

## Maine Developmental Disabilities Council (MDDC) requests proposals for Planning Grant(s) to Increase Capacity to Support Self-Direction

MDDC would like to hear from agencies and/or individuals who want to increase the capacity of Maine's developmental service system to provide support brokerage to adults using self-directed services. A total of up to **\$25,000** is available. MDDC anticipates making one or more awards.

### Eligibility

Nonprofit and for-profit organizations, public agencies, and educational institutions in Maine are eligible to apply for funding, individually or collaboratively.

Proposals must clearly identify the organization that intended to provide support brokerage.

Organizations intending to provide support brokerage must be experienced as Maine Care providers and must not be providers of Maine Care Section 13, 21, or 29 services, although they may be co-applicants.

### Timeline

|                                   |                |
|-----------------------------------|----------------|
| Date of Release for RFP # 17.2.2  | <b>1/6/22</b>  |
| Due Date for Receipt of Proposals | <b>2/17/22</b> |
| Date of Award (estimated)         | <b>3/3/22</b>  |
| Estimated Contract Start Date     | <b>3/15/22</b> |

### Questions?

Interested parties are encouraged to submit written questions through the grants page of MDDC's website. Questions and answers of broad interest will be posted on the website as they are received. Questions may also be directed to [rachel.m.dyer@maine.gov](mailto:rachel.m.dyer@maine.gov).

### Background:

The Maine Developmental Disabilities Council (MDDC) <https://www.maineddc.org/> conducts advocacy, capacity building and systemic change activities through a partnership of people with disabilities, their families, and agencies. MDDC identifies and resolves barriers to community inclusion, self-determination, and independence. To that end, MDDC is seeking to fund one or more planning grants to increase the capacity of Maine's developmental service system to support self-directed services for adults.

The Office of Aging and Disability Services has applied to CMS for permission to include a self-directed option for selected Section 29 services through the Appendix K, with the intent to include such services in future iterations of developmental (waiver) services.

### Scope of Planning Grant

Support brokerage is an integral component of successful self-direction and is not a service that is currently available in Maine. The intent of this grant is to provide funding to enable one or more organizations to develop the capacity to provide support brokerage to eligible and interested individuals statewide. Please see page 4 of this document for more information about support brokerage.

Support broker training will be made available through OADS. Therefore, proposals should not address the development of training.

## Proposal Contents

**I Organization Qualifications and Experience:** Please provide

1. A description of the organization(s)
2. A summary of relevant experience.
3. A plan to provide support brokerage after the period of the grant.
4. Contact information for the people who will be responsible for grant activities.
5. A statement of commitment from the organization(s) leadership.

**II Specifications of Work to be Performed:** Please tell us how you intend to develop the capacity to provide support brokerage, using this format:

| Task or activity | Workplan | Person Responsible | Timeframe | Projected outcomes |
|------------------|----------|--------------------|-----------|--------------------|
|                  |          |                    |           |                    |
|                  |          |                    |           |                    |
|                  |          |                    |           |                    |
|                  |          |                    |           |                    |

**III Cost Proposal** Please provide adequate details to understand how grant funds will be used:

|                              |  |
|------------------------------|--|
| <b>CATEGORY</b>              |  |
| <b>Staff</b>                 |  |
| <b>Consultant(s)</b>         |  |
| <b>Travel</b>                |  |
| <b>Supplies/Publications</b> |  |
| <b>Other</b>                 |  |
| <b>Total Direct Costs</b>    |  |
|                              |  |
| <b>Indirect Costs</b>        |  |
|                              |  |
| <b>TOTAL</b>                 |  |

## Submitting the Proposal

Proposals must be received by 11:59pm on February 17, 2022. Please submit as attachments via email. There is no page limit, but the application is intended to be brief.

## **Proposal Review**

Evaluation of proposals is intended to be fair, objective, and to ensure that the contract is awarded to the proposal that best satisfies the stated criteria. Selected MDDC members and staff will review proposals using a rubric that includes stated criteria. MDDC may ask for additional information in reviewing proposals. Scoring will be based upon

- Organization Qualifications and Experience (35%)
- Specifications of Work to be Performed (40%)
- Cost Proposal (25%)

Includes all elements addressed above in Proposal Contents, Section III.

The review team will use a consensus approach to evaluate the bids.

Decisions regarding the award of the contract(s) will be made by representatives of MDDC. Notification will be made in writing. Contract(s) will be negotiated as soon as is practicable.

## **More information about Support Brokerage:**

### *Federal definition:*

Support brokerage is a service/function that assists the participant (or the participant's family or representative, as appropriate) in arranging for, directing, and managing services. Serving as the agent of the participant or family, the service is available to assist in identifying immediate and long-term needs, developing options to meet those needs, and accessing identified supports and services. Practical skills training is offered to enable families and participants to independently direct and manage waiver services.

Examples of skills training include providing information on recruiting and hiring personal care workers, managing workers, and providing information on effective communication and problem solving. The service/function includes providing information to ensure that participants understand the responsibilities involved with directing their services.

### *Maine Support Broker responsibilities from Appendix K:*

- Offer practical skills training to enable participants or representatives to independently direct and manage waiver services such as recruiting and hiring staff, managing workers, and providing effective communication and problem-solving
- Supports the member in person-centered service planning
- Supports the member creating the monthly budget which identifies the fixed budget costs and the flexible budget costs.
- The Support Broker works closely with the case manager and the FMS to ensure the service plan identifies the mix of services (employment, State Plan Services, traditional waiver services and Self-Directed Services) and natural supports to maximize their flexible individual budget of self-directed services
- Assistance in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services
- Support and monitor carrying out of employer responsibilities such as recruitment activities, educating employees and scheduling
- Completes community mapping of all services and supports available to the member
- Monitors spending (with FMS) and participant outcomes
- Supports the member in meeting Electronic Visit Verification requirements and daily documentation requirements