

Application for Deafblind Community Inclusion Services

Board of Education and Services for the Blind

Deafblind Grant Program Description

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I. Background and Intent

A. The Board of Education and Services for the Blind (BESB) administers the Deafblind Grant Program, which provides funding to create opportunities for recreation, communication, socialization and other services that further community inclusion for adults age 21 or older who are deaf-blind as defined in Section 10-295 (d) of the Connecticut General Statutes. Priority in funding proposals is given to those select individuals identified in the original 1977 deaf-

blind pilot study. In BESB's evaluation of proposals for funding, emphasis shall be placed on meaningful activities which help qualifying individuals to prepare for and engage in more independent functioning.

B. This application allows state and private agencies and individuals to request funds for programs they design for persons who are deafblind to provide them access to recreation, communication, socialization and other services that further community inclusion.

C. In submitting proposals under this application, an agency shall describe the proposed services for promoting community inclusion, the agency that or person(s) who will provide these services, and the scope and duration of services for the state fiscal year (i.e., 7/1/09-6/30/10).

D. Those proposals which are accepted through the process described herein shall result in a separate contract between BESB and the agency selected to provide grant program services.

II. Scope of Services

A. Persons to be served:

1. Funds shall first be used to serve those persons who are deafblind and who were also identified in the original 1977 deafblind pilot study (to be known hereafter as select individuals), up to a maximum of \$10,000 per person.

2. After select individuals have had funds allocated through this grant program, BESB shall use the remaining grant program funds to serve other individuals, up to a maximum of \$10,000 per person.

3. The final determination regarding the awarding by BESB of grants under this program is subject to the availability of funds appropriated by the Connecticut State Legislature for this program.

B. Content and Form of Client Service Plan:

1. The Client Service Plan (hereinafter referred to as CSP) shall be developed in each proposal according to Appendix B, below, and shall include all of the following:

a. outcomes and performance measures for the services outlined in the proposal for the upcoming year, and

b. an assessment covering the outcomes and performance measures for the services provided under the plan (if any) for the preceding year, and

c. the names and qualifications of the persons who shall be providing the services described under the plan (if known), and

d. (see Appendix C, below) itemized costs of proposed services.

Note: Client shall mean a qualifying individual as described in Section III, below.

2. Where the agency that (or person who) shall directly provide such services has not been determined at the time of the proposal submission, the proposing agency shall describe in detail the process that will be used to identify and hire such agency or person qualified to provide such services under this grant program. BESB shall assume no responsibility for the selection of an agency or person

directly hired by the proposing agency for the provision of proposed services under this grant program.

C. Factors to be Considered in Evaluating a Client Service Plan:

1. The Client Service Plan (CSP) Review Committee, a subcommittee of the BESB Deafblind Advisory Committee, shall approve the CSP for the full amount sought by the proposal, or for some reduced amount, or shall return it to the submitting agency with recommendations for revision and improvement so that the services proposed in the CSP are aligned with the goals and requirements set forth in this application and with the requirements of state and federal law.

2. In reviewing CSPs, the CSP Review Committee may also consider other factors, including but not limited to the following:

- a. the client's established interests, practices, and relationships;
- b. the client's ability to make choices;
- c. the client's ability to participate in and benefit from the proposed services;
- d. the amount of supervision ordinarily required by the client;
- e. the benefit available to the client through services offered collectively;
- f. whether and to what degree the benefit of the proposed services can be measured and tracked;
- g. whether similar services are available absent the funding requested; and
- h. the shortage or availability of funds otherwise available after the provision of services to select individuals.

3. Upon receiving a CSP, the CSP Review Committee may request that the proposing agency revise the CSP if public funds are otherwise available from specifically identified additional sources to pay for the services described in the CSP as originally submitted.

D. Proposed Fees:

Fees shall be proposed only on an hourly rate basis for the year of the CSP (that is, for the state fiscal year, from July 1, 2009 – June 30, 2010), except where services proposed include camp programs which are priced weekly. Agencies making proposals under this grant program shall use Appendix C, the Cost Proposal Form.

E. Scope of Services:

1. The services to be provided under this grant program may include:

- a. Enrichment of the client's life by community experiences (including camp) to decrease social isolation while promoting social interaction to help the client realize greater participation in the community through self-empowerment.**
- b. Services of a qualified communicator or facilitator between the client and the public to facilitate the client's involvement in the community.**
- c. Helping the client to discover, develop, and adapt independent living skills that fit the client's abilities.**

2. Proposing agencies must include information demonstrating that they have secured or will obtain the

services of qualified persons with particular skills in serving clients who are deaf-blind.

3. All proposing agencies who are approved to enter into contract(s) with BESB for the provision of specific services under this grant program shall agree to submit activity reports documenting the services provided (including the date and the number of hours of service) and written progress summaries on forms provided by BESB.

III. Definitions

“Blind” shall describe a person whose central visual acuity does not exceed 20/200 in the better eye corrected, or whose visual acuity is greater than 20/200 but is accompanied by a limitation in the field of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees.

“Client” shall mean a resident of Connecticut who is deaf and blind and is at least 21 years old.

“Client Service Plan Review Committee” shall consist of: the BESB Supervisor of Adult Services and at least two members of the BESB Deaf-Blind Advisory Committee, including parents and guardians.

“Client Service Plan” shall mean a plan which describes the services that will be made available to the client through a Deaf-Blind Grant Program award. When necessary, the legal guardian of a client may, in writing, appoint and authorize a designee who, for a definite period of time, may develop and submit the CSP.

“Deaf” shall describe a person whose hearing is non-functional for the purpose of understanding ordinary conversation with optimum amplification.

“Deaf-Blind” or “deafblind” shall mean having a combination of deafness and blindness.

“Other individual” shall mean a resident of Connecticut who is more than 21 years of age, is deaf-blind, and is not a select individual.

“Select individual” shall mean a member of the class of deaf-blind individuals who were identified in the deaf-blind pilot study authorized by Connecticut Special Act 77-81.

“Services” shall mean supports and activities (other than residential and basic care) from which clients benefit and which are individually or collectively provided to clients to promote or enhance community inclusion. Services shall include recreation, socialization, communication, skill building, physical fitness and health as outlined in a client service plan submitted to and approved by the CSP Review Committee under the guidelines described in this application, provided that said services are delivered by or through a specialized public or private facility, or other individual determined to be qualified by the CSP Review Committee, and are not otherwise available through public funds.

“Specialized public or private facility” shall mean (a) a facility located within the state of Connecticut which is operated by a public or private entity, is licensed or certified by the state or other authority, and which provides services to a client, or (b) a person or entity located within the state of Connecticut who provides services to no more than three clients under the direction and oversight of said clients or their guardians.

“Visually impaired” shall describe a person whose central visual acuity does not exceed 20/70 in the better eye corrected.

IV. Proposal Requirements and Required Format

A. All proposing agencies are requested to follow exactly the outline structure and maximum page limits, where applicable, set forth below.

B. The proposal should be typed and double-spaced with 16-point font size.

C. The component sections of the proposals submitted for the grant program shall be as follows:

1. **Section One (Appendix A) – Initial Information (two pages).**

This section shall indicate the name of the client, the proposing agency and the service provider (if known). It also contains the section obtaining permission to provide services and authorizing release of information, asks whether the client has ever received a BESB Deaf-Blind Program Grant, and whether the client is a select individual as defined above in Section III.

2. **Section Two (Appendix B) – Proposed Client Service Plan (two pages), including:**

- a) Statement of activities to be provided to increase community inclusion and independence of client.
- b) Statement of outcomes and measures for client’s personal goals for community inclusion.
- c) Summary of agency that or person(s) who will be utilized to provide services.

- d) Selection process to be used for hiring persons to provide grant program services.
- e) Assessment of the results of services provided under the preceding year's grant for this same program, if applicable.

Important Note: Where proposals are funded solely by BESB through this grant program, BESB will provide such funds directly to the proposing agency, which shall in turn be responsible for the direct administration of the contracted services and payment to any third parties for services rendered. Proposing agencies shall submit verification (on forms provided by BESB) of such program services being rendered.

3. Section Three (Appendix B, cont.) – Additional Information (one page), including:

- a. The name, title, address, telephone number(s), and e-mail address for the individual with the authority to negotiate and contractually bind the proposing agency.
- b. The names, titles, addresses, telephone numbers, and e-mail addresses for the individuals who may be contacted for the purpose of clarifying the information provided in the proposal(s).
- c. Any additional information that the proposing agency wishes to bring to the attention of the CSP Review Committee that is relevant to this application (see "Factors to be Considered in Evaluating a Client Service Plan," Section II.C.2 of this program description).

4. Section Four (Appendix C) – Cost Proposal Form (one page).

This section shall include the estimated annual cost of services provided to the client.

V. Services – Outcomes and Measures

A. The proposing agency shall implement the services described in the proposal to result in the following outcomes on behalf of clients. Such outcomes shall be measured in the manner described below. Outcome results achieved pursuant to these terms and conditions will be monitored by BESB.

1. Outcome: Clients shall be provided opportunities that include recreation, socialization and other services that further community inclusion (refer to “services” in Definitions, Section III).

2. Measure: Clients’ community inclusion experience shall be documented on monthly or quarterly report forms that note the location, the number of hours and the scope of the activity.

B. Confidentiality: All data provided to the proposing agency by the state or developed internally by the proposing agency with regard to the BESB contract resulting from an award under this grant program will be treated as proprietary to the state and confidential unless the state agrees in writing to the contrary. The proposing agency agrees to forever hold in confidence all files, records, documents or other information designated as confidential, whether prepared by the state or by others, which may come into the proposing agency’s possession during the resulting contract term, except where disclosure of such information by the proposing agency is required by other governmental

authority to obtain compliance with laws, rules, or regulations, and such disclosure will be limited to that actually so required. Where such disclosure is required, the proposing agency will provide advance written notice to BESB of the need for the disclosure and will not disclose any such information absent written consent from BESB.

VI. Reports Required

Those who receive funds shall be required to maintain adequate records on forms provided by BESB showing that such funds allocated to them under this grant program have been spent in a manner consistent with the client service plan that they outlined in their proposal. BESB will monitor the services provided using the outcomes and measures included in the BESB-approved application.

VII. Method of Payment

Payments: BESB shall review and must pre-approve all invoices submitted by the agency providing services under this grant program. BESB shall reimburse monthly or quarterly, at the discretion of the proposing individual or agency, by retrospective payment, all such pre-approved and documented services that have been rendered at the rate agreed and authorized in the contract award. Payment will be made by BESB only after BESB's receipt and approval of the required reports and invoice.

VIII. Contract Period

In accordance with the proposed schedule attached (see section XII), BESB seeks to have contracts and programs in place effective July 1, 2009 through June 30, 2010.

IX. Proposal Submissions

A. The proposal must be postmarked via US mail by Friday, May 29, 2009 or hand-delivered no later than 4:30 pm local time on Monday, June 1, 2009. Proposals postmarked after May 29, 2009 or received after 4:30 pm local time on June 1, 2009 will be returned unopened to the proposing agency.

B. The original proposal plus one copy must be submitted to:

**Board of Education and Services for the Blind
(BESB)**

Attn: Christopher Lassen, Adult Services Supv.

184 Windsor Avenue

Windsor, CT 06095

Phone: (860) 602-4180

FAX: (860) 602-4030

e-mail: christopher.lassen@ct.gov

Directions: North out of Hartford on Interstate-91 to Exit 34 (Route 159, Windsor/Wilson). At the stop sign at the end of the ramp, cross Meadow Street directly into the BESB parking lot. Park in the front of the building and enter at the left entrance (marked ADMINISTRATION).

X. Questions

- A. Questions may be directed in writing or faxed to Christopher Lassen by Monday, May 25, 2009. Responses will be sent in writing or faxed and will also be posted to the DAS website.**
- B. Proposing individuals or agencies can also contact Christopher Lassen by phone at (800) 842-4510, Ext. 4180 or locally (860) 602-4180 or through operator relay (711). Questions can not be answered if the answer would jeopardize the validity of the bid process.**

XI. Timetable for Review of Proposals

The following dates represent a tentative schedule of events and due dates for this grant program. The state reserves the right to modify these dates at any time.

Issuance of Applications	Friday, May 15, 2009
Deadline for Questions About Application	Monday, May 25, 2009
Proposal Due Date	Monday, June 1, 2009
Proposal Evaluation Begins	Tuesday, June 2, 2009
Negotiations with Selected Proposing Agencies Completed	Friday, June 5, 2009
Final Approval by Executive Director of BESB	Friday, June 5, 2009
Contracts to be signed by Executive Director & vendors	Tuesday, June 9, 2009
Submitted to the Office of the Attorney General	Wednesday, June 10, 2009
Services to Clients Begin	Wednesday, July 1, 2009

Appendix A (Proposal, Section One)

Deaf Blind Grant Program Initial Information:

In accordance with Connecticut Special Act 77-81, and Sections 10-293(a) and 10-295(d) of the Connecticut General Statutes, the documents contained within relate to the provision of services for deaf-blind clients beyond the chronological age of 21 (refer to definition within) and the approved content of the application for fiscal year 2009-2010.

Name of Client: _____

Address: _____

Email address: _____

Proposing Individual/Agency Name, Address.

Contact person: Phone number and email address:

Service Provider Name, Address & Telephone #:

Appendix A (cont.) (Proposal, Section One)

Deaf-Blind Grant Program Initial Information (cont.)

Permission to Provide Services/Release of Information

The signature below of the client or guardian indicates agreement with the program goals and also serves as permission for proposing agency and BESB staff to exchange written and/or verbal information related to the provision of such program services.

Client or Guardian Signature

Date

Witness Signature

Date

Name of Client: _____

Date of Birth: _____

Has the client received services through the BESB Deaf-Blind Grant Program before?

_____ Yes

_____ No

Do you believe the client is a select individual who participated in the deaf-blind pilot study in 1977?

_____ Yes

_____ No

Appendix B (Proposal, Section Two)

Client Service Plan

Client Name:

Proposed Services (please number each service):

Proposed Outcomes (please number each outcome):

Appendix B (cont.) (Proposal, Section Two)

Performance Measures (please number each measure):

Names and Qualifications of Persons Providing Proposed Services (please indicate who will provide each proposed service numbered above):

NOTE: if persons have not yet been chosen to provide services, use the space above to describe selection process to be used for hiring such persons.

If client received services under the Deafblind Grant Program during the preceding year, please attach an assessment covering the services, outcomes and measures of that grant (maximum of two additional pages, using an extra copy of pages 14 and 15).

Appendix B (cont.) (Proposal, Section Three)

Additional Information that the proposing agency wishes to bring to the attention of the CSP Review Committee that is relevant to this application (see Factors to be Considered in Evaluating a Client Service Plan, section II C. above):

Name, title, address, telephone number(s) and e-mail address of the individual with the authority to negotiate for and contractually bind the proposing agency:

Names, titles, addresses, telephone numbers and e-mail addresses of individuals who may be contacted for the purpose of clarifying the information provided herein:

Appendix C (Proposal, Section Four)

Cost Proposal Form

Proposing agencies are instructed to use this form to submit their cost proposal.

Client Name:

Proposed Services:

Total Number of Hours of Proposed Services:

Inclusive Proposed Hourly Cost:

Total Cost of Proposal:

IMPORTANT NOTES:

- 1) The proposed hourly rate must be an all-inclusive rate, including all costs such as transportation, activity fees, meals and any other costs associated with the proposal. Separate reimbursement for items such as admission tickets for events shall not be granted and must be factored into the proposed hourly rate. If the proposal includes or is limited to camp fees, it should specify the comprehensive fee for a week, a weekend, or some other distinct time period.
- 2) The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the federal government and/or the state. Such taxes must not be included in prices or costs submitted with the proposal.