

DVR Project Proposal Guidelines

In addition to assuring that the project complies with the “DVR Parameters for Collaborative Partnerships”, please utilize the following guidelines for submission of a project for consideration. All projects will be reviewed individually and may be declined if funding or other VR program priorities do not allow for investment in the project. Once a proposal has been received, notification of approval, modification request or denial will be issued within 20 business days.

Title: Provide a title for project.

Background: Provide a short description outlining the history and background that has led to the proposal. Please include if this is a continuation of a project initiated elsewhere and the timeframe and nature of the original project. A project that was initiated for a purpose other than vocational rehabilitation services leading to an employment outcome, will need to be substantially modified to meet the regulatory goals and priorities of DVR.

Definitions: Define terminology used in the project proposal if not commonly understood.

Purpose/Need: Explain what the project is intending to accomplish:

- Identify the employment related need.
- Explain what is changing from regular vocational rehabilitation service practice.
- Explain why this proposal/project is an innovation or expansion of vocational rehabilitation service.
- Include local or state labor market information relative to the employment outcome, if the proposal includes specific occupational training or preparation.

Participants: Provide a description of who is involved, including:

- Provider staff, staffing numbers, job titles and roles;
- DVR staff;
- Team members;
- Employers;
- Outside stakeholders;
- Other agencies;
- Other funding sources; and,
- Specific consumer populations and specify whether intended service group is an underserved population identified in DVR State Plan.

Start and end dates: Include dates for the time span of the project and milestones for project activities and outcomes.

Activities

Include:

- Specific service activity elements;
- Description of items produced;
- Timelines for deliverables and the anticipated process leading to employment outcomes;
- Role of DVR staff, DVR consumers or other DVR resources;
- Geographical scope of the project; and,
- Description of baseline and expected results.

Budget: Provide a detailed budget (See Attachment).

Include:

- A narrative in support of the budget and include cost projections, and cost neutral or cost savings anticipated; and,
- Information about other collaborative funding sources and commitments.

Measurable Data including baseline information: Provide baseline data and measurements to be used to increase measure the quality of the service delivered and employment outcomes.

Measurements to consider may include:

- Service time;
- Employment attachment;
- Wages; and,
- Service quality.

If comparative data to establish baseline data is required from DVR request the data prior to submitting the proposal.

Reporting: Describe the reporting for the project.

Include:

- Measurable results to be reported on a regular basis;
- A reporting timeframe;
- Description of anecdotal or narrative results, including consumer based vignettes if used in addition to quantifiable measures; and,
- How modifications of the project will be identified and implemented, if needed to achieve the project outcomes.

Other: Include forms, graphs, timelines, flow charts or other materials to graphically explain the project and to illustrate activities.

Other elements may be requested by DVR depending on the nature of the proposal.