



DENVER

HUMAN SERVICES

Intellectual and Developmental Disabilities Equitable Access to Services (IDDEAS) Mill Levy Program

Vital Opportunities for Inclusion, Choice, Empowerment, and Self-Advocacy (VOICES) 2026

Request for Mini Grant Applications (RFMGA)

NO. FS/CA/IDDEAS_VOICES_2026

4.24.2026

Denver Human Services

1200 Federal Blvd. | Denver, CO 80204 | www.denvergov.org/humanservices
General Assistance: 720-944-4DHS (4347) | Report Child Abuse: 1-844-CO-4-KIDS

311 | DENVERGOV.ORG | DENVER 8 TV

Notice of Request for Mini Grant Applications
City and County of Denver
Denver Human Services
Aging and Independence Division / IDDEAS Mill Levy Program

IDDEAS – VOICES Mini Grants

Denver, Colorado

April 24, 2026

The City and County of Denver (City), through the Intellectual and Developmental Disabilities Equitable Access to Services (IDDEAS) Mill Levy Program, is seeking applications from qualified individuals, agencies, and organizations (with a limit of one (1) application submission per applicant/entity) for mini-grant funding between \$5,000 and up to **\$40,000** per award to create a more vibrant and inclusive Denver. The goal of the VOICES mini-grant funding is to create opportunities for residents with intellectual and developmental disabilities (I/DD) or developmental delay to participate meaningfully in community life, with a special emphasis on those from underrepresented communities.

The total funding available for award through this Request for Mini Grant Applications (RFMGA) is not to exceed **\$200,000**. The City intends to execute mini grant contracts with one or more applicants and reserves the right to negotiate all final mini grant amounts. Awards will not exceed \$40,000 per recipient. The anticipated mini grant contract term is **September 1, 2026**, through **August 31, 2027**.

Applicants are required to follow the guidelines and instructions contained in this RFMGA. If you are unable to download the RFMGA documents, please contact Denver Human Services (DHS) Contract Administrator, Britt Richardson, E-mail: Brittany.Richardson@denvergov.org or DHS_Contracting_Services@Denvergov.org.

Applicants must **ONLY** rely on documents provided on the Submittable platform, on the IDDEAS website, or directly from the DHS Contract Administrator.

DHS Submittable website: <https://denver-dhs.submittable.com/submit>

Only applications that are received by the due date/time and which meet the minimum qualifications as described in the complete RFMGA packet will be evaluated.

Applications are due by 4:00 P.M. Mountain Time on May 22, 2026. All applications must be received on or before the deadline on Submittable.

Solicitation Schedule

Milestone	Details	Date
RFMGA Released	The RFMGA packet may be obtained electronically by visiting https://denver-dhs.submittable.com/submit . All applicants must register on Submittable to access the packet. There is no cost to register on the Submittable website.	April 24, 2026
Information Session	Virtual pre-submission information session offered publicly to all interested potential applicants. Link to register for the information session on Zoom: https://denvergov.org.zoom.us/meeting/register/yLgal1msTtSvXSRNMXhkNg	May 6, 2026 @ 1:00 P.M. Mountain Time
Written Questions Due Date	All questions must be submitted by email to DHS_Contracting_Services@Denvergov.org . <ul style="list-style-type: none"> The email subject line must include “VOICES Mini Grant Question” The body of the email must include the potential applicant’s name, organization, telephone number, and email address. DHS will not accept questions after this date.	May 8, 2026
City Response to Questions	Questions and answers will be posted by DHS as an attachment on Submittable, which makes City responses to questions equally available to all applicants.	May 12, 2026
Application Due Date	Completed applications must be submitted electronically through Submittable (https://denver-dhs.submittable.com/submit) on or before the application due date.	May 22, 2026 @ 4:00 P.M. Mountain Time
Application Reviews	Technical Review and Review Committee activities completed for all applications received.	July 10, 2026
Notice of Award (tentative)	Applications selected for award will receive award notices from DHS by email or Submittable.	July 10, 2026

Milestone	Details	Date
Estimated Contract Start Date	Following mini grant contract negotiations with awarded recipient(s), the final mini grant contract(s) will be processed and executed.	September 1, 2026

City RFMGA Contact:
Britt Richardson, Contract Administrator Denver Human Services 1200 Federal Blvd. Denver, CO 80204 E-mail: DHS_Contracting_Services@Denvergov.org or Brittany.Richardson@Denvergov.org

Information Session

Interested potential applicants can attend the public pre-submission information session virtually on Zoom. The information session will be documented to ensure an accurate record of all questions and DHS responses. All Q&A from the information session will be captured in writing and posted to Submittable no later than the City’s date to respond to questions listed in the Solicitation Schedule above.

Accessibility

Contact the City’s Deaf and Hard of Hearing Services team to request ADA accommodation for the information session. Sign language interpreters and real-time captioning via CART are available upon request with at least three (3) business days’ notice prior to the meeting. To request this service, please email deafhhservices@denvergov.org.

For other public accommodation requests/concerns related to a disability, please email DisabilityAccess@denvergov.org.

Table of Contents

I. Public Purpose and Mini Grant Overview	5
II. Organizational Eligibility.....	7
III. Funding and Award Term.....	9
IV. Scope of Work	10
V. Administrative Requirements.....	11
VI. Application Response	12
VII. Evaluation, Selection, and Award Process	15
VIII. RFMGA Attachments.....	18

I. Public Purpose and Mini Grant Overview

A. Public Purpose Requirement

Mini grants issued by the City and County of Denver (the City) must include a description of the public purpose for which the mini grant is being used. The rules for mini grant contracts are defined in the City’s Executive Order 8 and City contract procedures. A public purpose has an objective of promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within a given political district. In this instance, a mini grant is a means of providing financial assistance via City funds to a non-city entity for the means of carrying out a public purpose authorized by a law of the City.

B. Public Purpose/Service Summary

Vital Opportunities for Inclusion, Choice, Empowerment, and Self-Advocacy (VOICES) mini grants are intended to provide funding to local non-city organizations to accomplish the public purpose of building a more vibrant and inclusive Denver by creating opportunities for residents with I/DD or developmental delay to participate meaningfully in their community, increase access to services, and elevate their voices. By doing this, the VOICES mini grant program aims to strengthen inclusivity, diversity, and connection for everyone in Denver.

Funded projects may include a variety of events, activities, classes, groups, and other innovative programs or projects that promote the well-being of people with intellectual and developmental disabilities (I/DD) or developmental delays by:

- Meeting and connecting with others in their communities;
- Exploring and celebrating all aspects of their personal identities including, but not limited to race, culture, gender, age, and sexuality, and supporting those with multiple, overlapping identities from underrepresented communities in Denver;
- Engaging in community organization and advocacy; or
- Improving ongoing access to services, resources, and public events and activities through accessibility, navigators, online tools/resources, etc.

Below are examples of programs or projects which could be eligible for a 2026 VOICES mini grant award:

- Employment and training for people with I/DD in various fields, providing trainees with new vocational skills they can use to contribute to Denver's workforce;
- Enhance early childhood learning centers in Denver by providing diverse and inclusive books and classroom materials that represent children and families with disabilities and other intersectional identities, to foster acceptance and understanding among all children, and help young children with a disability/delay feel more welcome and included in the classroom;
- Creation of peer mentorship workshops for youth with I/DD and other identities, creating more safe and inclusive spaces throughout Denver; and
- Enhancement/development of systems and tools to help people with I/DD or developmental delay access services and resources.

C. Background

The Denver Human Services IDDEAS Mill Levy Program

Denver Human Services' (DHS) mission is to compassionately serve Denver residents by connecting them to basic needs, protective services, and community supports to improve their well-being. DHS envisions a healthy community where people are connected, supported, safe and well.

The Intellectual and Developmental Disabilities Equitable Access to Services (IDDEAS) Mill Levy Program is part of DHS. The IDDEAS Mill Levy Program manages a local tax fund dedicated to services and supports for Denver residents with I/DD or developmental delay. IDDEAS dollars improve the quality of life for Denver residents with I/DD or developmental delay across five pillars of services identified in partnership with community stakeholders: gaps in services, housing, inclusion, mental health, and technology. In 2025, 6,993 Denver residents with I/DD or developmental delay benefited from IDDEAS mill levy funded services and supports.

For more information on the DHS IDDEAS program, visit denvergov.org/IDDEAS.

Vital Opportunities for Inclusion, Choice, Empowerment, and Self-Advocacy (VOICES) 2026

The VOICES mini-grant program is based on positive community feedback for programs that promote community initiatives and inclusive programming and a 2023 recommendation from the [IDDEAS Advisory Council](#) to “**explore potential programs for empowerment, self-advocacy, identity, and choice for people with intellectual and developmental disabilities (I/DD) in various events, trainings, and other potential modes of inclusion.**” The VOICES mini grant program was first launched in October 2024, with funding awarded to ten recipients who ran programs from April 1, 2025 to March 31, 2026.

The mini grant program was created to help address the historical exclusion of people with I/DD from their communities and inequities in access to educational, employment, and enrichment activities. The program also seeks to create opportunities for people with I/DD to explore and understand different aspects of their identity (such as their race, gender, or sexuality) that intersect with their identity as a person with a disability.

Denver thrives because of its many cultures and diverse community members that reside here. Everyone - including people with intellectual and developmental disabilities - should have access to the services and supports they need, feel included and valued in their communities, and be empowered to embrace all aspects of their identities.

D. Outcome Goals

To build a more vibrant and inclusive Denver by creating opportunities for residents with I/DD or developmental delay to participate meaningfully in community life by:

- Increasing community-based opportunities and inclusion for Denver residents with I/DD or developmental delay.
- Providing opportunities for Denver residents with I/DD or developmental delay to build cultural and social connections based on diverse identities such as race, gender, sex, sexual orientation, and age.
- Developing a better understanding of, and become responsive to, the needs of the I/DD community by increasing opportunities for self-advocacy for community members with I/DD or developmental delay.
- Increasing awareness of, and access to, essential services, diverse spaces, and community resources for Denver residents with I/DD or developmental delay, with an emphasis on underrepresented communities.
- Informing and improving future funding opportunities through the collection of demographic data, outcome data, and feedback from participants in funded programs to enhance the City's understanding of the experiences and needs of Denver residents with I/DD or developmental delays and the communities they identify with.

II. Organizational Eligibility

A. Applications will be accepted from public, private non-profit, or private for-profit organizations, which meet at least one (1) of the following criteria:

- i. Individual;
- ii. Governmental entity;
- iii. Corporation, LLP, LLC, or other organization located, registered, and in good standing with the State of Colorado's Secretary of State Office; or
- iv. Foreign corporation, LLP, LLC, or other organization registered with and in good standing with State of Colorado's Secretary of State Office.

B. Good Standing with the State of Colorado

Applicants must be registered and in good standing with the State of Colorado's Secretary of State Office at the time of application and prior to executing a mini grant contract with the City. Proof of such standing is required prior to the start of the contracting process.

C. Unique Entity Identifier (UEI) number

If selected and prior to executing a contract with the City, applicants may be asked to register on www.SAM.gov and provide a Unique Entity Identifier (UEI) number.

D. Debarment, Suspension, and other Responsibility Matters

Following an award for a mini grant, the City shall require each awarded applicant to certify that it and its principals are not: debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal or state or local) transaction or contract under a public transaction; or in violation of federal or state antitrust statutes or are indicted for or otherwise criminally or civilly charged with a commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

E. Insurance Requirements

- i. Prior to executing a contract with the City, the selected applicant(s) will be required, **at their own expense**, to secure and deliver to the City a current Certificate of Insurance (COI) showing coverage for all required insurance prior to initiation and execution of any contractual agreement.
- ii. Attachment 2 outlines the base insurance coverage required for most City contracts.
- iii. Due in part to the vulnerable population(s) served by mini grants awarded through the VOICES program, additional insurance coverage may be required. The specific insurance requirements for an awarded applicant will be determined based on the scope of services provided by the awarded applicant and may include some or all of the following:
 - a. Sexual Abuse & Molestation
 - b. Cyber Liability
 - c. Workers' Compensation

III. Funding and Award Term

A. Solicitation Process

- i. It is the City's intent to encourage maximum competition and enter into a mini grant contract with the selected applicant(s) based upon the scope of services outlined within this application and any subsequent revision (if necessary) to the scope based upon negotiations for a mini grant contract.
- ii. Applications should demonstrate how the mini grant, if awarded, will enable the applicant(s) to meet the public purpose through the proposed service(s).
- iii. The City anticipates minimal refinement to the final scope of services during a mini grant contract development process.

B. Use of Government Funds

Mini grant awardees shall spend funds provided under a mini grant contract in a way that serves the public purpose stated in the RFMGA packet, honors the public trust, and is consistent with services as described in the resulting contract.

C. Mini Grant Funding

- i. City mini grant funding is required to be from a local funding source. Mini grants should not be used to award federal or state grant monies that the City receives, as required by Executive Order 8.
- ii. The local funding source must be confirmed by the City agency or department as allowed to be used for the purpose of the mini grant.
 - a. The funding source for this RFMGA is the Denver Developmental Disabilities Mill Levy Tax revenues (D.R.M.C. 53-550).
- iii. City mini grant funds are limited to use for a public purpose which meets the needs of the City and County of Denver and its communities therein.
- iv. Mini grant contracts shall serve the described public purpose on behalf of the residents of Denver.

D. Award Term and Specifications

- i. The mini grant contract term is for one (1) year, with an anticipated start date of September 1, 2026, and an anticipated end date of August 31, 2027.
- ii. Applicants have the opportunity to apply for awards between \$5,000 and \$40,000.
- iii. Mini grant funds for this contract shall be distributed in three (3) installments: 40% upon a fully executed contract, 40% on January 15, 2027 upon receipt of a complete progress report detailing completed work and outcomes to date, and 20% upon completion of the project and submission of a complete final aggregate report detailing all work and outcomes. Distribution of funds are contingent upon performance of the applicant during the contract term. The City may choose to delay payment or cancel installments, and/or terminate the mini grant agreement early if actions of the applicant are deemed incongruent with the outcomes of the project.

- a. This includes, but is not limited to, not serving the designated population, not performing in accordance with the public purpose, serving people primarily outside of the City, taking actions outside of the proposed scope that does not meet proposed outcome(s), or other deviations or inaction related to mini grant proposed timelines, responsibilities, or goals.
- iv. All mini grants and resulting mini grant contracts are contingent upon need and funding availability.
- v. Mini grants are considered a one-time grant opportunity and are unlikely to be amended for contract extensions.

IV. Scope of Work

As part of the application submission on Submittable, applicants must provide a detailed scope of work for the proposed project, identifying the “who”, “what”, “where”, and “how” of the project. If awarded, the applicant and the City will further develop the scope and incorporate it as an exhibit to the mini grant agreement before the contract is executed. The following must be addressed in the proposed scope of work:

A. Focus population(s)

The City is seeking to award mini grants to applicants that apply for the purpose of providing services to the Denver community and Denver residents with intellectual and developmental disability or developmental delays (as required by D.R.M.C. Section 53-550 and as detailed in the Rules Governing Implementation of the IDDEAS Program document, which can be found on the denvergov.org/IDDEAS website).

- i. Optional: Applicants may choose to identify one (1) or more demographic groups (i.e. older adults, immigrant communities, unhoused adults, etc.) which intersect with the primary focus population stated above as part of the mini grant application.

B. Services to be Provided

Applicants should explain the core components of their proposed services or project and critical requirements for service delivery. This may include but is not limited to the setting(s) of your services or project, resources, timeline, and major deliverables. Applicants should also consider including a high-level work plan or performance schedule with deliverable due dates, other important dates, and key milestones.

- i. **Trauma-Informed services.** Services as described in your scope of work shall be provided using a trauma-informed approach with an emphasis on harm reduction. When evaluating the mini grant applications, the City will prioritize applications that clearly demonstrate how the proposed services will be trauma-informed.

- ii. **Cultural Responsiveness.** Services as described in your scope of work shall be provided in a manner culturally appropriate and consistent with the City's commitment to equity values, which encompass inclusion, engagement, equitable programming, accountability, transparency, and the promotion of intersectional, inclusive, and accessible programs and strategies. When evaluating mini grant applications, the City will prioritize applications that clearly demonstrate how the proposed services will be culturally responsive.

C. Performance Measures (Key Performance Indicators)

The City aims to work collaboratively with the awarded applicant(s) to identify clear performance measures that will track outcomes and ensure the mini grant funds achieve their intended public purpose during the term of the mini grant agreement. The final set of measures and schedule for data collection will be agreed upon by the successful applicant and the City before the contract is finalized and may be adjusted over time as needed.

V. Administrative Requirements

A. Policies and Procedures

- i. Upon request and as relevant to the services to be provided, each applicant must provide to the City a current, dated copy of their organization's policies and procedures. City contract monitoring activities typically include monitoring to ensure each applicant is fulfilling their own policies and procedures.
- ii. The City may request the following policies and procedures as applicable:
 - Documentation Policies and Procedures
 - Client Intake and Client Income Verification Policies and Procedures
 - Performance Reporting Policies and Procedures
 - Human Resources Policies and Procedures
 - Nondiscrimination Policies
 - Grievance Policies and Procedures
 - Financial Policies and Procedures
 - Policies to Ensure Maximum Public Participation

B. Language Access

- i. Applicants shall identify in the mini grant application the methods by which their organization will reasonably ensure language access under the services proposed for their mini grant.
- ii. Upon becoming mini grant contractors with the City, applicants shall be expected to adhere to the spirit of the City and County of Denver's Executive Order 150, which is in place to ensure public-facing programs communicate effectively and equitably with residents who speak various languages through a reasonable provision of language access services.
 - a. Successful applicants will demonstrate an ability to meet the language needs of the population to be served as part of the public purpose of the mini grant.

C. Record-keeping

- i. Successful applicants will be responsible for proper record-keeping for all information related to the awarded mini grant services.
- ii. If an applicant's application is selected for award and a fully executed contract is in effect, the applicant's organization is responsible for record-keeping for all relevant service areas, including that the applicant shall:
 - a. Work collaboratively with City personnel to collect and retain all program information necessary to ensure compliance with the requirements of any applicable state or federal law and program regulations. This includes all service records (paper and automated).
 - b. Establish and maintain record-keeping policies in accordance with the requirements established by applicable federal and state law or as reasonably required by the City, including the City Auditor, concerning the provision of services and expenditure of City Funds, including, but not limited to, establishing and maintaining financial and performance records with respect to all matters covered by this contract in sufficient detail and in a manner sufficient to conform to generally accepted accounting principles so as to allow audit of the expenditure of City funds received by the applicant.
 - c. Retain such financial and performance records for a period of six (6) years from the date of final payment to the applicant under the contract.

VI. Application Response

- A. The RFMGA packet is designed to provide sufficient information for applicants to prepare and submit responses to the application questionnaire along with the required documents and/or attachments on Submittable. All responses should provide a straightforward, concise description of qualifications.
 - i. **Required Mini Grant Application Documents.** For an application to pass technical review, the following documents must be present and complete in the applicant's Submittable submission on or before the application due date:
 - a. If applicable, List of Board of Directors with occupations and affiliations of primary organization.
 - ii. **Additional Documentation Requested Upon Award.** Please be aware additional documentation shall be requested when an applicant is awarded in order to develop a mini grant contract with the City. Documents include:
 - a. W-9 (as furnished by the IRS for entities verifying the name, address, and tax identification number of a recipient of income);
 - b. City's Certification Regarding Debarment, Suspension and Other Responsibility Matters;
 - c. Current Certificate of Insurance; and
 - d. Non-discrimination statement and policy for primary organization and/or collaborative entities.

B. Diversity and Inclusiveness

- i. Diversity and inclusiveness are essential to the economic success of the City as they foster business growth, lead to innovation, increase the availability of a qualified workforce, enhance the workplace and lead to better outcomes for the residents of Denver. The City encourages inclusiveness and diversity in procurement and contracting.

C. Application Narrative Questions

AS PART OF THE SUBMISSION PROCESS, APPLICANTS WILL ANSWER A SERIES OF QUESTIONS WITHIN THE SUBMITTABLE PLATFORM. FOR REFERENCE, THE QUESTIONS ARE AS FOLLOWS:

Organization Information: Qualifications, Experience, and Capacity (15%)

- 1) Briefly describe your organization's mission, vision, number of staff with their experience/qualifications, total annual budget, current population(s) served, and services offered relating to the specifications of this Request for Mini Grant Applications (RFMGA).
- 2) Does your organization currently serve or have connections with the I/DD community? YES / NO
 - a. If NO - Please tell us why your organization is interested in building these connections and how you plan to build proficiency in serving the I/DD community during the mini grant award term.

Service Delivery or Project Approach (30%) & Diversity Equity, Inclusion and Accessibility (30%)

- 3) Focus population(s) for program: Do you plan to focus your engagement of individuals with I/DD or developmental delay to specific demographic groups and/or communities? (Select all that apply)
 - a. Immigrants and/or refugees
 - b. Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual (LGBTQIA+)
 - c. Black, Indigenous, and People of Color (BIPOC)
 - d. Under-resourced communities (communities with high rates of poverty)
 - e. Infants/Toddlers/Preschoolers (0-5)
 - f. Youth (5-18)
 - g. Young Adults (18-25)
 - h. Adults (25-65)
 - i. Older Adults (65+)
 - j. Disabilities other than Intellectual and Developmental Disabilities / Developmental Delay
 - k. Other (please explain)

- 4) Description of your proposed project:
 - a. Explain what your project will do, how it will work, how it will benefit the communities that you selected in the previous question, and how it achieves the public purpose (see section I.B. above). Please include, as relevant, more detailed information about your planned focus population(s) (as answered in question number 3, above) and why you are choosing to focus on them.
 - b. Describe the main activities or events involved, what services will be provided, and what will be produced or completed.
 - i. Include a proposed plan that would successfully deliver this program including where the project will take place, how long it will run, and a simple timeline or work plan showing key tasks, important dates, deadlines, and major milestones.
 - ii. If any part of your project includes people without I/DD or developmental delay, please explain how this promotes a more inclusive Denver and/or benefits Denver residents with I/DD or developmental delay.
- 5) How did you come up with this idea and who was involved in its development? Describe if and how you included participant or community feedback in your project development.
- 6) How many Denver residents with I/DD or developmental delay do you hope to serve with the requested mini grant award?
- 7) Describe how you plan to verify and document that program participants are eligible for IDDEAS Mill Levy funds per D.R.M.C. 53-550 and the Rules Governing the Implementation of the IDDEAS Program.
- 8) How will you market your program or service? How will you connect with people in the underrepresented communities that you selected above?
- 9) Describe your plans for accessibility of the program/service, such as language interpretation, sign language interpretation, disability related accommodations, transportation, or other access supports.
- 10) Describe your plan, if any, to include people with I/DD in your project's implementation including compensation methods for people with I/DD who are involved in designing/delivering services.
- 11) If collaboration with other organization(s) is part of your proposed program/service, please provide a list of the organizations and how they will be contributing to your program.

Performance Measures (Key Performance Indicators) (15%)

- 12) How will you know your program/service is successful? What will the participants gain from your program/service? Please provide at least two (2) goals for your program/service related to the public purpose and outcomes. Please also include how you plan to collect data such as demographics and residency in Denver, gather feedback about your program, and track progress towards meeting these goals. Describe how your proposed program/service goals will help the IDDEAS Program achieve the goals of this RFMGA (section I.D above).

Budget and Cost Narrative (10%)

- 13) Provide an estimated budget between \$5,000 and \$40,000 which explains how you arrived at the requested cost for this project. Budget categories might include those such as professional time spent, materials, or other direct cost. Please note that all expenses must comply with D.R.M.C. 53-550 and the DHS Rules Governing the Implementation of the IDDEAS program (including a 20% cap on indirect costs). The responsibility of ensuring compliance lies with the awarded applicant given that this is a deliverable-based agreement.
- 14) Do you plan to continue the program/service after the mini grant? If so, what are your plans for funding?

Rocky Mountain Human Services funding (informational – not scored)

- 15) Does your organization currently have a Mill-Levy funded Community Initiatives Sub-Contract with Rocky Mountain Human Services (RMHS) or does your organization plan to apply for a RMHS Community Initiatives Sub-Contract in 2026? If so, please describe the project, amount, and timeline.

VII. Evaluation, Selection, and Award Process

A. Technical Review

- i. All submitted applications are subject to a technical review for completeness. An application must pass the technical review to move forward in the evaluation process. Applications which fail to provide all the required information and materials in response to the RFMGA will be determined not to pass technical review and will be disqualified from further consideration.
- ii. Technical reviews are completed by DHS Contract Administration staff.

B. Review Committee

- i. Applications that pass technical review will move on to the Review Committee. Committee members will independently evaluate the applications based on the following criteria:

Category	Description	Weight
<p>Organization Information: Qualifications, Experience, and Capacity</p>	<p>The extent to which the application demonstrates the applicant’s ability to successfully administer the mini grant funds and manage the proposed services. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • Applicant's mission and vision. • Applicant’s structure and management. • Applicant's administrative and technical capacity. • Staff qualifications. • Documented experience providing services similar to those outlined in this RFMGA or plan to develop needed knowledge/capacity to do so. • If applicable, past performance on previous VOICES mini grants will be taken into consideration. 	<p>15%</p>
<p>Service Delivery or Project Approach</p>	<p>The extent to which the application addresses the public purpose, service needs, outcome goals, and administrative requirements identified in this RFMGA (see sections I,B., I,D., and V above).</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Evaluation of whether the proposed services align with one or more of the RFMGA funding priorities and outcome goals. • Demonstrates ability to align with funding eligibility as described in D.R.M.C. Section 53-550 & the DHS Rules Governing the Implementation of the IDDEAS Program. • Whether the plan is clear, detailed, and feasible to achieve program goals within the term and funding available. • Plans to reach target audiences/focus population(s). • Plans to include people with I/DD in project design and implementation. • If applicable, plans to collaborate with other organization(s) are meaningful and clear. 	<p>30%</p>

Category	Description	Weight
Diversity, Equity, Inclusion, and Accessibility	<p>The extent to which the application demonstrates:</p> <ul style="list-style-type: none"> • Experience, commitment, and ability to provide opportunities and services to Denver residents with I/DD or developmental delay, especially those from underrepresented communities using a trauma-informed approach and cultural responsiveness. • Incorporation of community involvement in proposed project/program development and/or implementation, clear and detailed accessibility plan including language, sign language, and/or disability related accommodations programming is accessible and inclusive. 	30%
Performance Measures (Key Performance Indicators)	<p>The extent to which the application identifies:</p> <ul style="list-style-type: none"> • Clear and measurable goals that are directly related to the needs identified in this RFMGA. • A clear, outlined plan for collecting, tracking, analyzing, and reporting evidence that services were delivered, and goals/outcomes achieved. • A clear, outlined plan for collecting and managing customer satisfaction data, client demographic information, and other data requested in the RFMGA. 	15%
Budget and Cost Narrative	<p>The extent to which the application provides an estimated budget with reasonable amounts, and a clear and concise explanation of how the applicant arrived at the requested mini grant award amount as it relates to the performance of the proposed grant project.</p>	10%

- ii. The Review Committee will review applications by completing an application evaluation matrix form for each submission passing technical review. A composite rating will be developed which indicates the group's collective ranking of the highest rated applications in a descending order. The Review Committee will evaluate the applications and may also ask the applicants clarifying questions if needed.

C. Notification of Award

- i. The award(s) will be made to applicant(s) whose application meets the requirements of the RFMGA and is determined to be most responsive, responsible, and of best value to the City in accordance with the provided scoring criteria, community needs, and the Denver Revised Municipal Code (D.R.M.C.).

- ii. Applicants with successful applications will be notified through e-mail, as well as through Submittable.

D. Contracting

- i. Any mini grant awarded in relation to this application will be contingent upon the completion of a fully executed contract.
- ii. The Sample Agreement in this application contains proposed terms and conditions. These terms and conditions, along with the Scope of Work, and/or technical requirements, shall form the basis of an Agreement covering the subject matter of this RFMGA.
- iii. Services and payments shall commence upon the complete execution of a signed contract between the successful applicant and the City.

VIII. RFMGA Attachments

- A. Sample Community-Serving Grant Agreement (Attachment 1)
- B. Insurance Compliance Form (Attachment 2)