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THE 2012 KEITH COROS COMMUNITY ADA IMPLEMENTATION PROJECTS

Notice of Request for Proposals

ADA-Indiana, in conjunction with the Indiana Governor's Council for People with Disabilities, is pleased to announce the availability of funding for organizations in Indiana to carry out the Community ADA Implementation Projects during 2012. In keeping with the advocacy efforts of ADA-Indiana member Keith Coros (1946 - 2008), the purpose of this program is to promote increased implementation of the Americans with Disabilities Act (ADA) in Indiana's local communities.

Focus of the Proposals: Applicants may submit projects that address ADA implementation issues specific to their local communities. Proposed projects must clearly address at least one of ADA-Indiana's 2012 Priorities – see page 2. Projects that can be replicated in other communities are also encouraged.

Who Is Eligible? Community organizations, businesses, local government entities, schools, institutions of higher education, Centers for Independent Living, advocacy organizations, and/or state and regional organizations are eligible to apply for funding. ADA-Indiana will attempt to distribute its grants to reach diverse regions and populations in the State.

Interested individuals are encouraged to submit an application according to the specifications in the following sections of this Request for Proposals.

Alternative Formats: This Notice of Request for Proposals is available in alternative formats on request.

ADA-Indiana serves as a statewide resource for promoting the implementation of the Americans with Disabilities Act in Indiana. ADA-Indiana was established in 1991. ADA-Indiana receives funding from the Indiana Governor's Council for People with Disabilities and the Great Lakes ADA Center (National Institute on Disability and Rehabilitation Research, Grant # H133A110029).

The 2012 Keith Coros Community ADA Implementation Projects

REQUEST FOR PROPOSALS

The purpose of the Community ADA Implementation Projects is to increase implementation of the ADA in local communities.

- ◆ Proposals for 2012 funding must be received or postmarked no later than **Friday, March 2nd, 2012**. If funds permit, there may be a second round of funding, to be announced in February.
- ◆ Applicants may request up to \$2500 for training or systems change projects in their communities. Target audiences can include employers, businesses, local government, persons with disabilities, family members, and/or other community members. Examples of projects include training small business owners about accessibility, seminars for human resource personnel on reasonable accommodations, working with local officials to develop an Accessibility Council, developing materials about accessible public events, etc. Many effective projects have been carried out with budgets of under \$1000.
- ◆ All projects must be completed by **Friday, August 3, 2012**.
- ◆ Projects already funded (by public or private funding) are not eligible for ADA-Indiana funding, unless the applicant clearly shows how the project will extend beyond the objectives and activities that the current funding supports.

2012 PRIORITIES

This year's priorities are based on the results of ADA-Indiana's 2010 ADA Report Card. We are most interested in projects that will show ***specific changes and real impact***. We are ***NOT*** interested in projects that focus only on awareness building. Projects that have potential for replication in other communities are also encouraged.

1. **Priority Area 1: Employment of people with disabilities** – proposals should specifically train employers to increase their knowledge about *hiring practices* and *reasonable accommodations*. Targeted audiences might include community business owners, non-profit agencies, human resource personnel, government employers, etc.
2. **Priority Area 2: Improving access to businesses** – proposals should focus on helping businesses do self-assessments; training for customer service and communication, hotel and event reservation policies and accommodations; restaurant accommodations, use of alternative formats, etc. **[Please note that grant monies cannot be used to purchase equipment or pay for modifications.]**
3. **Priority Area 3: Accessible transportation** – proposals should focus on training for service providers, assessing accessibility of bus stops, etc. **[Please note that grant monies cannot be used solely to train riders.]**
4. **Priority Area 4: Improving access to local government programs and services** – proposals should focus on training with local governments to make their programs, services, and activities accessible to people with disabilities. For example, the courts, public meetings and hearings, city websites, use of alternative formats, etc.

Project Requirements

1. Priority will be given to projects that will result in specific and measurable **CHANGES**. Emphasis on awareness-only activities is discouraged unless the proposed project also shows that *specific changes* will occur as a result of the activities.
2. Projects for training, development of original materials, dissemination, and/or research will be considered. Please note that funding is *not* available for personnel, direct services, building modifications, equipment, or activities associated with litigation.
3. The purpose of this funding program is to *initiate* ADA projects in local communities rather than serving as a vehicle to fund the same project on a long-term basis. Thus, new initiatives will receive the greatest priority in the selection process.
4. Projects that involve collaboration with another agency or individual are encouraged. However, such proposals must include a letter of intent from each collaborating party.
5. Projects that have potential for replication are encouraged. For instance, projects that result in a "handbook" so that other communities can carry out a similar activity; print materials and booklets that can be used by other communities, etc.
6. Award recipients are required to invest a matching contribution of funds and/or in-kind support of at least 25% of the awarded amount.
7. "People First Language" must be used in all proposals, publications, reports, and presentations to emphasize positive images of people with disabilities as people first.
8. Materials and activities should be developed with cultural diversity in mind.
9. All advertisements, news releases, reports, and materials created as a result of the project must indicate that "funding was provided by ADA-Indiana and the Indiana Governor's Council for People with Disabilities."
10. All projects must comply with the provisions of the Americans with Disabilities Act.
11. **An interim report is required by May 1st**. Progress should be reported as well as any changes in personnel or project direction. Lack of progress may result in termination of funding.
12. Grantees must also submit a final written report. A short presentation at a scheduled ADA-Indiana meeting will also be requested. The report should include:
 - a. A brief narrative of the project – what was done and what was accomplished
 - b. Data indicating the outcomes and impact of the project – specific changes that occurred
 - c. A final financial report
 - d. Copies of any materials developed
 - e. Electronic pictures of project activities/participants as appropriate

The Application Process

1. Notice of this Request for Proposals is made broadly, through mailings and announcements in the general media. It is also posted on ADA-Indiana's website: www.adaindiana.org.
2. Proposal submission forms and instructions for completing the application are made available to potential applicants through press releases, media announcements, posted on ADA-Indiana's website, and upon request.
3. Staff of ADA-Indiana will be available for assistance with the application process, explanation of project priorities, and/or the use of "People First Language."
4. Proposals will be considered once this year. The submission deadline is **Friday, March 2nd, 2012**. Proposals must be *postmarked* no later than the due date to be considered. Unsolicited applications after those dates may be accepted, but only at the discretion of ADA-Indiana, the availability of funds, and/or the possibility of completion by **Friday, August 3, 2012**.
5. ADA-Indiana's Grants Committee will review proposals and make recommendations to the full membership. To avoid any conflicts of interest, the proposals will not be reviewed by any ADA-Indiana member who is employed by, under contract with, or has any other vested interest with an organization that is requesting funding.
6. A proposal checklist will be used by the Grants Committee as a tool for evaluating the proposals and making recommendations (see last page).
7. Final funding decisions are solely at the discretion of ADA-Indiana.
8. Notice of approval/disapproval of the project will be made in writing within 45 days of the submission deadline. Modifications to the original proposal and/or further review may be requested.
9. Funds will be distributed on a cost-reimbursement basis only, and only to the submitting organization.
10. All applications, postmarked by the due date, should be mailed or emailed to:
ADA-Indiana
ATTN: Matt Norris, ADA-Indiana Staff
c/o Indiana Institute on Disability and Community
2853 East 10th Street
Bloomington, IN 47408-2601
Email: adainfo@indiana.edu
11. If you have any questions, please contact Matt Norris or Stacey May, at 812-855-6508 or e-mail at: adainfo@indiana.edu or the ADA-Indiana Chair, Ric Edwards at 317-232-4145 or email at redwards@dnr.in.gov.

2012 Application Format and Content

1. Complete the **Application Cover Sheet**. Include a **Project Abstract** (a clear, short description of the project and the expected outcomes) in 100 words or less. Also indicate what **Priority Area** your project will address.
2. Include a **narrative** that clearly describes the proposed project (not to exceed four pages). Your narrative should include the following sections:
 - a. **Project Description and Rationale** – clearly and concisely describe what you intend to do and why it is needed.
 - b. Provide information about the **Target Audience** and the **Geographic Area(s)** that the project will focus on.
 - c. List the specific **Project Objective(s)**, along with the **Action Steps** and the **Timelines** needed to accomplish the objective(s).
 - d. Identify any **Collaboration** that will occur, if applicable. Include **Letters of Intent** from any collaborating partner.
 - e. Describe **Staff Qualifications** – indicate what ADA expertise and experiences the project staff, trainers, and/or collaborating partners have.
 - f. Include a specific **Evaluation Plan**. Describe what changes you expect will occur (**Expected Outcomes**). Explain how you will show that your project “made a difference” in your community. Indicate the **Types of Data** you will collect.
 - g. Indicate, if applicable, what **Replication Materials** you will make available for other communities to carry out a similar project.
 - h. Include a **Proposed Budget and Justification**. Please break out the use of the requested funds in the format shown below. Indicate what other funds and/or in kind contributions will be used (25% required).

<u>Line Item</u>	<u>Amount Requested from ADA- Indiana</u>	<u>25% In-kind Contribution</u>	<u>Justification</u>
Materials, supplies			
Duplication, printing			
Travel			
Postage			
Other			
TOTALS:			

Note: Personnel, direct service, building modifications, or equipment cannot be funded.

3. Send **two print originals** of the completed proposal and **one electronic copy (either via email or disk)**, including the Application Cover Sheet and supporting materials.

The 2012 Keith Coros Community ADA Implementation Projects Application Cover Sheet

Project Title: _____

Your Community: _____

Project Abstract:

What Priority Area(s) does the project address? _____

Amount of Funding Requested: _____

Applicant Organization: _____

Address: _____

Project Director: _____ Position: _____

Phone: _____ Fax: _____

E-mail: _____

Certification by Authorized Representative of Primary Applicant

The information in this application to fund
a Collaborative Community ADA Implementation Project from ADA-Indiana
is accurate and true to the best of my belief and knowledge.

Signature: _____ Date: _____

Position: _____

Send Applications to:

ADA-Indiana
ATTN: Matt Norris, ADA-Indiana Staff
c/o Indiana Institute in Disability and Community
2853 East 10th Street
Bloomington, IN 47408-2601
Email: adainfo@indiana.edu

Proposal Review Checklist

(All proposals will be reviewed and evaluated according to the following criteria)

Project Objectives:	20 points	Professional Capability of Staff:	15 points
Project Design:	30 points	Project Impact/Evaluation Design:	20 points
Priority Area Points:	10 points	Budget:	5 points

A. Project Objectives:

How clearly and concisely is the project described? Is there a sufficient ADA focus?
How clearly organized is the proposal? How well does the applicant justify need for the project? How does this project benefit the applicant's community?

B. Project Design:

Are objectives included? How clear and achievable are they?
Are specific action steps described? How complete is the implementation plan?
Is a timeline provided? Is the timeline reasonable and feasible?

C. ADA-Indiana Priority Areas:

To what extent does the project target the ADA priority areas identified for this year?

D. Professional Capability of Staff:

Do key staff have adequate knowledge/experience about the ADA to carry out the project?
Does the proposal use People First Language?
Does the proposal include qualified persons with disabilities whenever applicable?

E. Plan for Documenting the Potential Impact of the Project

Is there a specific evaluation plan?
Does the plan indicate the specific changes expected to occur as a result of the project?
What data will be collected? Does the data measure specific outcomes or changes?
Are there plans to incorporate follow-up to identify specific outcomes?
Is there potential for replication? What will be included?

F. Budget:

Is the budget clearly presented?
Does the project include 25% matching funds or in-kind support?
Does the budget cover the costs of necessary accommodations?

Proposal Strengths:

Proposal Weaknesses:

Requested Adjustments:

RECOMMENDATION:

___ Fund ___ Fund w/Adjustments ___ Consider Further w/Changes ___ Do Not Fund