



**CHAMPAIGN COUNTY  
DEVELOPMENTAL  
DISABILITIES BOARD**  
**CHAMPAIGN COUNTY  
MENTAL HEALTH BOARD**

**Champaign County Mental Health Board (CCMHB) and  
Champaign County Developmental Disabilities Board (CCDDB)**

**Special Joint Meeting Agenda**

**Wednesday, September 28, 2022 at 5:45PM**

Held remotely, at <https://us02web.zoom.us/j/81393675682> 312-626-6799, Meeting ID: 813 9367 5682 with representation in the Shields-Carter Room, Brookens Admin Bldg, 1776 E. Washington, Urbana, IL

*Pursuant to the Governor's Executive Order establishing a pandemic disaster in the State of Illinois that covers the County of Champaign, and the CCMHB President's determination that holding this meeting in person is not prudent at this time due to health concerns with COVID-19 cases and hospitalizations reported in the county, this meeting will be held remotely via zoom. Public comment also will be taken remotely. The public may watch the meeting live through this link or view it later in archived recordings at <https://www.co.champaign.il.us/mhbddb/MeetingInfo.php>*

**Public Input:** All are welcome to attend the Board's meetings to observe and offer thoughts during "Citizen Input/Public Participation. For support, let us know how we might help by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). You may also communicate with the Board by emailing [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) any written comments you would like read into the record.

1. Call to Order
2. Roll Call
3. Zoom Instructions (**page 3**)
4. Approval of Agenda\*
5. Citizen Input/Public Participation  
*The CCDDB and CCMHB reserve the authority to limit individual public participation to 5 minutes and limit total time to 20 minutes.*
6. Presidents' Comments – Dr. Anne Robin and Dr. Jon Paul Youakim
7. Executive Director's Comments – Lynn Canfield
8. New Business  
RFP for Evaluation Capacity Building Project (**pages 4-26**)\*  
*Included are a Decision Memorandum requesting approval of the Request for Proposals for Evaluation Capacity Building Project, a bid notice for publication, and the DRAFT RFP. Action is requested.*
9. Old Business  
I/DD Special Initiatives Fund Allocation Priorities for 2023 (**pages 27-44**)\*  
*Included is a Decision Memorandum establishing selection criteria and funding priorities for allocation from the "I/DD Special Initiatives" which*

- is under joint authority of the CCDDDB and CCMHB. Action is requested.*
11. Agency Input  
*The CCDDDB and CCMHB reserve the authority to limit individual agency representative participation to 5 minutes and total time to 20 minutes.*
  12. Board Announcements
  13. Other Business – Employment of Executive Director\*  
*The Boards may each choose to discuss whether to approve a two year (2023 and 2024) Contract with the Executive Director. If a closed session discussion is preferred, each Board may defer to a meeting later in the year or move to “move the Boards to an executive session, exception 5 ILCS 120/2(c)(11) of the Open Meetings Act, to discuss a personnel issue, And that the following individuals remain present: members of the Champaign County Developmental Disabilities Board; members of the Champaign County Mental Health Board; and Executive Director Canfield or Operations and Compliance Coordinator Howard-Gallo.” When the closed session discussion finishes, a motion to return to Open Session and roll call will be needed. When the Boards are ready to take action, a motion may be made in open session.*
  14. Adjournment

*\*Board action requested*

#3

**Instructions for participating in Zoom Conference Bridge for  
CCDDB and CCMHB Special Joint Board Meeting  
September 28, 2022 at 5:45 p.m.**

You will need a computer with a microphone and speakers to join the Zoom Conference Bridge; if you want your face broadcast you will need a webcam.

Go to Join Zoom Meeting  
<https://us02web.zoom.us/j/81393675682>  
Meeting ID: 813 9367 5682

One tap mobile  
+13126266799,,81393675682# US (Chicago)  
+13017158592,,81393675682# US (Washington D.C)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US (Washington D.C)  
+1 646 558 8656 US (New York)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)

Meeting ID: 813 9367 5682  
Find your local number: <https://us02web.zoom.us/u/kclgvKiumy>

When the meeting opens, choose to join with or without video. (Joining without video doesn't impact your participation in the meeting, it just turns off YOUR video camera so your face is not seen. Joining without video will also use less bandwidth and will make the meeting experience smoother).  
Join with computer audio.

Once you are in the meeting, click on "participants" at the bottom of the screen. Once you've clicked on participants you should see a list of participants with an option to "Raise Hand" at the bottom of the participants screen. **If you wish to speak, click "raise hand" and the Chair will call on you to speak.**

If you are not a member of the CCMHB or a staff person, **please sign in by writing your name and any agency affiliation in the Chat area.** This, like the recording of the meeting itself, is a public document. There are agenda items for Public Participation and for Agency Input, and we will monitor the 'raised hands' during those times.

***If you have called in, please speak up during these portions of the meeting if you would like to make a contribution.*** If you have called in and therefore do not have access to the chat, there will be an opportunity for you to share your 'sign-in' information. If your name is not displayed in the participant list, we might ask that you change it, especially if many people join the call.

Members of the public should not write questions or comments in the Chat area, unless otherwise prompted by the Board, who may choose to record questions and answers there.



## DECISION MEMORANDUM

**Date:** September 28, 2022  
**To:** Members, Champaign County Mental Health Board (CCMHB) and  
Champaign County Developmental Disabilities Board (CCDDB)  
**From:** Lynn Canfield, Executive Director  
**Subject:** Request for Proposals for Evaluation Capacity Building Project

### Statutory Authority:

The Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to 14) is the basis for CCDDB funding policies. The Illinois Community Mental Health Act (405 ILCS 20/ Section 0.1 et. seq.) is the basis for CCMHB funding policies. All funds shall be allocated within the intent of the controlling acts, per the laws of the State of Illinois. The Boards have entered into an Intergovernmental Agreement which defines shared authorities and cost-sharing. The supports sought through this proposed Request for Proposals (RFP) would be available to both Boards, their staff, and organizations funded by either Board; the cost of the project is to be split between the Boards as are other administrative costs and program supports.

### Overview:

The purpose of this memorandum is to present the attached DRAFT of RFP 2022-010 for Evaluation Capacity Building, along with a Bid Notice for publication. These could be posted and the RFP process implemented as described. The project would continue and/or expand on the work done for several years by a research team from the University of Illinois at Urbana-Champaign Department of Psychology, the final report of which was presented to each Board at their September 21 meetings. A subsequent project would have the primary goal of supporting funded agencies in the identification of program outcomes and the collection and reporting of relevant data. Also of interest are supports to the Boards and their staff, including for public-facing final reports.

**Staff Suggestion:**

The prior Evaluation Capacity Building project seemed to be very popular among funded agencies. We have observed that the agency applications for funding and year-end outcome reports were enhanced through engagement with the project. Board members have expressed an interest in further improvement of reporting and refinement of the outcomes requirements. Finally, a growing shared concern is the difficulty agencies experience with stabilizing a qualified workforce; this project is not intended to complicate that situation by increasing the reporting requirements but rather to align them with shared mission and values and to support efforts at communicating the impact of the programs.

**Decision Section:**

Motion to approve the attached **REQUEST FOR PROPOSALS, “EVALUATION CAPACITY BUILDING” PROJECT FOR THE COUNTY OF CHAMPAIGN, RFP Number 2022-010.**

- Approved
- Denied
- Modified
- Additional Information Needed

**Notification of Bid Process:** The Champaign County Developmental Disabilities Board and the Champaign County Mental Health Board are seeking bid proposals from academic research teams to continue or expand the “Evaluation Capacity Building” project. For details, see RFP2022-010 at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids).

The proposal should identify researchers’ qualifications and experience, the plan to support agencies funded by the Boards in the measurement and reporting of outcomes, and annual costs and timeline associated with implementing the project. The Boards will select the proposal which offers the best value and will negotiate a two-year contract with renewal option. The Boards reserve the right to reject any and all proposals. Proposals are due to the CCDDDB/CCMHB Executive Director by no later than Noon on Wednesday, December 21, 2022.

Email [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) and [lynn@ccmhb.org](mailto:lynn@ccmhb.org).

# DRAFT

## CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD AND CHAMPAIGN COUNTY MENTAL HEALTH BOARD

### REQUEST FOR PROPOSALS

### “EVALUATION CAPACITY BUILDING” PROJECT FOR THE COUNTY OF CHAMPAIGN

**RFP Number 2022-010**

**ISSUE DATE:  
SEPTEMBER 30, 2022**

**CLOSING LOCATION:**  
Champaign County Mental Health Board  
Champaign County Developmental Disabilities Board  
ATTN: Lynn Canfield, Executive Director and  
Stephanie Howard-Gallo, Operations and Compliance Coordinator  
1776 East Washington Street  
Urbana, IL 61802

**CLOSING DATE AND TIME:  
Wednesday, December 21, 2022 at Noon**

- Six (6) paper copies of the full proposal must be presented to the CCDDDB/CCMHB office on or before Noon on Wednesday, December 21, 2022. At 5:30 p.m. that day, at the beginning of a properly noticed public meeting, the names of respondents will be read aloud by the Executive Director or designee and recorded. (Please show RFP #2022-010 on the lower left corner of package.)
- An electronic version of the proposal shall also be emailed to the Executive Director and Operations and Compliance Coordinator at [lynn@ccmhb.org](mailto:lynn@ccmhb.org) and [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org).

**NOTICE:** If downloading this solicitation from [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids), or <https://ccmhddbrds.org>, it is the responsibility of the respondent to e-mail our office at [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) and [lynn@ccmhb.org](mailto:lynn@ccmhb.org) to be registered as a potential respondent in order to receive any clarifications or addenda.

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## **Section 1 – General Information**

### **1-1 Purpose of the Request for Proposal**

The purpose of the Request for Proposals (RFP) is to improve the evaluation capacity of organizations providing services to Champaign County residents who have mental health or substance use disorders or intellectual/developmental disabilities. Priority for training, coaching, and other supports offered through this project is given to organizations funded by either the Champaign County Mental Health Board or the Champaign County Developmental Disabilities Board.

The Champaign County Developmental Disabilities Board (CCDDB) is a five-member body appointed by the County Executive and County Board. The CCDDB has statutory authority through the Community Care for Persons with Developmental Disabilities Act, ILCS 50/835, Section 0.1 et seq. to fund services and facilities for the care and treatment of persons with a developmental disability.

The Champaign County Mental Health Board (CCMHB) is a nine-member body appointed by the County Executive and County Board. It has statutory responsibility through the Community Mental Health Act, ILCS 405/20, Section 0.1 et. seq. to plan, fund, monitor, and evaluate mental health, substance use disorder, and developmental disabilities services in Champaign County.

The CCDDB and CCMHB are seeking proposals from individuals or organizations with expertise in instruction on evaluation methods, identification and measurement of quality outcomes related to behavioral health and or I/DD services, strategies for improved data collection and reporting, and/or presentation of summary results. Through this project, the Respondent would offer supports to agencies as well as to the CCDDB and CCMHB, which will improve evaluation, reporting, and system efficacy.

### **1-2 Internet Access to this RFP**

All materials related to the RFP will be available online at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) or <https://ccmhddbrds.org>. In the event that a potential Respondent does not have download capability, materials may be obtained from the Champaign County Developmental Disabilities Board/Champaign County Mental Health Board office at 1776 East Washington Street, Urbana, IL 61802, and can be requested by mail, attention Stephanie Howard-Gallo, or by email to [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org). Prior to submittal, Respondents shall be responsible for ensuring they have obtained all RFP materials.

All Respondents who download an RFP solicitation from [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) or <https://ccmhddbrds.org> have the responsibility to email our office at [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org) and referencing RFP 2022-010, to be registered as a potential Respondent so that they may be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and

conditions in the clarifications and/or addenda or from the responsibility of considering additional information contained therein in preparing the proposal. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all RFP materials shall not be valid grounds for a protest against award(s) made under this solicitation.

### **1-3 Inquiries and Lobbying Restrictions**

Respondents will examine all sections of this RFP and may make a written request to the CCDDDB and CCMHB for interpretation or correction of any ambiguity, inconsistency, or error herein. Any written interpretation or correction will be issued as an Addendum by the CCDDDB/CCMHB. Only a written interpretation or correction by Addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

All Requests for Interpretation (RFI), correction, or other inquiries concerning the RFP process and/or the subject of this RFP must be directed to:

Lynn Canfield, Executive Director and  
Stephanie Howard-Gallo, Operations and Compliance Coordinator  
Champaign County Mental Health Board and  
Champaign County Developmental Disabilities Board  
1776 East Washington Street, Urbana, Illinois 61802  
e-mail: [lynn@ccmhb.org](mailto:lynn@ccmhb.org) and [stephanie@ccmhb.org](mailto:stephanie@ccmhb.org)

Except for contact with the designated County official(s) for this RFP, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response are hereby notified that no Champaign County Board Members, CCMHB or CCDDDB Board Members or staff, or RFP Committee Members are to be lobbied, either individually or collectively, concerning this RFP.

Lobbying consists of providing introductions to Board members, discussions related to the evaluation and selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process. This includes holding meetings or otherwise engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the CCDDDB/CCMHB for this RFP.

By submitting a proposal, qualifications, or other response for this RFP, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby Champaign County Board Members, CCMHB or CCDDDB Board Members or Staff, or RFP Evaluation Committee Members.

### **1-4 Pre-Proposal Conference**

A Pre-Proposal Conference will be held remotely at <https://us02web.zoom.us/j/81559124557> and in person the Shields-Carter Meeting Room of the Brookens Administrative Building, 1776 East Washington, Urbana, Illinois, 61802, at 10 a.m. on **October 19, 2022**, immediately following the

regular CCDDDB meeting. All interested parties are invited to attend. The CCDDDB and CCMHB request that all parties planning on attending the Pre-Proposal Conference notify Stephanie Howard-Gallo (stephanie@ccmh.org) prior to the Pre-Proposal Conference. The email communication shall include the name, title, e-mail address, and phone number of each attendee. CCDDDB and CCMHB staff will answer questions, clarify the terms of the RFP at the Pre-Proposal Conference, and may respond both to questions posed on the day of the conference and to questions faxed or mailed prior to the deadline for receipt of questions per Section 1-3 above.

### **1-5 Addenda**

If revisions or clarifications to the RFP become necessary, the CCDDDB/CCMHB will post written Addenda on the county website and the Boards' application/reporting site. All Addenda issued by the CCDDDB/CCMHB will include a receipt form, which must be signed and included with any proposals submitted for consideration. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted. **However, it is the responsibility of Respondents to closely monitor postings at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) or <https://ccmhddbrds.org>.**

The CCDDDB/CCMHB will not issue Addenda later than November 21, 2022, 30 days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

### **1-6 Proposal Submission and Opening**

A proposal shall be made in the official name of the organization under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the corporation, not-for-profit entity, or sole proprietor submitting the proposal.

The CCDDDB/CCMHB shall not be responsible for proposals from unidentified Respondents. Respondents should include all requested information and should expand on the scope of services requested by incorporating their expertise and proposed methods or approaches. Respondents should clearly identify the expanded scope of services being offered and the value and cost of those services.

To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), one (1) electronic version in pdf format or Microsoft Word, and five (5) additional paper copies of the RFP Proposal (which must be identical to the original Proposal, including any supplemental information), which clearly identifies the RFP number/title as well as the Respondent's name and return address. Proposals may be hand delivered or mailed to:

Champaign County Mental Health Board and  
Champaign County Developmental Disabilities Board  
RFP for Evaluation Capacity Building Project (RFP 2022-010)  
ATTN: Lynn Canfield, Executive Director, and Stephanie Howard-Gallo,  
Operations and Compliance Coordinator  
1776 East Washington Street, Urbana, IL 61802

The CCDDDB/CCMHB will not accept nor consider proposals submitted by facsimile or by email transmission alone. Respondents mailing their proposals must allow a sufficient mail delivery period to ensure timely receipt of their proposal. The CCDDDB/CCMHB is not responsible for proposals delayed by mail and/or delivery services of any nature.

Proposals and proposal amendments shall be accepted until Noon local time on December 21, 2022. Proposals received after Noon on December 21, 2022 will not be considered and will be returned to the Respondent unopened. At 5:30 p.m. on that date, directly before a regular meeting of the CCMHB, the proposals will be opened in the Shields-Carter Meeting Room of the Brookens Administrative Building, 1776 East Washington, Urbana, Illinois, read aloud by Executive Director or designee, and recorded.

### **1-7 Proposal Withdrawal**

Respondents may withdraw their proposals by notifying the CCDDDB/CCMHB, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the proposal. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Proposals, once opened, become the property of the CCDDDB/CCMHB and will not be returned to the Respondents.

### **1-8 Proposal Disclosure**

All proposals submitted to the CCDDDB/CCMHB are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). With regard to any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

1. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
2. Mark each sheet or data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."
3. Provide an electronic version of the proposal with a redacted copy of the entire bid or submission in pdf or word format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires to keep confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide an electronic version with redactions may result in the posting of an un-redacted copy.

**Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.**

The CCDDDB and CCMHB will make the final determination as to whether information, even if marked “confidential,” will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County, the CCMHB, the CCDDDB, or their agents for their determination in this regard and disclosure of information. If the disclosure is deemed necessary, the Respondent will be informed beforehand.

At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a contract is awarded as a result of this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The CCDDDB and CCMHB have the right to use any or all information/material submitted, excluding any portion appropriately deemed to be confidential.

The CCDDDB and CCMHB reserve the right to make an award to the Respondent offering a proposal in the best interests of Champaign County and meeting all the requirements of this RFP.

**1-9 Oral Presentations and/or Interviews**

The CCDDDB and CCMHB reserve the right to interview any, all, or none of the respondents and to select one or more to go forward in the process. At their sole discretion, the CCDDDB and CCMHB may invite short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals. Any such presentations or interviews will be scheduled as indicated in the timetable below.

**1-10 Proposal Timetable**

The CCDDDB and CCMHB will use the timetable below, which is expected to result in selection of a service provider on February 15, 2023 and a contract issued on or before March 1, 2023.

<b>Date</b>	<b>Event</b>
September 30, 2022	Request for Proposal posted online; classified ad orders placed with News Gazette and Daily Illini.
October 19, 2022 10 a.m.	Pre-Proposal Conference, directly following CCDDDB meeting: <a href="https://us02web.zoom.us/j/81559124557">https://us02web.zoom.us/j/81559124557</a> and in person at Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802
November 21, 2022	Final Date to Issue Addenda
December 21, 2022 – Noon	Proposals Due
December 21, 2022 – 5:30 p.m.	Proposals Opened, directly before CCMHB meeting: <a href="https://us02web.zoom.us/j/81393675682">https://us02web.zoom.us/j/81393675682</a> and in person at the Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802

February 15, 2023 – 5:45 p.m. Evaluation Committee’s Recommendation of Top-Ranked Respondents and authorization to contract with the Selected Provider, at a Special Meeting of the Boards at <https://us02web.zoom.us/j/81393675682> or in person at Shields-Carter Room.

March 1, 2023 Contract issued.

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*Due to the changing public health and legal circumstances related to holding board meetings remotely, the zoom or in-person options may become unavailable. Public notice will be made, but Respondents will be expected to confirm the dates and format with CCDDDB/CCMHB staff.*

**The CCDDDB and CCMHB may delay or modify scheduled event dates if it is to the advantage of the CCDDDB and CCMHB to do so. The CCDDDB/CCMHB will notify Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) or <https://ccmhddbrds.org>.**

### **1-11 Acceptance or Rejection of Proposals**

Each qualified Respondent’s proposal will be evaluated on its overall strategy, methodology, experience, qualifications, timetable, cost proposal, and approach to building the evaluation capacity of The Boards and of agencies funded by the Boards.

Qualified Respondent means a person or group with experience and knowledge of evaluation methods, outcome identification and measurement, and the behavioral health and I/DD systems.

### **1-12 Development Costs**

Neither the County, CCDDDB, CCMHB, nor their representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a proposal in response to this RFP.

### **1-13 Conflicts of Interest**

All Respondents must disclose with their proposal the name of any officer, director, or agent who is an elected official, appointed official, or employee of the County. Furthermore, all Respondents must disclose the name of any elected official, appointed official, or employee of the County who owns directly, or indirectly, any interest in the Respondent’s firm or any of its affiliates or branches.

### **1-14 Non-Collusion**

By submitting and signing a proposal response, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of service. A violation of this provision may result in contract cancellation, return of materials, or discontinuation of services.

## **1-15 Notice of Award**

Notice of Award is expected to be posted at [www.co.champaign.il.us/bids](http://www.co.champaign.il.us/bids) on or before March 1, 2023.

## **Section 2 – Scope of Services**

### **2-1 Description of Services**

The scope of services and specifications that the CCDDDB and CCMHB seek to acquire is described in Exhibit 1 of this RFP. The respondent is expected to expand on this scope in the submitted proposal by incorporating their expertise and proposed methods and approaches.

### **2-2 Term of Contract**

Any contract awarded pursuant to this RFP solicitation is expected to commence on or by March 1, 2023 and shall be for a base contract period of two (2) years with an option to renew for a second two (2) year period, by mutual written agreement of the parties.

### **2-3 Non-Appropriation**

The contract for the Evaluation Capacity Building Project will include a provision that allows cancellation if funds are not appropriated or otherwise available to support continuation of performance in any fiscal year. Any contract approved by the CCDDDB/CCMHB shall be conditioned by a “non-appropriation” clause containing the following or similar language:

This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup> of that year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the CCDDDB and CCMHB shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

## **Section 3 – Preparing Proposals: Required Information**

**Each Proposal must contain all of the following documents and must conform to the following requirements:**

### **3-1 Format of Proposals**

Proposals must be prepared on 8 ½" x 11" letter size paper, printed double-sided, and bound on the long side. The County encourages using reusable, recycled, recyclable, and/or chlorine free

printed materials for proposals, reports, and other documents prepared in connection with this solicitation. Expensive papers and bindings are discouraged, as no materials will be returned. Submit one (1) unbound original proposal (clearly marked as such), five (5) additional copies, and one (1) electronic version in pdf format or Microsoft Word (which must be identical to the original Proposal, including any supplemental information).

**Sections should be organized in accordance with subject matter sequence as set forth below. Each page of the Proposal must be numbered in a manner so as to be uniquely identified. Proposals must be clear, concise, and well organized.**

### **3-2 Required Content of Proposals**

Respondents are advised to adhere to the submittal requirements of the RFP. Failure to comply with the instructions of this RFP may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the CCDDDB/CCMHB, Respondent's Proposal and related submittals may become the Program Plan component of the contract.

The Proposal should include the following items:

#### **1. Cover Letter**

Respondent(s) must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the Services as described in this RFP in accordance with the terms and conditions of any contract awarded pursuant to the RFP process. The cover letter must:

- A. Indicate the number of years the entity has been in business and provide an overview of the experience and background of the entity and its key personnel committed to the Evaluation Capacity Building Project.
- B. Identify the legal name of the entity, its headquarters address, its principal place of business, its legal form (i.e., corporation, joint venture, limited partnership, not-for-profit, etc.), and the names of its principals or partners and authority to do business in Illinois.
- C. Indicate the name, preferred email address, and telephone number(s) of the principal contact for oral presentation or negotiations.
- D. Acknowledge receipt of Addendum/Addenda issued by the CCDDDB/CCMHB, if any.

#### **2. Executive Summary**

An executive summary will explain the Respondent's understanding of the CCDDDB and CCMHB's intent and objectives and how their Proposal would achieve those objectives. The summary must discuss Respondent's strategy and methodology for assisting the Boards and funded organizations to build their capacity for identification and evaluation of valued outcomes; and any additional factors for the CCDDDB and CCMHB's consideration.



### **3. Professional Qualifications and Specialized Experience of Respondent and Key Personnel Committed to the Champaign County Account**

Respondent must supply the information as described below. If Respondent proposes that major portions of the work will be performed by subcontractors, Respondent must provide the required information as described below for each such subcontractor.

#### **A. Respondent Profile Information (see Exhibit 2)**

**Submit a Respondent Profile Information sheet for each subcontractor, as applicable.** If Respondent has a prime consultant/subcontractor relationship, the information regarding role, involvement, and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

#### **B. Business License/Authority to do Business in Illinois**

Respondent must provide copies of appropriate licenses or certifications required of any entity performing the Services described in this RFP in Champaign County and the State of Illinois, for itself, its partners, and its subcontractors.

#### **C. Profiles of and Local Availability of Committed Key Personnel**

Respondent must provide a summary identifying who will be dedicated to the Evaluation Capacity Building Project described in this RFP. If individuals are to be hired, describe the position. For each person or position identified, describe and/or provide the following information:

- Title and responsibility,
- Proposed role in this program, including the functions and tasks for which they will have prime responsibility (indicate areas of secondary responsibility, if appropriate),
- Pertinent areas of expertise and past experience, and
- Copies of any licenses required by law for the positions to be filled.

### **4. Capacity to Perform**

Respondent must provide a summary of current and future projects and commitments and include projected completion dates. Describe how any pending and/or ongoing contractual commitments to other clients will affect your ability to deliver Evaluation Capacity Building services, capacity to perform within the CCDDB/CCMHB timeline, and affect dedicated resources committed to the Project. Identify what percentage of the Services will be performed utilizing your own workforce, equipment, and facilities. Identify the percentage of the work to be subcontracted, if any.

### **5. Implementation Plan**

Respondent must provide a comprehensive and detailed plan for implementing Services as outlined in Exhibit 1, Scope of Services in this RFP.

The implementation plan must include, but not be limited to, the following:

**A. Approach to Implementing Services**

Respondent should address implementing and managing the Services described in this RFP, any related policies and procedures, quality control checks, adherence to compliance programs, project management, and approach to overcoming obstacles, if any, and troubleshooting to resolve problems.

**B. Organization Chart**

An organization chart should identify all individuals and subcontractors, relationship to proposed Services, and key personnel, with the following information:

- A chart which identifies not only the proposed organizational structure, but also key personnel by name (unless 'to be hired') and title.
- The specific role of each subcontractor (if any) for each task/work activity.

**C. Dedicated Resources**

Describe facilities, service locations, equipment, personnel, communication technologies, and other resources available for implementing the proposed Services.

**6. Cost Proposal for Capacity Building Activities**

The CCDDDB and CCMHB are requesting information regarding the cost of developing and providing various supports which will enhance the capacity for evaluation and reporting of outcomes by specific organizations and by the Boards. These may include data systems and web design in addition to training and technical assistance activities. Proposals should include complete cost information, in order to be considered complete and responsive.

**7. Financial Statements**

Respondent must provide a copy of the most recent completed year's audited financial statements (i.e., income statement, balance sheet, and annual report). Respondents that are comprised of more than one entity must include financial statements for each entity. The CCDDDB and CCMHB reserve the right to accept or reject any financial documentation other than the financial statements requested by this section.

**8. Legal Actions**

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties (i) Respondent or any division, subsidiary, or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A. A debtor in bankruptcy; or
- B. A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- C. A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- D. A defendant in any criminal action; or

- E. A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- F. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- G. A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The CCDDDB and CCMHB reserve the right to request similar legal action information from Respondent's key personnel members during the evaluation process.

## **9. Insurance**

The Respondent shall describe the types and limits of insurance coverage needed for this project and submit evidence of relevant insurance coverage prior to award of the contract.

## **Section 4 – Evaluation of Proposals**

The members of the CCDDDB/CCMHB's Evaluation Committee (EC) for this RFP will include:

1. A member of the Champaign County Developmental Disabilities Board
2. A member of the Champaign County Mental Health Board
3. Associate Director for Intellectual/Developmental Disabilities
4. Associate Director for Mental Health and Substance Use Disorders
5. A member of the previous UIUC ECB Team or a previous Agency Participant

The EC will evaluate the proposals and prepare a recommendation to the CCDDDB and CCMHB for award of contract(s). The CCDDDB and the CCMHB, in their sole discretion, reserve the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all proposals and/or re-solicit in whole or in part. The CCDDDB and CCMHB further reserve the right, in their sole discretion, to award a contract to the Respondent (or Respondents) whose proposal best serves the interests of Champaign County.

When an offer appears to contain an error or otherwise where an error is suspected, the circumstances may be investigated, considered, and acted upon. Any action taken shall not prejudice the rights of the public or other offering entities. Where offers are submitted substantially in accordance with the procurement document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted. The purpose of seeking clarification is to better understand the information provided in this document, not to allow additional information to be added.

### **4-1 Phase I - Preliminary Proposal Assessment**

Phase I will involve an assessment of the Respondent's compliance with, and adherence to, all submittal requirements requested in Section 3-2: Required Content of Proposals. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Proposals providing responses to all sections will be eligible for detailed analysis in Phase II, Proposal Evaluation.

#### **4-2 Phase II - Proposal Evaluation**

In Phase II, the EC will evaluate the extent to which a Respondent's Proposal meets the program objectives set forth in the RFP. Phase II will include a detailed analysis of the Respondent's qualifications, experience, proposed implementation plan, cost proposal, and other factors based on the evaluation criteria outlined in Section V - Evaluating Proposals.

As part of the evaluation process, the EC will review the information required by Section 3, for each Proposal received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

The CCDDDB and CCMHB reserve the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

The CCDDDB and CCMHB reserve the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Proposal responses as it deems necessary.

In addition, the EC will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

- A. Professional Competence: Ability to provide the Services described in the RFP, including capacity to achieve the project goals, objectives, and scope of services described in this RFP.
- B. Professional Qualifications and Specialized Experience of Respondent and Team with emphasis on specific experience on projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of this RFP.
- C. Past and Current Performance of the Respondent on similar or related projects; any available sources of relevant information concerning the Respondent's record of performance.
- D. Professional Qualifications and Specialized Experience of Respondent's Key Personnel and Local Availability of Key Personnel with emphasis on specific experience on Evaluation Capacity Building projects of similar scope and magnitude as outlined in Exhibit 1 - Scope of Services of the RFP.
- E. Quality, Comprehensiveness, and Adequacy of the proposed Implementation Plan including its responsiveness and understanding of the needs of organizations providing services through contracts with the CCMHB or CCDDDB. The EC will review each Proposal for the Respondent's understanding of the objectives of the

- Services and how these may be best accomplished. Each Respondent will be evaluated on their overall strategy, methodology, and approach to meeting the CCDDDB and CCMHB objectives.
- F. Schedule of Professional Fees and Expenses relative to information provided in Exhibit 2.
  - G. Legal Actions - The EC will consider legal actions, if any, against Respondent and/or any division, subsidiary, or parent company of Respondent, or against any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation.
  - H. Financial Stability – The EC will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance over the duration of the contract.
  - I. Compliance with Laws, Ordinances, and Statutes. The EC will consider Respondent’s compliance with all laws, ordinances, and statutes governing the contract.
  - J. Conflict of Interest – The EC will consider any information regarding Respondent, including information contained in Respondent’s Proposal, that may indicate any conflicts, or potential conflicts, of interest which might compromise Respondent’s ability to perform the proposed Services or undermine the integrity of the competitive procurement process. If any Respondent has provided any services to the CCMHB or CCDDDB in researching, consulting, advising, drafting, or reviewing this RFP or related services, such Respondent may be disqualified from further consideration.

## **Section 5 – Selection Process**

After the Evaluation Committee (EC) completes its review of Proposals in Phase II, it may identify a recommended short list of Respondents (Phase III) or forego Phase III and submit a recommendation to select one Respondent or make a recommendation to reject all Proposals.

### **5-1 Phase III - Oral Presentations and/or Site Visit**

If the EC identifies a short list of Respondents for further review, then those short-listed Respondents will be invited to appear before the CCDDDB and CCMHB and EC for an oral presentation. The purpose of the oral presentation is to clarify in more detail the information that was submitted in Respondent’s Proposal and to allow the CCDDDB and CCMHB and EC to ask Respondent to respond to additional questions. Afterwards, the EC will make a final evaluation, including a final ranking of the Respondents, and will submit a recommendation for one Respondent to the CCDDDB and CCMHB.

If the CCDDDB and CCMHB make a selection, the selection will be forwarded to the Executive Director as authorization to enter into contract negotiations with the selected Respondent.

The CCDDDB and CCMHB will require the selected Respondent to participate in contract negotiations. The requirement that the selected Respondent negotiate is not a commitment to award a contract. If the Executive Director determines that it is unable to reach an acceptable contract with the selected Respondent, including failure to agree on a fair and reasonable cost

proposal for the Services or any other terms or conditions, the Executive Director is authorized to terminate negotiations with the selected Respondent.

**The CCDDDB and CCMHB reserve the right to terminate this RFP solicitation at any stage if the EC determines this action to be in the best interest of Champaign County. The receipt of Proposals or other documents will in no way obligate the CCDDDB and CCMHB to enter into any contract of any kind with any party. Termination of the current RFP will not on its own be the cause for any qualified organization which has submitted an application to be excluded from consideration in a subsequent RFP process.**

## **Section 6 - Additional Details of the Process**

### **6-1 Addenda**

If it becomes necessary to revise or expand upon any part of this RFP, an addendum will be sent to all of the prospective Respondents registered with the CCDDDB/CCMHB prior to the Proposal due date. Prospective Respondents are automatically listed when they email CCDDDB/CCMHB staff, as described in Section 1-2. Each addendum is incorporated as part of the RFP documents, and the prospective Respondent must acknowledge receipt.

The addendum may include, but will not be limited to, the following:

- A. Responses to questions and requests for clarification sent to the CCDDDB/CCMHB Executive Director according to the provisions of Section 1-3 herein; or
- B. Responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

### **6-2 CCDDDB and CCMHB Rights to Reject Proposals**

If no Respondent is selected through this RFP process, the Executive Director may utilize another procurement method which is in the best interests of the County and available to the CCDDDB and CCMHB to obtain the Services described herein.

In soliciting proposals, any and all proposals received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to, the following:

- The proposal being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the solicitation document or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.

- Regulatory changes.
- Circumstances which prevent determination of the most advantageous proposal.
- Any determination that rejection would be in the best interest of the County.

The CCDDDB and CCMHB reserve the right to reject any and all proposals. The CCDDDB and CCMHB also reserve the right to cancel this RFP at any time and/or to solicit and re-advertise for other proposals.

### **6-3 No Liability for Costs**

Champaign County, the CCDDDB, and the CCMHB are not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the RFP process, including but not limited to costs associated with preparing the Proposal and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

## **Section 7 - Exhibits**

### **7-1 Exhibit 1 – Scope of Services**

#### **E1-1 DESCRIPTION OF THE CHAMPAIGN COUNTY “EVALUATION CAPACITY BUILDING” PROJECT**

The purpose and goal of this Request for Proposals is to build evaluation capacity of programs funded by the Champaign County Mental Health Board (CCMHB) and the Champaign County Developmental Disabilities Board (CCDDDB) and of the Boards themselves. The Boards share a mission to improve the health and well-being of residents who live with behavioral health issues or developmental disabilities. The mission is primarily accomplished by funding programs aligned with this and with assessed priorities. To account for the impact of these efforts, desired outcomes should be identified which align with the benefit sought by those being served. Measuring this impact, collecting relevant data, and reporting can be complicated tasks, particularly for non-profit social service agencies now struggling with higher turnover and vacancy rates at all levels of staffing. Also of interest are measures of a program’s performance and of the larger system’s impact. These and related undertakings should improve our understanding of the most effective service approaches and of future funding priorities and the policies driving them. Clarity about program outcomes allows those involved to build on success and improve the reporting and service systems.

For several years, the Boards contracted with a University of Illinois Urbana-Champaign Department of Psychology research team for Evaluation Capacity Building. Those project activities were popular with agencies and were reflected in their improved outcome reporting to the Boards. As a result, a proposal for Evaluation Capacity Building, RFP 2022-010, could describe similar supports, add to agencies’ capacities through new approaches, and include reports to the Boards and agencies. Historical information is described in EXHIBIT 3.

Along with logic models, measurement tools, and ability to collect and report outcome data, the presentation of data can aid communication with the public regarding the impacts of these two public trust funds. To improve that presentation, tools may exist or be developed, and training offered to agency reporters and the staff of CCDDDB/CCMHB in their use.

Describe how the approach(es) featured in this proposal relate to current best practices in the identification of outcomes and the measurement and evaluation of program performance, particularly in the areas of mental health or substance use disorders services and supports for people with intellectual/developmental disabilities. Indicate whether the results of this project will likely add to the body of research regarding outcome evaluation and/or improve our understanding of effective services in the treatment of the relevant conditions

## **E1-2 SPECIFICATIONS FOR SELECTION OF TARGET PROGRAMS AND OUTREACH**

The Respondent shall include a plan for the process of engaging with funded programs.

**Intensive support:** If the proposal is to include targeted one-on-one support, which can be very effective, the process for selection of target programs should be clear, e.g., it may involve polling of all eligible programs regarding their interest and availability, applying some selection criteria, and seeking input from CCDDDB/CCMHB members and staff on final selection. Targeted programs will be expected to assist with year-end presentations related to this engagement. A balance of targeted support is desired, related to the funding sources, ideally such that near 40% of targeted programs are funded by the CCDDDB and 60% by the CCMHB.

**Support available to all:** It may be useful to seek specific information from funded program representatives and/or CCDDDB/CCMHB staff to structure activities, identify most useful topics, or refine an approach. If workshops are to be held which are open to all funded programs, address outreach and scheduling for maximum participation along with posting for access to the materials on demand. Another important result of this project may be recommendations to Board staff regarding their requirements and online application and reporting systems.

## **E1-3 IMPLEMENTATION TIMELINE**

The Respondent shall include a specific, detailed timeline which includes all milestones from award to implementation of Evaluation Capacity Building activities.

## **7-2 Exhibit 2 – Respondent Profile Information**

**Submit a completed profile information sheet for the Respondent and subcontractors, if applicable, which includes:**

1. Legal Name of Business Entity:
2. Name of Chief Executive Officer, Executive Director, Agency Director, or Owner:



3. Doing Business under Other Name(s)?  
If Yes, Name(s):
4. Headquarters Address:
5. City, State, Zip Code:
6. Website:
7. Email Address for Primary Contact:
8. Years of Relevant Experience:
9. List of Related Projects and When Completed:
10. Total Number of Personnel to Implement the Project:
11. License(s) and Services offered:

### **7-3 Exhibit 3 – Background Information**

For more information on the CCDDDB and CCMHB, their priorities, policies, and funding awards, see <https://ccmhddbrds.org> and <https://www.co.champaign.il.us/mhbddb/MHBDDDB.php>. Meetings of the Boards are announced and archived at <https://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php> and <https://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>.

The Evaluation Capacity Building team presented annual reports on their work with funded programs, to the Boards at regular meetings. Previous annual reports and presentations to the Boards are available for review.

September 2021:

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2021/210922\\_Meeting/210922\\_Year6%20Final%20Report%20Building%20Evaluation%20Capacity%20for%20Programs\\_FY\\_21\\_8\\_11\\_21%20with%20Appendices\\_FINAL.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2021/210922_Meeting/210922_Year6%20Final%20Report%20Building%20Evaluation%20Capacity%20for%20Programs_FY_21_8_11_21%20with%20Appendices_FINAL.pdf)

September 2020:

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2020/200923\\_Meeting/200923\\_Evaluation\\_Capacity\\_Building\\_Board\\_Update.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2020/200923_Meeting/200923_Evaluation_Capacity_Building_Board_Update.pdf)

September 2019 (pages 4-77):

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2019/190918\\_Meeting/190918\\_agendaful.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2019/190918_Meeting/190918_agendaful.pdf)

September 2018:

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2018/180912\\_Study\\_Session/180912\\_Building%20Evaluation%20Capacity\\_Yr%203%20report\\_091418%20.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2018/180912_Study_Session/180912_Building%20Evaluation%20Capacity_Yr%203%20report_091418%20.pdf)

September 2017 (pages 4-90):

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2017/170920\\_Meeting/170920\\_Agendafull.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2017/170920_Meeting/170920_Agendafull.pdf)

June 2016:

[https://www.co.champaign.il.us/mhbddb/agendas/mhb/2016/160622\\_Meeting/160622mhbhandout.pdf](https://www.co.champaign.il.us/mhbddb/agendas/mhb/2016/160622_Meeting/160622mhbhandout.pdf)

The Evaluation Capacity Building team also offered annual presentations to the funded agencies at their Mental Health and Developmental Disabilities Agencies Council (MHDDAC) meetings. Representatives of the team periodically attended regular meetings of the MHDDAC to report on activities and supports available to funded programs.

After initial assessment of evaluation requirements and agency reports, the project focused on developing evaluation capacity within funded programs, through:

- targeted intensive support to a small number of programs per year;
- quarterly follow-up with previous target programs;
- a “consultation bank” from which any program could request technical assistance;
- an online “measurement bank” or resource repository of documents and evaluation related materials, developed with the supported agencies and available at <https://drive.google.com/drive/u/0/folders/0B6cs5gZd3CK1Q2RBcFZpaHFKWmM?resourcekey=0-LTlk4A6etptY5mCGDnw5JQ>; and
- Logic Model and data collection and analysis workshops open to all, with recent focus on the utility of data, in response to agency requests. One workshop focused on specific aspects of Excel with example measures for demonstration, and another offered a practical walkthrough of using excel to report on performance measure outcomes, with workbook and example outcome document. Files are accessible here: <https://drive.google.com/drive/folders/1iKbPeGDACp2R48xrSfSRh8TEJWt1W6Y8?usp=sharing>

In addition to these supports to agencies, the team also worked with CCDDDB/CCMHB members and staff on revised application and report forms, standards for evaluation the outcomes proposed in application for funding, and a logic model for the Boards’ own strategic plans, available here:

<https://www.co.champaign.il.us/mhbddb/PDFS/DDB%203YR%20Plan%202022-2024%20w%20FY22obj%20FINAL.pdf> and

<https://www.co.champaign.il.us/mhbddb/PDFS/MHB3%20Yr%20Plan%202022-2024%20w%20FY22%20Objectives.pdf>



#9

## DECISION MEMORANDUM

**Date:** September 28, 2022  
**To:** Members, Champaign County Mental Health Board (CCMHB) & Champaign County Developmental Disabilities Board (CCDDB)  
**From:** Lynn Canfield, Executive Director  
**Subject:** I/DD Special Initiatives (*formerly CILA Facilities*) Fund 2023 Allocation Priorities & Decision Support Criteria

### Updates:

An initial draft of this memo was shared with the CCDDB and the CCMHB during their July 20, 2022 meetings for review and discussion. That version was also shared with stakeholders for comment. The following changes incorporate this feedback:

- Change of the fund's name, to reflect expansion of the project.
- In the **Purpose** section, addition of "to be renamed I/DD Special Initiatives Fund."
- Updates regarding this process in the **Purpose** section.
- Change of amount to be allocated in 2023 and of wording regarding Board approval, both in the **Overview** section.
- Deletion of the word "funding" in the third sentence, "If a specific requirement is not..." third bullet point in **Overview** section.
- Change of dates in the allocation process timeline described in **Overview** section; the originally proposed timeline may have been too ambitious and presented technical challenges, so the recommendation is now to align with existing CCDDB and CCMHB allocation process for PY2024.
- Within the **Priorities**, specific assistance purchase process is further described for "Individual Supports to Underserved People", and sample mini-grant process documents are no longer attached but referenced to previous board packet.
- **Decision Section** is added, requiring action by both Boards.

## **Statutory Authority:**

The Community Care for Persons with Developmental Disabilities Act (50 ILCS 835/ Sections 0.05 to 14) is the basis for CCDDDB funding policies. The Illinois Community Mental Health Act (405 ILCS 20/ Section 0.1 et. seq.) is the basis for CCMHB funding policies. All funds shall be allocated within the intent of the controlling acts, per the laws of the State of Illinois. CCDDDB and CCMHB Funding Requirements and Guidelines require annual review of decision support criteria and allocation priorities. Upon approval by the Boards, this memorandum becomes an addendum to Funding Guidelines.

## **Purpose:**

The purpose of this memorandum is to recommend 2023 (Program Year 2024) allocation decision support criteria and funding priorities for the CILA Project Fund, authority for which is shared by the Champaign County Developmental Disabilities Board (CCDDDB) and Champaign County Mental Health Board (CCMHB). Funding priorities and decision support criteria are a framework for how contracts with service providers further the mission and goals of the Boards. Staff recommendations are based on Board and stakeholder input and our understanding of best practices and state/federal service and payment systems. On July 20, CCDDDB and CCMHB members reviewed an initial draft, which was then be distributed to providers, family members, advocates, and stakeholders, for comments. This final draft incorporates feedback from Board and staff members and the public.

The CILA Facilities Project Fund, to be renamed "I/DD Special Initiatives" Fund, is a collaboration of the CCDDDB and the CCMHB, initiated in 2014 on behalf of residents who had I/DD and complex support needs and had been unable to secure residential services in or near their home community. By 2020, difficulties securing and maintaining a qualified workforce were insurmountable, and the Boards made the difficult decision to sell the homes and reinvest in meaningful supports for this population.

As a shared project of the Boards, subsequent uses of the fund will require approval by both, and the Boards have final decision authority. Because the original purpose was to offer intensive 24-hour support to people whose needs were not met by providers within the County, and

because the barriers have not decreased, the fund will support approaches that focus on eligible people with unmet service needs and on solutions to the underlying causes of the gaps. The Boards may consider waiving specific agency requirements or standard provisions of the contracts typical of those developed through the traditional annual allocation cycle.

## Overview:

During 2023, the Boards may spend up to \$341,737 of the shared CILA Project (to be renamed as “I/DD Special Initiatives”) Fund on contracts to carry out the special projects outlined in this memorandum. Supports should offer relief to individuals not receiving services and to their families, should increase independence, access, and inclusion, or should address and right-size the direct support professional workforce shortage underlying the loss of service capacity. An allocation timeline aligned with other Board allocation activities is proposed:

- A final version of these priorities and support criteria will be approved by both Boards during open, public meeting(s).
- Proper public notice of funding availability will be made during the **middle of December** (if priorities have been approved).
- From **January 2**, 8:00 AM CST, to **February 10, 2023**, 11:59 PM CST, the online system will be open for agencies to submit applications addressing one or more of the priority areas. Agencies not currently registered will demonstrate eligibility per the initial questionnaire and CCDDDB and CCMHB Funding Requirements and Guidelines. If a specific requirement is not likely to be met, the Boards might consider waiving that requirement under certain conditions to fund a well-aligned proposal.
- Board staff will review applications, presenting summaries of the proposals in **April** and recommendations to the Boards in **May**.
- The Boards will make allocation decisions during their **May** or **June** meetings.
- Contracts will be developed, issued, and signed prior to **June 23, 2023**. Contracts will have a term of July 1, 2023 through June 30, 2024, with the option of a shorter or longer term (up to two years) as requested or negotiated.

## Operating Environment:

The most recent funding priorities documents for each Board contain extensive notes on the larger context in which Champaign County's systems of supports operate. These can be viewed at:

[https://www.co.champaign.il.us/mhbddb/PDFS/DDB\\_Funding\\_Priorities\\_PY2023\\_FINAL.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/DDB_Funding_Priorities_PY2023_FINAL.pdf) and

[https://www.co.champaign.il.us/mhbddb/PDFS/PY23\\_CCMHB\\_criteria.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/PY23_CCMHB_criteria.pdf)

Also relevant is the 2021 Community Needs Assessment Report at:

[https://www.co.champaign.il.us/mhbddb/PDFS/Full\\_2021\\_Community\\_Needs\\_Report\\_ENGLISH.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/Full_2021_Community_Needs_Report_ENGLISH.pdf) or

[https://www.co.champaign.il.us/mhbddb/PDFS/Full\\_2021\\_Community\\_Needs\\_Report\\_ESPANOL.pdf](https://www.co.champaign.il.us/mhbddb/PDFS/Full_2021_Community_Needs_Report_ESPANOL.pdf)

Portions of each are adapted for this section.

### Endangered Provider Capacity:

In 2021, the American Network of Community Options and Resources (ANCOR) surveyed providers during a 5-week period. Key findings:

- **77% of providers are turning away new referrals**, a 16.7% increase since the beginning of the pandemic.
- **58% of providers are discontinuing programs and services**, a 70.6% increase since the beginning of the pandemic.
- **81% of providers are struggling to achieve quality standards**, a 17.4% increase since the beginning of the pandemic.
- **Nearly 3 in 10 providers report spending at least \$500,000 annually** on costs associated with high turnover and vacancy rates.
- **92% of providers report that the COVID-19 pandemic continues to complicate their ability to recruit and retain** qualified direct support professionals.

*(Author: Elise Aguilar, October 5, 2021*

<https://www.ancor.org/newsroom/news/ancor-issues-findings-2021-state-americas-direct-support-workforce-crisis-survey>)

The Institute on Community Integration at University of Minnesota's "Predictors of Annual Turnover Among Direct Support Professionals" identifies factors leading to high DSP turnover across the country and offers recommendations: DSP wages should rise with skill level, signaling that these workers are valued; these should be 'livable wages' with

annual cost of living increases built into states' rates so that they remain competitive over the long-term; health insurance and paid time off should be offered, and states' rates structures should account for these in order to keep them affordable to agencies; states should prioritize moving people from large institutional settings and into community-based care, fully funding this transition and making it sustainable; states should increase participation in Home and Community Based Services; and investments are needed for strengthening the workforce.

In 2022, the Institute on Community Integration published "Community Supports in Crisis: No Staff, No Services" with similar findings to those above. See [https://ici.umn.edu/products/PERjPdfZQgGW\\_TqyOH\\_Utg](https://ici.umn.edu/products/PERjPdfZQgGW_TqyOH_Utg). The report's description says, "All the progress toward community living that has been made in services for people with IDD over decades is now in jeopardy — because of catastrophic labor shortages and pervasive high turnover rates in the workforce that supports them, direct support professionals (DSPs)." National data from the report:

- 70% of DSPs are women, and approximately 70% of them are head of household;
- DSPs' average age increased to 46;
- DSPs' mean hourly wage is \$13.28 (contrast with home health aides \$13.49, nursing assistants \$15.41, and residential advisors \$16.07);
- the percentage of individuals with behavioral support needs who receive community services has more than doubled since 2012; and
- during 2020, 53% of agencies employed fewer DSPs, 41% served fewer people, 33% closed sites, and 47% stopped offering a support or service.

Further, in the report titled "[Addressing the Disability Services Workforce Crisis of the 21<sup>st</sup> Century](#)" (2017) and, more recently, in the report titled "[Bringing Long-term Supports & Services into the 21<sup>st</sup> Century](#)", ANCOR indicates the need for service providers to be able to receive training on using technology to deliver services and also to support community integration, including self-advocates' supported decision making in choosing and using technology to live more independent and overall quality lives.

In "Ed's Newsletter" No. 204 September 29, 2021, Ed McManus reminds us that "provider agencies have been experiencing a severe shortage of staff for years due to inadequate funding from the State, and the pandemic has made it worse." Many of Illinois' agencies will be unable to

take new individuals into CILAs, and at the same time over 100 people with I/DD are ready to transition out of large institutions and into community-based residential services. The state's unprecedented appropriation of \$170 million for DD was good, but increased funding will be needed in 2022 and 2023, and DSP wages will not become competitive for several more years.

#### The Potential and Limits of Technology:

With telehealth services and remote meetings rapidly introduced out of necessity early in the COVID-19 pandemic, some people with I/DD were more able to connect with services and social opportunities than they had been, especially if they had access to the internet but not to transportation or if they preferred being at home. Some may continue to prefer virtual participation over in-person. Barriers to this and other potential benefits of technology have been lack of devices and programs, difficulty learning how to use or maximize them, and often poor internet service in rural areas, apartment complexes, and housing developments.

### **Expectations for Minimal Responsiveness:**

Applications that do not meet these expectations are "non-responsive" and will not be considered for funding. All agencies must be registered using the online system, at <http://ccmhddbrds.org>. All required application forms must be completed and submitted by the deadline. Accessible documents and technical assistance limited to navigation of these tools are available upon request through CCDDDB/CCMHB staff.

1. Applicant is an eligible organization, demonstrated by responses to the Organization Eligibility Questionnaire (during registration).
2. All required application forms must be submitted by the deadline. *Late or incomplete applications will not be accepted.*
3. Proposed services or supports relate to I/DD. **How will they improve the quality of life for persons with I/DD?**
4. Application must include evidence that other funding sources are not available to support this program or have been maximized. This is especially important in 2023, as federal and state opportunities may apply to projects currently supported only by local funding.
5. Application must demonstrate coordination with providers of similar or related services. Interagency agreements should be referenced. Evidence of interagency referral process is preferred, as this expands the service system's reach, respects client choice, and reduces risk of overservice to a few.



6. Application must describe planning for continuation of services during a public health emergency. Programs should build on successes with technology and virtual platforms, with training and access for direct staff and people served.

## **Assessed Needs of Champaign County Residents:**

From Illinois Department of Human Services – Division of Developmental Disabilities “Prioritization of Urgency or Needs for Services (PUNS) Summary by County and Selection Detail” for July 14, 2021:

- Of 356 **Supports Needed**, the most frequently identified are Personal Support, Behavioral Supports, Speech Therapy, Other Individual Supports, Occupational Therapy, Assistive Technology, Physical Therapy, 24-hour Respite, Adaptations to Home or Vehicle, Intermittent Nursing Services in the Home (in rank order).
- 321 people identified the need for **Transportation** Support.
- 243 people identified the need for **Vocational** or Other Structured Activities, preferring (in order) Support to work in the community, Support to engage in work/activities in a disability setting, Support to work at home, and Attendance at activity center for seniors.
- 65 people are waiting for Out-of-home **residential services** with less than 24-hour supports, and 45 are seeking 24-hour residential.

A year-end report prepared for the CCDDDB by the Champaign County Regional Planning Commission Independent Service Coordination unit aggregates results of additional questions asked of those enrolling in or updating PUNS information. PY2021 responses show that people are most interested in going out to recreation/sports events, eating out, zoo/aquariums, parks, and movies. Recreational/social activities are affordable in our county under ‘normal’ circumstances, and some work well in online platforms.

Quotes from Community Needs Assessment focus group participants:

Social interaction missing, beyond skill streaming. I never had a mentor growing up in school. I now mentor a student in high school. I’ve always struggled with social interactions with teachers and friends who don’t understand how I understand things. I still struggle with interactions with people, being able to recruit people for important things, like encouraging people to get involved with leadership and advocacy.

- *Community Choices Leadership & Advocacy Co-facilitator*

I live with parents on a farm. I like it, and it works for now. I am concerned that other people might not have as good of a situation as other people, and they may have been forgotten about.

Transportation – not as easy for others living in the country, the weather is also an issue. Do those people have enough food, heating? Technology concerns – iPhones or laptops to facilitate communication purposes – training on Zoom, email, etc. Home living supports – training for daily living or in need of an aide. Having access to technology and internet in rural areas is a problem.

- *Community Choices and DSC Participant*

## **2023 I/DD Special Initiatives Fund Priorities:**

***PRIORITY: Strengthening the DSP Workforce.***

**An agency which employs DSPs could provide additional payments to them, for the purpose of retention over a specific period of time or as incentive for completing accredited training or certification programs beyond those required by the State for these employees.**

Payments could be made through the employer to DSPs who work in Champaign County with people who have I/DD and complex support needs. With waiver of specific organizational eligibility requirements, this funding could be available to all organizations currently providing DSP services to Champaign County residents. For example, an employer of DSPs serving residents might be eligible due to non-profit or governmental status and relevant licensure with IDHS but ineligible by having no business office in Champaign County or no board member who resides in Champaign County. An employer of DSPs might meet those requirements but be a for-profit company without a community advisory board. Waivers of each requirement would allow them each to offer incentive payments to DSPs, stabilizing the workforce which serves County residents who have qualifying I/DD.

**Whether it employs DSPs or not, an I/DD agency could offer locally relevant high-quality trainings or could engage with existing accredited training or certification programs beyond those required by the State.**

The contract might cover the costs associated with development and staging of training opportunities or for securing and staging these through an accredited source such as the College of Direct Support or the National Association of Direct Support Professionals. The audience for these trainings and certifications could be any staff who work with Champaign County residents who have I/DD and complex support needs. If a contract is reimbursement-based, with fees for each training-related activity identified, and if the organization proposing such a program is a small support network in good standing as a result of the previous year independent CPA report, the requirement for an audit or review or compilation could be waived.

Financial and programmatic reports could be semi-annual.

***PRIORITY: Individual Supports to Underserved People.***

**Fully eligible organizations could purchase specific assistance or specialized treatment for people who have I/DD and complex support needs, especially those unable to secure services locally.**

An agency knowledgeable of IDHS-DDD rules could identify eligible persons who are not receiving services through state or county funding and could work with these individuals and their families on preferences and needs, identifying and purchasing **short-term supports and specific assistance** not available to them through other means. The structure of the 2019 CCDDDB mini-grant process offers a starting point, namely an individual application form, per person cost limits, and follow up survey. *These sample documents are on pages 49 to 56 of the July 20 board packet available here - [https://www.co.champaign.il.us/mhbddb/agendas/ddb/2022/220720\\_Meeting/220720\\_Agneda.pdf](https://www.co.champaign.il.us/mhbddb/agendas/ddb/2022/220720_Meeting/220720_Agneda.pdf) - or upon request from CCDDDB/CCMHB staff.* Purchases could include devices and software needed for virtual access. A contract to fund such a project could be grant or reimbursement-based. In either case, the contracted organization would document eligibility and need and

make purchases on behalf of individuals. Waiver of a current requirement would not be necessary.

**Of interest are virtual access trainings for people with I/DD and the staff or natural supporters who assist them. An I/DD agency could offer high-quality trainings on how to use devices and programs for virtual access and use.**

The contract might cover the costs associated with development and staging of training opportunities or for securing and staging these through a qualified trainer. The audience for these trainings would be Champaign County residents who have I/DD and any staff, family, or other natural supporters who assist these qualifying residents with virtual access and use. If the contract is reimbursement-based, with fees for each activity identified, a small support network in good standing as a result of the previous year independent CPA report could have the requirement for audit or review or compilation waived.

Financial and programmatic reports could be semi-annual.

***PRIORITY: Community Education and Advocacy.***

**An I/DD agency may host community awareness events and anti-stigma efforts to help ensure a more inclusive community, which can reduce people's reliance on formal services.**

Small family support networks, whether currently registered or not, which are in good standing due to the previous year independent CPA report, are especially well-suited to carry out these valuable community-wide activities which indirectly benefit underserved eligible individuals and their families. Contracts could be fee for service/purchase of service-based to reimburse these organizations for the costs of community awareness and educational events or similar, whenever the focus is on I/DD. An annual limit of \$15,000 per support network is suggested.

Financial and programmatic reporting requirements could be semi-annual, and the audit/review/compilation requirement waived.

***PRIORITY: Housing Supports.***

**Echoing a CCDDDB PY2023 priority, this category could fund creative supports made available to Champaign County residents with I/DD and complex service needs, to secure or maintain appropriate living arrangements.**

A fully-eligible I/DD organization might offer one-time assistance or short-term service to qualifying persons who do not have appropriate housing but could live independently due to having the ongoing supports they need and choose. A contract could be grant or reimbursement-based. No waiver of requirement is necessary.

Financial and programmatic reports could be semi-annual.

## **Comparison with CCDDDB PY2023 Priorities:**

The priorities categories listed above for CILA 2023 have a relationship to PY2023 CCDDDB priority categories and to gaps not yet filled:

### Priority: Self-Advocacy

Nationally most care is provided by family, friends, and community rather than by the formal service system. In addition, parents and self-advocates improve the formal system and non-traditional resources and raise awareness of disabilities and of how the system works or fails. *No applications were submitted to address this category in PY2023.*

### Priority: Home Life

People who have disabilities should have options for housing of their choice, in their own communities, with people they choose, and with supports appropriate to their needs and preferences. Individualized supports may include: assistance for finding, securing, and maintaining a home... creative approaches for those who qualify for but do not receive these services. *While some PY2023 programs offer a related direct service, other types of support may be helpful.*

### Priority: Personal Life and Resilience

Delivered in the least segregated environments and selected by the person, supports for personal success and resilience are across a broad range: assistive and/or adaptive technology and other accessibility supports; training in how to use technology, including electronic devices, apps, virtual meeting platforms, social media, Internet access, and online

privacy/security... *While some PY2023 programs offer a related direct service, the two categories listed here were not specifically addressed.*

#### Priority: Strengthening the I/DD Workforce

To address this long-standing, deepening existential threat to the I/DD system, agencies may propose strategies to strengthen and stabilize the workforce, with an immediate focus on those direct support professionals performing “essential” services. Such strategies would strive to maintain the current service capacity, improve workforce knowledge of technology access and use for the benefit of those with whom they work, and allow it to grow to meet the needs of all eligible residents of Champaign County. Agencies may collaborate on a joint application proposing system-wide solutions. *One agency program for PY2023 and PY2024 takes this on; parts of the approach could be made available to all employers of DSPs or to all who work with people with I/DD and complex needs.*

### **Overarching Considerations:**

#### Underserved/Underrepresented Populations and Countywide Access

Proposals for funding should describe how the program will promote access for historically underinvested populations. Members of these groups, people living in rural areas, and those with limited English language proficiency should have access to supports and services; engagement strategies should be identified which overcome barriers related to stigma and infrastructure. An application includes the organization’s Cultural and Linguistic Competence Plan (CLCP). The online system includes a CLCP template consistent with requirements of Illinois Department of Human Services and using National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care (CLAS Standards.)

#### Inclusion, Integration, and Anti-Stigma

Applications should promote the fullest possible community integration, including in digital spaces. People are most safe when they have routine contacts with other people, whether co-workers, neighbors, members of a faith community, acquaintances at fitness or recreation centers, or social clubs/networks. Community involvement helps decrease stigma. Stigma limits people’s participation, inhibits economic self-sufficiency, and increases vulnerability. It may even be a driver of declining State and Federal support for community-based services. Stigma harms communities and individuals, especially those who are underserved or underrepresented due to sexuality, gender, race, ethnicity,

immigrant/refugee/asylee status, preferred or first language, or disability. The CCDDDB and CCMHB have an interest in building community awareness and inclusion. Fullest inclusion aligns with standards established by Home and Community Based Services, Workforce Innovation and Opportunity, and the Americans with Disabilities Act.

### Outcomes

Applications should identify measures of access for eligible people and of the outcomes resulting from participation, along with targets, timeframes, and measurement tools for each. Simple outcomes are appropriate. The Council on Quality and Leadership and the National Core Indicators both focus on:

- *Personal Outcomes* – improve people’s positive **relationships**, increase personal **satisfaction**, allow them to exercise **choice** in decisions made about/for/with them, support **self-determination**, support real **work**, and increase people’s **inclusion** in their community.
- *Family Outcomes* - support **involvement** of family members of people who have I/DD, offer them opportunities for **connection**, reliable resources for **information, planning, access, and support**, give them **choice and control**, and maximize **satisfaction**.

### Coordinated System

Toward a more inclusive, efficient, and effective local system, applications should include evidence of collaboration and should acknowledge other resources and how they are linked. The CCDDDB and CCMHB value partnership and collaboration, not only to avoid overserving and overspending but also to reach our least connected residents. Of interest are: combined efforts of providers and schools, support groups, hospitals, advocates, etc.; a commitment to updating information in resource directories and databases; participation in trainings, workshops, or council meetings with other providers of similar services; and partnerships which go further to make sure that all who have a need are reached and that those needs are met. While the CCDDDB cannot pay for services which are covered under the School Code or are the responsibility of other service systems (e.g., medical, law enforcement, justice system), activities may include collaborative planning, linkage, training, and similar as appropriate to the proposed service and people to be served. Written working agreements should include details of coordinated services, referral relationships, and other

partnerships. Applications for funding should acknowledge these relationships.

A joint application may be submitted by two or more agencies proposing supports consistent with their shared mission. This could include shared infrastructure (physical, data systems, professional services, etc.) to achieve organizations' common goals and improve administrative functions, such as bookkeeping and reporting. Another area appropriate for collaboration would be a joint application proposing strategies to stabilize the direct support workforce. An application might also propose to coordinate internet access and use efforts with other local broadband infrastructure projects, to increase the efficiency and effectiveness of all.

#### Budget and Program Connectedness

Applications include a Budget Narrative which should explain the relationship between anticipated costs and program components. Clarity about what the Boards are buying includes the relevance of all expenses, direct and indirect. Per Funding Guidelines, calculation and rationale should be explicit as to the relationship between each expense and the value of the program. Programs offering services billable to Medicaid or other insurance should identify non-billable activities for which the costs may be charged to the CCDDDB/CCMHB. While these funds should not pay for services or supports billable to another payor, the Board has an interest in programs taking advantage of multiple resources, to secure long-term sustainability, mitigate underlying causes of the need for service, and ensure that CCDDDB and CCMHB funding does not supplant other public funding.

#### Person Centered Planning (PCP)

Everyone who participates in a program should have the opportunity to direct their services and supports. **The Person-Centered process** seeks a balance between what is important TO a person and what is important FOR a person. This includes strengths, preferences, clinical and support needs, and the person's desired outcomes. CCDDDB/CCMHB funding should be associated with people rather than programs. All services and supports should be documented in a plan directed by the person and consistent with Illinois Department of Human Services – Division of Developmental Disabilities' guidelines for PCP.

In a self-determined, integrated system:

- *people control their day*, what they do and where, and with whom they interact;



- *people build connections* to their community as they choose, for work, play, learning, and more, in the same places and times used by other community members;
- *people create and use networks of support* consisting of friends, family, community members with similar interests, and allies/associates they choose; and
- *people advocate for themselves*, make informed choices, control their own service plans, and pursue their own aims.

Applications should describe how the proposed activities relate to what people have indicated that they want and need. Program activities will be reported at least semi-annually, along with data on individuals served.

### Added Value and Uniqueness

Applications should identify specific, even unique, features of the approach, the staff, and the funding mix.

- Approach/Methods/Innovation: cite any relevant recommended, promising, evidence-based, or evidence-informed practice and address fidelity to the model for the proposed services/supports. In the absence of such an approach to meet the community need, describe the innovative approach, including method of evaluation.
- Staff Credentials: highlight credentials and specialized training.
- Resource Leveraging: describe approaches which amplify CCDDDB and CCMHB resources: state, federal, or local funding; volunteer or student support; community collaborations. If CCDDDB/CCMHB funds are to be used to meet a match requirement, reference the funder requiring this match and identify the match amount in the Budget Narrative.

## **Process Considerations:**

Priority areas and overarching considerations will be used as discriminating factors which influence final allocation decision recommendations. The CCDDDB and CCMHB use an online system for agencies applying for funding. An agency must complete the one-time registration process, including an organizational eligibility questionnaire, before receiving access to online application forms.

Criteria described in this memorandum are to be used as guidance by the Boards in assessing applications for funding. They are not the sole considerations in final funding decisions. Other considerations include the judgment of the Boards and staff, evidence of the provider's ability to

implement the services proposed, the soundness of the proposed methodology, and the administrative and fiscal capacity of the agency. Further, to be eligible to receive CCDDDB/CCMHB CILA Project funds, applications must reflect the Boards' stated goals, objectives, operating principles, and public policy positions; downloadable versions of these Board documents are available on the public page of the online application and reporting system, at <https://ccmhddbrds.org>.

Final decisions rest with the CCDDDB and CCMHB and their judgment concerning the most appropriate and effective use of the CILA Project fund, based on assessment of community needs and alignment with decision support criteria. The nature and scope of applications may vary widely and may include treatment and early intervention models. A numerical rating/selection methodology is not relevant or feasible. Our focus is on what constitutes a best value to the community, in the service of those who have I/DD and is therefore based on a combination of cost and non-cost factors, reflecting an integrated assessment of the merits of applications using criteria and priorities approved by the CCDDDB and CCMHB. If applications are not responsive to the criteria and priorities described in this memorandum, the CCDDDB and CCMHB may choose to set aside funding to support RFPs with prescriptive specifications to address them. In that event, the CCDDDB and CCMHB may also seek out qualified organizations to develop contracts addressing the relevant priority area.

#### Caveats and Application Process Requirements:

- Submission of an application does not commit the CCDDDB/CCMHB to award a contract or to pay any costs incurred in the application preparation or to pay for any other costs incurred prior to the execution of a formal contract.
- During the application period and pending staff availability, technical assistance will be limited to process questions concerning the use of the online registration and application system, application forms, budget forms, application instructions, and CCDDDB/CCMHB Funding Guidelines. Support is also available for CLC planning.
- Applications with excessive information beyond the scope of the application format will not be reviewed and may be disqualified from consideration.
- Letters of support are not considered in the allocation and selection process. Written working agreements with other agencies providing

similar services should be referenced in the application and available for review upon request.

- The CCDDDB and CCMHB retain the right to accept or reject any application, or to refrain from making an award, when such action is deemed to be in the best interest of the CCDDDB and CCMHB and residents of Champaign County.
- The CCDDDB and CCMHB reserve the right to vary the provisions set forth herein at any time prior to the execution of a contract where the CCDDDB and CCMHB deem such variances to be in the best interest of the CCDDDB, CCMHB, and/or residents of Champaign County.
- Submitted applications become the property of the CCDDDB and CCMHB and, as such, are public documents that may be copied and made available upon request after allocation decisions have been made and contracts executed. Submitted materials will not be returned.
- The CCDDDB and CCMHB reserve the right, but are under no obligation, to negotiate an extension of any contract funded under this allocation process for up to a period not to exceed two years, with or without an increased procurement.
- If selected for contract negotiation, an applicant may be required to prepare and submit additional information prior to final contract execution, to reach terms for the provision of services agreeable to both parties. Failure to submit required information may result in disallowance or cancellation of contract award.
- The execution of final contracts resultant of this application process is dependent upon the availability of adequate funds and the needs of the CCDDDB and CCMHB.
- The CCDDDB and CCMHB reserve the right to further define and add application components as needed. Applicants selected as responsive to the intent of this online application process will be given equal opportunity to update proposals for the newly identified components.
- To be considered, proposals must be complete, received on time, and responsive to the application instructions. Late or incomplete applications will be rejected.
- If selected for funding, the contents of a successful application will be developed into a formal contract. Failure to accept these obligations can result in cancellation of the award for contract. The CCDDDB and CCMHB reserve the right to withdraw or reduce the

amount of an award if the application has misrepresented the applicant's ability to perform.

- The CCDDB and CCMHB reserve the right to negotiate the final terms of any or all contracts with the selected applicant, and any such terms negotiated as a result of this process may be renegotiated and/or amended in order to meet the needs of Champaign County. The CCDDB and CCMHB reserve the right to require the submission of any revision to the application which results from negotiations conducted.
- The CCDDB and CCMHB reserve the right to contact any individual, agency, or employee listed in the application or to contact others who may have experience and/or knowledge of the applicant's relevant performance and/or qualifications.

## **Decision Section:**

Motion to approve the **I/DD Special Initiatives** (formerly CILA Facilities) Fund 2023 Allocation Priorities and Decision Support Criteria as described in this memorandum.

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Modified
- \_\_\_\_\_ Additional Information Needed