

**REQUEST FOR  
GRANT APPLICATIONS**

**THE TOGETHER OHIO FAMILY SUPPORT  
FUND  
REQUEST FOR GRANT APPLICATIONS  
(RFGA)**

**RFGA # R-1011-21-8028**

**Issued By:  
The Ohio Department of Job and Family Services**

*October 7, 2009*

**The Ohio Department of Job & Family Services  
REQUEST FOR GRANT APPLICATION  
THE TOGETHER OHIO FAMILY SUPPORT FUND**

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**The Ohio Department of Job and Family Services**  
Request for Grant Applications (RFGA)

**R-1011-21-8028**

**THE TOGETHER OHIO FAMILY SUPPORT FUND**

**SECTION I.           GENERAL PURPOSE & APPLICANT INFORMATION**

**1.1    Purpose**

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Applications (RFGA) on behalf of the Governor’s Office of Faith-Based and Community Initiatives (GOFBCI) to solicit proposals from qualified organizations for the implementation of innovative, and effective anti-poverty programs. Proposals for this project should be aimed at reducing the incidence of poverty by leveraging the informal supports of families, friends, and community members in assisting interested low-income individuals and families as they work to move out of poverty and into financial self-sufficiency. ODJFS will consider proposals only from qualified non-profit organizations, charitable foundations in Ohio, Ohio public colleges and universities, and County Departments of Job and Family Services (CDJFS). Up to six proposals will be selected for grant awards.

Through this RFGA, ODJFS intends to award funding to qualified organizations and partnerships \*\* that provide the initial support (e.g., community organizing, program infrastructure, family support) for local efforts that work with low-income and middle-class families to build relationships across socioeconomic class lines in order to realize more positive life outcomes for families living in poverty. By bridging the gap between middle class Ohioans and families living in poverty, those families begin to access wider networks of informal supports (e.g., supportive families, friends and community members) to support financial self-sufficiency.

This strategy is two-fold as it is also intended to broaden the awareness the middle-class families have of the realities of poverty and increase their sense of the realities associated with living in poverty. Community organizations, citizens, and policy makers develop an increased knowledge and understanding of the circumstances and barriers which afflict people suffering from poverty - this being an important factor in energizing communities into action.

Each grantee will link families working to move out of poverty with community allies who are not living in poverty who are committed to providing support to low-income Ohioans. The programs selected through this competitive process must demonstrate innovative and effective approaches to reducing poverty and supporting families working to move out of poverty. ODJFS is seeking applicants with a minimum of two (2) years experience working with individuals and families living in poverty.

All communications regarding this RFGA are to take place in the open forum as provided for in Section 1.7 (Internet Question and Answer Period; RFGA Clarification Opportunity).

\*\* While partnership-based proposals are not required, interested organizations are encouraged to consider such collaborations as an effective means of accomplishing the objectives of this project. Details on organization qualifications are discussed in Section III, Applicant Qualifications.

## **1.2 Issuing Office**

This RFGA is released by and the subsequent grant agreement(s) will be with ODJFS. State level supervision of all selected applicants' activities will be performed by GOFBCI. The mission of GOFBCI is to enhance the capacity of faith-based and community-based organizations (FBCOs), encourage effective partnerships among and between public agencies and faith-based and community organizations who share common vision, and measure the impact of these partnerships to reduce the suffering of citizens in need.

If interested applicants have a need to communicate regarding this RFGA, they must contact **ODJFS** using one of the mechanisms provided for in **Sections 1.7, Internet Question and Answer Period/RFGA Clarification Opportunity, or 1.9, Communication Prohibitions**, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered. The State will not consider any proposals submitted to any address other than the one provided in Section 4.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 4.1, Proposal Submission Information**.

## **1.3 Using this RFGA and Instructions to Develop and Submit a Proposal**

In key sections of this RFGA, markers such as, "PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS" and "PROPOSAL SCORING NOTE" will identify for potential applicants some instructions on developing necessary components of their proposal and specific instructions of where such information, documents, etc., must be placed within it before submitting it to ODJFS. It is essential that interested applicants follow those directions carefully in order to demonstrate their qualifications and program preparedness, as those things will be scored by the State in accordance with the Technical Proposal Score Sheet (provided for reference purposes as Attachment E. to this RFGA). Each proposal's score will be the critical measure used by the State in its decisions of which proposals are to be granted an award of funds.

## **1.4 Background**

GOFBCI is working to fulfill Governor Ted Strickland's goal to provide services to Ohio's most vulnerable citizens through the Together Ohio Family Support Fund, a program that will help develop infrastructure and build bridges between socio-economic classes to bring low-income Temporary Aid to Needy Families (TANF) eligible families out of poverty. The Governor's Executive Order 11-S authorizes GOFBCI to implement these services to build bridges between socio-economic classes to bring families out of poverty by providing infrastructure support to qualified grantees.

In 2006, nearly 1.5 million Ohioans were living in poverty, up from about 1.2 million in 1999. At 13.3 percent of the state's population, this was the largest proportion to be considered poor since the

1960s War on Poverty. Ohio has historically had a lower poverty rate than the U.S., but 2006 marked the first time it matched the national rate. Between 1999 and 2006 alone, the number of Ohioans in poverty increased by approximately 316,000.

The number of Ohioans living in poverty is growing. In 2007 the unemployment rate was 5.7 percent. As a result of the collapse of the nation's economy, the unemployment rate has grown to over 10 percent in 2009. While 2009 data on poverty rates are not available yet, the rising unemployment rate from 5.7 in 2007 to its current level suggests Ohio will experience even greater increases in the number of Ohioans living in poverty.

Faith-based and community organizations can be effective partners in efforts to reduce poverty, stabilize families, and expand opportunities. They can mobilize large numbers of volunteers and offer a relative proximity to those in need. Faith-based and community leaders can also be highly committed, passionate agents of change that are implementing innovative programs aimed at helping those in need.

In an effort to better leverage the many committed volunteers associated with faith-based and community organizations, this new Together Ohio Family Support Fund will help to support local efforts that implement partnership-based, innovative, and effective anti-poverty programs aimed at reducing the incidence of poverty by leveraging the informal supports (e.g., supportive families, friends, and community members) assisting interested low-income individuals and families as they work to move out of poverty and into financial self-sufficiency.

Ohio organizations are pursuing several innovative models that focus on linking families working to move out of poverty with community allies who are not living in poverty and committed to providing support to low-income Ohioans. As it relates to this grant program, proposals must focus on bridging the gap between middle-class citizens and families living in poverty in order to support those families working to move out of poverty by linking them to wider networks of informal supports (e.g., supportive families, friends and community members) to support financial self-sufficiency. The proposed strategy must also work to broaden the awareness of middle-class families and their sense of the realities associated with living in poverty as a way to energize communities into action.

Each applicant must also work to establish community-wide networks to include faith-based and community organizations, charitable organizations, service-providers, and the county Job and Family Services agency or the metropolitan area housing authority.

Funding for those projects selected through this RFGA will vary, but will not exceed \$125,000.00, to be administered throughout the length of the grant. Grantees will be expected to provide a 20 percent cash or in-kind match of the total project.

Actual grant award amounts will depend upon the number and quality of proposals submitted, among other factors. ODJFS reserves the right to determine final budget amounts, regions to be served and project size and scope in order to meet the overall statewide objectives.

## **1.5 Overview of the Project**

The primary purpose of this grant program is to support the implementation of partnership-based, innovative, and effective anti-poverty programs aimed at reducing the incidence of poverty by leveraging the informal supports of families, friends, and community members assisting interested

low-income individuals and families as they work to move out of poverty and into financial self-sufficiency. Funded programs must build relationships across socioeconomic class lines in order to realize more positive life outcomes for families living in poverty.

By establishing a broader base of middle and upper-middle class citizens who are close to people in poverty, people in poverty begin to access broader networks to support their own self-sufficiency, and social and public policy becomes more enlightened. This program is a high-impact strategy designed to enhance the role informal supports can play in the lives of low-income Ohioans while broadening the awareness of the community about poverty and energizing the community into action.

Programs should be designed to span over the course of many years. However, the purpose of the grant is to help grantees organize community, establish programmatic infrastructure, recruit low-income and middle-class families interested in working together around anti-poverty efforts, matching families working to move out of poverty with community allies committed to helping, and to support ongoing programming over the first 18-20 months of the grant agreement.

Each program should be designed to surround and increase support networks for families in poverty by encircling them with community organizations and middle class allies. These networks will work with and partner with the TANF-eligible families to help them build skills and resources toward self-sufficiency.

While there are several models applicants may pursue, successful proposals must establish programs that connect individuals and families working to move out of poverty with two-to-four middle class allies. These community allies befriend the family and support its members throughout the transition into self-sufficiency. With the help of these allies, each family sets goals that are unique to its own needs and circumstances but will lead to developing the emotional, financial, intellectual, and spiritual resources necessary for self-sufficiency and family stability.

Applicants are permitted to purchase trademarked or copyrighted materials. GOFBCI does not endorse the selection of trademarked or copyrighted materials purchased by applicants. The decision to purchase trademarked or copyrighted materials is solely at the discretion of the applicants.

While a community-wide partnership (to include faith-based and community organizations, charitable organizations, service-providers, and the county Job and Family Services agency or the metropolitan area housing authority) is required, each initiative must be convened and facilitated by a lead agency responsible for staffing, operational oversight, and contributing resources to each family and their community allies. Lead agencies will organize community to establish a broad network of community organizations and leaders committed to the project – and to changing the local awareness and policies with respect to poverty.

## **1.6 Objectives of the Project**

GOFBCI intends to fulfill the following objectives through the Together Ohio Family Support Fund:

- A. To end the dependency of needy parents on government benefits through work, job preparation, and marriage, (Temporary Aid to Needy Families (TANF) purpose #2);
- B. Increase the number of programs which bridge the gap between families in poverty and middle class families and increase services provided to low income families;

C. Develop and support sites wanting to implement the Together Ohio Family Support Fund initiative throughout the State of Ohio

D. Improve each site’s sustainability by defraying initial site programmatic and infrastructure costs

E. Begin to educate and enlighten through increased understanding and knowledge

**1.7 Anticipated Procurement Timetable**

DATE	EVENT/ACTIVITY
October 7, 2009	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification
October 27, 2009	Applicant Q & A Period Closes, 10 a. m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted
November 2, 2009	ODJFS provides Final Applicant Question & Answer Document (estimated)
<b>Wednesday November 18, 2009</b>	<b>Deadline for Applicants to Submit Proposals to ODJFS (3:00 p.m.)</b> - This is the proposal opening date, beginning the ODJFS process of proposal review
November 30, 2009	ODJFS Issues Grant Award Notification Letters (estimated) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the grant
January 4, 2010	Implementation* (estimated—following notification of all contractual and funding approvals) - ODJFS grants are not valid and effective until the state Office of Budget and Management approves the purchase order.
June 30, 2011	Project Completion under original Grant Period- All work must be completed and approved by the GOFBCI Grant Manager

ODJFS reserves the right to revise this schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations and after providing reasonable notice.

\* According to requirements of Ohio Revised Code (ORC) 126.07, ODJFS contractual agreements are not valid and enforceable until the Office of Budget and Management (OBM) certifies the availability of appropriate funding, as indicated by the approval of the Purchase Order (P.O.). The selected applicants may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the P.O. approval date. The ODJFS Grant Manager will notify the selected applicants when the requirements of ORC Section 126.07 have been met.

## **1.8 RFGA Clarification Opportunities**

This competitive procurement must be conducted in a public setting, with no individual or organization obtaining information not universally available to all interested parties, and is therefore being conducted in an electronic forum for greatest efficiency and openness. **THE ONLY** vehicle for interested parties to gain any needed clarification regarding this competitive opportunity is through the **Internet Question & Answer Period** described here. **Attempts at prohibited communications (see Section 1.10, below) may result in complete disqualification of the applicant organization.**

### **Internet Question and Answer Process**

Potential applicants may ask clarifying questions regarding this RFGA via the Internet during the Q&A Period as outlined in Section 1.6, Anticipated Procurement Timetable. To ask a question, potential applicants must use the following Internet process:

- \* **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- \* **Select “About Us” on the front page;**
- \* **Select “Doing Business with ODJFS;”**
- \* **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- \* **RFGA Number [R1011218028](#);**
- \* **Select “Ask a Question about this RFGA” function; and**
- \* **Follow the instructions to send an e-mail question.**

Questions about this RFGA must reference the relevant part of this RFGA, the heading for the provision under question, and the page number of the RFGA where the provision can be found. The potential applicant must also include the name of a representative of the potential applicant, the organization’s name and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFGA provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **10:00 a.m.** on the date the Q&A period closes. **No questions asked via telephone calls or in private face-to-face meeting will be answered!**

ODJFS responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFGA, for reference by all potential applicants. Potential applicants will not receive personalized or individual e-mail responses. Clarifying questions asked and ODJFS responses to them comprise the “ODJFS Q&A Document” for this RFGA. Interested parties are encouraged to submit questions as early as possible during the Q & A period. As time permits, questions submitted and the ODJFS answers may be posted in an “ Interim Q & A” document, and follow-up questions could then be submitted, with ODJFS responses provided in the ODJFS final Q & A document.

Applicant proposals in response to this RFGA are to take into account any information communicated by ODJFS in the Final Q&A Document for the RFGA. **It is the responsibility of all potential**

**applicants to check this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFGA.**

Accessibility to the ODJFS Q&A Document will be clearly identified on the website dedicated to this RFGA, **once that document is made available.**

IMPORTANT: Requests from potential applicants for copies of previous RFGAs, past applicant proposals, score sheets or grant agreements for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs submitted in accordance with directions provided in Section 1.10, Communication Prohibitions, will be honored. The posted time frames for ODJFS responses to Internet questions for RFGA clarification do not apply to PRRs.

Applicants are to base their RFGA responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFGA for the future contractual agreements, NOT on details of any current or past related agreement. Requirements under a current project may or may not be required by ODJFS under any future agreement, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past agreements using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers. Interested applicants should also refer to RFGA Section 1.11, Time Frames and Funding Source, for related information. This project has not been implemented by ODJFS before, therefore, in this case, there are no current or past related projects.

There is an established time period for the Applicant Q&A process (see Section 1.8, Anticipated Procurement Timetable, above). ODJFS will only answer those questions submitted within the stated time frame for submission of applicant questions, and which pertain to issues of RFGA clarity, and which are not requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

\* **IMPORTANT NOTE:** Should applicants experience technical difficulties accessing either the ODJFS website where the RFGA and its related documents are published, they may contact the ODJFS Office of Contracts and Acquisitions, RFGA/RLB Unit, at (614) 728-5693 for guidance. Telephone calls seeking anything other than assistance in obtaining access to the Internet posted procurement documents will not be accepted.

## **1.9 Applicants' Library**

The items listed below should be useful to applicants as they develop their proposals for submission. Applicants are encouraged to use additional sources as well.

### **Executive Order Creating the Ohio Anti-Poverty Task Force Task Force:**

<http://governor.ohio.gov/Portals/0/Executive%20Orders/Executive%20Order%202008-11S.pdf>

### **The Ohio Anti-Poverty Task Force Report:**

<http://governor.ohio.gov/Portals/1/OAPTF%20FINALREPORT%20042809.pdf>

### **Strickland Announces Major Work Force Initiative:**

<http://www.governor.ohio.gov/Default.aspx?tabid=912>

**The Center for American Progress: From Poverty to Prosperity, A *National Strategy to Cut Poverty in Half* –:**

[http://www.americanprogress.org/issues/2007/04/pdf/poverty\\_report.pdf](http://www.americanprogress.org/issues/2007/04/pdf/poverty_report.pdf)

**Report on reducing poverty in New York City prepared by the Commission for Economic Opportunity:**

[http://www.nyc.gov/html/om/pdf/ceo\\_report2006.pdf](http://www.nyc.gov/html/om/pdf/ceo_report2006.pdf)

**Seizing the Moment: State Governments and the New Commitment to Reduce Poverty in America. :**

<http://www.aecf.org/~media/Pubs/Topics/Economic%20Security/Family%20Economic%20Supports/SeizingtheMomentStateGovernmentsandtheNewComm/Seizing%20the%20Moment.pdf>

**State Strategies to Reduce Child and Family Poverty:**

<http://www.nga.org/Files/pdf/0806POVERTYBRIEF.PDF>

**The Real Bottom Line: State of Poverty in Ohio 2008, Community Research Partners:**

<http://communityresearchpartners.org/14651.cfm?action=detail&id=120>

<http://communityresearchpartners.org/uploads/publications//Real%20Bottom%20Line%206-24-08%20with%20Appendix.pdf>

**Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments. U.S. Department of Health & Human Services: 45 CFR Part 92**

[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/45cfr92\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/45cfr92_04.html)

**Audits of State, Local Governments, and Non-Profit Organizations: OMB Circular A-133**

<http://www.whitehouse.gov/omb/circulars/index-slg.html>

**Procurement in Ohio Department of Job and Family Services**

[http://emanuals.odjfs.state.oh.us/emanuals/countyop/APM/@Generic\\_BookView;cs=default;ts=default](http://emanuals.odjfs.state.oh.us/emanuals/countyop/APM/@Generic_BookView;cs=default;ts=default)

**U.S. Department of Health & Human Services; Administration for Children and Families—TANF Law and Policy Documents**

<http://www.acf.hhs.gov/programs/ofa/policy.htm>

**U.S. Department of Health & Human Services; Helping Children Achieve Self-Sufficiency**

<http://www.acf.hhs.gov/programs/ofa/funds2.htm>

**Move the Mountain and the Circles Campaign**

<http://www.movethemountain.org/>

## **1.10 Communication Prohibitions**

**THE ONLY** vehicle for interested parties to gain any needed clarification regarding this competitive opportunity is specified in RFGA Clarification Opportunity described in Section 1.8 above.

From the issuance date of this RFGA until grants are awarded, **there may be no communications concerning the RFGA** between any applicant that expects to submit a proposal and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection of the grantee. **Attempts at prohibited communications may result in complete disqualification of the applicant organization.**

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.8, RFGA Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any applicant that could submit a proposal in response to this RFGA;
3. As part of any applicant interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFGA, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFGA;\* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services.

\* **Important Note:** Amendments to the RFGA or to any documents related to it will be accessible to interested applicants through the original web page established for the RFGA. All interested applicants must refer to that web page regularly for amendments or other announcements. ODJFS will not specifically notify any applicant of changes or announcements related to this RFGA except through the Website posting. It is the affirmative responsibility of interested applicants to be aware of and to fully respond to all updated information posted on this web page.

All communications regarding this RFGA are to take place in the open forums as provided for in Section 1.8. No personal inquiries or phone calls for RFGA clarification will be accepted.

ODJFS is not responsible for the accuracy of any information regarding this RFGA that may be obtained or gathered through a source other than the Q&A process described in this RFGA. Any attempts at prohibited communications by applicants may result in the disqualification of those applicants' proposals.

### **1.11 Time Frames & Funding Source**

This procurement process complies with federal and state laws and rules and is designed to maintain proper stewardship of taxpayer funds and the public trust.

The State is seeking to enter into agreements with grantees for the period of (approximately) January 4, 2010 through June 30, 2011. The funding amounts awarded will be for the entire grant term, from project implementation through June 30, 2011; applicants' proposals must provide project budgets explaining project costs. Funding for those projects selected through this RFGA will vary, but will not exceed \$125,000.00. Grantees will be expected to provide a 20 percent cash or in-kind match of the total project (See Attachment F, Project Budget Form).

Once the grant agreements are signed and purchase orders are issued, the selected providers shall expend their own funds first, to provide services (outlined in their proposals) to participating Faith Based & Community Organizations (FBCO's). Providers are required to submit sufficient documentation to demonstrate that the provider has expended funds properly, on work that is specific and permitted under this grant (as specified in the applicant's Project Budget Form-provided as Attachment F), before financial awards will be made under this grant.

**NOTE: Up to 15% may be made available as a working capital advance to each of the selected organizations. Advances will not be made as a standard feature of these awards. Grantees must submit a written request for an advance to ODJFS, specifying the amount requested with a full explanation of the need for the advance. If the request is approved by ODJFS, the grantee will be responsible for proper federal documentation of all expenditures made using the capital advance.**

Potential Grant renewal period: **In the event further funding for the Together Ohio Family Support program becomes available for the period of SFY 2012 to SFY 2013 (i.e., December 1, 2011 through June 30, 2012) – part or all – the State may at its sole discretion, opt to renew funding to some grantees selected through this RFGA. ONLY THOSE GRANTEES WHICH DEMONSTRATE SIGNIFICANT PROGRAMMATIC SUCCESS AND FULL ADMINISTRATIVE AND FISCAL RESPONSIBILITY WILL BE CONSIDERED FOR ANY POSSIBLE RENEWAL. Any such renewals will be contingent upon** available funding, all necessary contractual and funding approvals, **and** the satisfactory performance of the grantee. Any possible renewal period is at the sole discretion of the State. Selected grantees must not assume their projects will be eligible for an automatic review.

There are references in this RFGA to the application due date. Prospective applicants must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, Ohio local time) that the applications are due. Proposals not received by the deadline due to mail delays or security screening will not be evaluated. It is the responsibility of the Prospective Applicant to ensure the proposal is received prior to 3:00 P.M. on November 5, 2009 Applications received after 3:00 P.M. on the due date will not be evaluated. There is only one location for receipt of proposals (as stated in Section 4.1) and any misdirected proposals will not be considered.

## **SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS**

ODJFS will only consider awarding funds to organizations qualified to perform the work effectively and that will be accountable for programmatic outcomes and for proper expenditure of funds. In order to demonstrate to the State that an applicant is properly qualified and prepared, proposals must address all the following qualifications (Sections 2.1, 2.2, and 2.3) and provide documentation as specified.

### **2.1 Required Applicant Qualifications**

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that the interested applicants must be a lead agency meeting all the following qualifications requirements. A proposal will be considered by ODJFS **ONLY if it is submitted by an applicant that:**

- A. Is either a single organization responsible for implementing all of the deliverables as specified; OR is the designated lead agency or organization ultimately responsible for

implementing all of the deliverables as specified as well as for supervising, managing and monitoring agents, partnering organizations and subcontractors from the onset through the duration of this grant period. All partners must be identified in the applicant's proposal. Partners seeking reimbursement as part of the grant may not be added after the proposal has been submitted;

- B. Is a non-profit organization, charitable foundation in Ohio, public university or college in Ohio, or a county department of Job and Family Services. If the applicant is a non-profit organization, proposals submitted must include documentation, such as a copy of the applicant organization's current and valid non-profit Ohio 501(c)3 tax status determination letter from the Internal Revenue Service (IRS). Except for applications from either an Ohio public university or college or from a CDJFS, applicant organizations' proposals must include documentation of the organizations Ohio non-profit status, such as a current and valid IRS tax status determination letter. A sample 501© 3 letter has been provided as Appendix A for applicant reference;
- C. Has identified the geographic scope of the project – neighborhood, city, county, etc.;
- D. Has demonstrated at least two years experience as an organization servicing low income or TANF- eligible populations in Ohio;
- E. Has stated that it is not excluded from contracting with ODJFS by R.C.§9.24 for an unresolved finding for recovery; and
- F. Has submitted its application package (original and all identical copies, all formats, complete) to the correct ODJFS location by the stated deadline (both date and time): late proposals WILL NOT BE CONSIDERED.

**NOTE: Experience requirements outlined in this section of the RFGA must be met by an organization applying as a single entity for this funding, or, if the application is submitted by a lead organization on behalf of a partnership, these requirements may be met through the combined resources and experience of the lead agency and any of its partnering organizations.**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in TAB 2.1 of their proposals.**

**PROPOSAL SCORING NOTE: Applicants whose proposals do not satisfactorily demonstrate that the applicant organization meets ALL the above experience and qualification requirements will be disqualified from further consideration for grant award.**

## **2.2 Staff Experience and Capabilities**

The applicant must demonstrate its expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and resumes or curriculum vitae of staff, and if partnering with another organization profiles and resumes or curriculum vitae of their staff will also be required.

**NOTE: APPLICANT PROPOSALS WILL BE EVALUATED ON THE QUALITY AND COMPLETENESS OF THE INFORMATION AND DOCUMENTATION PROVIDED TO**

**ADDRESS THE STAFF EXPERIENCE AND CAPABILITIES EXPECTATIONS LISTED BELOW.**

The applicant must, at minimum:

- A. Identify, by position and by name (if already named), those staff the applicant considers key to the project's success. The grant applicants must, AT MINIMUM:
  - 1. Identify and assign a Program Director who must be a paid employee (i.e., not a volunteer) with, at minimum, a Bachelor's Degree and at least two years of experience working with programs serving low income families, organizing community initiatives, and project management.
  - 2. Demonstrate that all other key program staff members have had at least six months experience working with low income families or with grassroots initiatives.
- B. Identify all support staff roles (support staff need not be named at this time, prior to grant award), describe the function within the project for those staff, and provide a justification for each such position.
- C. Identify all volunteer positions (volunteers do not need to be named at this point, just the positions and their functions) and explain the role that volunteers will play in implementing the program.
- D. If any proposed program will involve interaction with children then **All** paid and volunteer staff members **must** undergo a mandatory background check, prior to or within ten business days following the grant award notification. **Proposals must clearly and completely describe how such checks will be performed.** Grantees will be responsible for ensuring the safety of all participants and conducting background and sex offender registry checks. This requires that a Bureau of Criminal Investigations (BCI) check is conducted, and an FBI check is conducted for individuals who have not been residents of Ohio for at least five years.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all documentation and other information to satisfy these requirements in TAB 2.2 of their proposals.**

**PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information and documentation provided to address the above staff experience and capabilities expectations.**

**2.3 Organizational Experience and Capabilities**

Proposals must, at minimum, include:

- A. A description of a history of successfully completing at least one similar or related anti-poverty and community organizing/grassroots initiative;

- B. Samples of at least two similar sized projects (the focus of which may be anti-poverty efforts, or community organizing or may have been on other topics) completed in the past five years that demonstrate expertise necessary to successfully accomplish this project. The samples should include description of the project, timeline of the project, number of staff involved with the project, examples of materials prepared for the project, (which might include MS Power Point presentations and/or copies of brochures or handouts), total cost of the project, the geographic area of the project (if known), and the numbers served by the project (if known); and names and contact information for each;
- C. The capacity to undertake the scope of work (see 3.1) as demonstrated by an organizational structure with adequate facilities, fiscal controls, infrastructure, and other resources;
- D. An appropriate management structure and staffing as documented in a current organizational chart/Table of Organization, a description of the key positions and the work each performs and the credentials/resume(s) of the people filling the key positions;
- E. A demonstration that the lead organization is financially solvent and can successfully operate this grant with a certified copy of the organization and partnering entities most recent financial statement and last A-122 or A-133 audits;
- F. A demonstration of the capacity to implement projects, collect data, establish collaborative partnerships, etc.; and
- G. A demonstration of the capacity to motivate and organize communities around projects.

**Important!** It is the affirmative responsibility of the vendor submitting a proposal to **remove all personal confidential information (such as home addresses and social security numbers)** of vendor staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the proposal package. Following submission to ODJFS, all proposals submitted become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited personal information.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** Organizations are to include all documentation and other information to satisfy these requirements in **TAB 2.3** of their proposals.

**PROPOSAL SCORING NOTE:** Applicant proposals will be evaluated on the quality and completeness of the information and documentation provided to address the above organizational experience and capabilities expectations.

## **SECTION III. PROJECT PLAN & SPECIFICATIONS OF PROJECT DELIVERABLES**

### **3.1 Scope of Work**

GOFBCI is working to initiate and administer Together Ohio Family Support Fund programs throughout Ohio in order to reduce the incidence of poverty in Ohio. The selected grantees will assist GOFBCI with this goal in the following ways:

1. The selected grantees will implement and administer a Together Ohio Family Support Fund program in areas throughout Ohio.
2. Document and evaluate participant outcomes that demonstrate a movement from TANF-eligible low-income families in poverty to more sustainable livelihoods.
3. Strengthen infrastructure and build capacity for Together Ohio Family Support Fund sites to become sustainable and continue programming after the grant period. Please see **Appendix B** for a definition of infrastructure as it applies to this RFGA, and a sample list of acceptable and unacceptable infrastructure items.
4. Attend all mandatory trainings and meetings during the grant period as instructed by GOFBCI.
5. Implement programmatic components, to assist low-income TANF-eligible families move toward sustainable households and bridge the gap between socioeconomic classes there by reducing the incidence of poverty.
6. Create and implement outreach and recruitment strategies within State Fiscal Years 2010 and 2011 to build the coalition of local community members that support the program. The “program plan” should include proposed activities and strategies, process for how each will be accomplished, and a timeline for completion of major activities.
7. Provide monthly, quarterly and yearly reports and all other materials requested by GOFBCI upon request and prior to the deadline established. Reporting should reflect the grantee’s progress toward achieving the goals outlined in the proposal or final program plan approved in writing by the State.
8. Prepare monthly invoices with complete documentation to support all expenses submitted for reimbursement.
9. Attend all mandatory trainings and meetings during the grant period as instructed by GOFBCI.
10. Working with the local county department of Job and Family Services (if they are not the lead agency) or the local metropolitan area housing authority, establish a process for determining eligibility of low-income families\*\*\* and for conducting a sufficient assessment for each community ally to determine level of commitment to the project and willingness to support families working to move out of poverty.
11. Recruit community allies (supportive middle-class families, friends and community members) and TANF-eligible families (working with the local county department of Job and Family Services – if they are not the lead agency – or the local metropolitan area housing authority).
12. Host weekly and month meetings with community network and all participants (community allies and low-income families).
13. Track progress of participating families and evaluate program effectiveness.

\*\*\*There have been several references in this RFGA to “TANF-eligible families.” For clarity purposes, all projects must adhere to the following general eligibility criteria for participants:

- families with one or more dependent children
- household income at or below 200% of poverty level for family size

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** Organizations are to include all descriptions, justification, and other information to satisfy these requirements in **TAB 3.1** of their proposals.

**PROPOSAL SCORING NOTE:** Applicant proposals will be evaluated on the quality and thoroughness of their plans, and on how innovative and meaningful the plans would be in addressing objectives included in this RFGA for a specified target population.

### **3.2 Number of Participants**

Each program must be designed to serve a minimum of forty TANF-eligible low-income participants during the course of the grant agreement. Each proposal must provide a description of how TANF-eligible participants will be identified and invited to participate. This project intends to fulfill TANF purpose #2: To end the dependency of needy parents on government benefits through work, job preparation, and marriage. TANF-eligible families must meet the following criteria:

- families with one or more dependent children and
- household income at or below 200% of poverty level for family size;

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** Organizations are to include all descriptions, justification, and other information to satisfy these requirements in **TAB 3.2** of their proposals.

**PROPOSAL SCORING NOTE:** Applicant proposals will be evaluated on the quality and completeness of the plan provided on how the proposed project will satisfy these requirements. Additionally, ODJFS will assess the reasonableness of the planned number of participants relative to the resources needed.

### **3.3 Administrative Structures—Proposed Program Plan**

In addition to a detailed description of the proposed program plan/scope of work, as described in Section 3.1, above, applicant proposals must include, at minimum, the following administrative structures and technical approach for the proposed program plan. The applicant's proposal must:

- A. Identify and explain the key objectives of the proposed program and describe why those objectives were identified as appropriate for the target population (maximum 2 typed pages).
- B. Provide a status reporting procedure for reporting work completed and for resolution of unanticipated problems;
- C. Provide a timeline for each component of the scope of work and for the program overall

- D. Provide the legal name and address of the lead organization applying for this grant, along with names of any collaborative partnering organizations &/or individual(s).
- E. If partnering with other organizations, explain in detail how and why you selected to collaborate with these organizations &/or subcontractor(s) (maximum 2 typed pages).
  - 1. Explain what specific contributions the partnering organization &/or subcontractor(s) will provide your existing organization in an effort to enhance your ability to perform all of the deliverables specified in this grant (maximum 1 typed page).
  - 2. Explain why this collaboration is necessary to meet the deliverables specified in this grant (maximum 1 typed page).
- F. Provide an organizational chart for your organization and any partnering organizations if a partner or partners are involved in the planned program.
- G. Identify the target area (neighborhood, city, county, etc.) to which your organization intends to provide services.
- H. Explain how your organization will meet TANF purpose #2 – “End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage” – and how you will determine eligibility.
- I. Provide a certified copy of your organization’s and partnering entities most recent financial statements and last A-122 or A-133 audits.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: Organizations are to include all descriptions, justification, and other information to satisfy these requirements in TAB 3.3 of their proposals.**

**PROPOSAL SCORING NOTE: Applicant proposals will be evaluated on the quality and completeness of the information provided to satisfy these requirements.**

### **3.4 Specifications of Deliverables**

The deliverables for each selected grantee will be specific to the details of that grantee’s accepted program plan. However, all grantees selected through this RFGA process will at minimum include the following general program services and activities:

- A. Finalize and implement a program plan, to last approximately eighteen months. The program plan should include a timeline for completion of major activities.
- B. Implement and administer Together Ohio Family Support Fund program throughout Ohio.
- C. Finalize and employ a recruitment plan for each program component, e.g., mentors, eligible low-income families, and interested community partners. Also include a description on how TANF-eligibility will be performed. This program is working towards fulfilling TANF

purpose #2: to end the dependency of needy parents on government benefits through work, job preparation, and marriage. TANF- eligible families will meet the following criteria:

- i. families with one or more dependent children and
- ii. household income at or below 200% of poverty level for family size;

D. Provide monthly, quarterly and yearly reports and all other materials requested by ODJFS upon request and prior to the deadline established. Reporting should reflect the grantee's progress toward achieving the goals outlined in the proposal or final program plan approved in writing by the State.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS: This Section 3.4 is for informational purposes only; proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section. It describes the general structure of the work that will be required under terms of the grant agreements for selected organizations.**

**PROPOSAL SCORING NOTE: Not applicable to Section 3.4.**

### **3.5 Selected Applicant Compensation Structure**

This procurement process complies with federal and state laws and rules and is designed to maintain proper stewardship of taxpayer funds and the public trust. Grantees will be required to provide a 20 percent cash or in-kind match of the total project (See Attachment F, Project Budget Form), and proposals must identify the type, value, and source of the match.

Once the grant agreements are signed and purchase orders are issued, the selected providers shall expend their own funds first, to provide services to participating Faith Based & Community Organizations (FBCO's). Providers are required to submit sufficient documentation to demonstrate that the provider has expended funds properly, on work that is specific and permitted under this grant (as specified in the applicant's Project Budget Form-provided as Attachment F), before financial awards will be made under this grant.

Selected applicants will be compensated by reimbursement on a monthly basis. The selected organizations will send GOFBCI a record of their expenses on the specified invoice document (See Appendix E and F for sample invoices) by the first Friday of each month for the previous month's expenses.

**NOTE: Up to 15% may be made available as a working capital advance to each of the selected organizations. Advances will not be made as a standard feature of these awards. Grantees must submit a written request for an advance to ODJFS, specifying the amount requested with a full explanation of the need for the advance. If the request is approved by ODJFS, the grantee will be responsible for proper federal documentation of all expenditures made using the capital advance.**

**It is understood that the State's funds are contingent upon the availability of lawful appropriations by the Ohio General Assembly. If the General Assembly fails at any time to approve funding, the State's obligations under this solicitation are terminated without further obligation by the state.**

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** This Section 3.5 is for informational purposes only; proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section. It describes the general compensation method that will be used under terms of the grant agreements for selected organizations.

**PROPOSAL SCORING NOTE:** Of the information in Section 3.5, only the applicant's information on the required 20% match will be evaluated.

**IMPORTANT:** A sample Technical Proposal Score Sheet is provided as Attachment E. of this RFGA. Applicants are strongly encouraged to use the Score Sheet to check their proposals for quality, compliance, and completeness prior to submission.

## SECTION IV. **PROPOSAL FORMAT & SUBMISSION**

### 4.1 **Proposal Submission Information**

ODJFS requires proposal submissions in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal submission must be comprised of:

- five paper copies (one signed original and four copies) and one CD-ROM copy of the Application including all components of the Application – the entire application should be presented as one single .pdf file on the CD-Rom.

The applicants' total proposal submissions (both the technical and project budget and required documents) must be received by ODJFS complete no later than 3:00 p.m., local time on **November 18, 2009**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts & Acquisitions  
Ohio Department of Job and Family Services  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, Ohio 43215-3414  
ATTN: RFGA/RLB Unit**

The CD-ROM must include all components of the Technical Proposal and Project Budget, including any required or voluntary attachments to it. The requested CDs will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include them or to properly label them may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

All proposal submissions (including all copies) must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from an applicant's proposal submission (e.g., letters of support, recommendations from past customers of the applicant's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated above will not be included in any previous submissions, nor will they be considered. ODJFS is not responsible for proposals incorrectly addressed or for proposals delivered to any ODJFS location other than the address specified above. No confirmation of mailed proposals can be provided.

For hand delivery on the due date, applicants are to allow sufficient time for downtown parking considerations, as well as for security checks at both the lobby of the Rhodes State Office Tower (address as stated above) and again on the 31<sup>st</sup> Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31<sup>st</sup> Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.**

Submission of a proposal indicates acceptance by the applicant of the conditions contained in this RFGA, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between ODJFS and the applicant selected.

## **4.2 Format for Organization of the Proposal**

### **A. Overall Proposal Organization**

The applicant's Technical Proposal must contain the following components (organized in four (4) primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFGA section number/letter must be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials not required in the RFGA. All pages beyond Tab 1 shall be sequentially numbered.

### **B. Technical Proposal Details**

The applicant's Technical Proposal must contain the following components, at minimum. It is mandatory that applicant proposals be organized in the following order, and that wherever appropriate, sections/portions of the applicant proposal make reference by section number/letter to those RFGA requirements to which they correspond. Applicants must organize their Technical Proposals in the following order:

#### **1. Tab 1 Contents:**

##### **Tab 1-A. Required Applicant Information & Certifications:**

In this section, the applicant is required to provide required information and certifications of eligibility for state contract awards, as described in **Attachment A.** to this RFGA, entitled "Required Applicant Information & Certifications Document." Applicants may, at their discretion, either print **Attachment A.**, complete and sign it (in blue ink), and return it as the content of their Proposal Tab 1; or they may provide all the required information and certifications (each fully re-stated from **Attachment A.**) on their own letterhead, properly signed (in blue ink), and use that document as the content of their Proposal Tab 1. Applicants who fail to provide all information and certifications as described in **Attachment A.** in their Proposal Tab 1 risk disqualification.

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Sec. 5.7, Subcontractor Identification and Participation Information should also be provided in Tab 1.

**Tab 1-B. Request for Taxpayer Identification Number (W-9) Form:**

The applicant must attach the Request for Taxpayer Identification Number (W-9) Form, which is provided as Attachment B. to this RFGA, completed with an original signature in blue ink.

**Tab 1-C. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org:**

Applicants are required to provide a declaration regarding material assistance to a terrorist organization or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List and described in **Attachment C, Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization**. Applicants MUST print **Attachment C.**, complete and sign it (in blue ink), and return it as the content of their Proposal Tab 1. Applicants who fail to provide a signed and completed **Attachment C.** risk disqualification. This form may also be accessed and printed at the Ohio Department of Public Safety, Division of Homeland Security's Website at <http://www.homelandsecurity.ohio.gov>.

The signed originals of the above referenced forms (**RFGA Attachments A., B., and C.**) are to be provided in the applicant's original proposal; photocopies of the completed and signed forms must also be provided with each of the required copies.

**Tab 1-D. Signed Original ODJFS Grant Agreement:**

Applicants must provide one signed original grant agreement signature page (provided in **Attachment D** of this RFGA) in their grant application. This will expedite ODJFS' preparation of the resulting grant agreements.

**2. Tab 2 Contents:  
Applicant Experience & Qualifications**

In this section of the proposal, the applicant should include all information and documentation requested in Sections 2.1, 2.2, and 2.3 of this RFGA, such as a photocopy of the 501(c) 3 document, letters of support from partners, etc.

**3. Tab 3 Contents:  
The Proposed Project: It's Scope of Work, Participants, and Administrative Structures—Proposed Work Plan**

This section should describe in detail all the information requested in Sections 3.1, 3.2, and 3.3 of this RFGA.

**C. The Project Budget.**

**4. Tab 4 Contents:  
The Project Budget**

Applicants MUST complete the Project Budget Form, provided as **Attachment F.** to this RFGA according to instructions, sign it, and submit it fully completed as specified in the RFGA. The Project Budget Form requires interested applicants to provide individual prices for those services defined in **Section III, Scope of Work and Specifications of Deliverables** for the initial period of this possible grant award for SFY 2010. Budgets must also clearly demonstrate an appropriate and adequate match, as described in Sections 1.4, Background; 1.11, Time Frames and Funding Source; and 3.5, Selected Applicant Compensation Schedule. Failure by any applicant to meet the match requirement may mean that a revised budget will be required, or, at its sole discretion, ODJFS may disqualify the applicant's proposal.

**IMPORTANT BUDGET NOTE:** In the event that the State eventually decides to renew any projects selected through this RFGA process beyond that initial period, those grantees offered the possibility of an extension will then be required to provide a project budget covering the potential renewal term; all such requested budgets must be in accordance with program, administrative, and fiscal standards and requirements set in this RFGA, and all will be subject to ODJFS approval.

**Applicants are to only show expenses directly related to the proposal project (travel is not to be included) and include a budget narrative and justification which clearly display how approximate costs and allocations were determined for each site. Budget and budget item descriptions MUST support the objectives outlined for the project as well as any and/or all of the grant applicant's proposed program activities.** At the applicant's discretion, additional documentation may also be included with the completed **Attachment F.**, as explanatory information, but when making the applicant selections and when executing the agreement, ODJFS will consider only the dollar amounts displayed on the Project Budget Form.

Applicants are to use their professional comprehension of the effort required to perform those services and to propose an all-inclusive budget for performing all necessary activities. The budget line items proposed in the applicant's Project Budget will be the compensation in effect throughout the agreement period, as described in Section 1.11, Time Frames & Funding Source, of this RFGA.

In calculating their total proposed budget, applicants must consider cost resulting from all work described in Section III of this RFGA, as well as all program costs, primary and incidental, necessary to complete all program activities (whether explicitly identified by ODJFS in this RFGA or not).

**SECTION V. CONDITIONS AND OTHER REQUIREMENTS**

Through this section of the RFGA, ODJFS notifies applicants seeking award of a grant agreement of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement (RFGA, RLB, etc.) process; or their eligibility to be awarded a grant; and of requirements that would be in effect, should they be awarded an agreement. This Section establishes

basic conditions under which a grant award can be made, mandatory requirements regarding ethical behavior during the procurement process and during any grant term, and established basic understandings of the responsibilities of potential applicants, grantees, and the State. Applicants should read this section carefully for this information.

### **5.1 Start Work Date**

The selected applicant must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget and Management. The selected applicant will be notified by the ODJFS grant/project manager when work may begin. **Any work begun by the applicant prior to this notification will NOT be reimbursable by the State of Ohio.**

### **5.2 Proposal Costs**

Costs incurred in the preparation of this proposal are to be borne by the applicant, and ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with interviews will be borne by the applicant and will not be ODJFS' responsibility (see Section 4.2, above).

### **5.3 Contractual Requirements**

- A. Any grant agreement resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the model grant, which is included as **Attachment D.** of this RFGA;
- B. Many of the terms and conditions contained in the model grant (See **Attachment D.**) are required by state and federal law; however, the applicant may propose changes to the model grant by annotating the model and returning it with the applicant's proposal submission. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the grant are contingent upon the availability of state and federal funds;
- D. All aspects of the grant apply equally to work performed by any and all subcontractors;
- E. The grantee, and any subcontractor(s), will not use or disclose any information made available to them for any purpose other than to fulfill the contractual duties specified in the RFGA. The grantee, and any subcontractor(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the grant and may result in legal action;
- F. As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), shall certify compliance with any court order for the withholding of child support, which is issued pursuant to Section 3113.217 of the ORC. The grantee, and any subcontractor(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or employees of the grantee meet child support obligations established under state law;

- G. By signing a grant with ODJFS, a applicant agrees that all necessary insurance is in effect; and
- H. The selected grantee shall be required to comply with prevailing wage standards, as established in ORC 4115.03 to 4115.16.

#### **5.4 Travel Reimbursement**

Travel by program administrative staff should be folded into the overhead, per diem, the hourly rates, or budget categories and not to be listed separately. Travel as a program expense, for example, travel vouchers, taxi vouchers, and bus passes for participants to attend a scheduled MPCCT program, are permitted and should be listed on the budget sheet. Out of state travel will not be an allowable expense.

#### **5.5 Subcontractor Identification and Participation Information**

Any applicants proposing to use a subcontractor for any part of the work described in this RFGA must clearly identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the applicant is selected;
5. A statement that the subcontractor has read and understands the RFGA, the nature of the work, and the requirements of the RFGA.

#### **5.6 Public Release of Records**

Public release of any evaluation or monitoring reports funded under this agreement will be made only by ODJFS. Prior to public release of such reports, ODJFS must have at least a 30-day period for review and comment.

#### **5.7 Confidentiality**

All contracts and grant agreements will require that the grantee maintain the confidentiality of information and records which state and federal laws, rules, and regulations require to be kept confidential.

#### **5.8 Key Personnel**

ODJFS may require a clause in the resulting contract/grant agreement regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to ODJFS, and replacements will not be made without ODJFS approval.

#### **5.9 Ethical & Conflict of Interest Requirements**

- A. No grantee or individual, company or organization seeking a grant shall promise or give to any ODJFS employee anything 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;
- B. No grantee or individual, company, or organization seeking a grant shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS shall refrain from activities which 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 102.04 of the ORC is subject to termination of the grant or refusal by ODJFS to enter into a grant; and
- D. ODJFS employees and grantees who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the ORC may be prosecuted for criminal violations.

#### **5.10 Health Insurance Portability & Accessibility Act (HIPAA) Requirements**

As a condition of receiving a grant from ODJFS, the grantee, and any subcontractor(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and to implement regulations at 45 C.F.R. Section 164.502 (e) and Sections 164.504 (e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Protected Health Information (PHI) is information received by the grantee from or on behalf of ODJFS that meets the definition of PHI as defined by HIPAA and the regulations promulgated by the United States Department of Health & Human Services, specifically 45 CFR 164.501 and any amendments thereto. The selected applicant should reasonably anticipate HIPAA language in the grant that results from this RFGA.

In the event of a material breach of grantee obligations under this section, ODJFS may at its option terminate the grant according to provisions within the grant for termination.

#### **5.11 Waiver of Minor Proposal Errors**

ODJFS may, at its sole discretion, waive minor errors or omissions in applicants' technical proposal and/or project budget when those errors do not unreasonably obscure the meaning of the content.

#### **5.12 Proposal Clarifications**

ODJFS reserves the right to request clarifications from applicants of any information in their Technical and/or Cost proposals/forms, and may request such clarification as it deems necessary at any point in the proposal review process.

#### **5.13 Contractual Requirements and Prevailing Wage Requirements**

Any grant resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model grant, which is provided as **Attachment D.** to this RFGA. Potential applicants are strongly encouraged to read the model grant and to be fully aware of ODJFS' contractual

requirements. Additionally, the selected grantee will be required to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

#### **5.14 Unresolved Findings for Recovery (R.C. 9.24)**

ORC Section 9.24 prohibits ODJFS from awarding a grant to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, the applicant warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under R.C. 9.24 prior to the award of any grant arising out of this RFGA, without notifying ODJFS of such finding. ODJFS will review the Auditor of State’s website prior to completion of evaluations of proposals submitted pursuant to this RFGA. ODJFS will not evaluate a proposal from any applicant whose name, or the name of any of the subcontractors proposed by the applicant, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery.

#### **5.15 Mandatory Contract Performance Disclosure**

Each proposal must disclose whether the applicant’s performance, or the performance of any of the proposed subcontractor(s), under contracts for the provision of services that are the same or similar to those to be provided for the project which is the subject of this RFGA has resulted in any “formal claims” for breach of those contracts. For purposes of this disclosure, “formal claims” means any claims for breach that have been filed as a lawsuit in any court, submitted for arbitration (whether voluntary or involuntary, binding or not), or assigned to mediation. If any such claims are disclosed, applicant shall fully explain the details of those claims, including the allegations regarding all alleged breaches, any written or legal action resulting from those allegations, and the results of any litigation, arbitration or mediation regarding those claims, including terms of any settlement. While disclosure of any formal claims in response to this section will not automatically disqualify an applicant from consideration, at the sole discretion of ODJFS, such claims and a review of the background details may result in a rejection of the applicant’s proposal. ODJFS will make this decision based on its determination of the seriousness of the claims, the potential impact that the behavior that led to the claims could have on the applicant’s performance of the work, and the best interests of ODJFS.

#### **5.16 Mandatory Disclosures of Governmental Investigations**

Each proposal must indicate whether the applicant and any of the proposed subcontractor(s) has been the subject of any adverse regulatory or adverse administrative governmental action (federal, state, or local) with respect to applicant’s performance of services similar to those described in this RFGA. If any such instances are disclosed, applicant must fully explain, in detail, the nature of the governmental action, the allegations that led to the governmental action, and the results of the governmental action including any legal action that was taken against applicant by the governmental agency. While disclosure of any governmental action in response to this section will not automatically disqualify an applicant from consideration, such governmental action and a review of the background details may result in a rejection of the applicant’s proposal at the sole discretion of ODJFS. The decision by ODJFS on this issue will be based on a determination of the seriousness of the matter, the matter’s potential impact on the applicant’s performance of the work, and the best interests of ODJFS.

#### **5.17 Applicant Selection Restriction**

Any applicant deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded the resulting grant.

### **5.18 Declaration of Material Assistance Requirements**

Any applicant responding to any ODJFS RFGA, RLB, or any other procurement opportunity is required to provide certification that the applicant has not provided material support or resources to any organization listed on the “Terrorist Exclusion List” (TEL) maintained by the U.S. Department of State. The Declaration of Material Assistance Form, provided as **Attachment C** to this RFGA, must be printed, completed, and signed by the interested applicant’s authorized representative, and returned to ODJFS as a component of the applicant technical proposal/bid. Failure to properly complete the form or to provide it as part of the proposal submitted to ODJFS may result in the disqualification of the applicant’s proposal from consideration.

Applicants may access the TEL from the Ohio Homeland Security Office website, located at [www.homelandsecurity.ohio.gov.dma.asp](http://www.homelandsecurity.ohio.gov.dma.asp) or via e-mail to [dma-info@dps.state.oh.us](mailto:dma-info@dps.state.oh.us) for the current list of excluded organizations and additional information.

**PROPOSAL DEVELOPMENT INSTRUCTIONS TO APPLICANTS:** This Section V. is for informational purposes only. It describes the mandatory requirements regarding the conduct of applicants during the RFGA process and mandatory conduct of selected grantees following award of funds. Proposals DO NOT NEED TO INCLUDE ANY INFORMATION in response to this section – with the only possible exceptions being as follows:

- **Regarding 5.14, Unresolved Findings for Recovery** (R.C. 9.24), applicants **must** provide information as requested by completing the Declaration of Material Assistance Form, provided as Attachment C. and submitting it with their proposal in Tab1;
- **Regarding 5.15, Mandatory Contract Performance Disclosure**, applicants must disclose any such formal claims, if any have been made, in Tab 1 of their proposals; and,
- **Regarding 5.16, Mandatory Disclosures of Governmental Investigations**, applicants must disclose (and detail the nature and the outcome) of any such adverse regulatory or adverse administrative governmental action if any have been made, in Tab 1 of their proposals;

**PROPOSAL SCORING NOTE:** Not applicable to Section V.; however, in the event that an applicant organization is found to be ineligible for a grant award due to the requirements described in 5.14, 5.15, 5.16, 5.17, or 5.18, ODJFS will disqualify that organization’s proposal from consideration.

## **SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION**

### **6.1 Scoring of Proposals**

ODJFS will contract with applicants that best demonstrate the ability to meet requirements as specified in this RFGA. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical and Project Budget. All proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from the Governor’s Office of Faith Based and Community Initiatives, and their designees. Applicants should not assume that the review

team members are familiar with any current or past work activities with ODJFS. Proposals containing assumptions, lack of sufficient detail, poor organization, lack of proofreading and unnecessary use of self-promotional claims will be evaluated accordingly. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and grantee selection process.

Selection of the applicant will be based upon the criteria specified in Sections I, II, III, IV, and V. of this RFGA. Any proposals not meeting the requirements contained in those sections of this RFGA will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when no prejudice will result to the rights of any applicant or to the public. In scoring the proposals, ODJFS will score in three phases:

**A. Phase I. Review—Initial Qualifying Criteria:**

In order to be fully reviewed and scored, proposals submitted must pass the following Phase I. Review. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration.**

1. Was the proposal received by the deadline as specified in Sections 1.7 and 4.1;
2. Does the applicant’s proposal include all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in Attachments A. and C. to the RFGA;
3. According to those certifications, does the applicant affirmatively indicate that it is not on the federal debarment list; that there are no unfair labor findings against it; and it is not in violation of ORC Section 9.24, and therefore may enter into an agreement with ODJFS;
4. Does ODJFS’ review of the Auditor of State website verify that the applicant is not excluded from entering into an agreement with ODJFS by ORC Section 9.24 for an unresolved finding for recovery (i.e., the proposal of any applicant whose name appears on the Auditor’s website as having an unresolved finding for recovery will be eliminated from further consideration.);
5. Is a non-profit organization, charitable foundation in Ohio, public university or college in Ohio, or a county department of Job and Family Services. If the applicant is a non-profit organization, proposals submitted must include a copy of the applicant organization’s current and valid non-profit Ohio 501(c)3 tax status determination letter from the Internal Revenue Service (IRS). A sample 501(c)3 tax status determination letter has been provided as Appendix A for applicant reference;
6. Is either a single organization responsible for implementing all of the deliverables as specified; OR is the designated lead agency or organization ultimately responsible for implementing all of the deliverables, as specified as well as for supervising, managing and monitoring agents, partnering organizations and subcontractors from the onset through the duration of this grant period. All partners must be identified in the

applicant’s proposal. Partners seeking reimbursement as part of the grant may not be added after the proposal has been submitted;

7. Has identified the geographic scope of the project – neighborhood, city, county, etc.;
8. Has demonstrated at least two years experience as an organization servicing low income or TANF- eligible populations in Ohio; and
9. Has stated that it is not excluded from contracting with ODJFS by R.C.§9.24 for an unresolved finding for recovery.

**B. Phase II. Review—Criteria for Scoring the Technical Proposal:**

The PRT will then score those qualifying technical proposals, not eliminated in Phase I. Review, by assessing how well the applicant meets the requirements as specified in Sections II, III, IV, V, and VI. of this RFGA. Using the score sheet for Phase II scoring (see **Attachment E.** of this RFGA for specific evaluation criteria), the PRT will read, review, discuss, and reach consensus on the final technical score for each qualifying technical proposal.

To warrant further consideration of a proposal, the total points awarded to it by agreement of the PRT, must reach a designated minimum score (signifying that the applicant can successfully perform its contractual duties). That score is specified in Attachment E. Any application that does not achieve the required total points, will be disqualified from further consideration, and its Project Budget will not be reviewed.

All Phase II technical proposal evaluation criteria will be scored according to the following scale, based on a proposed plan’s ability to meet ODJFS needs. The Technical Proposal Score Sheet (see **Attachment E.**) uses the following point values for rating each requirement.

0	6	8	10
Does Not Meet Requirement	Partially Meets	Meets Requirement	Exceeds Requirement

**Technical Performance Scoring Definitions:**

**“Does Not Meet Requirement”**- A particular RFGA requirement was not addressed in the applicant’s proposal, **Score: 0**

**“Partially Meets Requirement”**-Applicant proposal demonstrates some attempt at meeting a particular RFGA requirement, but that attempt falls below acceptable level, **Score: 6**

**“Meets Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

**“Exceeds Requirement”**-Applicant proposal fulfills a particular RFGA requirement in all material respects, and offers some additional level of quality in excess of ODJFS expectations, **Score: 10**

**IMPORTANT:** Before submitting a proposal to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Proposal Score Sheet (**Attachment E.**) and the above technical performance scoring information to review their proposals for completeness, compliance, and quality.

**C. Phase III.—Criteria for Considering the Project Budget**

Applicants' projects must at least meet the minimum Phase II technical score in order for their project proposal to remain in consideration for grant award. The Project Budgets of those proposals meeting all mandatory requirements and earning at least the minimum technical quality score will be then reviewed by the PRT.

If the project budgets of any technically qualifying applicants (as determined by the scoring process described in this section and by the Technical Proposal Score Sheet, **Attachment E.** to this RFGA) are deemed excessive, or if they are in excess of the available funding for this project, ODJFS may, at its sole discretion, negotiate with technically qualifying applicants for a revised project budget. Applicants may also be asked to submit budget revisions, or they may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. ODJFS will then consider those applicants' revised project budgets which meet budget requirements according to the evaluation process described in this section, above, and in the Technical Proposal Score Sheet, **Attachment E.**, for determination of grant awards.

**6.2 Review Process Caveats**

ODJFS may, at its sole discretion, waive minor errors or omissions in applicants' Technical Proposal and/or Project Budgets/forms when those errors do not unreasonably obscure the meaning of the content.

ODJFS reserves the right to request clarifications from applicants to any information in their Technical and/or Project Budgets/forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and applicants' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 1.10 of this RFGA. Such communications are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Should ODJFS determine a need for interviewing applicants prior to making a final selection, results to interview questions shall be scored in a manner similar to the process described in Section 6.1, Scoring of Proposals, above. Such scored results may be either added to those applicants' proposal scores, or will replace certain criteria scores, at the discretion of ODJFS. The standards for scoring the interviews and the method used for considering the results of the interviews shall be applied consistently for all applicants participating in the interview process for that RFGA.

ODJFS reserves the right to negotiate with applicants for adjustments to their proposals should ODJFS determine, for any reason, to adjust the scope of the project for which this RFGA is released. Such communications are not violations of any communications prohibition, and are expressly permitted when initiated by ODJFS, but are at the sole discretion of ODJFS.

Any applicant deemed not responsible, or any submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded funding.

### **6.3 Tie Breaker**

In the event that two or more organizations earn the same grant total score, ODJFS will assess the project's cost-per-planned participant. The proposal with the lower cost-per-participant will be ranked above the higher cost-per-participant proposal. Alternatively, if geographic coverage around the state is deemed by ODJFS as inadequate, a tie may at the sole discretion of ODJFS, be broken by selecting for award the tied proposal which would improve geographic representation. (Note: Applicants are cautioned against unrealistically inflating numbers of participants to be served, because after program implementation, ODJFS will measure grantee success by various indicator, including the provision of service to the planned number of participants.)

### **6.4 Final Applicant Recommendation**

The PRT will recommend to the Director of ODJFS the technically qualified, responsible applicants (expected to be at least *six* in number) offering the proposals determined most likely to result in successful programmatic goals and outcomes as determined by the processes and requirements established in this RFGA.

Funding for those projects selected through this RFGA will be funded for up to \$125,000.00 depending upon the number and quality of proposals submitted, among other factors. ODJFS reserves the right to determine final budget amounts, regions to be served and project size and scope in order to meet the overall statewide objectives of OFI.

The State reserves the right, at its sole discretion, to make awards so that funded programs are dispersed widely across the state, even if to do so, lower scoring proposals are selected over one or more higher scoring proposals when multiple higher scoring proposals were submitted for one geographic area. In cases where more than one proposal is submitted for the same area, and the State determines the need to disperse awards across the state, the highest scoring of those in one area may be selected, and the lower scoring proposal(s) for that same area may not be funded in order to fund a project that achieves greater geographic coverage. However, in all situations, the standard for awarding to higher scoring proposals over lower scoring proposals will be followed to every extent possible.

## **SECTION VII. PROTEST PROCEDURE**

### **7.1 Protests**

Any potential, or actual, applicant objecting to the award of a grant agreement resulting from the issuance of this RFGA may file a protest of the award of the grant, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a grant resulting from this RFGA. The protest shall be in writing and shall contain the following information:
  1. The name, address, and telephone number of the protestor;

2. The name and number of the RFGA being protested;
  3. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
  4. A request for a ruling by ODJFS;
  5. A statement as to the form of relief requested from ODJFS; and
  6. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by ODJFS, if it is received by ODJFS' Office of Legal Services, within the following periods:
1. A protest based on alleged improprieties in the issuance of the RFGA or any other event preceding the closing date for receipt of proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.7, Anticipated Procurement Time Table, of this RFGA.
  2. If the protest relates to the announced intent to award the grant(s), the protest shall be filed no later than 3:00 p.m. of the *tenth (10th)* calendar day after the issuance of formal letters sent to all responding applicants regarding the State's intent to make the awards. The date on these ODJFS letters to responding applicants is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
    - A. An untimely protest may be considered by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of Legal Services after the time periods set forth in Item B. of this section.
    - B. All protests must be filed at the following location:

Chief Legal Counsel  
ODJFS Office of Legal Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215-0423
    - C. When a timely protest is filed, a grant award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the Department. The applicant(s) who would have been awarded the grants shall be notified of the receipt of the protest.
    - D. ODJFS' Office of Legal Services shall issue written decisions on all timely protests and shall notify any applicant who filed an untimely protest as to whether or not the protest will be considered.

## 7.2 Caveats

**ODJFS is under no obligation to issue a grant agreement as a result of this solicitation if, in the opinion of ODJFS and the proposal review team, none of the proposals are responsive to the objectives and needs of the Department. ODJFS reserves the right to not select any applicant should ODJFS decide not to proceed. Changes in this RFGA of a material nature will be provided via the agency website. All applicants are responsible for obtaining any such changes without further notice by ODJFS.**

**SECTION VIII. ATTACHMENTS AND THEIR USES**

- A. Required Applicant Information and Certifications (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)**
- B. Request for Taxpayer Identification Number (W-9) Form (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)**
- C. Declaration of Material Assistance Form (*To be completed & included in proposal packet as specified in Sec. 4.2, B., 1.*)**
- D. ODJFS Model Grant Agreement (*Sign the signature page in BLUE INK and return it with your application.*)**
- E. Technical Proposal Score Sheet (*For applicant self-evaluation purposes...do not submit*)**
- F. Project Budget (*To be completed & included in cost proposal packet as specified in Sec. 4.2, C.*)**

**SECTION IX. APPENDICES AND THEIR USES**

- A. Sample 501©3 Letter**
- B. Definition of Infrastructure with list of acceptable and unacceptable items**
- C. Monthly Reports**
- D. GOFBCI Reports**
- E. Sample Invoice - Detailed**
- F. Sample Invoice - Overall**
- G. Map of Designated Training Regions**
- H. Page Number Identification Form**

Thank you for your interest in this project.