



eXplore eRecycling:

Sustainability Efforts in The Arc
Network

**BIDDER'S WEBINAR: QUESTIONS & ANSWERS
REGARDING THE RFP**

GRANT INTENTS AND OBJECTIVES

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What types of employment positions does this funding support? Can people with I/DD work as volunteers or interns in e-recycling programs?

The initiative's objective is to employ individuals with I/DD (part time or full time) at a wage appropriate to their position and job duties. This wage cannot be lower than minimum wage. Individuals should be considered for employment in all aspects of the business.

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What do you mean when you say “competitive wages?”

Competitive wages mean that all employees will receive wages that are similar to the wages received by others who hold similar positions in the e-recycling industry. Sometimes, people with I/DD do not receive wages that are competitive. Sub-grantees that will be selected for this grant must pay all employees competitive wages that are established **at least** at minimum wage.

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How do I know what minimum wage is in my state?

Additional information regarding the minimum wage in specific states is available on the Department of Labor's website

(<http://www.dol.gov/whd/minwage/america.htm>).

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What is inclusive, community-based employment?

An integrated (employing both individuals with and without disabilities) work environment that is typical to that kind of work.

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What do you mean by including people with I/DD to the fullest extent possible?

Employees with I/DD should be fully integrated in to all aspects of the e-recycling program and working in the area best suited for their skill set and interests.

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How do I find out what is a typical setting for electronic waste management and e-recycling businesses?

We would suggest contacting existing e-recycling businesses in the community.

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If work is typically completed in a factory setting, would community-based employment mean that people with I/DD cannot be included in this factory setting, particularly if this setting is employing mostly people with I/DD?

No. If the factory is inclusive (meaning that it employs both individuals with and without disabilities) and this is the typical setting where this work occurs, then this would be considered both inclusive and community-based.

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What do you mean by “providing support for inclusive, community-based employment?”

The support given to individuals working in inclusive, community-based settings will vary based on the needs of each individual. It will be important to work with each individual in figuring out what assistance and/or accommodations (if any) an individual may need to successfully complete work tasks.

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What is a Peer Learning Community and what does it mean to my potential project?

A peer learning community is a series of learning opportunities. It allows participants (in this instance; all sub-grantees) to share and learn from each other, but also from experts in the e-recycling/disability/employment fields.

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**What elements are included in the peer learning community?
How does this fit in with the grant and/or proposal?**

Learning opportunities offered to sub-grantees will include (but not be limited to): Webinars, Teleconferences, Videoconferences, Discussion Groups/Message Boards, and In-Person meetings.

All grantees are required to participate in the peer learning community.

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What types of capacity-building and expertise do you envision creating?

An objective of this initiative is to establish best practices and models to be used both in the e-recycling field and other fields as they relate to employment of individuals with I/DD. An Expert Advisory Committee composed of experts in the e-recycling industry and employment/disability sectors will be created to assist in this purpose.

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Can we include issues pertaining to the Americans with Disabilities Act as a secondary focus or element of the proposal?

While issues relating to the Americans with Disabilities Act can be addressed in developing a business plan, it should not be the primary objective of the business plan and proposal.

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Are there any regulations or standards we should be particularly focused on during this proposal?

Your project must comply with all and any state/federal health and safety regulations as they relate to the work of the employees. This includes any training or certification mandatory for employees who may be handling dangerous/toxic materials.

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How do I find out what OSHA, federal or state laws or regulatory standards apply?

Additional information regarding relative laws, regulations, and standards are available on the following websites:

<http://www.osha.gov>

<http://www.electronicstakeback.com>

<http://www.epa.gov/epawaste>

<http://www.electronicrecycling.org>

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WHAT WE KNOW

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What is electronic waste management or e-recycling?

E-recycling is any process by which discarded electronic devices (such as computers, cell phones, televisions) that would otherwise become hazardous waste are collected, separated, and processed to be returned to use in the form of raw materials or products.

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What do you mean by increasing “material recovery options” used in the field?

The phrase “material recovery options” as used in the RFP relates specifically to a need in increasing collection methods of e-waste materials to be dismantled, reused/refurbished, or shredded.

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What do you mean by “models” of e-recycling efforts that will be explored?

We will be looking at established e-recycling and e-waste management businesses and programs to identify best practices. We will combine these findings with additional research and expertise garnered from the Expert Advisory Committee.

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TARGET POPULATION

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With regards to cultural and ethnic diversity, to what extent will this aspect influence the judgment of proposals? Will applicants that serve communities without significant diversity be penalized?

We recognize that some areas have less diversity in their population areas. We are asking that individuals employed in this project are representative of the population at large served by your Chapter.

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STRATEGIES TO CONSIDER

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To what extent will any of these additional considerations impact the granting of funds? Do they all have equal weight, or will greater consideration be given to those who use one particular or a combination of suggestions?

There are no specific guidelines established in how these additional considerations will impact the granting of funds. Each application will be assessed individually, factoring in how these additional considerations are lending themselves to the meeting the project's objectives and goals.

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APPLICANT QUALIFICATIONS

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Who can apply for this grant?

Only Chapters of The Arc in good standing can apply for this RFP.

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What does it mean to be a Chapter of The Arc in “good standing”? How will I know if I am in good standing?

A Chapter of The Arc in good standing is up to date in payment of national dues. If you are unsure, please contact chaptersupport@thearc.org.

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Do I need to have a history in recycling or experience in electronic waste recycling? Could I still apply if I do not have this experience?

Applicants new to the field of e-recycling are welcomed.

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Are these qualifications required or highly suggested? Can I still apply if I only partially meet a qualification?

All qualifications are required.

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ATTENTION ALL APPLICANTS

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When should the Notification of Intent to Apply be *received* at The Arc office? How should this be submitted?

Notification of Intent to Apply should be received ***by April 11, 2012***. It should be submitted by mail (United States Postal Service, Fed Ex, UPS, etc.) or hand delivered. Electronic submissions (fax or e-mail) will not be accepted.

Note: Failure to submit this notification will not preclude you from submitting an application.

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Is there a possibility for more funding than \$27,000 this year?

No, not currently since this is a one-year grant. However, we will keep everyone notified of any possible funding options in the future through Fusion, The Arc's official Chapter newsletter.

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What are matching funds? Do they need to be secured by the time of proposal?

Matching funds are cash or in-kind contributions from any other source outside of this grant. Matching funds do not need to be secured at the time of proposal but should be reflected in the submitted budget along with potential sources identified.

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What are examples of in-kind contributions? Can we include volunteers as in-kind work?

An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions include staff time, services, materials, and volunteer work.

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Can we email or fax grant applications?

No. Grant applications should be submitted by mail (United States Postal Service, Fed Ex, UPS, etc.) or hand delivered to The Arc office. Electronic submissions (fax or e-mail) will not be accepted.

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Will there be a grace period to accept the grants? If I submit this application to arrive in the office on Monday, April 30, 2012, at 9:00 am (EST), would it still be accepted?

No. All applications **must** be received by Friday, April 27, 2012 at 5:00 pm (EST).

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Is it possible to get a written/verbal notice from The Arc staff that my application has been received?

The Arc staff will not issue written or verbal notices upon receiving applications. Delivery confirmation services are available through most shipping/mailing businesses.

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A SUCCESSFUL APPLICANT WILL

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What should I include in my business plan?

The essential elements of your business plan should include, but may not be limited to (1) an overview of your organization's strategic plan and how the project relates, (2) how your business is structured as well as procedures for project management, (3) a marketing plan, and (4) a plan for sustainability.

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How do I know if the accommodations to be provided to individuals employed through the project are effective?

Sub-grantees will need to consult with their employees that request accommodations to clarify needs, identify accommodations, and evaluate accommodations periodically to ensure that accommodations are effectively supporting employees.

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How do I know what is a goal vs. an indicator vs. a strategy vs. a performance measure?

For this RFP the terms are defined as meaning:

Goals are conditions of well-being for individuals with intellectual and other developmental disabilities as well as stakeholders.

Indicators are measures which help quantify the achievement of a goal.

Strategies are coherent collections of actions, by many partners and collaborators, which have a reasoned chance of improving outcomes.

Performance Measures are measures of how well public and private programs and agencies are working. The most important performance measures tell us whether individuals with I/DD, stakeholders, etc. are better off.

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How can I tell if the goals, strategies, and/or action steps are measurable?

Additional information regarding performance measurement can be found at:

<http://www.raguide.org/PDF%20and%20document%20files/RapaComplete.pdf>

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DEADLINES:

**Submit Notification of Intent to Apply by
April 11, 2012**

**Grant applications must be received by 5:00
PM EST, Friday, April 27, 2012**

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