

Ohio Department of Developmental Disabilities

In Kind Grant Opportunity

Ohio Direct Support Professional (DSP) Workforce Stability Project

Applications must be received no later than October 26, 2018

For additional information, please contact:
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DODD Mission & Guiding Principles

The Ohio Department of Developmental Disabilities (DODD) is responsible for overseeing a statewide system of services and supports for people with developmental disabilities and their families. The mission of DODD is continuous improvement of the quality of life for Ohio's citizens with developmental disabilities and their families.

DODD will:

- Create less complex service delivery, with fair and logical payment systems that are federally compliant
- Continue to be good stewards of limited resources
- Provide quality outcomes through a combination of people and processes
- Design service delivery models in response to choices made by the people served, in alliance with community supports
- Develop a system-wide vision and long-range strategic plan by listening to our funding partners, constituents and stakeholders

Purpose

DODD is seeking applications from county boards of developmental disabilities (CBDD) or councils of government (COGs) that will work in collaboration and partnership with service providers that employ Direct Support Professionals (DSPs) that serve individuals with intellectual and developmental disabilities (I/DD) and their families.

The target of the collaboration is to use the training and guidance provided by Lucas County Family and Children First Council (LCFCFC) to establish an Employer Resource Network (ERN) and apply Bridges out of Poverty best practices. An ERN is a private-public consortium whose purpose is improved workforce retention through employee support and training. Training focuses both on the Direct Support Professional (DSP) and organization management.

LCFCFC will:

- Work with lead agency to meet with target employers and key stakeholders;
- Support the development/sustaining of local Bridges Out of Poverty (BOP) Communities of Practices (COPs);
- Assist in the development of ERN structure and schedule;
- Complete Success Coach training;
- Develop ERN metrics development and tracking;
- Launch process and coaching;
- Provide Bridges Out of Poverty day one training
- Attend monthly ERN meetings;

- Provide implementation support;
- Facilitate implementation of a Loan and Savings Program; and
- Assist in the development of a long term scaling plan.

DODD intends to provide the development and training for county collaborative teams that will, at a minimum:

- Identify a CBDD or COG to serve as lead agency for the project;
- CBDD or COG is willing to contribute funding to start and sustain the effort once the grant period is over;
- Use the *Bridges Out of Poverty* curricula to train management staff;
- Identify four DODD certified providers that are willing to contribute funding to sustain the effort once the grant period is over; and
- Develop or expand an Employer Resource Network.

Eligible Applicants

Each application must include names of the representatives from one or more CBDD(s) or COG(s) and must have a minimum of two DODD certified service providers who will be collaborating in the grant activities. Multi-county collaborations and inclusion of residential, adult day, and employment service providers are encouraged and may be awarded additional points.

Minimum Qualifications

A CBDD or Council of Government (COG) must serve as lead agency and partner with a minimum of two DODD certified providers of residential, adult day, or employment services. All entities must show how they will contribute funds to sustain the ongoing effort.

Applicants shall not be subject to an “unresolved” finding for recovery under Section 9.24 of Ohio Revised Code.

Grant Information

- **Funding:** This is an in kind grant opportunity. Grantees will not receive funding from DODD. Grantees will receive consultation LCFCFC to develop or expand an ERN. Grantees will be responsible for completing activities and deliverables to maintain technical assistance.
- **Awards Available:** DODD will issue one grant.
- **Project Period:** The anticipated grant period will be November 1, 2018 through June 30, 2019.

Scope of Work and Deliverables

The grantee will perform the following activities:

1. Identify the core team involved in implementing the Ohio Direct Support Professional (DSP) Workforce Stability Initiative and the dollar amount they are committing to the project each year
 - a. Identify County Board(s) of DD or Council of Government(s) and which will be the lead fiscal agent
 - b. Identify at minimum the two DODD certified providers
 - c. Meet at minimum of 6x's in grant year
2. Develop an Employer Resource Network (ERN)
 - a. Hire ERN Specialist (Success Coach)- 1 FTE at minimum
 - b. Partner with a minimum of one financial institution to offer Employee Sponsored Small Dollar Loans (ESSDL)
3. Attend Bridges Out of Poverty Training
 - a. Identify number of administrators who will be trained in Bridges Out of Poverty
 - b. Modify policies and/or practices, as needed
4. Track and Report Outcomes of Grant Award
 - a. Complete quarterly reports that identify the following information:
 - i. The number of training sessions and/or hours completed by administrators/management
 - ii. The number of employees referred to the ERN specialist by each agency
 - iii. The number of loans provided to employees
 - iv. Summary of modifications made to agency personnel or practices
 - v. The number of participants in and the number who have completed the Bridges Out of Poverty training
 - vi. Quarterly employee turnover rate
5. Participate in state facilitated learning community which provides technical assistance, learning opportunities and direction to other agencies wishing to engage in similar activities

Submission Process & Deadlines

Grant Application Forms and any other required documentation must be submitted electronically to stacy.collins@dodd.ohio.gov no later than 5:00 p.m., 10/26/2018.

Timelines

Stage	Deadline
Requests for Clarification due to DODD	October 17, 2018
Clarification from DODD due	October 22, 2018*
Applications due to DODD	October 26, 2018
Notification of Award	October 31, 2018*
Estimated Start Work Date	November 1, 2018*

*In the event that the deadlines cannot be met, DODD shall notify applicants via email of the delay and provide a revised timeline.

Inquiries

To ensure an open application process is maintained, all inquiries regarding this request must be provided in writing only via email to stacy.collins@dodd.ohio.gov. Inquiries may be submitted through 10/17/2018. DODD will respond to inquiries electronically by 10/22/018.

Selection Process

Applications will be selected using a competitive process. DODD reserves the right to immediately reject grant applications submitted with an incomplete Grant Application Form, applications received after the submission deadline, or for any other requirement identified is not met. Applications subject to further review will be scored on a scale from 0-100 (100 being the maximum awarded points). All applications will be reviewed and scored by an Application Review Committee. The Application Review Committee shall include at one representative from DODD, OACB and LCFCFC.

Below is the scoring tool that will be utilized in the selection process.

25	The applicant has developed a concrete plan to develop a public, private partnership to implement the Ohio Direct Support Professional Workforce Stability Initiative. All questions in application are thoroughly answered.
20	The applicant demonstrates current capacity to undertake this effort and commitment to the project design.
20	The application demonstrates the collaborative planning between, at minimum, the CBDD/COG and at minimum four DODD certified providers.
20	The provider partner(s) demonstrates current capacity to participate in an Employer Resource Network, commit administrative staff to Bridges Out of Poverty training.
15	The application demonstrates sustainability of this systems change effort, including but not limited to a fiscal commitment each year of the grant.

	Additional points may be awarded for those proposals that demonstrate regional/area collaboration and/or multi-agency involvement/approaches.
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Application Checklist

****PLEASE NOTE BELOW ARE THE ONLY DOCUMENTS YOU NEED TO SUBMIT FOR THIS APPLICATION****

The following items must be submitted to DODD. Applications submitted to DODD without each of these items will be considered incomplete:

- A completed Grant Application Form (below)
- A statement of support and acceptance of all terms by the head of the applicant organization.
- Letters of commitment from County Board(s) of DD, Council of Government(s), and DODD certified providers

Grant Application Form- PLEASE COMPLETE THE QUESTIONS BELOW.

1. Describe how the participating CBDD(s), COG(s), and DODD certified agencies will implement the Ohio Direct Support Professional (DSP) Initiative.
 - a) Identify County Board(s) of DD or Council of Government(s) which will serve as the lead agency.
 - b) Identify the DODD certified providers committed to participate. A minimum of two are required.
2. Describe the DODD certified providers who are committed to participate in the Ohio DSP Initiative. This includes agency name, mission/vision statement, services delivered, total served, and other information pertinent information.
3. Does the applicant already have connections with a local Bridges Out of Poverty community? If so, explain the existing relationship.
4. Please identify the number of administrative staff that will receive the Bridges Out of Poverty training.
5. Describe any efforts previously made to promote DSP training and increase employee retention. Identify any barriers encountered and the plan to address these barriers. (ex: increase in wages, participation in the training/retention add on, flexible scheduling, payroll advancement, etc.).

Project Staffing Plan

6. Identify the key staff who will be involved in the project at the CBDD(s)/COG and provider(s), include: their names, current roles, relevant backgrounds, responsibilities and ways in which their current rules might change (how those changes will be handled) in order to take on this work.

Questions about the application can be directed to Stacy Collins at stacy.collins@dodd.ohio.gov

Submission of Applications by e-mail only. E-mail applications should be submitted to stacy.collins@dodd.ohio.gov , and are due by 5:00 p.m. October 26, 2018.