

# Application Packet for Employment Transformation Initiative Grants DDC-21-002

## Application Packet Contents and Instructions

1. **Fully complete and submit forms to the Issuing Officer listed in the RFP by the due date in the RFP's Procurement Timetable.** Submit forms in the order below.
  - *Tab 1: Primary Applicant Detail & Certification Form*
  - *Tab 2: Subcontractor Disclosure Form (if applicable)*
  - *Tab 3: Additional Certifications*
  - *Tab 4: Certification and Disclosure Regarding Lobbying*
  - *Tab 5: Employment Transformation Initiative Grant Application Form*
  - *Tab 6: Release of Information Form*
  - *Tab 7: Minority Impact Statement*
  - *Tab 8: Attachments. Include this tab to place any supplemental materials related to the Employment Transformation Initiative Grant Application Form*
2. **Formatting Requirements for Application Submission:**

Subject	Specifications
<b>Paper Size</b>	8.5" x 11" paper (one side only). Charts or graphs may be provided on legal-sized paper.
<b>Font</b>	Applications must be typewritten. The font must be 11 point or larger (excluding charts, graphs, or diagrams). Acceptable fonts include Times New Roman, Calibri and Arial.
<b>Page Limit</b>	The Employment Transformation Initiative Grant Application under Tab 5 is limited to 25 pages. Material in Tabs 1-4 and 6-8 are not included in the page limit. All pages of the application are to be sequentially numbered from beginning to end.
<b>Pagination</b>	All pages in Proposal Tabs 1-5 are to be sequentially numbered from beginning to end (do not number these Proposal sections independently of each other). The contents in Proposal Tab 6 may be numbered independently of other sections.
<b>Envelope Contents and Labeling</b>	<ul style="list-style-type: none"><li>• Envelopes shall be addressed to the Issuing Officer.</li></ul> The envelope containing the original Bid Proposal shall be labeled "original."
<b>Number of Hard Copies</b>	<ul style="list-style-type: none"><li>• Submit one (1) original hard copy of the Application. The original hard copy must contain original signatures. Bid proposals must be bound and use tabs to label sections.</li></ul>
<b>USB Flash Drive</b>	<ul style="list-style-type: none"><li>• Applicants shall submit 4 flash drives, each with a copy identical to the content of the original hard copy</li></ul> Proposals shall be provided in either PDF or Microsoft Word format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents.
<b>Request for Confidential Treatment</b>	Requests for confidential treatment of any information in a Bid Proposal must meet these specifications: <ul style="list-style-type: none"><li>• The Bidder will complete the appropriate section of the Primary Bidder Detail Form &amp; Certification which requires the specific statutory citation supporting the request for</li></ul>

Subject	Specifications
	<p>confidential treatment and an explanation of why disclosure of the information is not in the best interest of the public.</p> <ul style="list-style-type: none"><li>• The Bidder shall submit one complete paper copy of the Bid Proposal from which confidential information has been redacted. This copy shall be clearly labeled on the cover as a “public copy” and each page upon which confidential information appears shall be conspicuously marked as containing confidential information. The confidential material shall be redacted in such a way as to allow the public to determine the general nature of the material removed. To the extent possible, pages should be redacted sentence by sentence unless all material on a page is clearly confidential under the law. The Bidder shall not identify the entire Bid Proposal as confidential.</li><li>• The transmittal letter may not be marked confidential.</li><li>• The Bidder shall submit a USB flash drive containing an electronic copy of the Bid Proposal from which confidential information has been redacted. This USB flash drive shall be clearly marked as a “public copy”.</li><li>• The Technical Proposal must be saved in less than three files, with a preference for the entire Technical Proposal in one file. Proposals shall be provided in either PDF or Microsoft Word format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents.</li></ul>
<b>Exceptions to RFP/Contract Language</b>	<p>If the Applicant objects to any term or condition of the RFP or the Sample Contract attached to the RFP, specific reference to the RFP page and section number shall be made in the Primary Applicant Detail &amp; Certification Form. In addition, the Applicant shall set forth in its Bid Proposal the specific language it proposes to include in place of the RFP or contract provision and cost savings to the Agency should the Agency accept the proposed language.</p> <ul style="list-style-type: none"><li>• The Agency reserves the right to either execute a contract without further negotiation with the successful Applicant or to negotiate contract terms with the selected Applicant if the best interests of the Agency would be served.</li></ul>

Application Packet  
**Primary Applicant Detail & Certification Form**  
*(If a section does not apply, label it "not applicable".)*

<b>Primary Contact Information (individual who can address issues re: this Application)</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Tel:</b>	
<b>Fax:</b>	
<b>E-mail:</b>	
<b>Primary Applicant Detail</b>	
<b>Business Legal Name ("Applicant"):</b>	
<b>"Doing Business As" names, assumed names, or other operating names:</b>	
<b>Parent Corporation Name and Address of Headquarters, if any:</b>	
<b>Form of Business Entity (i.e., corp., partnership, LLC, etc.):</b>	
<b>State of Incorporation/organization:</b>	
<b>Primary Address:</b>	
<b>Tel:</b>	
<b>Local Address (if any):</b>	
<b>Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:</b>	
<b>Number of Employees:</b>	
<b>Number of Years in Business:</b>	
<b>Primary Focus of Business:</b>	
<b>Federal Tax ID:</b>	
<b>Applicant's Accounting Firm:</b>	
<b>If Applicant is currently registered to do business in Iowa, provide the Date of Registration:</b>	

<b>Do you plan on using subcontractors if awarded this Contract? (If “YES,” submit a Subcontractor Disclosure Form for each proposed subcontractor.)</b>	____ YES  ____ NO
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Request for Confidential Treatment (See Formatting Requirements for Application Submission Chart)		
Location in Bid (Tab/Page)	Statutory Basis for Confidentiality	Description/Explanation

Exceptions to RFP/Contract Language (See Formatting Requirements for Application Submission Chart)			
RFP Section and Page	Language to Which Applicant Takes Exception	Explanation and Proposed Replacement Language:	Cost Savings to the Agency if the Proposed Replacement Language is Accepted

### PRIMARY APPLICANT CERTIFICATIONS

1. **APPLICATION CERTIFICATIONS.** By signing below, Applicant certifies that:
  - 1.1 Applicant specifically stipulates that the Application is predicated upon the acceptance of all terms and conditions stated in the RFP and the Sample Contract without change except as otherwise expressly stated in the Primary Applicant Detail & Certification Form. Objections or responses shall not materially alter the RFP. All changes to proposed contract language, including deletions, additions, and substitutions of language, must be addressed in the Application. The Applicant accepts and shall comply with all Contract Terms and Conditions contained in the Sample Contract without change except as set forth in the Contract;
  - 1.2 Applicant has reviewed the Additional Certifications, which are incorporated herein by reference, and by signing below represents that Applicant agrees to be bound by the obligations included therein;
  - 1.3 Applicant has received any amendments to this RFP issued by the Agency; and,
  - 1.4 The person signing this Application certifies that he/she is the person in the Applicant’s organization responsible for, or authorized to make decisions regarding the prices quoted and, Applicant guarantees the availability of the services offered and that all terms, including price, will remain firm until a contract has been executed for the services contemplated by this RFP or one year from the issuance of this

RFP, whichever is earlier.

**2. SERVICE AND REGISTRATION CERTIFICATIONS. By signing below, Applicant certifies that:**

- 2.1 Applicant certifies that the Applicant organization has sufficient personnel resources available to provide all services proposed by the Application, and such resources will be available on the date the RFP states services are to begin. Applicant guarantees personnel proposed to provide services will be the personnel providing the services unless prior approval is received from the Agency to substitute staff;
- 2.2 Applicant certifies that if the Applicant is awarded the contract and plans to utilize subcontractors at any point to perform any obligations under the contract, the Applicant will (1) notify the Agency in writing prior to use of the subcontractor, and (2) apply all restrictions, obligations, and responsibilities of the resulting contract between the Agency and contractor to the subcontractors through a subcontract. The contractor will remain responsible for all Deliverables provided under this contract;
- 2.3 Applicant either is currently registered to do business in Iowa or agrees to register if Applicant is awarded a Contract pursuant to this RFP; and,
- 2.4 Applicant certifies it is either a) registered or will become registered with the Iowa Department of Revenue to collect and remit Iowa sales and use taxes as required by Iowa Code chapter 423; or b) not a “retailer” of a “retailer maintaining a place of business in this state” as those terms are defined in Iowa Code subsections 423.1(42) & (43). The Applicant also acknowledges that the Agency may declare the bid void if the above certification is false. Applicants may register with the Department of Revenue online at: <http://www.state.ia.us/tax/business/business.html>.

**3. EXECUTION.**

By signing below, I certify that I have the authority to bind the Applicant to the specific terms, conditions and technical specifications required in the Agency’s Request for Proposals (RFP) and offered in the Applicant’s Application. I understand that by submitting this Application, the Applicant agrees to provide services described herein which meet or exceed the specifications of the Agency’s RFP unless noted in the Application and at the prices quoted by the Applicant. The Applicant has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications. I certify that the contents of the Application are true and accurate and that the Applicant has not made any knowingly false statements in the Application.

<b>Signature:</b>	
<b>Printed Name/Title:</b>	

Application Packet  
**Subcontractor Disclosure Form**

Fully complete a form for **each** proposed subcontractor. If a section does not apply, label it “not applicable.” If the Applicant does not intend to use subcontractor(s), this form does not need to be returned.

<b>Primary Applicant (“Primary Applicant”):</b>		
<b>Subcontractor Contact Information (individual who can address issues re: this Application)</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>Tel:</b>		
<b>Fax:</b>		
<b>E-mail:</b>		
<b>Subcontractor Detail</b>		
<b>Subcontractor Legal Name (“Subcontractor”):</b>		
<b>“Doing Business As” names, assumed names, or other operating names:</b>		
<b>Form of Business Entity (i.e., corp., partnership, LLC, etc.)</b>		
<b>State of Incorporation/organization:</b>		
<b>Primary Address:</b>		
<b>Tel:</b>		
<b>Fax:</b>		
<b>Local Address (if any):</b>		
<b>Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:</b>		
<b>Number of Employees:</b>		
<b>Number of Years in Business:</b>		
<b>Primary Focus of Business:</b>		

<b>Federal Tax ID:</b>	
<b>Subcontractor's Accounting Firm:</b>	
<b>If Subcontractor is currently registered to do business in Iowa, provide the Date of Registration:</b>	
<b>Percentage of Total Work to be performed by this Subcontractor pursuant to this RFP/Contract.</b>	
<b>General Scope of Work to be performed by this Subcontractor</b>	
<b>Detail the Subcontractor's qualifications for performing this scope of work</b>	

By signing below, Subcontractor agrees to the following:

1. Subcontractor has reviewed the RFP and Application, and Subcontractor agrees to perform the work indicated in this Application if the Primary Applicant is granted an award in this procurement;
2. Subcontractor has reviewed the Additional Certifications and by signing below confirms that the Certifications are true and accurate and Subcontractor will comply with all such Certifications;
3. Subcontractor recognizes and agrees that if the Primary Applicant enters into a contract with the Agency as a result of this RFP, all restrictions, obligations, and responsibilities of the contractor under the contract shall also apply to the subcontractor; and,
4. Subcontractor agrees that it will register to do business in Iowa before performing any services pursuant to this contract, if required to do so by Iowa law.

The person signing this Subcontractor Disclosure Form certifies that he/she is the person in the Subcontractor's organization responsible for or authorized to make decisions regarding the prices quoted and the Subcontractor has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications.

I hereby certify that the contents of the Subcontractor Disclosure Form are true and accurate and that the Subcontractor has not made any knowingly false statements in the Form.

<b>Signature for Subcontractor:</b>	
<b>Printed Name/Title:</b>	
<b>Date:</b>	

Application Packet  
**ADDITIONAL CERTIFICATIONS**

**CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

By submission of an Application, the Applicant certifies (and in the case of a joint Application, each party thereto certifies) that:

1. The Application has been developed independently, without consultation, communication or agreement with any employee or consultant of the Agency who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee;
2. The Application has been developed independently, without consultation, communication or agreement with any other Applicant or parties for the purpose of restricting competition;
3. Unless otherwise required by law, the information in the Application has not been knowingly disclosed by the Applicant and will not knowingly be disclosed prior to the award of the contract, directly or indirectly, to any other Applicant;
4. No attempt has been made or will be made by the Applicant to induce any other Applicant to submit or not to submit an Application for the purpose of restricting competition;
5. No relationship exists or will exist during the contract period between the Applicant and the Agency that interferes with fair competition or is a conflict of interest.
6. The Applicant and any of the Applicant's proposed subcontractors have no other contractual relationships which would create an actual or perceived conflict of interest.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this Application, the Applicant is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the Applicant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government the Agency or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
2. The Applicant shall provide immediate written notice to the person to whom this Application is submitted if at any time the Applicant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.



3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principle, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Application is submitted for assistance in obtaining a copy of those regulations.
4. The Applicant agrees by submitting this Application that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Agency or agency with which this transaction originated.
5. The Applicant further agrees by submitting this Application that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the Agency or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND/OR VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS**

1. The Applicant certifies, by submission of this Application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the Applicant is unable to certify to any of the statements in this certification, such Applicant shall attach an explanation to this Application.

## **CERTIFICATION OF COMPLIANCE WITH PRO-CHILDREN ACT OF 1994**

The Applicant must comply with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed.

The Applicant further agrees that the above language will be included in any subawards that contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

## **CERTIFICATION REGARDING DRUG FREE WORKPLACE**

1. **Requirements for Contractors Who are Not Individuals.** If the Applicant is not an individual, by signing below Applicant agrees to provide a drug-free workplace by:
  - a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - b. establishing a drug-free awareness program to inform employees about:
    - (1) the dangers of drug abuse in the workplace;
    - (2) the person's policy of maintaining a drug-free workplace;
    - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) the penalties that may be imposed upon employees for drug abuse violations;
  - c. making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph (a);

- d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment on such contract, the employee will:
    - (1) abide by the terms of the statement; and
    - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
  - e. notifying the contracting agency within 10 days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
  - f. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. § 703; and
  - g. making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
2. **Requirement for Individuals.** If the Applicant is an individual, by signing below the Applicant agrees to not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.
3. **Notification Requirement.** The Applicant shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii):
- a. take appropriate personnel action against such employee up to and including termination; or
  - b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

## NON-DISCRIMINATION

The Applicant does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.

Application Packet  
**Certification and Disclosure Regarding Lobbying**

**Instructions:**

Title 45 of the Code of Federal Regulations, Part 93 requires the Applicant to include a certification form, and a disclosure form, if required, as part of the Applicant's proposal. Award of the federally funded contract from this RFP is a Covered Federal action.

- 1) The Applicant shall file with the Agency this certification form, as set forth in Appendix A of 45 CFR Part 93, certifying the Applicant, including any subcontractor(s) at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) have not made, and will not make, any payment prohibited under 45 CFR § 93.100.
- 2) The Applicant shall file with the Agency a disclosure form, set forth in Appendix B of 45 CFR Part 93, in the event the Applicant or subcontractor(s) at any tier (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) has made or has agreed to make any payment using non-appropriated funds, including profits from any covered Federal action, which would be prohibited under 45 CFR § 93.100 if paid for with appropriated funds. All disclosure forms shall be forwarded from tier to tier until received by the Applicant and shall be treated as a material representation of fact upon which all receiving tiers shall rely.

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a

prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

***Statement for Loan Guarantees and Loan Insurance***

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a pre-requisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 for each such failure.

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I certify that the contents of this certification are true and accurate and that the Applicant has not made any knowingly false statements in the Bid Proposal. I am checking the appropriate box below regarding disclosures required in Title 45 of the Code of Federal Regulations, Part 93.

- ☐ The Applicant is NOT including a disclosure form as referenced in this form's instructions because the Applicant is NOT required by law to do so.
- ☐ The Applicant IS filing a disclosure form with the Agency as referenced in this form's instructions because the Applicant IS required by law to do so. If the Applicant is filing a disclosure form, place the form immediately behind this Attachment E in the Proposal.

<b>Signature:</b>	
<b>Printed Name/Title:</b>	
<b>Date:</b>	

Application Packet  
**Employment Transformation Initiative Grant Application  
Form**

**INSTRUCTIONS:** All Applicants must complete this Application Form by answering each of the components separately. Responses should provide sufficient detail so that the Agency can understand and evaluate the Applicant's approach to each component. Review the Formatting Requirements for Application Submission section at the beginning of this document for the page limit for this section.

**Project Title:**

**Evaluation Component #1: Project Description and Purpose (32 points)**

Applicants are given latitude in defining a unique initiative and approach to meeting deliverables. However, all approved initiatives shall demonstrate a commitment to supporting people with developmental disabilities obtain and keep employment. Outcomes must be set to increase the number of people employed in community jobs.

***Examples of initiatives that could be funded include, but may not be limited to:***  
*Contracting with a subject matter expert to provide technical assistance on evidence based practices on employment first concepts to provider staff.*  
*Contracting with a subject matter expert to develop a strategic plan and vision to restructure day habilitation services into an employment first model.*  
*Piloting a project using assistive technology to increasing employment outcomes*

Provide a detailed description of the Initiative. It should clearly state the following:

1. Where and how the project will be implemented.
2. How does this project demonstrate a commitment to supporting people with developmental disabilities obtain and keep employment.
3. The improvements and/or activities that will be made through this project to increase employment outcomes.
4. Who will lead and be part of the project. Include qualifications of the professionals and other staff involved in the Initiative.
5. If the Initiative is to provide training, include the names, credentials (including education and experience) of each person providing the training. Explain how the components of the training will be implemented.

**Applicant's Response:**

**Evaluation Component #2: Objectives and outcomes (32 Points)**

DD Council wishes to fund projects that improve employment outcomes for people with Developmental Disabilities. Clearly describe the expected objectives and outcomes of the Initiative. The objectives and outcomes will be used as contract Deliverables and performance measures if funding is awarded.

Under this component, Applicants are required to:

1. Describe specific objectives this initiative will complete related to employment outcomes
2. Detail all of the specific tasks that the Applicant will perform to carry out objectives of this initiative
3. The performance measures related to the objectives and tasks
4. The number of people that will benefit from this initiative
5. Describe how the data will be tracked and how the applicant will know outcomes have been met

\*Applicants please note the requirements in the RFP that will be a part of any resulting contract related to submission of monthly reports regarding the progress of the project that shall be submitted to the DD Council. A final report summarizing the project objectives, outcomes, and lessons learned must be submitted to the Council. Additionally, at the DD Council's option, a presentation to the Council in person at the end of the project may also be required.

**Applicant's Response:**

**Component #3: Implementation Plan (20 points)**

Provide a projected project work plan and timeline that clearly and concisely identifies action steps to be completed within each month of the Initiative; an evaluation process (how the Applicant will track progress toward completion of each objective); the person(s) responsible for action, and funds to be expended. Action steps should be detailed and manageable. All awarded applications will be required to submit an updated final timeline when the contract is executed.

If applicable, list any other entities (e.g. individuals, organizations, associations, etc.) that will be partnering with the Applicant on the Initiative, whether or not the entity will be receiving funding, and what specific deliverables the entity is responsible for. This listing is in addition to completing the subcontractor form for any subcontractors the Applicant will be using.

**Applicant's Response:**



**Component #5: Budget and Sustainability (16 points)**

Provide an itemized budget proposal and budget narrative covering the full period of the project. Please use a table format for the itemized budget. Cost proposals may not exceed \$30,000 for the entire term of the contract. All proposals must include a twenty-percent (25%) match. Matching funds may include in-kind supports or other non-federal sources of funds. Any in-kind support used must have a value directly related to the initiative.

The required twenty-five percent match is in addition to the maximum amount of \$25,000. For example if the cost proposal is requesting the full \$25,000 amount, the proposal should show the entire cost of the project as \$30,000 and detail how the \$5,000 match will be provided.

Note that it is a requirement of the RFP that funds cannot be used on the following:

- Bonuses for employees
- Purchases of vehicles
- Purchases of property or rental of property
- Capital improvements or construction projects.

**Applicant's Response:**

## Application Packet

### Release of Information

\_\_\_\_\_ (name of Applicant) hereby authorizes any person or entity, public or private, having any information concerning the Applicant's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to the Agency.

The Applicant acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Applicant acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Agency or may otherwise hurt its reputation or operations. The Applicant is willing to take that risk. The Applicant agrees to release all persons, entities, the Agency, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

\_\_\_\_\_  
Printed Name of Applicant Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Application Packet  
**Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

**Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge: Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **Definitions**

“Minority Persons,” as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability,” as defined in Iowa Code Section 15.102, subsection 5, paragraph “b,” subparagraph (1):

b. As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency,” as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other Agency or authority of the State of Iowa.