

Responses to questions regarding VTDDC's request for proposals (RFP) for a Coordinator for the Cross-Disability Movement in Vermont. Questions are verbatim as received.

Q 1: *“In section 3.2 Timeline, a number of roles are referenced. The heart of VCDR, and of any true cross-disability movement, is advocacy. Would the VTDDC also see the coordinator position as supporting individuals and member organizations in their advocacy and, when appropriate, directly engaging in systems advocacy?”*

- A.** The duties listed in section 3.2 are “building relationships and establishing organizational infrastructure such as setting up a database, developing a communication plan, and/or revising the grantee’s governance structure.” This is not intended to be a complete list of activities, but rather a set of examples. It is focused on activities that may be appropriate to the early phase of the grant, but not central later.

The applicant is asked to include a draft job description with the proposal. This description should reflect the applicant’s vision for the scope of the Coordinator’s work. Job duties may include direct advocacy and should include supporting the advocacy of participants in Vermont’s cross-disability movement. The job description should also include other duties as deemed necessary by the applicant organization:

1. To achieve the goal of this project, which is to “coordinate, expand, and strengthen Vermont’s Cross-Disability Movement”;
2. To further selected elements of VTDDC’s Five Year State Plan; and
3. To accomplish the objectives identified in the applicant’s proposal narrative and logic model.

Q 2: *“Other activities are described that may require technical expertise beyond a particular individual’s. Could VTDDC funds be used for tasks delegated by the coordinator or the organization (sic) itself? Examples might include accounting, website design & maintenance.”*

- A.** VTDDC funds are for the salary of the Coordinator and for those direct costs incurred by the applicant organization as a result of having a Coordinator,

as well as an allowance for indirect costs. (Please see question 4 below). While the rate of pay and hours/week are at the applicant's discretion, the budget for this grant was developed to reflect that other operational expenses on the part of the applicant organization are not included.

Please note that basic financial management and accounting are typically considered to be covered within the 10% allowance for indirect costs.

The applicant organization is strongly encouraged to consider creative ways that participating organizations in the cross disability movement may be able to contribute unique technical skills, including web development and the effective use of social media.

Q 3: *“Could funds in this project be used for in-depth issue work, such as supporting a cross disability organization to come together on particular issue positions?”*

A: Facilitating a conversation among disability groups about issues or a campaign strategy is a legitimate role for the Coordinator as conceptualized in this RFP. Other types of “in-depth issue work” -- for example, legal research -- are beyond the scope of this grant.

Q 4: *“Could VTDDC funds be used to cover organizational costs such as reasonable accommodations, administrative costs and actual activities of the cross-disability organization?”*

A: This grant seeks to create a new position rather than support direct costs that the applicant organization currently incurs. However, as described in section 3.4.5, budget, there is an allowance for direct costs associated with supporting the Coordinator such as travel and supplies. In addition, as with any grant VTDDC issues, a 10% allowance is permitted for indirect costs. Please note that the applicant organization may use its discretion in deciding whether to propose underwriting some or all indirect costs as a part of non-federal matching funds, per section 4.2.

Regarding reasonable accommodations, if the organization selected to receive this award ultimately hires a Coordinator with a disability who needs accommodations, any cost of those accommodations not otherwise covered by public benefit would be associated with supporting the coordinator position, and therefore would be allowable expenses under this grant.

Q 5: *“VCDR would envision in-kind contribution of time and resources as including citizen and organizational participation in the process of setting advocacy goals consistent with VTDDC goals, preparing for testimony and participation in a variety of public, administrative, and legislative and potentially national settings. Is this view compatible with the VTDDC RFP?”*

A. Yes, advocacy or other work performed by organization(s) and/or citizen(s) that can be reasonably shown to take place under the direction of the organization receiving this grant may be counted toward the required 25% non-federal match. Current guidelines issued by the Agency of Intellectual and Developmental Disabilities (AIDD) value volunteer labor at \$22.79/hour, which is the 2015 rate for Vermont. See for more details: <http://independentsector.org/resource/the-value-of-volunteer-time/>