integration and inclusivity

Supplemental Outcome Measures for Community Connector Projects at or above $100,000:

- Number and name of inclusive social and recreational programs accessed by individuals through the Community Connector
- List of person-centered thinking tools used to facilitate integration and inclusivity
- Examples include, but are not limited to: Person Centered Thinking Planning Skills that were used; One Page Profiles; What's Working/Not Working; Good Day/Bad Day; Rituals and Routines; Staff Matching; and Positive Reputation
- Other measurable outcomes

Project Type: Community Engagement and Friendship Outreach

Proposals can increase community awareness and engagement through outreach activities that focus on friendship development and inclusion of individuals with all abilities. Community outreach may include individuals and the general population. Community engagement and friendship outreach projects include, but are not limited to, the following:

- Peer-mentorship training programs
- Big Brother/Big Sister programs
- Socialization or social skills training
- Programs that integrate family and/or siblings in social and recreational activities

Supplemental Outcome Measures for Community Engagement and Friendship Outreach Projects at or above $100,000:

- Number of training classes held
- Number of people (include general population and individuals) who attended training
- Number of outreach or community engagement events
- Number of people (include general population and individuals) who attended outreach or community engagement events
- Other measurable outcomes

Project Type: Education and Training

Proposals can include education and training programs for staff, peers and the community about: children and adolescents with I/DD and their physical and behavioral needs; how to support children and adolescents with I/DD in social and recreational

Appendix C (Cont.)

programs; and how RCs serve children and adolescents with I/DD. Education and training projects include, but are not limited to, the following:

- Overview of the RC system and types of services and supports provided by the RC
- Impact of developmental disabilities on individuals and their families
- Information about accessing social and recreational programs
- Best practices for direct staff to facilitate and support individuals with I/DD to participate in social and recreational activities
- Peer-mentorship training programs
- Certification programs that focus on supporting people with I/DD and their physical and behavioral needs

Supplemental Outcome Measures for Education and Training Projects at or above $100,000:

- Number of training classes held
- Number of staff that attended and completed training (may include certification)
    - It is recommended that training programs include an assessment component and criteria for participants to meet training competencies such as pre-tests and posttests to measure learning. Supporting documentation must be available upon request.
- Number of community members that attended and completed training
- Number of individuals who were served by trained/certified staff
- Other measurable outcomes

Project Type: Financial Assistance

Proposals can provide financial assistance for fees or reduced fees for inclusive social and recreational programs and activities to individuals. Financial assistance projects cannot be income based.

Awarded funds may not be used to pay RC vendored providers for social and recreational services. Financial assistance will be permitted only if funding of the social and recreational program is not available via POS. Financial assistance is not intended for a one-time activity unless the one-time activity compliments or is part of an ongoing or recurring activity. The onetime activity must be described in the grant proposals. Financial assistance projects could include, but are not limited to, the following:

- Membership or activity scholarships
- Reduced fees for monthly memberships and/or activity fees
- Art classes that include an exhibition featuring art created by class participants

Supplemental Outcome Measures for Financial Assistance Projects at or above $100,000:

- Number of reduced fees and/or scholarships granted to individuals

Appendix C (Cont.)

- Dollar value of reduced fees and/or scholarships granted to individuals
- Other measurable outcomes

Project Type: Increased Access to Programs that are Culturally and Linguistically Sensitive

Proposals can increase capacity for bilingual or multilingual staff and provide information or services in languages represented within the RC's catchment area. Bilingual or multilingual staff will support children with I/DD for the purpose of integration into social and recreational programs. Translated documents and educational materials will support access to inclusive social and recreational programs. Projects that increase cultural and language access include, but are not limited to, the following:

- Increased staffing that reflects underserved communities
- Salary or stipends for bilingual/multilingual staff. Stipends may include additional pay for existing staff that provide bilingual/multilingual direct support to individuals. Stipends must be new pay that was not available prior to the grant project
- Cultural and linguistic competence training
- Development and review of documents and translation of outreach materials such as registration forms, flyers, web sites and other educational materials in languages that reflect the catchment area.

Supplemental Outcome Measures for Increased Accessed to Programs that are Culturally and Linguistically Sensitive Projects at or above $100,000:

- Number of new culturally and linguistically competent staff hired
- Number of stipends paid to bilingual/multilingual existing staff
- Number of staff that completed culturally and linguistic competence training;
    - It is recommended that training programs to include an assessment component and criteria for participants to meet training competencies such as pretests and post-tests. Supporting documentation must be available upon RC's request.
- Number of training classes related to culturally and linguistically competence training held
- Number and type of documents and outreach materials translated
    - Examples of documents and outreach materials may include but not be limited to brochures, flyers, registration forms, websites, and other types of educational information that will be disseminated to the target population
- Other measurable outcomes

Project Type: Setting Modification

Proposals can include setting modifications that enhance and facilitate equal access to recreational settings and interactions between peers with and without I/DD. Proposals

Appendix C (Cont.)

that include modifications for the purposes of meeting American Disability Act (ADA) compliance will not be approved. Proposals must include statute, regulations, or documentation to support that it is not an ADA modification. Modifications are not for capital improvements. Setting modification projects include, but are not limited to, the following:

- Standing changing stations
- Wheelchair accessible playground equipment

Supplemental Outcome Measures for Setting Modification Projects at or above $100,000:

- Number of setting modifications completed
- Brief description of progress toward completion of setting modification
- Other measurable outcomes

Project Type: Transportation

Proposals can increase access to inclusive social and recreational programs through transportation. Modifications of vehicle(s) owned by grant applicants must not exceed the value of the vehicle(s).

Transportation projects include, but are not limited to, the following:

- Funding or passes for use of public transportation
- Vehicle modification (e.g., adding a wheelchair lift, van conversion)
- Pick up and drop off service for children and/or adolescents between the family home and a social and recreational program

Supplemental Outcome Measures for Transportation Projects at or above $100,000:

- Number of completed vehicle modifications
- Brief description of progress toward completion of vehicle modification
- Dollar value and number of bus passes provided to individuals
- Dollar value and number of vouchers provided to individuals
- Number of individuals that used pick up and drop off service. Do not count the same individual more than once
- Other measurable outcomes

Project Type: Vendorization Assistance

Proposals can assist social and recreational programs that are not vendored with a RC pursue and obtain vendorization. Vendorization assistant proposals will provide education about vendorization requirements and establish a RCs vendorization process to guide the social and recreational program. The vendorization assistant will have general knowledge of local social and recreational programs for the purpose of assisting

Appendix C (Cont.)

the vendor applicant design a program that will provide inclusive and integrated social and recreational program opportunities. The vendorization assistant will have general knowledge of the RC's restoration of camping, social recreation and other services purchase of service policies. Vendorization assistant projects include, but are not limited to, the following:

- Education about vendorization requirements
- Program design development
- Collaboration facilitation between the RC and the vendor applicant
- Assistance with translating vendor applications and completing forms required for vendorization
- Assistance with contract execution between the RC and vendor applicant

Supplemental Outcome Measures for Vendorization Assistant Projects at or above $100,000:

- Number of social and recreational programs contacted and inquired about vendorization interest with a RC.
- Number of social and recreational programs that declined vendorization interest with a RC.
- Number of social and recreational programs in the vendorization process with a RC.
- Number of social and recreational programs in the program design development process.
- Number of social and recreational programs pending RC application and program design review.
- Number of social and recreational programs vendored with a RC.

Appendix D-

Link to Form: Definition of Key Terms
Social Rec Grants Definition of Key Terms

Community Based Organizations (CBO)

For the purposes of this grant, a CBO is defined as a public or private nonprofit, or private for-profit organization that is representative of and advocates for a community or significant segments of a community.

General population

Persons without an intellectual and developmental disability (I/DD) and who are not directly served by a RC.

Goals

Targets established by the grant applicant for standard outcome measures. Reference Project Types and Standard Outcome Measures (Appendix C) for project type descriptions, standard outcome measures, data collection suggestions and examples.

Individuals

Persons served by a regional center who have an I/DD.

One-Page Profile

A one-page profile is a document that informs staff and peers about the child or adolescent with I/DD and how to best support during the program activities. A one-page profile typically captures important information about the person in three headings: what people appreciate about the person, what's important to the person, and how to best support the person. Consult your RC to discuss how a one-page profile may be created for the child being supported (Resource:http://helensandersonassociates.co.uk/person-centred-practice/one-page-profiles/)

Person Centered Planning (PCP)

PCP helps the person being supported to explore and share what a meaningful life looks like for them and to describe the supports needed to achieve that life. The planning process may include the discovery of various person-centered skills including but not limited to: What is important TO the person' What is important FOR the person; What supports the person needs to have a good balance between important TO and Important FOR; or Good Day/Bad Day. Consult with the RC Designee to discuss how PCP may be explored. (Resource: https://tlcpcp.com/about-us/)

Project Type

The Department has created seven different project types that describe broad categories of grant projects. Descriptions and examples of project types are described in Project Types and Standard Outcome Measures (Appendix C). Each grant applicant will select one or more of the seven project types that best describe their grant program.

Only one Letter of Intent (Appendix A) is required for grant proposals that include one or multiple project types.

Regional Center Designee

The lead person the RC designates to provide oversight and monitoring of the grant project. RC staff that may provide technical assistance to the grantee. See Regional Center Directory (Appendix E) for a list of RC designees.

Regional Centers (RCs)

RCs are private nonprofit corporations that contract with the Department to provide or coordinate services and supports for individuals with I/DD. There are 21 RCs in California. See Map of Regional Center System (Link on page1).

Standard Outcome Measures

Outcome Measures are standard data points used to measure the progress and outcomes of grant projects. Standard outcome measures have been developed for each project type. For more information on outcome measures, see Project Types and Standard Outcome Measures (Appendix C).