

Ohio Department of Developmental Disabilities
Grant Opportunity

Request for Proposal (RFP)

Housing and Technology Project—SFY2023

Proposals must be submitted by 12:00pm 11/4/2022

Proposals received after this time will not be scored.

All proposals and correspondence must be sent
to DODD.Grant.Applications@dodd.ohio.gov

DODD Mission & Guiding Principles

The Ohio Department of Developmental Disabilities is committed to improving the quality of life for Ohioans 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

Project Background

Many Ohioans with developmental disabilities encounter obstacles in daily tasks and activities, as well as accessing education and jobs. Technology can aid people to overcome these barriers and help them live fuller lives. The Ohio Department of Developmental Disabilities has been committed to increasing the use of supportive technology for people with development disabilities throughout the years. The department began these efforts in 2012, when the state began to fund technology that would provide telepsychiatry videoconferencing for people with developmental disabilities who had a co-occurring mental health diagnosis and lived in remote areas without adequate access to behavioral healthcare.

In 2013, DODD furthered its commitment when Ohio became one of the first states in the nation to get approval from the federal government to add technology to its Home and Community-Based Services waivers. In May 2018, Ohio's Governor signed the Technology First Executive Order, 2018-06K, making Ohio the first state in the country to emphasize expanding access to technology for people with developmental disabilities.

On April 21, 2022 Ohio's Technology First Rule became effective. This rule implements the technology first policy in accordance with section 5123.025 of the Revised Code.

Purpose

DODD is seeking proposals from eligible housing corporations across Ohio to build supportive technology infrastructure capacity and to increase the use of innovative technologies within homes where people with developmental disabilities live. This could include innovative technology solutions to increase safety, independence, and control for people with developmental disabilities.

Eligible Applicants & Minimum Qualifications

- Nonprofit housing corporation as defined in Ohio Administrative Code 5123-1-03
- Nonprofit corporation incorporated pursuant to Chapter 1702. of the Revised Code, granted 501(c)(3) status by the internal revenue service that primarily provides services to persons with developmental disabilities who receive services from county boards of developmental disabilities.
- County Boards of Developmental Disabilities or Councils of Government CB who partner with one of the following:
 - Nonprofit housing corporation as defined in Ohio Administrative Code 5123-1-03.
 - Nonprofit corporation incorporated pursuant to Chapter 1702. of the Revised Code, granted 501(c)(3) status by the internal revenue service that primarily provides services to persons with developmental disabilities who receive services from county boards of developmental disabilities.

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

Scope of Work

Applicants shall implement a plan to address one or more of Ohio’s Technology First priorities. Examples of how applicants may address each of these priorities through innovative technology solutions are:

- Implementing strategies to increase the number of individuals who benefit from the use of technology solutions within their homes
- Increase knowledge and capacity for use of technology solutions within the home
- Expand service delivery
- Increase level of knowledge, skill, and comfort of professionals related to assessing how technology may help meet needs or achieve outcomes

In order to support the above stated purpose of the project, grantees will:

- 1) Meet with the DODD program contact(s) within the first month to review the project plan, budget, and project timeline submitted in the proposal. During this meeting, the grantee and the program contact(s) will establish a virtual or in-person meeting schedule and due dates for the quarterly reports required per this RFP.
- 2) Submit quarterly reports to the DODD program contact(s) identified in the grant agreement and have virtual or in-person meetings with the DODD program contact(s) at least quarterly. The quarterly reports shall serve as support documentation that describes the following:
 - Activities completed
 - Planned activities for the upcoming quarter

- Project wins and losses that provide insight into what is going well and where the obstacles have been met
- 3) Submit a final report; the results of the report are required to be reported in person or virtually with DODD program contact(s) to discuss the following:
- Summary of innovative technology accomplishments.
 - Description of barriers discovered during the pilot of the innovative technology solution.
 - Recommendations on how to increase supportive technology outreach to individuals with developmental disabilities.
 - Opportunities for expansion of technology to improve outcomes of service delivery, business operations, or improve individual's access to transportation barriers.
- 4) Present Outcomes to Stakeholders, in an agreed upon method (e.g. webinar, regionally in person, or video) and at a mutually agreed upon date(s) and time with DODD program contacts.

Funding

- **Funding Source:** This grant is funded by state dollars.
- **Funding Methodology:** DODD expects to award up to \$150,000. Proposals will be evaluated on a 0-5 scale in accordance with the scoring section of this RFP. The highest scoring proposal(s) will be awarded first. Proposals with a score below 3 shall not receive an award.
- **Project Period:** November 1, 2022-June 30, 2023
- **Payment:** Grantees shall request reimbursement for expenditures made or incurred using the DODD Grants Management System (GMS) and accompanied support documentation (e.g. receipts, invoices, payroll logs).

Submission Process & Deadlines

Grant proposals, the Grant Application Form, and any other required documentation identified in this RFP must be **received** electronically in the DODD.Grant.Applications@dodd.ohio.gov inbox no later than 12:00pm, 11/4/2022. Grant documents received after 12pm will not be considered as part of the application. **Subject lines of emails must contain the applicant's organization name and the project name identified on the front page of this RFP.**

Timelines

Stage	Date
RFP Webinar	10/3/2022
Requests for Clarification due to DODD	10/10/2022
Clarification from DODD due	10/17/2022
Proposals due to DODD	11/4/2022
Estimated Notification of Award	11/14/2022
Estimated Start Work Date	12/1/2022

Communications Prohibited

From the issuance date of this RFP, until a grant is awarded, there may not be communications concerning the RFP between any applicant who expects to submit a proposal and any employee of DODD involved in the issuing of the RFP or other person who is in any way involved in DODD's design and implementation of this project.

The only exceptions to this prohibition are communications provided through the inquiries process (described below), negotiations initiated by DODD after scores are finalized, and interviews conducted by DODD (as described below). DODD Grants Management may communicate with applicants in order to assist with technical difficulties, discuss the status of the applicant's OAKS ID prior to award, and inform applicants when proposals are received.

Inquiries

Prospective proposers/applicants may make inquiries or seek clarifications about the requirements contained in this RFP.

To ensure an open bid process is maintained, all inquiries regarding this RFP must be provided:

1. In writing only via email to DODD.Grant.Applications@dodd.ohio.gov. Inquiries must be received by 12:00 PM 10/10/2022. DODD will post responses to properly posed inquiries electronically by 10/17/2022 on the Grant Opportunities page of DODD's website (<https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/grant-opportunities/>). **Subject lines of emails must contain the project name identified on the front page of this RFP.**
2. Made during an open call/webinar to be hosted on 10/03/2022 at 10:00am. To participate in this webinar, please register at: <https://attendee.gotowebinar.com/register/5510355780443784974>

Recordings of any webinars or video conferences hosted by the Department for this RFP will be posted to the Grant Opportunities page of the Ohio Department of Developmental Disabilities' website.

Selection Process

Proposals will be selected using a competitive process. DODD shall not consider grant proposals that do not include all the required documents identified in this RFP. **Applicants must clearly label all required documents in the file name and document header or they may not be considered.** DODD shall not consider proposals received after the submission deadline, or for any other requirement identified in this RFP that is not met. Proposals eligible for review shall be scored in accordance with the procedures set forth in this RFP. All proposals will be reviewed and scored by a Proposal Review Committee, which shall include at least two representatives from DODD.

DODD reserves the right to negotiate with applicants **after scores are finalized** by the Proposal Review Committee. Any information provided when negotiating shall not change finalized scores for any applicant. Any negotiated terms must fall within the scope of this RFP.

Other Requirements

Interview

Applicants may be requested to participate in an interview as part of the evaluation process. DODD reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The applicant shall bear the cost of travel to any scheduled interview.

Proposal Costs

Costs incurred in the preparation of this proposal and any subsequent grant agreements are to be borne by the applicant. DODD will not contribute in any way to the costs of preparation. Any costs associated with proposal review interviews will not be DODD's responsibility.

Proprietary Information

1. All proposals submitted shall become the property of DODD. All information submitted by the applicant will be considered to be public information unless the applicant specifically demonstrates, in writing, which information it considers to be proprietary. "Proprietary information" is information which, if made public, would put the applicant at a disadvantage in the marketplace and trade in which the bidder is a part. Consequently, any assertion of "proprietary" information must be clearly identified, and the basis of the assertion must be included. An applicant's assertion that information is "proprietary" does not automatically exempt it from disclosure under Ohio's public records law. DODD will notify an applicant if a request is made for information labeled "proprietary" and will give the applicant an opportunity to prevent disclosure of that information.

Contractual Requirements

1. Any agreements resulting from the issuance of this RFP are subject to the terms and conditions as provided in the grant agreement. The information contained in the RFP and in the proposal submitted by the selected applicant are incorporated in and fully a part of the grant agreement.
2. Payments for any and all services provided pursuant to the grant agreement are contingent upon the availability of state and federal funds.
3. DODD reserves the right to award additional funds to Grantees in order to expand or extend projects selected for funding as a result of this RFP.
4. All aspects of the grant agreement apply equally to work performed by any and all subcontractors.
5. The grantee, and any subcontractor, will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFP. The grantee, and any subcontractor, agrees to be bound by the same standards of confidentiality, including federal and state statutory and regulatory requirements that apply to the employees of DODD and the State of Ohio.

Travel Costs

For the purposes of this RFP, travel includes all modes of transportation (airfare, taxi, car rentals, etc.), lodging expenses, the cost of communications (by phone, mail, e-mail or fax), and meals. When developing the project budget, applicants shall refer to the mileage reimbursement rates set forth by the [Ohio Office of Budget and Management](#). For lodging, meals & incidentals, applicants shall refer to the rates set forth by the [U.S General Services Administration \(GSA\)](#). DODD will not reimburse travel costs that exceed these rates. Documentation for travel and travel related expenses shall be maintained in accordance with the documentation requirements outlined in Ohio Administrative Code 126-1-02.

Time and Effort for Personnel Costs

When charging personnel costs to the grant, grantees shall maintain time and effort reporting consistent with the requirements of the federal Office of Management and Budget Uniform Guidance Subpart D – Cost Principles, particularly 2 CFR §200.430-430, which covers compensation of personnel & fringe benefit costs.

Asset & Equipment

Asset and equipment costs may be included within the grant proposal if the equipment can be considered a product, device or equipment used to maintain, increase, or improve the functional capabilities of an individual with developmental disabilities, which is deployed in accordance with applicable federal, state, and local rules and regulations. Preference will be given to proposals with equipment which is uniquely or specifically tailored toward individuals with developmental disabilities over items of general utility (computers, ipads, etc.) which may be used for many purposes. The Department will consider the efficacy and appropriateness of any technology solution or item of equipment in any grant proposal in the scoring process.

Unallowable Costs

All costs charged to grants awarded as a result of this RFP shall be in accordance with state and federal law, which includes costs determined as unallowable per Title 2 of the US Code of Federal Regulations, Part 200 (OMB Uniform Guidance). Specific unallowable costs are highlighted below, but shall not be construed as an exhaustive list:

Food: DODD shall not reimburse costs related to the purchase of food. Applicants who wish to purchase food for an event or meeting shall not charge these costs to the grant and shall not incorporate food costs into their proposed grant budget.

Stipends & Gift Cards: DODD shall not reimburse grantees for gift cards or stipends paid to volunteers, program participants, etc. Applicants who wish to provide gift cards or stipends shall not charge these costs to the grant and shall not incorporate these costs into their proposed grant budget.

State of Ohio Supplier ID

DODD cannot enter into a grant agreement with any organization that does not have a State of Ohio Supplier ID. Please visit the Ohio Office of Shared Services [website](#) for the information necessary to complete this process. It is the responsibility of the grantee to maintain their State of Ohio Supplier ID to access GMS and receive payment. To maintain the State of Ohio Supplier ID (e.g. update address and payment information) the grantee shall work directly with the Ohio Office of Shared Services using <http://www.supplier.obm.ohio.gov/>.

If a Supplier ID is not available prior to the submission of this grant application, the organization is encouraged to include proof with the submitted proposal that demonstrates the request to retrieve a Supplier ID was submitted to the Office of Shared Services. It is the organization's responsibility to inform DODD of the Supplier ID as soon as one is provided by the Ohio Office of Shared Services by emailing DODD.Grant.Applications@dodd.ohio.gov and identifying the project name and year in the subject line of the email. In the event that a Supplier ID is not provided in a timely manner, DODD reserves the right to withdraw the organization's grant application from consideration or rescind a notice of award.

GMS and Security Access

Grantees shall use GMS to review and take any necessary actions on the grant budgets (one per grant year), submit expense reports, and upload support documentation as required per this Agreement.

Grantees shall refer to the [GMS Access Guide](#) for directions requesting access to GMS and assigning and managing user roles.

Ethical and Conflict of Interest Requirements

1. No grantee or individual, company, or organization seeking a grant shall promise or give to any DODD employee any item of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

2. No grantee or individual, company, or organization seeking a grant shall solicit any DODD employee to violate any of the conduct requirements for employees.
3. Any grantee acting on behalf of DODD shall refrain from activities that could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee who violates the requirements and prohibitions defined here or of Section 102.03 or of Section 102.04 of the Ohio Revised Code is subject to termination of the grant or refusal by DODD to enter into a grant.

Obligation

Neither this RFP nor any applications received in response to this RFP shall create any obligation on the part of DODD to enter into an agreement with any applicant. The award of any agreement as a result of this RFP shall be at the sole discretion of DODD. DODD may amend, modify, withdraw, or terminate this RFP at any time.

Assurances**Compliance with Federal, State, and Local Laws**

The Grantee shall comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

Drug-Free Workplace

The Grantee agrees to comply with all applicable state and federal laws regarding a drug-free workplace. The Grantee shall make a good faith effort to ensure that all of its employees, while working on state property, will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

Equal Employment

Pursuant to Ohio Revised Code Section 125.111, the Grantee and any subcontractor, and any person acting on its behalf, will not discriminate, by reason of race, color, religion, sex, age, disability, national origin, sexual orientation, veteran status or ancestry against any person qualified and available to perform the work under this Agreement.

Ethics Laws

The Grantee, and any subcontractor, is currently in compliance and will continue to comply with the requirements of Ohio Ethics law as provided in Chapter 102 of the Ohio Revised Code and Executive Order 2019-11D.

Election Laws

The Grantee, and any subcontractor, is currently in compliance and will continue to comply with Ohio Elections law, Divisions (I) and (J) of Section 3517.13 of the Ohio Revised Code.

Findings for Recovery

The Grantee, and any subcontractor, is not subject to an "unresolved" finding for recovery under Section 9.24 of the Ohio Revised Code. If this warranty is deemed to be false, this

Agreement is void and the party who is subject to the finding must immediately repay to the other party any funds paid under this Agreement.

Health Care Laws

Neither the Grantee nor its employees are excluded from participation under any federal health care programs. The Grantee shall notify the Department of any exclusions or other adverse action within five (5) business days of learning of such exclusion or adverse action.

Prohibition of the Expenditure of Public Funds for Offshore Services

No State Cabinet Agency, Board or Commission will enter into any agreement to purchase services provided outside of the United States or that allows State data to be sent, take, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States, unless a duly signed waiver from the State has been attained.

Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for services the Grantee, or their Subcontractor, performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights or remedies provided to the State in the Agreement.

Further, no State agency, board, commission, State educational institution, or pension fund will make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid to Grantee for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order (2022-02D) is no longer effective.

The Grantee must complete the attached Standard Affirmation and Disclosure Form (2019-12D & 2022-02D) affirming the Grantee understands and will meet the requirements of the above prohibition. During the performance of this Agreement, if the Grantee changes the location(s) disclosed on the Affirmation and Disclosure Form, Grantee must complete and submit a revised Affirmation and Disclosure Form reflecting such changes.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Covered Subcontractor Transactions

The prospective grantee certifies, by submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Proposal Checklist

The following items must be **clearly labeled** and received by DODD by the deadline established in the RFP in order to be eligible for scoring:

- Completed Grant Application Form
 - Applicants registered as non-profit organizations must also include a copy of the Form 990 currently filed with the Internal Revenue Service.

- *Reminder: A State of Ohio Supplier ID is required in order to receive an award.*
- Completed Standard Affirmation and Disclosure Form
- Letter of support by the head of the applicant organization. The letter shall include:
 - A statement of acceptance of all terms within this RFP.
 - A description of your organization's expertise and current commitment to innovative technology in terms of expanding service delivery for individuals with developmental disabilities, improving business operations, and increasing person centered outcomes for individuals receiving developmental disability services.
 - A summary, no longer than one page, that describes the innovative technology solution and the outcomes you hope to achieve using the identified technology solution
- Project & Budget Proposal (see below for detailed requirements)
- Project Timeline
- Proposal submissions not to exceed 7 pages, not including required forms

Project & Budget Proposal

The Project & Budget Proposal must include a:

- 1) Description of the activities & deliverables planned for the project
- 2) Project timeline
- 3) Project budget
 - A budget justification/narrative
 - A budget table

Applicants should incorporate the following into the proposal:

- Agency name, letter of support from the head of the organization, project lead within organization, mission/vision statement, service structure, service area, total served, and other pertinent information.
- If applying as a County Board or Council of Government, a letter of partnership with a nonprofit housing corporation or nonprofit corporation incorporated pursuant to Chapter 1702. of the Revised Code.
- A description of the organization's history of using technology to assist individuals with developmental disabilities.
- A detailed description of the proposed innovative technology solution as it relates to the benefits to people served under this grant and outcomes achieved using the identified technology solution.

- A thorough description of who will benefit from implementation, primary audience or participants for the solution, including estimated number of people impacted by the technology solution, outcomes of the technology solution, and return of investment.
- Timelines for completion of each action step identified in the plan.
- The long-term sustainability plan of the innovative technology solution.
- A plan to increase independence and quality of life for people living in the homes and communities they manage including:
 - Assessment of current needs
 - Solutions that increase the likelihood of robust technology infrastructures in the renovation of, and the building of, homes
 - Assisting residents in accessing a variety of assistive tech solutions to help increase their independence and autonomy in the homes and communities where they live
 - Building capacity of staff and the people they serve related to innovative technology solutions.
 - Data collection method of how the technology intervention(s) will increase usage and knowledge of supportive technology in their organizations amongst residents, including Quantitative analysis of impact on staffing and service delivery efficiencies in the home using technology and Qualitative reports of individual experiences.
- For the budget, applicants must submit a budget justification/narrative and a budget table showing the amount of funding requested per each grant year (state fiscal year) by the funding categories listed below. The funding amounts should be allocated based on the period that services or activities are performed, and work is completed, not when payment will be requested. Please be advised that grant agreements will identify a specific funding amount for each fiscal year. Applicants should assume that funding may not be moved across state fiscal years once the grant agreement is fully executed. State fiscal years begin July 1 and end June 30.
 - Budget Categories:
 - Personnel
 - Subcontracts
 - Other Direct Costs (e.g. travel, supplies, etc)

Scoring

Each application will be evaluated on a scale of 0-5 by the following criteria:

- 1) Clarity (20%): Assessing clarity includes how easily can the scoring team understand what outcome(s) the project is trying to achieve, the activities and deliverables that will be completed during the project period, and the resources (e.g. people, funding, etc) required to complete this work.
- 2) Impact (25%): To assess the impact of the project, the scoring team should understand how the activities and deliverables identified in the proposal relate to the selected

Vision for DSPs outcomes, the population targeted in your proposal, the estimated number of people served, etc.

- 3) Budget (25%): The evaluation of the budget includes a clear description of the resources needed to complete the proposed project, whether the costs are reasonable and clearly justified, and whether the budget includes any costs identified as “unallowable” in this RFP?
- 4) Return on Investment (30%): Looking at the impact and proposed budget, what is the assessed return on investment of this proposed project?

Applications not to exceed 7 pages, not including required forms. DODD reserves the right to deduct points for proposals that exceed the page limitations set forth in this RFP.