

# **REQUEST FOR PROPOSAL (RFP)**

**For:  
Statewide Guardianship Support Center and Clearinghouse**

**RFP # 1584DDES-LS**

**Issued by:  
STATE OF WISCONSIN  
DEPARTMENT OF HEALTH AND FAMILY SERVICES  
DIVISION OF DISABILITY AND ELDER SERVICES  
BUREAU OF AGING AND DISABILITY RESOURCES**

**Proposals must be submitted  
no later than 2:30 PM CDT  
May 4, 2007**

**For further information regarding this  
RFP contact Gail Schwersenska at (608) 266-7803.**

**LATE PROPOSALS WILL BE REJECTED**

**TIMELINE FOR RFP ENTITLED**

## Statewide Guardianship Support Center and Clearinghouse

|             |  |
|-------------|--|
| 03/13/07    | Anticipated mailing date of RFP                |
| 04/06/07    | Notice of intent to submit a proposal deadline |
| 05/04/07    | Due date for applications/proposals            |
| 05/17/07    | Final award letters mailed                     |
| 05/17-31/07 | Public inspection of proposals                 |
| 05/24/07    | Letters of intent to protest are due.          |
| 05/31/07    | Final date for appeals                         |
| 07/01/07    | Agreement start-up date                        |

## PART I

### GENERAL INFORMATION

#### 1.0 INTRODUCTION AND BACKGROUND

The purpose of this document is to provide interested parties with information that will enable them to prepare and submit a proposal to operate a Statewide Guardianship Support Center and Clearinghouse. The Division of Disability and Elder Services intends to use the results of this process to award a contract for \$100,000.

#### 1.1 AVAILABLE FUNDS

A total of \$100,000 is available to make a single grant award under this RFP. The grant will be issued to provide information, support and education to guardians, family members and professionals who work with guardians and other substitute decision-makers through a Guardianship Support Center and Clearinghouse.

Funds awarded under this solicitation will be for the period of July 1, 2007 through June 30, 2008.

Based upon satisfactory performance and availability of funds, the grant recipient receiving an award under this RFP may receive funding to continue the project. Proposers are advised that, should additional state or federal funds become available for expansion and/or enhancement of services provided through this grant, the Division may utilize the results of the RFP for additional awards.

#### 1.2 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the Division of Disability and Elder Services. The Division is the sole point of contact for the State of Wisconsin during the selection process.

#### 1.3 PROJECT GOALS

The goals of this project are as follows:

1. Manage a statewide Elder Abuse/Adults at Risk (APS) Listserv.
2. Establish a Guardianship Support Center using qualified legal staff, to provide information/consultation to guardians, family members and professionals who work with guardians and other substitute decision-makers via a statewide toll free telephone number and via email correspondence.
3. Produce a quarterly newsletter in electronic format with a small amount available in print, covering topics on guardianship, adults at risk and other related topics.
4. Produce training materials on guardianship and other related topics, at the direction of the Bureau of Aging and Disability Resources.
5. Meet regularly with Bureau of Aging and Disability Resources staff to plan and develop consistent programming, avoid duplication of efforts and assure coordination of activities.

## 1.4 PROJECT DESIGN

The Division is soliciting proposals that, through a clearinghouse model, can demonstrate approaches for increasing the number of available guardians and strengthen the quality of guardianship services for mentally incompetent persons in need of voluntary or court-ordered protective services, or protective placement under Chapter 55, Wis. Stats. As specified in state law (s.46.977) the grant recipient awarded the grant will do the following:

1. Provide support to guardians, nonprofit corporate guardian entities and new and existing guardianship services program staff on their duties through, curriculum design, training, and legal interpretation using qualified legal staff.
2. Operate a guardianship support center using email correspondence and a toll free, statewide telephone helpline to assist guardians, family members and staff who work with guardians and other substitute decision-makers.
3. Manage a statewide Elder Abuse/Adults at Risk (APS) Listserv to encourage information sharing among professionals who work in the Adults-at-Risk and Elder-Adults-at-Risk networks.
4. At the direction of the contract manager and in collaboration with bureau staff, produce training materials on guardianship, adults at risk and other related topics.
5. Produce a quarterly newsletter available in electronic format for professionals and guardians with access to the internet and a small quantity in print format for individuals who do not have access to the internet.

## 1.5 DEFINITIONS

The following definitions are used through the RFP.

**Division** means the sub unit within DHFS.

**Bureau** means the work unit within the Division which is using the RFP.

**Proposer** means an organization submitting a proposal in response to this RFP.

**State** means State of Wisconsin.

**Grant Recipient** means proposer awarded funds for direct benefit of the community.

**Proposal** means response to RFP.

## 1.6 WHO MAY SUBMIT A PROPOSAL

Any public agency or private not-for-profit organization located in Wisconsin which is duly incorporated and registered under the Wisconsin Statutes and proposes to provide guardianship services, with qualified legal staff, is eligible to apply.

## **II. SPECIAL PROGRAM REQUIREMENTS**

- 2.0**
1. Funds may only be used for the purpose of training, assisting and supporting guardians and staff who work within the Adults-at-Risk network so they may better support guardians and other substitute decision-makers.
  2. Grantees must begin services no later than six weeks after the grant agreement is signed, unless prior approval is received from the Division for a later start-up date
  3. There is a ten percent (10%) match requirement from applicant agencies. Specifically the budget narrative must address the ten percent (10%) matching funds requirement.
  4. There is a ten percent (10%) cap on administrative costs related to this grant.

## **III. GENERAL PROGRAM REQUIREMENTS**

The following items are required to assure the continuation of funds. These requirements will form part of the contract used to award these funds. Failure to comply with these requirements can result in disallowances and/or termination of the agreement for funds.

### **3.0 ACCEPTANCE OF PROPOSAL CONTENT**

Grant recipients receiving awards will be mandated to meet all requirements of this RFP.

### **3.1 ALLOWABLE COSTS**

A grant recipient will be required to comply with the Department of Health and Family Services Allowable Cost Policy Manual.

### **3.2 CAPITAL EQUIPMENT**

Funds may be used to purchase capital equipment with prior written approval from the Division. Capital equipment costs are defined as all costs associated with the acquisition of assets having a value in excess of \$5,000, and a useful life in excess of one year. Funds can be used to purchase/rent supplies such as adaptive and communication equipment, and make housing modifications.

### **3.3 SALARIES**

Grant funds may not be used to supplant current salaries, but may be used to continue staff previously funded by this grant, or to hire a project coordinator or other staff. This means new applicant agencies must hire new staff or increase the hours of existing staff. For example, a current half-time employee could receive project funds if the hours of employment were increased.

If the applicant proposes to hire new staff, the proposal must include an explanation of the agency's hiring practice which offers assurance that the agency realistically can hire new staff within six weeks of start up, or if the time frame is longer, that other objectives can be met prior to the hiring of the new staff.

### **3.4 REPORTS**

Reports of both programmatic and fiscal activity will be required for the purpose of documenting the satisfactory meeting of project objectives, in accordance with the application. Reporting requirements will be specified in the agreement between the successful proposer and the Division. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

The grantee shall, at the option of the Division, appear before DHFS administrators to clarify findings and to answer any questions at any time during the grant agreement or after the grant agreement is completed.

### **3.5 NEWS RELEASES**

News releases pertaining to this award or any part of the proposal shall not be made without the prior written approval of the Division.

Copies of any news releases regarding this grant during the contract year(s) will be submitted to the Division.

### **3.6 LEGAL SERVICES**

Grant funds may be used to provide legal advice to the recipients but the funds may not be used to support any legal actions taken against the federal or state government.

### **3.7 EMPLOYMENT**

The proposer will not engage the services of any person or persons now employed by the state, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employer of such person or persons and of the Division.

### **3.8 SUBCONTRACTING**

If the applicant plans to use subcontractors, this should be clearly explained and costed out separately in the application. However, the primary contractor will be responsible for contract performance whether or not subcontractors are used. It should be noted that this is not the preferred model for this grant.

### **3.9 TERMINATION OF AGREEMENT**

The Division may terminate this agreement at any time at its sole discretion by delivering thirty (30) days written notice to the grant recipient. Upon termination, the Division's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred within the prior written approval of the Division. In the event that the grant recipient terminates this agreement, for any reason whatsoever, it will refund to the Division within fourteen (14) days of said termination, all payment made hereunder by the Division to the grant recipient for activities not completed. Such termination will require written notice to that effect to be delivered by the grant recipient to the Division not less than thirty (30) days prior to said termination.

### **3.10 INCURRING COSTS**

The State of Wisconsin is not liable for any cost incurred by proposers in replying to this RFP.

### **3.11 WAIVER OF TECHNICALITIES**

The RFP Evaluation Committee reserves the right to accept or reject any or all responses to the RFP and waive minor technicalities. The determination of whether an RFP condition is substantive or a mere technicality shall reside solely with the RFP Evaluation Committee.

### **3.12 AFFIRMATIVE ACTION**

Any contracts awarded for twenty five thousand dollars (\$25,000) or more shall have language included in the contract:

"A written affirmative action plan is required as a condition for the successful performance of the contract. Excluded from this requirement are grant recipients whose annual work force amount to less than twenty five employees. The affirmative action plan shall be submitted to the state agency within fifteen (15) working days after the award of the contract."

### **3.13 REASONABLE ACCOMMODATIONS**

The Department will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. For special needs contact Gail Schwersenska at 608-266-7803.

### **3.14 NON-DISCRIMINATION AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT**

In connection with the performance of work under this contract, the grant recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the grant recipient further agrees to take affirmative action to ensure equal employment opportunities.

The grant recipient agrees to post in conspicuous places, available for employees and applicants for employment, notice to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

## **IV. CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS NOTICE OF INTENT TO APPLY**

### **4.0 NOTICE OF INTENT**

Prospective proposers are requested, but not required, to submit a Notice of Intent to apply to the Division of Disability and Elder Services. The Notice of Intent should be returned to the Bureau of Aging and Disability Resources by 4:00 p.m. C.D.T. April 06, 2007. Submittal of the Notice of Intent does not commit an agency to submitting an application. **Any supplemental written information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information.** Notices should be mailed or hand delivered to:

Gail Schwersenska, Director  
Office on Aging  
Bureau of Aging and Disability Resources  
Division of Disability and Elder Services  
P.O Box 7851  
MADISON WI 53707-7851  
608-266-7803

#### **4.1 CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS**

Any questions concerning this RFP should be addressed in writing on or before April 1, 2007 to:

Gail Schwersenska, Director  
Office on Aging  
Bureau of Aging and Disability Resources  
Division of Disability and Elder Services  
P.O Box 7851 Room 450  
MADISON WI 53707-7851  
608-266-7803

#### **COLLECT CALLS WILL NOT BE ACCEPTED**

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should notify, immediately, the above named individual of such error and request modification or clarification.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided to all recipients of this initial RFP.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Any contact with State employees concerning this RFP are prohibited, except as authorized by the RFP manager during the period from date of release of the RFP until the notice of intent to contract is released.

#### **V. SUBMITTAL OF APPLICATION**

**5.0** All applications must be typed, doubled-spaced, in 12 point font and should not exceed **twenty (20) pages**.

**5.1** Proposers may submit only **one** application.

**5.2** Number of copies. The proposer must submit **five (5)** copies of the application to the Division.

**5.3 Closing date.** The closing date for the receipt of all applications under this solicitation will be **May 4, 2007**. Applications may be mailed or hand delivered. An application will be accepted and considered received on time if:

- a. The application is **received** by the mail room (address shown below) by **2:30 p.m. C.D.T.** on **May 4, 2007** (note: a May 4 postmark, received after this day will not be accepted)

Gail Schwersenska  
DHFS/DDES/BADR  
1B Mail Room  
P.O Box 7851 Room 450  
MADISON WI 53707-7851

- b. The application is hand delivered to the Division of Disability and Elder Services, Bureau of Aging and Disability Resources (**DDES/BADR**) (address shown below) by **2:30 p.m. C.D.T. on May 4, 2007 to:**

Gail Schwersenska (or her designee)  
DHFS/DDES/BADR  
1 West Wilson Street Rm. **450**

**NO FAXES WILL BE ACCEPTED.**

Proposers are cautioned to allow sufficient time for delivery by the U.S. Post Office, because it can sometimes take several days to receive mail from outlying areas. Respondents/Applicants are cautioned that receipt of the RFP by the United State's Postal Service, the State of Wisconsin mail system or a commercial courier does not constitute receipt of a RFP by DDES/BADR for the purposes of this RFP. All responses to this solicitation which are received after the closing date and/or time will not be reviewed and will be returned to the respondent/applicant. **No exceptions will be allowed.**

- c. **Supplemental and clarifying information.** Unless requested by the Division, no additional information will be accepted from a proposer after the deadline for submittal of applications.

**VI. AWARDING FUNDS INFORMATION**

**6.0 EVALUATION CRITERIA, POTENTIAL POINTS TO BE AWARDED AND PROCEDURES**

All applications received will be reviewed by an evaluation committee and ranked accordingly. The evaluation committee will evaluate all proposals against stated criteria. To be considered for an award, an application must score at least **seventy-five (75)** points in the evaluation of applications, unless the evaluation committee determines it is in the best interest of the state to make an award to a proposer who scores less than **seventy-five (75)** points. Applications will be reviewed and evaluated according to the following criteria.

**MAXIMUM POINTS**

**10 Organizational Experience**

The applicant has fully documented experience in providing information, counseling and assistance services to both professionals and family members and substitute decision-makers. The organization can demonstrate its knowledge and expertise in providing legal advice and counseling. The organization can demonstrate its ability to manage grants, meet program and fiscal reporting requirements.

**10 Staffing and Qualifications for Applicant Organization**

The applicant agency either has existing qualified personnel or has proposed a functional staffing pattern which is capable of supporting program activities. Include an organizational chart showing staff who will be assigned to this project. Staff which will be charged to the grant have been fully justified and are reasonable and necessary for carrying out the project. Personnel proposed for this project are or will be well qualified as evidenced by position requirements, education/experience, and/or proposed training plans. At least one staff assigned to the project is an attorney with expertise in the new Wisconsin guardianship, adults-at-risk and elder adults-at-risk laws.

**10 Problem/Needs Statement**

The proposer's response shows that they have an excellent understanding of the new laws that cover guardianships, elder adults-at-risk and adults-at-risk (formerly APS) systems and services and are able to demonstrate how they propose to provide support to individuals working within these systems. With the expansion of laws in Wisconsin to cover adults-at-risk from age 19 to 59 as well as those age 60 and over, proposer must be able to demonstrate their knowledge of and ability to respond to specific issues concerning this new population.

**30 Purpose**

The purpose of the proposer's project is stated and consistent with the purpose of the RFP. The proposer has made it very clear how it plans to utilize these grant funds to develop a new program or to continue a current program. The strategies described are logical and appropriate responses to the program description. The discussion indicates an excellent understanding of how this program will impact groups described in the RFP. Proposer describes in detail how the project will support a guardianship support center using both email correspondence and a telephone helpline including anticipated response times and mechanism for responding to after hours calls. Proposal will also describe how applicant plans to create a clearinghouse for information concerning the changes to the guardianship, elder adult-at-risk and adults-at-risk legislation and the impact it will have on these programs in Wisconsin. Finally, proposal will demonstrate the organization's ability to produce educational materials, manage a listserv and create a quarterly newsletter in both electronic and print format.

**20 Objectives**

The proposer's objectives are in the SMART goal format, clearly stated, realistic, measurable and are consistent with the Problem/Needs statement, Purpose and the program requirements of this RFP. Objectives can be achieved during the grant funding period. (See Appendix I)

**10 Methods/Work Plan**

The methods described in the proposal and work plan are related to the objectives, will facilitate the project's accomplishing what has been proposed and are sequentially reasonable. Activities in the work plan are clearly assigned to personnel. The methods are consistent with the objectives and can be accomplished given the time frames, staffing patterns, and the budget

proposed. Time frames for all tasks and activities in the work plan are appropriate to ensure that sufficient effort is planned.

## **10 Budget**

The budget is appropriate and consistent with stated objectives, staffing, work plan activities and time frames and reflects cost-effective management approaches.

Budget includes justification describing personnel by title/position including salary per hour/month, number of hours scheduled and total estimated annual salary. Detailed budget information related to equipment, supplies and operating expenses is totaled and referenced on separate sheets as well as the summary page. A brief description of other expenses and total expected amounts must also relate to the objectives outlined in the proposal.

The required **ten percent (10%) match** will be evaluated as to whether it is based on appropriate activity(ies) and/or allowable funding sources.

Administrative costs cannot exceed **ten percent (10%)** of the total grant awarded.

### **6.1 PROPOSER RESPONSES**

Proposals submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an application being eliminated from consideration during the selection process.

In the event of an award, the contents of this RFP(including all attachments), RFP addenda and revision and the proposal from the successful proposer will become contractual obligations. The Division reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected proposer prior to entering into an agreement.

Justifiable modification may be made in the course of the agreement only through prior consultation with and written approval of the Division. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

### **6.2 WITHDRAWAL OF APPLICATIONS**

Proposals may be withdrawn by written notice. Proposals may be withdrawn in person by the proposer or his/her authorized representative, providing his/her identity is made known and he/she signs a receipt for the proposal.

### **6.3 AWARD PROCEDURES**

The evaluation committee's scoring will be tabulated and proposers will be ranked according to the numerical score received. The evaluation committee has the option to conduct interviews and/or on-site inspections of the top ranked proposers to include those results in the consideration of the evaluation points. The Division Administrator will make a final decision if a contract will be awarded. The Division reserves the right to reject any or all proposals and to negotiate the award amount, authorized budget items, and specific programmatic goals with the selected proposer prior to entering into an agreement.

#### **6.4 NOTICE OF INTENT TO AWARD A CONTRACT**

Each proposer whose proposal is reviewed by the evaluation committee shall receive written notice of the determination of approval or non-funding of the proposed project.

After notification of awards are made, and under the supervision of Division staff, copies of all proposals will be available for public inspection from **8:00 a.m. to 4:00 p.m. Monday through Friday (except holidays) from May 17, 2007 to May 31, 2007.**

Each proposer whose project has not been approved shall be given an opportunity to discuss with the Division representative the reasons for non-funding or may write the Division representative requesting the reason for the decision.

Upon request, the Division representative will clarify non-funding reasons verbally or will respond in writing explaining the reasons for the project not being funded.

#### **6.5 PUBLIC INFORMATION**

It is the intention of the state to maintain an open and public process in the submission, review and approval of awards. All material submitted by proposers will be made available for public inspection after notice of intent to award or not to award a contract based on the evaluation(s) of the application which were submitted. This information will be available for public inspection, under supervision, during the hours of **8:00 a.m. to 4:00 p.m. Monday through Friday (except holidays) until May 31, 2007** in the **Bureau of Aging and Disability Resources, Room 450, 1 W. Wilson Street, Madison, WI.** **No entire proposal submitted to the state may be marked as confidential**, and any materials so marked, by being included in the application, will be considered public information.

Evaluation tabulation and scoring by individual evaluators will also be open for public inspection, but these scores will not identify individual evaluators.

#### **6.6 PROTEST/APPEAL PROCESS**

Proposers can only protest or appeal violation of procedures outlined in this RFP. Ranking and scoring by the evaluation committee are not subject to protest or appeal. Notice of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should fully identify the procedural issue being contested.

The written notice of intent to protest must be filed with the:

**Administrator of the Division of Disability and Elder Services  
1 West Wilson Street  
P.O. Box 7851  
Madison, Wisconsin 53707**

and received in that office no later than the close of business on **May 24, 2007** or within five (5) working days after the notice of intent to award is postmarked, whichever is later. The written protest, fully identifying the procedural issue being contested, must be received in the Administrator's Office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Division of Disability and Elder Services may be appealed to the Secretary of the Department of Health and Family Services, One West Wilson Street, Room 650, Post Office

Box 7850, Madison, Wisconsin 53707 within five (5) working days of issuance, with a copy of the protest filed with the Administrator of the Division of Disability and Elder Services.

PART II  
TECHNICAL SPECIFICATIONS

Proposers are cautioned that in completing the following Technical Specifications they are to provide as complete information as possible. The only information evaluators will be given about a project is that which is contained within the proposal. For that reason, each copy must be a duplicate of the entire original, including any attachments.

The focus of the funding is to operate a statewide guardianship support center and clearinghouse for information.

In order to determine the potential for a proposed project to achieve this aim, applications must fully address the program requirements and specifications which follow.

Proposals must include the following items submitted in the order listed.

- I. Outline and Table of Contents (checklist form)
- II. Application Summary
- III. Abstract
- IV. Narrative
  - Section A - Administration
  - Section B - Program
- V. Detailed Budget Request
- VI. Appendices

A. APPLICATION SUMMARY (Section II above)

Complete the Application Summary following the instructions below. The Application Summary should be the second page in your proposal.

**Section I. Agency Information**

- Item 0 Enter the grant name or #
- Item 1 Enter the Project Title
- Item 2 The "Applicant Agency" is defined as the legal entity which assumes the liability for the administration of the grant funds and is responsible to DHFS for the performance of the project activities.
- Item 3 Enter name, address, and telephone number of project director.
- Item 4 Enter name, address, and telephone number of project fiscal agent. The fiscal agent is the individual who is responsible for the receipt and administration of the project funds and for the submission of all fiscal reports to DHFS.
- Item 5 Enter the Federal ID number assigned to the agency which is responsible for the employees hired under these project funds.
- Item 6 Indicate statewide
- Item 7 Check the box applicable to the "Applicant Agency" entered under Item 2.

- Item 8            If all or parts of the project will be subcontracted, fill in the name and address of the subcontractor.
- Item 9            Identify proposed sites (city and county), if any. Specific addresses are unnecessary.
- Item 10           Enter the proposed dates for the project.

**Section II - Budget Summary**

The budget summary contains the total projected costs by cost category. All figures on this form should be rounded to the nearest dollar.

- Item 11           Enter line-item totals from the Detailed Budget Request.
- Item 12           Enter total project cost for the entire period of the project.
- Item 13           Enter the name, title, telephone number and signature of official authorized to commit applicant organization to this agreement.

APPLICATION FOR OPERATION OF A STATEWIDE CLEARING HOUSE AND  
GUARDIANSHIP SUPPORT CENTER

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

Proposal Title: \_\_\_\_\_

Proposers are required to number all pages and to organize their application according to the following format. This form serves as a checklist of application contents and facilitates application evaluation. This form must be completed and attached to the front of the finished application.

|     |                                |        |
|-----|--------------------------------|--------|
| I   | Outline and Table of Contents  | Page 1 |
| II  | Application Summary            | Page 2 |
| III | Abstract                       | Page 3 |
| IV  | Narrative                      |        |
|     | A. Administration              |        |
|     | 1. Organizational Experience   | Page 4 |
|     | 2. Staffing and Qualifications | Page   |
|     | B. Project                     | Page   |
|     | 1. Problem/Needs Assessment    |        |
|     | 2. Purpose                     | Page   |
|     | 3. Objectives                  | Page   |
|     | 4. Methods/Work Plan           | Page   |
| V.  | Budget                         |        |
|     | A. Budget Request              |        |
|     | B. Budget Justification        |        |

## II. APPLICATION SUMMARY

### Section A - AGENCY INFORMATION

|  |      |  |
|--|------|--|
| 1. Project Title   |      |  |
| 2. Applicant Agency  |      | Telephone  |
| Street Address   | City | State      Zip   |
| 3. Project Director  |      | Telephone  |
| Street Address   | City | State      Zip   |
| 4. Fiscal Agent  |      | Telephone  |
| Street Address   | City | State      Zip   |
| 5. Employer Identification No.   |      |  |
| 6. Area to be served:<br>a) Statewide  |      | 7. Type of Agency (check one)<br><input type="checkbox"/> Unit of Local Government (specify) _____<br><input type="checkbox"/> Private, Non-Profit Agency 503 (c) (3) Yes _____ No _____<br><input type="checkbox"/> Proprietary<br><input type="checkbox"/> Other (specify) _____ |
| 8. If project will be subcontracted, fill in name and address of sub-contractor.   |      |  |
| 9. If activities are to be conducted at a site other than the Applicant Agency, indicate this in the following space. Performance Site(s): |      |  |
| 10. Dates of Proposed Project Period                      FROM                      THROUGH  |      |  |

### SECTION B - BUDGET SUMMARY

| <u>Budget</u>                          | <u>Year 1</u><br>July 1, 2007<br>Through<br>June 30, 2008 |
|--|---|
| 1. Salaries                            | _____   |
| 2. Fringe                              | _____   |
| 3. Agency Personal Liability Insurance | _____   |
| 4. Travel                              | _____   |
| 5. Equipment                           | _____   |
| 6. Supplies and Operating Expenses     | _____   |
| 7. Contractual and Consultant Costs    | _____   |
| 8. Training                            | _____   |
| 9. Advertising                         | _____   |
| 10. Other                              | _____   |
| 12. TOTALS                             | _____   |

|  |       |
|--|-------|
| 13. NAME, TITLE AND TELEPHONE NUMBER OF OFFICIAL AUTHORIZED TO COMMIT APPLICANT ORGANIZATION TO THIS AGREEMENT |       |
| Typed Name of Official   |       |
| Telephone Number   | Title |
| Signature  | Date  |

### III ABSTRACT

The abstract must be one page only. The information in the abstract should provide a brief description of your project, highlighting the main points from the Detailed Budget Request and Narrative Sections of your proposal.

### IV NARRATIVE

#### A. ADMINISTRATION

##### 1. **Organizational Experience**

In this section of your proposal you are to provide a full discussion of your organization's experience that will demonstrate your capability to do this project.

The narrative should, at a minimum, include the following information:

- Your organization's ability to operate a helpline, provide technical assistance and counseling to using legal staff;
- Your organization's ability to provide appropriate training for family guardians, substitute decision makers and professional staff; and
- Your organization's ability to use project grant funds in a cost effective manner.

If you are proposing a project to establish a subcontract to provide the services, you are to provide information to document the subcontractor's qualifications and experience. Additionally, discuss why you chose that organization as your subcontractor. It should be noted that this is not the desired model for this project.

##### 2. **Staffing and Qualifications for Applicant Organization and/or Sub-contractor**

An organization must have sufficient and qualified staff to deliver the services as described.

The narrative should, at a minimum, include a description of:

- Your agency's current and proposed organizational structure and staffing pattern;
- The responsibilities and qualifications of all new or existing position(s) which will be involved in the project;
- If you are hiring new staff, discuss why the position(s) is/are needed; and,
- If you plan to hire new staff to work in the project, describe your hiring practices which will ensure the position(s) will be filled within 6 weeks of the date of the grant award. If position(s) cannot be filled within the 6 weeks timeframe, estimate the time you will need to fill the position(s) and how the project can be implemented prior to the hiring of the new staff.

Provide an organizational chart which indicates current and proposed positions that will implement this project as an attachment. (Is not considered in the page count)

## B. PROJECT

### 1. **Problem/Needs Statement**

An organization must demonstrate that they have an excellent understanding of the newly enacted (2006) Wisconsin laws governing guardianship, adults-at-risk and elder adults-at-risk. The organization should also describe how the grant will be used to support individuals working within these systems. Funds under this proposal **may not** be used to supplant current federal and state funding.

The narrative should, at a minimum, include:

- A clear discussion of whether this is a new project or a continuation of an existing project;
- Describe how it will be designed to meet the unique needs of both volunteer guardians, family members and other substitute decision-makers as well as the professionals who work with them.

### 2. **Purpose**

The purpose of the project must be clearly stated and consistent with the purpose of the RFP. Grant funds can only be used to develop new programs for the purposes outlined in the RFP. The strategies described must be logical and appropriate responses to the description of the problems and needs statement. The proposer must demonstrate excellent understanding of how this program will provide assistance to volunteer guardians, family members and professionals working in these service delivery systems.

The narrative should, at a minimum, include:

- A statement of purpose for your organization's proposed project and how grant funds will be used to achieve the stated purpose; and,
- A discussion of strategies your project will use to address the problems and needs you have identified; state why these strategies will be effective; discuss how you plan to overcome obstacles or barriers to service delivery; and state what you anticipate as the overall impact of your project.

### 3. **Objectives**

The project objectives are clearly stated, realistic, measurable and are consistent with the Problem/Needs Statement and the program requirements of this RFP.

When writing narrative for this section, keep in mind that:

- Planning objectives should connect with the problem/needs statement and the stated purpose of the project;
- Planning objectives are also a link between the problem statement and the work plan; and,

- The objectives should describe outcomes or intended results written within the framework of SMART Goals (see Appendix 1 SMART Overview for complete explanation)
  1. **Specific** – Specific actions are clear and unambiguous – answer Who? What? Where? When?, etc.
  2. **Measurable** – Measurable goals required you to establish concrete criteria for measuring progress toward the attainment of the goal. There must be tangible evidence of completion.
  3. **Attainable** – Goals are realistic and attainable in the current environment.
  4. **Results based** – Represent an objective that staff is both able and willing to work toward. Answers the question “so what?”
  5. **Time-bound** – Goal has a starting point, ending point and is of fixed duration. There is a clear target date for achievement.

#### 4. **Methods/Work Plan**

The methods described in the proposal and work plan must be related to the objectives, must facilitate the project's accomplishing what has been proposed, and must be sequentially reasonable. The methods must be consistent with the objectives and can be accomplished given the time frames, staffing patterns and the budget proposed. Time frames for all tasks and activities in the work plan must be appropriate to ensure that sufficient effort is planned.

When writing narrative for this section, keep in mind that:

- a method or work plan describes the means used to implement the objective -- your method/work plan must detail tasks, activities and procedures in a logical progression that will be used to achieve the objective;
- your method/work plan must include the assignment of responsibility to specific personnel and the timetable for each task or activity to be started and to be completed; and
- you must state who will be responsible for providing supervision to ensure tasks/activities are completed.

The following form is to be used to lay out your objectives and work plan.

PROJECT OBJECTIVES, TASKS AND ACTIVITIES WORKPLAN

PROJECT OBJECTIVE:

|                  | WORKPLAN   |                   |                  |
|------------------|--|-------------------|------------------|
| TASKS/ACTIVITIES | Timeframe (include start date and completion date unless task is on-going) | Responsible Party | Expected outcome |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |
|                  |  |                   |                  |

DETAILED BUDGET REQUEST- Period:

PROGRAM

1. Personnel

| Title of Position | % of time | Hr. rate | Hrs. per month | # months budgeted | Total cost |
|-------------------|-----------|----------|----------------|-------------------|------------|
|                   |           | \$       |                |                   | \$         |
|                   |           | \$       |                |                   | \$         |
|                   |           | \$       |                |                   | \$         |
|                   |           | \$       |                |                   | \$         |
|                   |           | \$       |                |                   | \$         |

Total Salary \$ \_\_\_\_\_

- 2. Fringe Benefits for Project Personnel (Employers FICA: Employees Insurance) (\_\_\_\_\_%%) \$ \_\_\_\_\_
- 3. Agency Personal Liability Insurance
  - a. Professional Staff \$ \_\_\_\_\_
- 4. Travel
  - a. Professional Staff \$ \_\_\_\_\_
  - b. \$ \_\_\_\_\_
- 5. Equipment (attach separate sheet detailing) \$ \_\_\_\_\_
- 6. Supplies and Operating Expenses (attach a separate sheet detailing) \$ \_\_\_\_\_
- 7. Training \$ \_\_\_\_\_
- 8. Advertising \$ \_\_\_\_\_
- 9. Other Expenses (attach a separate sheet detailing) \$ \_\_\_\_\_
- 10. TOTALS (lines 1 through 10) \$ \_\_\_\_\_

NOTE: BUDGET DETAIL IS TO BE PROVIDED IN THE BUDGET JUSTIFICATION FOR (4) TRAVEL, (5) EQUIPMENT, (6) SUPPLIES, ETC., AND (9) OTHER EXPENSES.

## SMART OVERVIEW

|           | <b>Component</b> | <b>Description</b>   | <b>Questions to Ask</b>  | <b>Sample</b>  |
|-----------|------------------|--|--|--|
| <b>S.</b> | Specific         | Specific recommendations are clear and unambiguous; they tell staff <b>exactly</b> what is expected.   | Who? What? Where?<br>When? What are the requirements? What is the benefit to seniors   | Expand prevention services within the Aging Network, <i><b>NOT</b> make things better in the Network...</i>  |
| <b>M.</b> | Measurable       | Measurable recommendations require you to establish concrete criteria for measuring progress toward attainment of each goal you set. There must be tangible evidence of completion.                                    | How much?<br>How many?<br>How will we know<br>When it is accomplished?   | Expand prevention services within the Aging Network by completing fall prevention workshops, <i><b>NOT</b> make things better in the Network by holding providers more accountable...</i>  |
| <b>A.</b> | Attainable       | Attainable recommendations are realistic and attainable in the current environment. The best recommendations require staff to stretch a bit to achieve them.   | Can the objectives pertaining to this recommendation be carried out? If so, in what manner will they be carried out?                       | Expand prevention services within the Aging Network by completing fall prevention workshops in 20 pilot counties, <i><b>NOT</b> provide fall prevention workshop for every senior in WI...</i>   |
| <b>R</b>  | Results-based    | Results-based recommendations represent an objective staff are both willing and able to work toward. It should identify what is desired in terms of performance after a process is improved or a new one put in place. | So what if we this new program or process in place? What is the desired result? What role does staff play in achieving the desired result? | Expand prevention services by completing fall prevention workshops in 20 pilot counties in order to improve the quality of live for Seniors, <i><b>NOT</b> introduce fall prevention workshops in order to qualify for more federal grant dollars...</i> |
| <b>T.</b> | Time-bound       | Time-bound recommendations have starting points, ending points, and fixed durations. There is a clear target date for achievement.   | When should the recommendation be completed?   | Expand prevention services by completing fall prevention workshops in 20 pilot counties by June 30, 2007, <i><b>NOT</b> improve core services this year...</i>   |