



FLORIDA ENDOWMENT FOUNDATION  
FOR VOCATIONAL REHABILITATION

3320 Thomasville Rd; Suite 200; Tallahassee, FL 32308

REQUEST FOR PROPOSALS #12-15

*Providing Professional Career Placement for Individuals with Disabilities*

**Date of Issuance:** July 1, 2011

**RFP Request Deadline:** September 15, 2011, before 5 PM

**Grant Objective:** To support the efforts of applicant organization to place 30 individuals with disabilities in professional employment with a career path that is maintained by the individuals for a year or longer.

**Grant Amount:** \$200,000 structured as \$80,000 Year One; \$60,000 Year Two; \$60,000 Year Three. It is anticipated by The Able Trust that successful applicants have a diverse funding base for the program that is able to support the program when The Able Trust funding has concluded.

**Geographical Area:** Open to 501(c)3 organizations operating in Florida and committed to providing employment placement for individuals with disabilities in any of Florida's 67 counties.

**Purpose:**

The Foundation is asking for existing organizations to apply in competition for grant funding to assist individuals with disabilities gain career track employment in professional fields. Individuals with disabilities who have graduated from advanced technical academies, colleges, or universities often need assistance to gain employment in their field of expertise. Such programs would provide interview preparation, how to assess and request on-the-job accommodations, solving transportation barriers, planning for and acquiring final professional designations and on-going resource support to solve issues 6-10 months into an employment that left unaddressed could prevent career gains. It is anticipated that individuals served in funded proposals would be individuals that may not qualify for services through available existing state funded programs or may only qualify for minimal services. It is the intention of

the Foundation to assist Floridians with disabilities gain entry to and excel at their chosen professional careers.

### **Foundation Background:**

The Florida Endowment Foundation for Vocational Rehabilitation was legislatively enacted in 1990. Although the Foundation is NOT a State agency, it works closely with the State of Florida's Division of Vocational Rehabilitation to enhance vocational opportunities for Florida citizens with disabilities. Since its inception, the Foundation has granted nearly \$27 million for employment placement, job development, job coaching and follow-along services to assist individuals with disabilities gain, retain and receive promotions in their employment.

### **Available Assistance**

Organization(s) selected for funding can expect to receive \$200,000 in direct financial support from the Foundation over a time period of three years. It is anticipated that 1-3 projects will be funded.

However, the Foundation may elect not to fund any projects at its sole discretion. It is anticipated that the grant award would be distributed over three years in terms of \$80,000 during Year One, \$60,000 in Year Two and \$60,000 in Year Three. However final terms of disbursement are subject to selection and approval of applicant, contract schedules, and contingent on a high performance rate in the final approved schedule of deliverables and goals each year for any program funded.

### **Geography Requirements**

The project being proposed must be for professional employment placement for Floridians with disabilities. The program must be based in the state of Florida and provide support for employment in one or more of the 67 counties in Florida.

### **Project Structure**

A funded program should have access to a population of individuals with disabilities that have senior status in their technical, college or university program, are recent graduates or alumni seeking employment in professional environments. Funded programs would have established connections or agreements among their community organizations that would allow them access to the population in an expedient and productive manner. A funded program would also have established connections in one or more defined business community creating a dynamic environment for both individuals seeking employment and businesses seeking educated and competent talent.

Applicant organizations should create a structure for the delivery of services that result in the following:

- 60 individuals with disabilities receiving assistance in gaining employment
- 30 individuals with disabilities gaining employment in a professional setting
- Employment that is sustained at 3,6,and 12 months for the placed 30 individuals
- The building of a relationship with clients and employers that allows for ease in ascertaining employment status and related data at 3,6,and 12 months and follow-up in subsequent years by both the applicant organization and any designated researcher appointed by The Able Trust.
- The building of a relationship with clients and employers that allows for ease in problem solving issues that may arise in the first year of employment by the individuals.

The project should lead to the competitive employment of Florida citizens with disabilities, including groups of persons with a specific disability or groups including a variety of disabilities. Proposals may not include projects that are sheltered workshops, work enclaves or other situations that constitute a segregated employment. Proposals may not include a request for the purchase of a vehicle, land or buildings, medical therapies or equipment.

### **Eligibility**

Any established, Florida based, not-for-profit corporation, agency, organization or association that is organized and operated exclusively for charitable, educational or scientific purposes and has been granted exemption from federal income tax under Section 501[c] [3] of the IRS Tax Code is eligible to submit a proposal for review.

### **Due Date of Proposal**

Proposals must be received by Thursday September 15, 2011 5:00 p.m. Proposals received after the due date and time will not be considered and will not be returned. Proposals received via facsimile or email will not be accepted.

### **Top Four Applicants**

Top applicants, up to four in number, will be selected by October 15, 2011 and notified of their status. The top applicants will receive a scheduled site visit scheduled with The Able Trust staff and representatives from The Able Trust Board of Directors at the proposed location of the applicant program. Applicant representatives that include key staff, applicant Board of Directors and proposed supporters as outlined in the submitted proposal should be prepared to present and demonstrate their key ideas, components that would demonstrate their ability to provide the services outlined in the application. This site visit will be completed by December 30, 2012 and results will be considered by the Grant Committee during review and selection of the final applicant(s) no later than Tuesday January 31, 2012.

### **Assessment**

#### **PROGRAM ASSESSMENT:**

#### **Qualifications**

- a) Staff plan in place
- b) Secured effective supporters and collaborators that include private business and corporations

#### **Capacity**

- a) To identify and engage targeted population pool
- b) To identify and have available for placement professional employment situations
- c) To have sufficient resources, both financial and intellectual, available to the program at the onset and the ability to add additional resources during the course of the grant award

#### **Program Plan**

- a) Overall Logical and reasonable plan
- b) Identified strategies to network with businesses and Human Resource professionals to garner employment leads
- c) Identified and thoroughly outlined the strategies, instruments and methods to move candidates through employment search, interview and placement.
  - a. Including identifying individual barriers and the solutions to the situation

- b. Identifying individual's strengths, abilities, certifications
- d) Identified strategies to provide follow-up on employment placements made that include all aspects of employment data at 3,6 and 12 months from the date of placement and follow-up in subsequent years by both the applicant organization and any designated researcher appointed by The Able Trust.
- e) Will meet or exceed data requests from staff of The Able Trust or designated researchers as related to the funded program timely.
- f) The ability to provide success stories and photographs about participants and employers at the request of The Able Trust staff and representatives timely.

**ORGANIZATION ASSESSMENT:**

**Leadership of Organization**

- a) Stable, capable and knowledgeable executive staffing
- b) President/CEO and key senior leadership are committed to the goals
- c) The mission of the organization assists the grant objective in being successful and is compatible with the mission of The Able Trust.

**Leadership of Board**

- a) Statement of support from the Board of Directors
- b) Preference will be given to organizations with a demonstrated 100% of the Board has committed assistance to the project with a cash donation or other substantial in-kind contribution.
- c) Provided Board approved copies of Sarbanes-Oxley requirements of the applicant organization's: 1) By-laws 2) Compensation Policy 3) Conflict of Interest Policy 4) File Retention & Destruction Policy and 5) Whistleblower Policy.

**ADDITIONAL DOCUMENTATION FOR ASSESSMENT**

- 1) ADA Accessibility** - document completed
- 2) Strategic Plan** – A Board adopted strategic plan for the organization representing the next 2-5 years and submitted proposal should enhance and compliment existing strategies in the organization's strategic plan.
- 3) Sustainability Plan-** Elements of the plan should include:
  - a. clear fundraising plan for sustainability of the program
  - b. identifying community supporters and collaborators
  - c. identifying community resources current and projected
  - d. creating a plan to bring identified partners into a working relationship and agreement
  - e. creating a plan for gaining identified resources current and projected
  - f. implementation of created plans
  - g. a regular schedule of review on the efforts and results of the implementation
  - h. and a clear process of how to take information from the review and fold it into the active plans

**NOTE:** The strength of the sustainability is expected to grow during the grant year one of the program from a thoughtful structured plan to an implemented plan that is updated in response to what is happening in the applicant organization's community. It should be considered a document that grows with the program and is reported on with the regularly scheduled progress reports. The sustainability plan update a critical piece of summary of year one, contingent for Year Two funding if approved as it is

part of the plan for the continuity of the program in future years when foundation funds are not available.

**4) Financial Documents**

- a. The last two filed 990 forms
- b. Most recently filed Financial Audit for the organization
- c. Statements and receipts of support from the Board of Directors of applicant organization
- d. Receipts of community, state and or Federal funds awarded in support of the applicant program.

**Date of Award**

Award selection will be made by Tuesday January 31, 2012. All respondents will be notified of their status by mail. Please do not telephone regarding the status of your proposal.

Projects may not begin until the first disbursement of funds has been received. A payment schedule for the first year is divided into quarters and are contingent on satisfactory progress being made by the approved program. Start-up documentation required with the grant award contract may consist of confirmation of matching funds, quotes for equipment costs, resumes of staff to be employed and /or other related documentation to be determined by the Trust.

**Reporting Requirements**

The awarded agency must submit four progress reports throughout the grant year. The reports will include but are not limited to documentation of expenditure of funds, creation of the program structure and goals as outlined in the approved proposal, information on the number and progress of participants, and other relevant information. The second year of funding is dependent but not limited to availability of the funds and the timeliness, completeness, and successful progress as reported in the required progress reports

Representatives of The Able Trust may perform one or more site visits during the grant award period, which will be scheduled with the awarded agency.

A designated Project Director or key staff person of the awarded agency shall be responsible for maintaining verbal communications with The Able Trust staff regarding the project.

**Proposal Form and Content**

**PROPOSAL COVER SHEET** – A complete coversheet as illustrated in this RFP should be submitted.

**PROPOSAL NARRATIVE PAGES** - The narrative cannot exceed five (5) pages and should include the following:

**Brief History** – Provide a summary history of the organization and its services, including all names used in the past and any current corporate affiliations. Answer the following question directly: Is your Agency a primary corporate entity, a subsidiary of or otherwise associated with any other agency, corporation,

service provider, etc? If the answer is YES, a detailed explanation of the relationships must be provided. The history of an organization should be brief and approximately one paragraph in length.

**Agency Mission** –List your official Mission Statement and explain how the proposal fits within the Mission. If your Agency has a vision statement, please include that as well.

**Project Name** – Please state the name of the proposed project.

**Population Served** – List the disabilities proposed to be served in the Project.

**Statement of Need** - State the problem being addressed and share any statistical or research data you may have on why the service need exists in the county(ies) proposed. Proposals should demonstrate an identified gap between services the Agency has funding for and what the community's needs are as a place where The Able Trust could be of assistance.

**Project Plan and Description** - Step by step guide of proposed project. Detail the following:

- Be sure to address the Program and Organizational Assessment as described on pages 2 and 3 of this RFP.
- Start-up the project, including how individuals will become a part of the project.
- How the needs of individuals to gain employment will be assessed and addressed.
- What training will be provided, what curriculum/software/testing will be used in the training. How will individuals move through the program offered?
- Outline all measurement /evaluative measures that will be used during the project.
- Describe how job developing, employer connections will be accomplished.
- Describe the follow-up methods used to find out if individuals are satisfied with their employment, need additional placement, or if the employer has additional questions. The Able Trust defines employment as: an individual, entering or retaining full time, or if appropriate, part time competitive employment in the integrated labor market at minimum wage or above for at least 90 days. This includes supported or transitional employment in an integrated setting consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities', interests and informed choice.

**Expected Project Outcome** – Describe what the project hopes to accomplish in Year One of the program. Provide a separate paragraph on goals for Year Two and Three. Provide details on how the agency will provide comprehensive employment data at the three, six and twelve month time frame for individuals placed during this grant award. Comprehensive data includes but not limited to name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received.

**Amount Requested/Total Project Cost** – State the amount request of The Able Trust, the total cost of the project. Summarize how the other sources of funding will provide for success for the project and how the portion requested of The Able Trust meets a gap in what is available.

**Describe the Future Funding situation** – Provide the plan for the future of the project. This should be a thoughtful and comprehensive plan of action as outlined in the Sustainability section (page 4) of this RFP.

**Statement of Relationships** – In the interest of transparency, a grant applicant should disclose any known relationship, donation of funds and/or volunteer hours with (a) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (b) staff of The Able Trust and/or their immediate family.

**BUDGET PAGE** - Provide a line item budget for the total project, including items to be provided by other funding sources or in-kind items. The budget must account for all funds requested of The Able Trust by each of the proposed years of funding. It is required that the applicant organization have at least 50% of the program’s budget from revenue sources other than The Able Trust. For **Example**:

YEAR ONE

Items	The Able Trust	XYZ Funder	Agency Purchase	Community Funder
A	\$15,700	\$65,000	\$10,000	\$0
B	\$0	\$0	\$8,500	\$5,000
C	\$10,000	\$14,500	\$0	\$0
D	\$45,000	\$10,000	\$1,000	\$0
E	\$2,000	\$5,000	\$0	\$0
<b>Total</b>	<b>\$72,700</b>	<b>\$94,500</b>	<b>\$19,500</b>	<b>\$5,000</b>
<b>Admin Cost (limited to 10%)</b>	<b>\$7,270</b>			
<b>Total Amount Requested of The Able Trust</b>	<b>\$79,970</b>	<b>Grand Total Amount of the Project</b>	<b>\$198,970</b>	

AMOUNTS HAVE BEEN SELECTED AT RANDOM FOR ILLUSTRATION PURPOSES ONLY.

If awarded the grant, the budget outline must be strictly followed unless adjustments are approved in writing by The Able Trust prior to incurring the expense. Documentation such as receipts and invoices will be required of all grant expenditures at regularly scheduled progress reports.

## Supplemental Materials Required

Send **one copy** of the following materials with the proposal:

- Copy of IRS 501(c)(3) Designation
- Copy of most recent Financial Audit or Financial Statements
- Copy of most recent Annual Report.
- Copy of the last two Internal Revenue Service 990 filings.
- Copy of state of Florida Charitable Solicitation Registration
- Contact list of current Board of Director Members (Addresses & Phone Numbers)
- A completed ADA Verification form.
- At least two Letters of Support about the project under consideration from the general community of the organization (must include private businesses)
- One letter from EACH supporting organization or collaborator as outlined in the submitted proposal.
- Statement/Receipts outlining Board of Director commitments to the proposed project
- Statement/Receipts of additional funds awarded from other foundations or community organizations.
- Provide Applicant Board approved copies of Sarbanes-Oxley Policy requirements of 1) Organization By-laws 2) Compensation Policy 3) Conflict of Interest Policy 4) File Retention & Destruction Policy and 5) Whistleblower Policy.

## **ADA Verification Questions for Grant Applicants Required Supplemental Material**

Please complete this form by responding, where indicated, to the four core access areas of the ADA; Physical, Programmatic, Organizational and Communication.

### **1). Physical Access**

1.A. DESCRIBE THE PHYSICAL ACCESS TO YOUR ORGANIZATIONS BUILDING AND PROGRAMS FOR INDIVIDUALS WITH DISABILITIES WHO EITHER WORK ON LOCATION OR UTILIZE SERVICES.

**Response:**

1.B. IF THE APPLICANT AGENCY DOES NOT OWN THE BUILDING OR HAS PROGRAMS AT SEVERAL SITES, HOW IS PHYSICAL ACCESS ASSURED?

**Response:**

### **2). Programmatic Access**

HOW DOES THE APPLICANT AGENCY MAKE PROGRAMS ACCESSIBLE TO PEOPLE WITH DISABILITIES IN THE COMMUNITY?

**Response:**

### **3). Organizational Access**

WHAT ARE THE POLICES AND PROCEDURES ON INCLUDING PEOPLE WITH DISABILITIES AS STAFF, BOARD MEMBERS AND VOLUNTEERS? HOW MANY PEOPLE WITH DISABILITIES ARE IN THESE POSITIONS IN THE ORGANIZATION (AS SELF-DISCLOSED)?

**Response:**

### **4). Communication Access**

HOW DOES THE APPLICANT AGENCY REACH OUT TO THE COMMUNITY TO ADVERTISE AVAILABLE SERVICES? DESCRIBE ALTERNATIVE FORMATS OF COMMUNICATION THAT ARE USED IN PRINTED PROGRAMS AND OUTREACH MATERIALS.

**Response:**

**COVER SHEET FOR PROPOSAL**

**PROFESSIONAL CAREER PLACEMENT**

Agency Name: \_\_\_\_\_

State of Florida Charitable Registration # \_\_\_\_\_

IRS Employer Identification Number: \_\_\_\_\_ 501(c) (3)?: YES NO

Mailing Address \_\_\_\_\_ Physical Location where Services Provided \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: Florida \_\_\_\_\_ Florida \_\_\_\_\_

Zip Code: \_\_\_\_\_

**Executive Director's Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ ext \_\_\_\_\_ Fax: \_\_\_\_\_

Email [PRINT CLEARLY]: \_\_\_\_\_

**Primary Project Contact:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ ext \_\_\_\_\_ Fax: \_\_\_\_\_

Email [PRINT CLEARLY]: \_\_\_\_\_

Agency Website: \_\_\_\_\_

Project Name: \_\_\_\_\_

**Disability Population Served** in proposed project: CIRCLE/HIGHLIGHT ONE

- |                          |                    |                         |
|--------------------------|--------------------|-------------------------|
| Developmental Disability | Epilepsy           | Spinal Cord/Head Injury |
| Mental Health            | Hearing Impairment | Learning Disability     |
| Drug/Alcohol Dependency  | Visual Impairment  | Hearing Impairment      |
| Disability Neutral       | Other: LIST _____  |                         |

County/Countries to Benefit Most from the proposed project:

\_\_\_\_\_ Is Agency currently involved in ANY Litigation: YES NO If Yes, attach an explanation page

Indicate how you learned of The Able Trust: CIRCLE/HIGHLIGHT ONE

Radio – Magazine – Television – Newspaper – Internet – State Agency – School

# of Persons proposed to be served during the project: \_\_\_\_\_

# of Persons proposed to become employed during the project: \_\_\_\_\_

Total Amount of Funds Requested of The Able Trust: \_\_\_\_\_

Total Amount of Funds Projected to support the proposed project: \_\_\_\_\_

Cost Per Person to become Employed: \_\_\_\_\_

\_\_\_\_\_  
Signature & Date Executive Director

\_\_\_\_\_  
Signature & Date Board Officer

Six (6) copies of the cover sheet, narrative and budget page and one (1) copy of the supplemental material must be received by The Able Trust no later than 5:00 p.m. Thursday September 15, 2011 at 5 PM. All proposals that are received after the deadline will automatically be deemed ineligible. Materials should NOT contain staples, comb binders or report covers.

Mail Complete Proposals to:

RFP Professional Career Placement  
The Able Trust  
3320 Thomasville Rd  
Suite 200  
Tallahassee, FL 32308

Overnight delivery will be accepted as long as delivery is made prior to the established deadline.

Questions about the proposal process? Please contact [guenevere@abletrust.org](mailto:guenevere@abletrust.org)

**FAXED and EMAIL PROPOSALS WILL NOT BE ACCEPTED**