



STATE OF MICHIGAN

MICHIGAN

DEVELOPMENTAL DISABILITIES COUNCIL

LANSING

Jennifer M. Granholm
GOVERNOR

ANDRE ROBINSON
CHAIRPERSON
VENDELLA M. COLLINS
EXECUTIVE DIRECTOR

October 28, 2008

Dear Colleague:

Attached is the Michigan Developmental Disabilities Council's (DD Council's) Request for Proposals (RFP) package for one grant project:

2009.B.1 Including Our Neighbors

Copies of the RFP, proposal forms and instructions, and *Information and Tools for RFP Package 2009.B* are available on the Council's web site, www.michigan.gov/ddcouncil. To get a hardcopy, call (517) 334-6123 or email ddcouncilgrants@michigan.gov.

RFP #2009.B.1 is a state-level project, which does not require RICC review. The deadline for receipt of all proposals *in the Council office* is 2:30 p.m. on January 26, 2009.

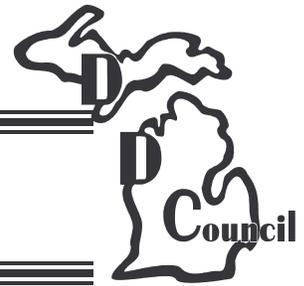
The Bidders' Conference for those interested in responding to this RFP package will be December 2, 2009 at 1:30 p.m. in the Conference Room at the DD Council office, 1033 S. Washington Avenue, 3rd floor; Lansing, Michigan 48910 (A map is available on the web site or from the office). Section III.B.1. of the RFP package provides more detail on the Bidders' Conference. Attendance is optional, but we recommend it for first-time applicants.

For questions about this RFP or the Bidders' Conferences, contact: Cheryl Trommater: (517) 334-7023 or Trommater@michigan.gov;

Sincerely,

Vendela M. Collins, Executive Director

Attachment



Requests for Proposals:

Package 2009.B:

Projects to carry out goals and objectives in the *Michigan 5-Year State Plan for Developmental Disabilities*, October 1, 2007 to September 30, 2011 in accordance with federal P.L. 106-402, the *Developmental Disabilities Assistance and Bill of Rights Act of 2000*, as amended.

2009.B.1. Including Our Neighbors

To develop a grant proposal, you will also need:

- Proposal Development Forms and Instructions, and
- *Information and Tools for 2009.B.*

This package, and all forms, instructions, and other information for developing a proposal, are available on the DD Council's web site:

www.michigan.gov/ddcouncil

Information files are in Adobe Acrobat (pdf) format, and forms are in Microsoft Word.

Hard copy or electronic files are also available by request from the Council office: ddcouncilgrants@michigan.gov or (517) 334-6123. Ask for RFP Package 2009.B.

Large-print versions of all documents and information are available on request.

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Other Materials

To develop a grant proposal in response to this RFP, you need the following materials. All are available on our web site or from the DD Council office:

- A. Proposal Development Forms and Instructions
- B. *Information and Tools for RFP Package 2009.B*: Material for use in developing a DD Council grant proposal

Section I. The DD Council and Its Grants.

A. Purpose of the DD Council's Grants Program.

1. Principles. P.L. 106-402, the *Developmental Disabilities Assistance and Bill of Rights Act of 2000* (the DD Act) establishes state

developmental disabilities councils and regulates their operations. The Michigan DD Council's *Five-Year Strategic State Plan* sets the Council's goals and objectives. The Council is a systems advocate and uses its grants program as one tool to promote systems change, to better support the aspirations of

The DD Council's Mission is:

To support people with developmental disabilities to achieve life dreams.

people with DD. In all of its work, the DD Council supports self-determination and community inclusion and participation for people with developmental disabilities and their families.

2. Strategy. The DD Council has a small budget with which to influence a complex system. In all of its work, it emphasizes strategies that:

a. Use extensive collaboration to achieve systems level outcomes;

b. Address changing policies and programs in

ways that support self-determination and inclusion;

c. Use project resources to leverage funds from the community and the services system;

d. Focus on concrete outcomes for people with DD, their families and communities; and

e. Plan from the start for sustainable results.

DD Council grant projects support

- **Self-Determination; and**
- **Community Inclusion and Participation for people with DD and their families.**

Council-funded projects may **not** operate in segregated, "disability-only" settings

B. RICC Review.

Proposals for state-level projects, including those for “Including Our Neighbors” do **NOT** require RICC review.

C. The DD Council’s Target Population.

The DD Act defines the term “developmental disability” as:

- “A severe, chronic disability of a person 5 years of age or older which:
- A. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
 - B. Is manifested before the person attains age twenty-two;
 - C. Is likely to continue indefinitely;
 - D. Results in substantial functional limitations in three or more of the following areas of major life activity:
 - i. self-care;
 - ii. receptive and expressive language;
 - iii. learning;
 - iv. mobility;
 - v. self-direction;
 - vi. capacity for independent living; or
 - vii. economic self-sufficiency; and
 - E. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and individually planned and coordinated;

Except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided?”

The Council may set more specific targets for particular projects. See “Section II: Project Specifications.”

D. Submitting Proposals.

1. Forms: Forms and instructions for writing a proposal are available on the Council’s web site, www.michigan.gov/ddcouncil, or from the Council office.
2. Copies: Fifteen (15) copies of a completed proposal for projects in this package must **reach** the DD Council office by the response date given below.
3. Response Date: Proposals must be in the Council office by 2:30 p.m. on 1/26/2009.

4. Council Address: The DD Council office's address is:

**Michigan Developmental
Disabilities Council
1033 S. Washington Ave.
Lansing, Michigan 48910.**

For a map to the office, email ddcouncilgrants@michigan.gov.

Please Note: Some other Council items are mailed to the Lewis Cass Building, but grant proposals must be sent directly to the address above.

If your organization has never had a contract with the State of Michigan, you must register it as a vendor before we can issue a grant to it. See *Information and Tools for RFP Package 2009.B* for more information about registering.

Do NOT send or take a grant proposal to the Lewis Cass Building!

E. Incurring Costs.

The Michigan Developmental Disabilities Council and the Michigan Department of Community Health, its designated administering agency, are not liable for costs incurred before issuing a contract.

F. Rejection of Proposals.

The Michigan Developmental Disabilities Council reserves the right to reject proposals received because of this RFP, or to negotiate separately with any source. The State does not intend to award a grant solely based on this request or to pay for information solicited or obtained.

Section II. Project Specifications.

A. General Requirements: All DD Council grant projects must:

1. Assure participation by people with disabilities and their families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. All DD Council grant proposals must describe:
 - a. How people with DD and family members, including minority representatives, took part in developing the proposal;

- b. How people with DD and family members, including those in minority and culturally diverse populations, will take part in planning, doing and evaluating the project;
- c. How the project will do minority outreach, to assure diversity among participants; and

A DD Council grant project must foster participation by people with developmental disabilities and their families in planning, doing and evaluating the project.

d. Plans for developing, executing and evaluating it with cultural sensitivity, to meet diverse needs.

2. Evaluate the project's

activities and accomplishments. This includes assessing concrete outcomes in the lives of participants, an annual consumer satisfaction survey, and use of survey responses and other assessments to improve the project. Proposals must list outcome indicators and describe data collection planned for assessing the project's success in reaching the Council's targeted outcomes, (below under "Outcomes and Outcome Indicators.")

It is the Michigan Developmental Disabilities Council's policy to recognize and support the needs of minorities and culturally diverse populations in all goal activities.

3. Provide for sustainability of project outcomes beyond the grant period. Proposals must describe how the project will assure that capacity developed under a grant project continues and how innovations, awareness, needed activities and other progress will be sustained after the end of the grant. The sustainability checklist in the *Information and Tools for RFP Package 2009.B* may help you think about this part of your proposal.

4. Develop Products. All DD Council grant projects must develop and submit:

Monthly: Financial status reports.

Quarterly: (every 3 months): Program progress reports reflecting progress indicators in the project plan, including data on outcomes and indicators specified by this RFP.

By the end of Quarter 2 (6 months): Dissemination capacity appropriate to the size of the project, including ability to provide workshops at conferences about disability issues and/or the project's specific subject, to include:

- a. A tabletop poster display conveying the broad elements of what the project has done and learned. Projects that have been in operation for six months or more must have a poster display at the Council's annual dissemination conference, and capacity to provide poster displays at other conferences and seminars concerned with disability issues and/or the project's specific subject area.
- b. Capacity for a workshop presentation on what the project has learned, adaptable to specific venues. Include project customers as presenters wherever possible and appropriate. Several grant projects each year may (on request) present one-hour workshops at the Council's annual conference.

Annually by October 15 of each calendar year in which the project is active: A summary report of the project's achievements during the fiscal year, including:

- a. Description of how the project met the outcome indicators specified in the Council's state plan, in this Request for Proposals and in the grant contract.
- b. Description of data or information generated by the project that might educate policymakers and others about the effectiveness of grant project activity.
- c. Evaluation of the project's progress toward achieving its objectives, including report on consumer satisfaction and any other assessment(s) specified by the RFP and/or the project's workplan.
- d. A summary description of how people with disabilities and their families participated in planning, implementing and evaluating the project.
- e. Summary of progress toward assuring the sustainability of the project beyond the grant period.
- f. Copies of project products, including flyers, informational or advocacy documents, videos, or other products used by the project in carrying out its work.

g. Any additional products required by the RFP in “Product-Specific Requirements,” below.

5. Dissemination. Proposals must describe how the project will disseminate

information and products developed by the project, in a variety of media and in alternative formats as appropriate, to help others interested in

Use the “Summary of Assurances” in the *Proposal Package* (Attachment 1) to describe how your project would address each general requirement and to direct reviewers to the relevant parts of the project workplan.

addressing similar issues, to broaden the influence of project outcomes and to increase awareness among decision makers and community members about the effectiveness of grant project activity.

B. Project-Specific Requirements:

Detail on projects to address objectives in the DD Council’s 5-Year Strategic Plan.

RFP #2009.B Including Our Neighbors

Purpose. To fund a state-level project that will work with local groups to develop community efforts that create neighborhood level ownership of inclusion for people with developmental disabilities, especially for people with the highest support needs.

The state-level project will recruit local groups, then provide funding and technical assistance to support them in neighborhood efforts to build caring relationships among area residents with developmental disabilities and their neighbors. The process will improve quality of life in such areas as social networks, housing, employment and other life areas, while supporting people with developmental disabilities in being contributing members of their communities.

Target Population. Section I.C., above, defines the DD Council’s primary target population. This RFP specifically targets people with developmental disabilities and their families, friends, neighbors and

allies. It also targets neighborhood associations, community groups and similar organizations; decision makers, community leaders and other stakeholders.

Project Activities.

A. The state-level project will:

1. Market the availability of funds and technical assistance by publicizing the project to community groups, local agencies, and neighborhood associations across the state.
2. Set criteria for selecting the groups to participate and develop an application, review and award process.
3. Seek applications from local groups, and select those that will carry out the neighborhood-level efforts.
 - a. The project will fund about eighteen (18) neighborhood efforts for up to three (3) years each, for \$2,000 to \$15,000 per neighborhood per year.
 - b. Start times of local efforts will vary.
 - c. Large communities may apply for funding for up to six (6) neighborhood efforts, with each effort in a different neighborhood.
 - d. Local groups may include private non-profit and for-profit groups such as service groups, commercial associations, neighborhood associations, and advocacy organizations. They may also include government agencies such as city, county, or township governments, neighborhood services offices, neighborhood city halls, etc.
4. Provide technical assistance to local efforts that are funded.
5. Facilitate exchange of information among the local efforts about the approaches they're using and the results they're getting.
6. Develop a state-level advisory group that will assist with implementation issues and help develop and carry out project evaluation. The group will consist of:
 - a. People with DD, their family members and other allies;
 - b. Representatives from among the groups sponsoring local efforts;

- c. Members with expertise in community organizing, supports for inclusion and self-determination, program evaluation, and other areas where the project needs access to outside expertise.
7. At minimum, people with DD and family members who participate will receive stipends for their time devoted to the advisory group.

B. Each local effort will:

1. Work with a grassroots community group in a small community, or in a neighborhood in a larger community, to plan and carry out community-building activities that will:
 - a. Collaborate with local residents with DD and their allies, using existing resources and relationships, as appropriate;
 - b. Build on strengths, opportunities, needs and gaps identified using methods such as community scan or resource mapping;
 - c. Base its work on principles that include local control, self-help and collective action with a clear public benefit.
 - d. Encourage neighborhood residents' participation in planning and carrying out their activities, including full participation by area residents with DD.
2. Use funds provided by the state-level project to provide the supports and accommodations needed for full participation by area residents with DD, including people with the highest support needs.

Note: By federal law, DD Council grant funds cannot be used for capital improvements or the purchase of land or buildings. Capital improvements include the addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.
3. Promote interaction and strengthen relationships among diverse members of the community. This will include engaging people with DD and other adults, youth, families, seniors, and members of racial and ethnic groups; public and private service providers; employers; education institutions; faith-based and community-based organizations; and community leaders.
4. Build on the relationships it develops to help people with DD to achieve personal outcomes of their own choice. These might include any combination of:

- a. Getting or creating employment;
 - b. Finding the housing they want with the supports they need;
 - c. Expanding their caring relationships and circles of support;
 - d. Accessing civic and recreation opportunities; and
 - e. Other outcomes chosen by the person with DD.
5. Develop community support for including people with DD and providing the services and supports they need to live in the community. This might include building support for public policy and system changes and services such as health care, public transportation and supportive housing that improve the quality of life for people with DD and their communities.

Outcomes and Outcome Indicators. Proposals must show how each local effort would achieve one or more of the following outcomes:

- A. New collaborations, programs, and projects in project neighborhoods.
- B. Increased involvement of neighbors in the lives of people with DD.
- C. Increased interaction among people within project neighborhoods.
- D. Increased employment of people with DD.
- E. Increased number of people joining organizations.
- F. Increased size and strength of the support circles of people with DD in project neighborhoods.
- G. Increased community support for including people with DD in the community and providing the services and supports they need to participate fully.

Products: In addition to products listed in “General Requirements,” above, a proposal for *Including Our Neighbors* must describe how the project would develop a replication manual that is useful to neighborhoods and communities interested in doing similar projects.

- A. The manual may be in any format or combination of media that can be widely disseminated.
- B. In addition to description of the process by which the project developed and supported local efforts, the manual will include:
 1. Marketing materials that the project used in recruiting local groups to participate;

2. Training and technical assistance materials used to support local efforts;
 3. Any other task-specific materials used to carry out the project; and
 4. A compilation of success stories from a variety of local efforts funded by the grant.
- C. Projects will submit successive drafts of the report to the grants manager as follows:
1. Year 2: Outline and table of contents (or other outline of the report's structure, e.g., menu);
 2. Year 3: Draft for review by DD Council staff, other projects, and interested others;
 3. Year 4: Final product and plan for dissemination.

Other Requirements: A proposal for *Including Our Neighbors* must also include:

- A. A plan for marketing the availability of funds and technical assistance by publicizing the project among community groups, local agencies, and neighborhood associations across the state.
- B. Description of the applicant organization's achievements in similar efforts, including:
 1. Community organizing, coalition building and collaborative planning;
 2. Working with people from diverse cultures and minority groups.
 3. Development of products that communicate findings to a broad audience of policymakers, stakeholders and community members; and
 4. Provision of technical assistance to voluntary organizations and community members.
- C. Examples of products from previous efforts, including products developed to carry out recruitment and organizational development in local communities.
- D. Two complete budgets:
 1. One two-page budget (See "Proposal Development Forms and Instructions," on the DD Council's web site, www.michigan.gov/ddcouncil.) for FY 2009, which is a partial project year; and

2. One two-page budget for FY 2010, which is a full project year.

E. Letters of support that include concrete specifics about:

1. The letter-writer's experience with the applicant's previous collaborative work and community organizing experience, and
2. What the organization or individual commits to do and/or provide to support the proposed project.

Eligible Applicants: Private non-profit organizations, institutions of higher education and government agencies that have:

A. Access to the skills and experience needed to carry out the proposed project, including knowledge of and experience with:

1. Operating state-level projects and providing fiscal management for projects of comparable size.
2. Community organizing, community coalition building and collaborative planning.
3. Working with people with DD, including people from diverse cultures and minority groups.
4. A history of successful collaboration with a wide variety of groups to focus on common issues and to bring about concrete change;
5. Clear and informative communication efforts ranging from informing the general public to developing useful reports on activities.

B. Experience with, understanding of, and commitment to, self-determination and community inclusion for people with DD and their families;

C. Substantial support from the people and organizations whose help can assure the project's success.

Project Period: About 4½ years starting Spring 2009.

Project Budget: The Council anticipates having the following funding available for this project:

Federal: A total of \$702,000 (\$359,000 for the state-level project and \$343,000 for the local efforts) allocated over four and one-half years, as follows:

2009 (Partial Year)	2010	2011	2012	2013
\$39,000	\$156,000	\$234,000	\$156,000	\$117,000

Funding will be allocated between the state-level project and local efforts as follows:

	2009	2010	2011	2012	2013
State	\$39,000	\$80,000	\$80,000	\$80,000	\$80,000
Local	\$0	\$76,000	\$154,000	\$76,000	\$37,000

Match: No match is required for this state-level project.

Review Criteria: See table on next page.

Review Criteria:	Including Our Neighbors	
Professional and organizational capacity and commitment:	Possible Score	Review Score
<p>Evidence of knowledge and understanding, and of access to expertise about:</p> <ul style="list-style-type: none"> • Inclusion, choice and self-determination for people with DD, including those who have the highest support needs, and general understanding of methods for achieving them; • Community organizing and methods for developing neighborhood groups and other voluntary organizations. <p>-----</p> <p>→ This proposal demonstrates the applicant agency’s ability to:</p> <ul style="list-style-type: none"> • Work with people with developmental disabilities and their families and support them in achieving inclusion, choice and self-determination in their communities; • Work with local organizations and neighborhoods to support them in achieving local goals. 	20	
<p>Evidence of commitment to community inclusion, consumer choice and self-determination for people with DD, including those who have the highest support needs.</p> <p>-----</p> <p>→ This organization believes in inclusion and self-determination and is ready to support meaningful inclusion for people with developmental disabilities, including those with very high support needs.</p>	15	
<p>Evidence of capacity, capability, connections and experience with community organizing to revitalize communities, empower individuals to participate, and stimulate social change.</p> <p>-----</p> <p>→ This applicant has the understanding, capability and connections to make this project work. The proposal includes plans and letters of support that make that clear.</p>	15	
Quality of the proposal and its responsiveness to this RFP.		
<p>Quality of the workplan and evaluation. Clarity and concreteness of the outcomes and indicators that can fulfill RFP objectives. The proposal addresses requirements of the RFP competently and thoroughly, and assures the project’s sustainability.</p> <p>-----</p> <p>→ The steps proposed would accomplish what the RFP intends: This project will help neighborhoods to build caring relationships among people with developmental disabilities and their neighbors.</p> <p>→ The outcomes and indicators are clear and understandable and will measure project progress accurately. Achieving them will accomplish the Council’s intent for the initiative.</p>	17	
<p>Evidence of understanding the problems the RFP addresses and of responsiveness to RFP requirements, including compatibility with the Council’s philosophy and values and a reasonable, practical and achievable budget.</p> <p>-----</p> <p>→ The proposal realistically confronts the problems posed by the RFP and meets the requirements. It shows that the project will serve the Council’s target population and achieve the targeted outcomes, including increased inclusion for people with developmental disabilities.</p> <p>→ The budget shows clearly how the project would pay for proposed activities. Costs are reasonable, neither too high for the scope of the project nor too low to cover the work needed.</p>	18	
<p>Evidence that people with developmental disabilities and their families, including minorities and culturally distinct populations, helped develop the proposal and will help plan, carry out and evaluate the project.</p> <p>-----</p> <p>→ The proposal states directly that people with developmental disabilities, family members and minorities participated in developing the proposal; and it describes their meaningful contributions.</p> <p>→ It explains clearly how they will participate in all aspects of running and evaluating the project in substantial ways.</p> <p>→ Their participation is genuine and important, not “tokenism,” perfunctory or disrespectful.</p>	15	
Potential Score	100	

Section III. Proposal Review Process

A. Proposal Review.

The Developmental Disabilities Council's Executive Director or his or her designee appoints a panel of reviewers for each RFP initiative. Reviewers include people with disabilities, family members and other experts in the area to be addressed. They also represent various parts of Michigan and minority and culturally diverse populations. The panel reviews and ranks proposals according to the criteria listed in "Section II. Project Specifications," using the Review Criteria for the relevant RFP (See *Section II*, above), and makes recommendations for the Council's award decisions.

B. Assistance and Information for Potential Bidders.

1. The Bidders' Conference will be December 2, 2009 starting at 1:30 p.m. in the DD Council Conference Room, 1033 S. Washington, 3rd floor; Lansing (a map is available on request).

Staff will discuss the DD Council's grantmaking process and review each RFP, the Council's intent in issuing it, requirements, and proposal forms and procedures. A question and answer session will follow each discussion. Bidders are not required to attend, but we strongly recommend that first-time bidders attend. The basic information and handout material can be requested from staff via telephone or e-mail request. However, we do not record bidders' conferences and cannot guarantee that all points raised by participants will be covered in any other presentation or format.

2. Further technical assistance is available by email, by telephone or in person at the Council office. On request, as time permits, staff will review drafts of workplans and budgets, consult on proposal focus and Council intent and advise on most aspects of proposal development. Contact staff at:

Cheryl Trommater, trommater@michigan.gov or (517) 334-7023

C. Calendar.

The schedule and deadline for this RFP are in the following table. Dates are for information only and may change for various reasons.

Calendar for RFP Package 2009.B. Includes:

- *2009.B.1 Including Our Neighbors.*

<u>December 2, 2009</u>	Bidders' Conference. (See III.B.1, above for specifics.)
<u>January 26, 2009</u>	Deadline for receipt of proposals at the Council office by Noon.
Usually 30 - 60 days	Review and ranking of Proposals.
	Award decision. Contract development.
<u>May 1, 2009</u>	Estimated project start-up for winning proposals.
Within 30 - 60 days of startup	Grantee Orientation in Lansing to introduce the purpose and context of the Council's grants program; and to explain reporting, payment, financial requirements, monitoring and evaluation, program and budget revisions.

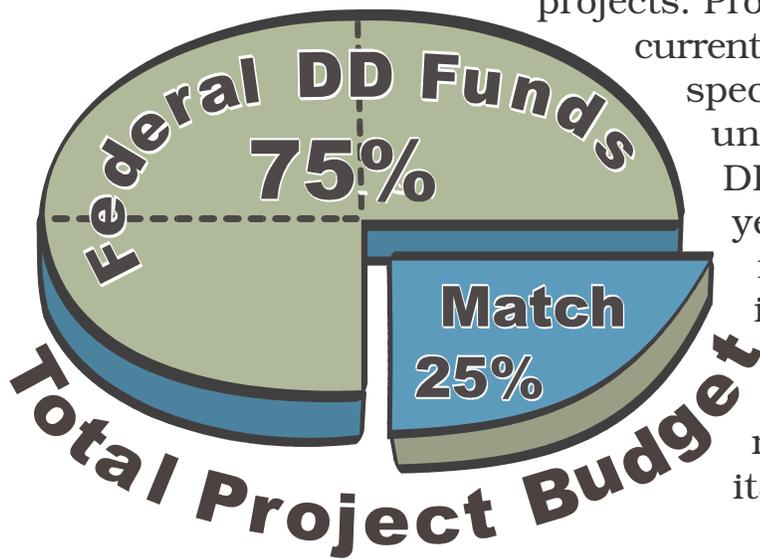
Section IV. Match Requirements

A. Funds from other federal programs.

Funds from other federal programs may provide part of the support for a project; but they may NOT be used to match federal DD funds.

B. State-Level Projects.

The DD Council does not currently require match from state-level projects. Proposed Year 1 budgets for current state-level initiatives need not specify match. Bidders should understand, however, that the DD Council may, in the later years of multi-year projects, need to require all projects to identify match, depending on the Council's ability to continue to identify the required state-level match for its federal grant funds.



C. Local Projects.

Most local projects may get up to 75% of project funding from federal DD funds. In that case, the project must provide 25% of the total project budget (1/3 as much as the federal share) as match from non-Federal sources. This formula is for maximum

funding. The Council encourages applicants to secure more than the required match in order to reduce the amount of federal funding needed.

Match Formula for Local Projects

75% DD Grant Funds

+ 25% Match Funds

= 100% Total Project Budget

D. Cash and In-Kind Match.

Matching funds for all proposals may be in-kind or cash. In-kind match can include the cash value of local donated resources such

as volunteer time, donated office space, use value of equipment, and other similar resources needed by the proposed grant project.

Section V. Duration of Funding

A. DD Council grant projects vary in duration.

Section II of the Request for Proposal package sets duration for each specific project or set of projects. Developmental Disabilities funds will not be available to support an activity beyond the period set.

B. Multi-Year Projects

Where the project period is greater than one year, the Developmental Disabilities Council will contract for an initial funding period not exceeding one year. Renewal for later years depends on availability of funds and:

- 1. The project's success** in achieving objectives of the funded period,
- 2. The agency's plan** for the next funding period, and
- 3. Continued support** of the goal, objective, and project by the Michigan Developmental Disabilities Council.