

**REQUEST FOR PROPOSALS
NAVAJO NATION TRUST FUNDS FOR HANDICAPPED SERVICES**

Closing Date: December 23, 2015

**NAVAJO NATION
DEPARTMENT OF DINE' EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATION SERVICES
PO BOX 1420
WINDOW ROCK, ARIZONA 86515
Telephone: (928) 871-6338
Fax: (928) 871-7865**

Tommy L. Lewis, Superintendent
Department of Dine' Education

Treva M. Roanhorse, Director
Navajo Nation Office of Special Education and Rehabilitation Services

Dates to Remember:

**Proposal Closing dates: Wednesday, December 23, 2015 @ 1:00 p.m.
Proposal Award Notification/ Written: Tuesday, January 05, 2016**

I. GENERAL INFORMATION

A. Introduction

The Department of Dine' Education, Office of Special Education and Rehabilitation Services (OSERS) are requesting proposals in the following priority areas.

1. Transition from High School to career / school
2. Home Modifications / Accessibility
3. Employment and Training for people with disability to enable self sufficiency

All priority areas are for a two (2) year supplemental funding.

B. Eligible applicants

The Navajo Nation Trust Fund for Handicapped Services (Trust Fund) is to fund Navajo tribal programs and non-tribal programs and organizations that provide services to Navajo individuals with disabilities. For profit agencies are not eligible to apply for Trust Fund grants. All grantees are required to provide copies of their articles of incorporation, by-laws, listing of all Board of Directors and must provide their most recent annual audit report.

C. Rules and Regulations

Navajo tribal and non-tribal programs and/or organizations that are selected for a grant award must agree to all the applicable Rules and Regulations of the Navajo Nation Trust Funds, the Navajo Nation Affirmative Action Plan and the Navajo Nation Business Opportunity Act.

D. Type of Award

The awards entered into as a result of this Request for Proposal will be a grant award in the format determined by the Navajo Nation. The Navajo Nation is not liable for any costs incurred by the proposer prior to the grant award notification. The grant award period will be twenty-four (24) months, based on the availability of funds and performance for Priority 1 and 2 and will commence following approval by the Navajo Nation and execution of the grants award by the Office of the Navajo Nation President. Grants awarded on a two (2) year basis, will be negotiated and awarded for each fiscal year based on the program performances, and outcomes of the grantee including expenditures as it relates to the goals and objectives of the grant.

E. Procedure for Submission

Mail or hand-deliver proposals to:

Treva M. Roanhorse, Director
Department of Diné Education
Office of Special Education and Rehabilitation Services
PO Box 1420 Window Rock, Arizona 86515
Navajo Education Center
2nd Floor Morgan Blvd.
Window Rock, AZ

All proposals must be received and officially time stamped by 1:00 p.m. on Wednesday, December 23, 2015. No faxed copies of the proposals will be accepted. The Proposers bear the sole responsibility for ensuring that their proposals are received by the deadline. Incomplete and late proposals will not be accepted. The contents of the proposals will be the only material considered in determination of a grant award. No revisions of the proposals content will be allowed following the deadline for submission of proposals except if requested by the Navajo Nation in the final negotiation of a grant award.

The Proposer must submit one (1) original and three (3) copies by the **Wednesday, December 23, 2015** deadline. The person authorized to legally bind the proposer must sign the proposals.

F. Questions Regarding the RFP

Questions regarding the RFP may be directed to Regina Martinez, Program and Project Specialist or Treva Roanhorse, Director at PO Box 1420, Window Rock, Arizona 86515 (928) 871-6338/Fax: (928) 871-7865.

G. Award Decisions

The Navajo Nation will award the grant based on the proposals received in response to this RFP and the weighted evaluation criteria stated herein. The maximum score for all the criteria is 100 points. The Navajo Nation will review all proposals. Proposals recommended for funding will be negotiated and final awards made.

The Navajo Nation will enter into negotiations with the qualified proposer receiving the highest weighted evaluation criteria at the lowest cost. The Navajo Nation will select grantees on or about Thursday, December 31, 2015. All other proposers will be notified in writing on or about, January 04, 2016 on the outcome of the awards. In accordance to Navajo Nation Trust Funds Rules & Regulations awards may be awarded to Navajo Nation Entities and non-tribal organizations for the establishment and provision of service to Navajos with disabilities. The time period for award year one will begin January 01, 2016 and commence on December 31, 2016. The time period for year two will begin January 01, 2017 and commence on December 31, 2017.

II. PRIORITY AREAS AND PROPOSALS PREPARATION (SPECIFIC TERMS AND CONDITIONS)

A. Priority Areas:

An organization is permitted to apply and submit only one application for the following priority areas.

Priority #1. Establish School to Adult life Transition Services within a school including local transition agreements and policies for Transition Planning, including strategies on work experience opportunities.

Abstract (5 points) - Submit a one page abstract which provides a brief description of the project including the overall goal of the project, major objectives and a statement of overall impact or expected outcome.

Needs Statement (10 points) - Provide a description of the needs for a Navajo Nation based School to Adult Life Transition Services to be provided by the school or program. Include number of students with disabilities to be served, and other identified needs.

Methodology and Design (20 points) - Provide a detailed description of how the proposer will establish the collaborative School to Adult Life Transition Planning for students with disabilities. This must include but not limited to the formation of a local community interagency transition team, develop informational packets, and conduct training sessions to provide information to IDEA-eligible youth with disabilities, parents, teachers, and other community resources available to assist youth with disabilities in making the transition from public education into adult life. The formation of local community interagency transition team(s) must result in a written Cooperative Agreement/Memorandum of Understanding to implement transition services based on district/program policies. IEP planning must include strategies on specific kinds of work experience opportunities you plan to develop support that will be provided while working, and work experience related to instruction and adjustment services that will be provided, this should include expectations for skills to be developed.

Project Goals, Objectives and Outcomes (20 points) - Provide a detail Work Plan that includes project goals and objectives to be completed by the proposer. Project objectives must meet the following, at a minimum, 1) Institute a community transition team to guide and sustain project

activities, 2) develop easy-to-understand fact sheets for all IDEA-eligible youth with disabilities, their parents, their teachers, and other members of the IEP/transition planning team (i.e. related services personnel) on adult services and community resources, 3) Conduct training sessions for all IDEA-eligible youth with disabilities, their parents, their teachers, and other members of the IEP/transition planning team (i.e. related services personnel) on adult services and community resources, and 4) produce and distribute a local Transition Resource Directory or videotape (English-Navajo) for all IDEA-eligible youth with disabilities, their parents, their teachers, and other members of the IEP/transition planning team. The formation of each objective must be clear and measurable. The Work Plan must include a timeline for each objective. Project outcomes must be clearly described and measurable and must include number of youth with disabilities to benefit from the school to adult-life transition services, number of students, parents trained, and number of work experience opportunities.

Qualification of the Proposer (15 points) - Describe the qualifications of the school/agency submitting the grant application. Describe the specific qualifications of key staff who will be working on the grant and attach resumes in the appendices. Describe other similar projects that your school/agency has successfully completed which has a similar scope of work.

Budget and Cost Effectiveness (10 points) - Provide a detailed budget specifying each budget line item and provide a detailed justification and itemize each budget category. The proposer must provide budgets for Years 1 and 2. A minimum of 80% of all grants shall be used for direct provision of goods and services to Navajos with disabilities. No more than 20% of all grants shall be used for administrative costs, which include, but not limited to, salary and fringe benefits of administrative personnel, administrative travel, administrative office supplies and equipment, lease and utility costs. No indirect costs can be charged to this grant.

Continuation of Grant Activities (10 points) - Grant funds are intended to provide financial support to schools to develop an infrastructure of transition services to youth with disabilities. Please provide a detailed narrative on how the project will continue after the grant ends, at the end of year two.

Evaluation (10 points) - Provide a description of how the program will evaluate the accomplishments of the project and the degree to which the objectives are met and the proposed activities undertaken. Measurable indicators of quality of the services provided and methodology to determine the extent to which outcomes are met.

Number of grants to be awarded: 2

Recommended Budget Range per grant award: \$50,000 Total Funding

- \$25,000 1st year
- \$25,000 2nd year

Priority #2 Home Modifications / Accessibility

Abstract (5 points) - Submit a one page abstract which provides a brief description of the project including the overall goal of the project, major objectives and a statement of overall impact or expected outcome.

Needs Statement (10 points) – Describe the specific gaps or weaknesses in services and describe how the proposed project will address those gaps or weaknesses. Provide a description of the service delivery area intended to be served. Provide a detail description of the needs for Navajo people with significant disabilities in need of home modifications, including but not limited to ramps, accessible doors, accessible bathrooms etc. Include number of consumers with disabilities to be served, and other identified home modification needs.

Methodology and Project Design (20 points) – Provide a detailed description of the project design and how it will successfully address the needs of the targeted population. The proposer must describe the methods to be used in developing home modifications for people with disabilities. The proposer needs to describe how the project will be coordinated with similar or related efforts, and with other appropriate community, state, Navajo Nation and federal resources. All proposals will be reviewed regarding the quality of the methodology to be employed.

Project Goals, Objectives and Outcomes (20 points) - Provide a detail Work Plan that includes project goals, objectives and outcomes to be achieved by the proposed project. Each objective must be clear and measurable. The Work Plan must include a timeline for each objective. Project outcomes must be clearly described and measurable and must include number of consumers with disabilities to benefit by the project.

Qualification of the Proposer (15 points) - Describe the qualifications of the agency submitting the proposal. Describe the specific qualifications of key staff who will be working on the grant and attach one page resumes in the appendices. Describe other similar projects that your agency has successfully completed which has a similar scope of work.

Budget and Cost Effectiveness (10 points) - Provide a detailed budget specifying each budget line item and provide a detailed justification and itemize each budget category. The proposer must provide budgets for Years 1 and 2. A minimum of 80% of all grants shall be used for direct provision of goods and services to Navajos with disabilities. No more than 20% of all grants shall be used for administrative costs, which include, but not limited to, salary and fringe benefits of administrative personnel, administrative travel, administrative office supplies and equipment, lease and utility costs. No indirect costs can be charged to this grant.

Continuation of Grant Activities (10 points) - Grant funds are intended to provide financial support to organizations to develop an infrastructure of services to Navajos with disabilities. All proposals must include a detailed narrative on how the project will continue after the grant ends.

Evaluation (10 points) – Provide a detail description of the methods of evaluation and how the use of objective performance measures clearly relate to the intended outcomes of the project. The proposals must describe how the program will evaluate the accomplishments of the project and the degree to which the objectives are met and the proposed activities undertaken. The proposal must indicate the extent to which the methods of evaluation will provide periodic assessment of progress towards achieving the intended outcomes.

Number of grants to be awarded: 2

Recommended Budget Range per grant award: \$100,000 Total Funding

- \$50,000 1st year
- \$50,000 2nd year

Priority #3. Employment and Training for people with disability to enable self sufficiency, self employment and gain work experience.

Abstract (5 points) - Submit a one page abstract which provides a brief description of the project including the overall goal of the project, major objectives and a statement of overall impact or expected outcome.

Needs Statement (10 points) – Describe the specific gaps or weaknesses in services and describe how the proposed project will address those gaps or weaknesses. Provide a description of the service delivery area intended to be served. Provide a detail description of the needs for Navajo people with disabilities in need of Creative Employment Opportunities, including but not limited to on-the-job training, self-employment, etc. Include number of consumers with disabilities to be served, and other identified employment and training needs.

Methodology and Project Design (20 points) – Provide a detailed description of the project design and how it will successfully address the needs of the targeted population. The proposer must describe the methods to be used in developing Creative Employment Opportunities for people with disabilities. The proposer needs to describe how the project will be coordinated with similar or related efforts, and with other appropriate community, state, Navajo Nation and federal resources. All proposals will be reviewed regarding the quality of the methodology to be employed.

Project Goals, Objectives and Outcomes (20 points) - Provide a detail Work Plan that includes project goals, objectives and outcomes to be achieved by the proposed project. Each objective must be clear and measurable. The Work Plan must include a timeline for each objective. Project outcomes must be clearly described and measurable and must include number of consumers with disabilities to benefit by the project.

Qualification of the Proposer (15 points) - Describe the qualifications of the agency submitting the grant application. Describe the specific qualifications of key staff who will be working on the grant and attach resumes in the appendices. Describe other similar projects that your agency has successfully completed which has a similar scope of work.

Budget and Cost Effectiveness (10 points) - Provide a detailed budget specifying each budget line item and provide a detailed justification and itemize each budget category. The proposer must provide budgets for Years 1 and 2. A minimum of 80% of all grants shall be used for direct provision of goods and services to Navajos with disabilities. No more than 20% of all grants shall be used for administrative costs, which include, but not limited to, salary and fringe benefits of administrative personnel, administrative travel, administrative office supplies and equipment, lease and utility costs. No indirect costs can be charged to this grant.

Continuation of Grant Activities (10 points) - Grant funds are intended to provide financial support to community programs to develop accessible transportation on the Navajo Nation for people with disabilities. Please provide a detailed narrative on how the project will continue after the grant ends, at the end of year two.

Evaluation (10 points) – Provide a detail description of the methods of evaluation and how the use of objective performance measures clearly relate to the intended outcomes of the project. The proposals must describe how the program will evaluate the accomplishments of the project and the degree to which the objectives are met and the proposed activities undertaken. The proposal must indicate the extent to which the methods of evaluation will provide periodic assessment of progress towards achieving the intended outcomes.

Number of grants to be awarded: 2

Recommended Budget Range per grant award: \$50,000 Total Funding

- \$25,000 1st year
- \$25,000 2nd year