

**STRENGTHENING OHIO FAMILIES INITIATIVE
VULNERABLE YOUTH
Request for Grant Applications (RFGA)
RFGA#: R-89-01-0765**

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ODJFS REQUEST FOR GRANT APPLICATION (RFGA):

**STRENGTHENING OHIO FAMILIES INITIATIVE
MENTORING VULNERABLE YOUTH PROJECT**

RFGA#: R-89-01-0765

SECTION I. GENERAL PURPOSE & APPLICANT INFORMATION

1.1 Purpose

The Ohio Department of Job and Family Services (ODJFS) on behalf of the Governor's Office for Faith Based and Community Initiatives (GOFBCI) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC), releases this Request for Grant Applications (RFGA) for the Strengthening Ohio Families Initiative (SOFI) Mentoring Vulnerable Youth Project. Through this competitive process, ODJFS may award up to twelve grants to appropriately qualified and experienced non-profit organizations in Ohio for regional provision of mentoring and related wrap-around services for youth who reside in low-income areas. Priority consideration will be given to organizations serving youth who are either homeless, engaged in the foster care system, or who are ex-offenders. The applicants selected for funding through this RFGA will be referred to as Mentoring Service Providers (MSPs).

Selection of projects for funding will be based on applicants' carefully developed project plans and budgets, which must be designed in full accordance with information provided in this RFGA, and on the applicant agency and staff qualifications. Only proposals (also referred to as 'grant applications') submitted by appropriately qualified non-profit 501(c)3 faith-based and community organizations (FBCOs) in Ohio will be accepted; responses from any other entities will be fully disregarded. Only applicants with demonstrated success in delivering outcomes-based mentoring and wrap-around services to the targeted SOFI sub-populations and with demonstrated success in adhering to financial accountability standards, will be considered. This RFGA provides details on what is required to submit an application, how ODJFS will evaluate the applications, and what will be required of the grantee in performing the work.

Priority consideration will be given to organizations focusing all of their efforts on one or more of the three SOFI priority populations: foster care youth, juvenile ex-offender youth and homeless youth. Only proposals submitted by applicants who have demonstrated success in delivering outcomes-based mentoring and wrap-around services to vulnerable youth, and demonstrated success in adhering to financial accountability standards will be considered.

GOFBCI's SOFI Mentoring Vulnerable Youth Project will fund projects that provide TANF-eligible mentoring and wrap-around services to youth residing in low-income areas. For the purpose of this project, wrap-around services are defined as comprehensive services that further enhance the ability of a young person participating in the mentoring program to succeed through the prevention and reduction of out-of-wedlock births through social, character and leadership skills development.

Each of the twelve grants will be for awards of no more than \$250,000 for a period of approximately fifteen months (approximately March 2008 through June 30, 2009). Funding provided through these grants should **not** be viewed as a continuous source of program support; it is intended to assist applicants with service provision for the priority populations while building the organization's capacity for sustainability after the grant end date. All services charged to the grant award by the selected applicants must be TANF-eligible.

1.2 Issuing Office

This RFGA is released by ODJFS and the subsequent grants will be agreements between ODJFS and the selected non-profit applicants. GOFBCI, which will administer the grants, will be responsible for state level supervision of all activities of the selected grantees.

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 that do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in **Section 5.1, Proposal Submission Information.**

1.3 Background

This initiative was preceded by The Ohio Strengthening Families Initiative (OSFI), which awarded competitively bid grants to faith-based and community organizations to provide a variety of services to Ohio's vulnerable populations. The new initiative, called SOFI, will be funded by Temporary Aid for Needy Families (TANF), and will be offered and administered by GOFBCI. The component of the SOFI initiative that is the subject of this RFGA, referred to as the SOFI Mentoring Vulnerable Youth Project, will provide funding to selected Ohio 501(c)3 faith-based and community organizations to deliver mentoring and wrap-around services to vulnerable youth as defined in this RFGA. The SOFI Mentoring Vulnerable Youth Project will fund programs that are structured in accordance with Federal TANF Goal 3 - to prevent and reduce the incidence of out-of-wedlock pregnancies and establish numeric goals for preventing and reducing the incidence of these pregnancies. Proposals should include research that reflects the program model has been proven to prevent and reduce the rate of out-of-wedlock pregnancies among participants or provide justification for how the proposed model will achieve this goal.

1.4 Overview of the Project

The selected applicant(s), referred to as Mentoring Service Providers (MSPs), will provide financial and administrative support for the delivery of mentoring and wrap-around services focused on vulnerable youth in order to promote social development, character development, and leadership. Proposed programs must be designed to permit the youth participants, or "mentees" to choose from mentoring services that they believe are most suitable for them, including mentoring that incorporates faith components or activities. The selected MSPs will provide services either to vulnerable youth in general or may focus on one or more of the three SOFI priority populations – foster care youth, homeless youth, and juvenile ex-offenders. Priority consideration will be given to organizations that focus all of their

project activities on one or more of the SOFI priority populations. Programs may also include TANF-eligible voluntary wrap-around services that aim to reduce out-of-wedlock pregnancies.

Vulnerable youth have complex needs that may require additional services outside of this project. Proposals must incorporate a plan for wrap-around service delivery that includes a preliminary assessment and referral, if necessary, to local entities that provide additional social and health services beyond the scope of work described in the applicant's proposal. Wrap-around service delivery as specified in the approved proposal is reimbursable through this grant. Additional services may not be reimbursable through this grant; however, applicants are required to provide such information to participants.

The SOFI Mentoring Vulnerable Youth Project may award up to twelve grants of up to \$250,000.00 each to regional MSPs; the total funding awarded through this RFGA will not exceed \$2,770,000.00. Applicants must specify a single geographic region (one of the twelve Economic Development Regions, or EDRs, as defined by the Ohio Department of Development and listed below) in which they are located and the specific area in which the project will be implemented. Proposals must also include a plan for establishing and facilitating a collaborative network in at least one of the region's areas based on the needs of youth in the area. Proposals will be scored based on a variety of criteria, and multiple grants may be awarded in a specific region. Applicants are not eligible to receive multiple grants for the project. The area of service must be identified as part of one of the following regions:

- Region 1 (Central Ohio): Delaware, Fairfield, Fayette, Franklin, Licking, Logan, Madison, Pickaway and Union counties
- Region 2 (Northwest Ohio): Defiance, Erie, Fulton, Henry, Lucas, Ottawa, Sandusky, Williams and Wood counties
- Region 3 (West Central Ohio): Allen, Auglaize, Hancock, Hardin, Mercer, Paulding, Putnam and Van Wert counties
- Region 4 (Southwest Central Ohio): Champaign, Clark, Clinton, Darke, Greene, Miami, Montgomery, Preble, and Shelby counties
- Region 5 (Southwest Ohio): Hamilton, Butler, Warren and Clermont counties
- Region 6 (North Central Ohio): Ashland, Crawford, Huron, Knox, Marion, Morrow, Richland, Seneca, and Wyandot counties
- Region 7 (Southern Ohio): Adams, Brown, Gallia, Highland, Jackson, Lawrence, Pike, Ross, Scioto and Vinton Counties
- Region 8 (Northern Ohio): Cuyahoga, Geauga, Lake and Lorain counties
- Region 9 (Northeast Central Ohio): Medina, Wayne, Summit, Stark and Portage counties
- Region 10 (East Central Ohio): Holmes, Coshocton, Muskingum, Tuscarawas, Guernsey, Carroll, Harrison, Columbiana, Jefferson and Belmont counties
- Region 11 (Southeast Ohio): Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington counties
- Region 12 (Northeast Ohio): Ashtabula, Mahoning and Trumbull counties

The following web site illustrates the county boundaries for each geographic region listed above.
<http://www.odod.state.oh.us/regionals.htm>

Qualified youth (*i.e.*, the “mentees” or “program participants”) must be residents of the State of Ohio, and they must be either members of at least one of the populations defined in this RFGA or, at minimum, residents of low-income areas.

The three priority populations are defined as:

- 1.) Foster Care Youth: Qualified youth ages 10 – 18 years of age who are currently in foster care or who have been in foster care in the six months prior to service delivery. Youth serviced must be no less than ten years of age and no more than 17.5 years of age at the culmination of services. Youth who turn 18 during the program are eligible for services if they were enrolled and receiving services from the SOFI project six months prior to their 18th birthday.
- 2.) Homeless Youth: Qualified youth ages 10 – 21 years of age who are currently homeless or who have been homeless in the twelve months prior to service delivery. Youth serviced must be no less than ten years of age and no more than 20.5 years of age at the culmination of services. Youth who turn 21 during the program, are eligible for services if they were enrolled, and receiving services from the SOFI project six months prior to their 21st birthday.
 - **Definition of Homeless** (US CODE [TITLE 42, CHAPTER 119, SUBCHAPTER I, § 11302](#)):
 - an individual who lacks a fixed, regular, and adequate nighttime residence; and
 - an individual who has a primary nighttime residence that is:
 - a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- 3.) Ex-Offender Youth: Qualified youth ages 12 – 21 years of age who have been incarcerated in the past five years and are not currently on parole or under the care of the juvenile justice system. Youth serviced must be no less than twelve years of age and no more than 20.5 years of age at the culmination of services. Youth who turn 21 during the program, are eligible for services if they were enrolled, and receiving services from the SOFI project, six months prior to their 21st birthday.

Grants of \$250,000 will be awarded to provide services, as specified in this RFGA, beginning from the grant effective date and ending June 30, 2009. This RFGA gives the estimated dates for the various events in the submission process, selection process, and for performance of the work. While these dates are subject to change, prospective applicants must be prepared to meet them as they currently stand. **Any failure to meet a deadline in the submission or evaluation phases, and/or any objection to the dates for performance of the project work will result in the State refusing to consider the proposal of the applicant.**

There are references in this RFGA to the application due date, and these references mean both 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 applicant to ensure the proposal is received, complete (i.e., no components may be submitted separately), prior to 3:00 P.M. on January 21, 2008; late application submissions will not be evaluated. There is only one location for receipt of proposals (as stated in Section 5.1) and any misdirected

proposals will not be considered. Prospective applicants agree they will not hold the State of Ohio liable for any delays.

1.5 Objectives of the Project

The goal of the SOFI Mentoring Vulnerable Youth Project is to prevent and reduce the incidence of out-of-wedlock pregnancies for youth residing in low-income areas, through the establishment and support of mentoring relationships and wrap-around services that encourage social, character and leadership development and aim to prevent and reduce the incidence of out-of-wedlock births. Vulnerable youth may have complex needs that cannot be achieved solely by matching a youth with a mentor. Applicants must incorporate a plan for wrap-around service delivery that demonstrates community partnerships that make possible individualized plans of care to support youth in accomplishing identified goals. Individualized plans of care must include services that incorporate the identification of needs, strengths, values, and preferences of the youth and may include wrap-around services as provided by the applicant, or referrals to social services agencies, faith-based and community organizations and other entities that deliver such services. Wrap-around services are a key component of the project, however, mentoring services may continue if a youth chooses not to engage in these services after the assessment occurs.

Proposals should include research that reflects the program model has been proven to prevent and reduce the rate of out-of-wedlock pregnancies among participants or provide justification for how the proposed model will achieve this goal.

1.6 Anticipated Procurement Timetable

DATE	EVENT/ACTIVITY
December 19, 2007	ODJFS Releases RFGA to Potential Applicants on ODJFS Web Site; Q&A Period Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification
January 4, 2008	Applicant Q&A Period Closes, 10 a.m. (for inquiries for RFGA Clarification) - No further inquiries for RFGA clarification will be accepted
January 9, 2007	ODJFS provides Final Applicant Question & Answer Document (estimated)
Tuesday, January 22, 2008	Deadline for Applicants to Submit Proposals to ODJFS (3 p.m.) - This is the proposal opening date, beginning the ODJFS process of proposal review
February 1, 2008	ODJFS Issues Contract Award Notification Letter (estimated) - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was accepted for award of the contract

<p>March 3, 2008</p>	<p>Implementation* (estimated–following notification of all contractual and funding approvals) - ODJFS contracts are not valid and effective until the state Office of Budget Management approves the purchase order.</p>
<p>June 30, 2009</p>	<p>Project Completion** - All work must be completed and approved by GOFBCI Contract Manager</p>

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 contracts 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 applicant 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 Contract Manager will notify the selected applicant when the requirements of ORC Section 126.07 have been met.

1.7 Internet Question & Answer Period; RFGA Clarification Opportunity

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 [R89010765](#);**
- * **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, the agency 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.

ODJFS responses to all questions asked via the Internet; answers 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. If possible, ODJFS will post an interim Q&A Document, without identifying the applicants asking questions, as well as the final version in which all applicants that posed questions will be identified. ODJFS strongly encourages grantees to ask questions as early as possible in the Q&A period so that interim answers may be posted with sufficient time for the possibility of Applicants’ follow-up questions.

Applicants 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, based on the schedule given in Section 1.6, Anticipated Procurement Timetable. Applicants must refer to the RFGA website for access to the final Q&A Document

IMPORTANT: Requests from potential applicants for copies of previous RFGAs, past applicant's proposals, score sheets or contracts or grants 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 1.9, 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 grant, NOT on details of any current, or past related grant. Requirements under a current project may or may not be required by ODJFS under any future grant, and so may not be useful information for applicants who choose to respond to the RFGA. If applicants ask questions about existing or past projects 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 1.10, Time Frames and Funding Source, for related information.

There is an established time period for the applicant Q&A process (see Section 1.6, 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. Neither GOFBCI nor ODJFS will respond to any questions related to this RFGA which are asked via telephone call, in person, or via any electronic means other than the method described above in this Section 1.7, with the only one possible exception: if interested parties experience technical problems accessing the RFGA or any of its related documents from the website, ODJFS or GOFBCI staff may provide technical directions for RFGA access only.

* 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.

1.8 Applicants' Library

A wide variety of information on ODJFS and its programs which interested applicants may find useful is available to the public via the ODJFS website at <http://jfs.ohio.gov>.

- **Basic TANF Requirements in general.** TANF eligibility requirements as set forth in 45 CFR 92.42: <http://www.acf.hhs.gov/programs/ofa/funds2.htm> and http://jfs.ohio.gov/RFGA/R67170735/attach_f.pdf

- OMB Circular A-87 found at www.whitehouse.gov/omb/
- Citizenship Limitations. To receive TANF services a person must be a citizen of the United States or a qualified alien See Section 5101:1-2-30 of the Ohio Administrative Code and Title IV Sections 401(b) and 411(b) 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 for requirements and exceptions.
- Right to a State Hearing to appeal determinations made by the Grantee. See Ohio Revised Code § 5101.35 and OAC §5101:6-1-01.
- Grantees must comply with the following (this list is not exhaustive):
Civil Rights Laws: See 42 U.S.C. §2000d et seq and <http://www.hhs.gov/ocr/tanfintro.htm>
- Section 504 of the Rehabilitation Act of 1973, See 29 U.S.C. §794, Section 504.
- Title II of the Americans with Disabilities Act of 1990 (ADA) Contracts See. 42 U.S.C. §1201.1 et seq.
- The Age Discrimination Act of 1975 See 42 U.S.C 5101 et seq.
- Employment Laws including but not limited to Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), Unemployment Insurance (UI). See ODJFS Office of Legal Services Legal Brief 98-01, <http://innerweb/Ols/briefs/BRIEF9801.PDF> and <http://www.dol.gov/asp/w2w/welfare.htm#How>
- *Helping Families Achieve Self Sufficiency: A Guide for Funding Services for Children and Families through the TANF Program*. U.S. Department of Health and Human Services Administration on Children and Families. <http://www.acf.hhs.gov/programs/ofa/funds2.htm>
- *How to build a Successful Mentoring Program using the Elements of Effective Practice™*. MENTOR: National Mentoring Organization. http://www.mentoring.org/DownloadFiles/Mentor%20Tool%20Kit_full.pdf.
- *Advocates for Mentoring an Investment in the Future of Mentoring in Maine: Toolkit 2005*. Maine Mentoring Partnership. <http://www.mainementoring.org/Advocacy%20Toolkit/Advocacy%20Toolkit%20Apr2006.doc>

1.9 Communication Prohibitions

From the issuance date of this RFGA until actual grants are awarded to applicants, there may be no communications concerning the RFGA between any applicant that expects to submit a proposal and any employee of ODJFS or GOFBCI in the issuing office, or any other ODJFS or GOFBCI employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the award selections. These prohibitions also apply to ODJFS, GOFBCI and Governor's Office staff.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.7, Internet Q&A Period;
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.

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was 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.

1.10 Time Frames & Funding Source

Through GOFBCI's SOFI Mentoring Vulnerable Youth Project, ODJFS is seeking to award grants to Ohio 501(c)3 faith-based and community organizations to provide TANF-eligible mentoring and wrap-around services to the specified vulnerable youth populations from the grant award date to June 30, 2009. A mandatory meeting to discuss GOFBCI project expectations, reporting and invoicing procedures will be held approximately three weeks prior to the project implementation date. Organizations awarded funds for this project must enroll youth and initiate mentor/mentee matches no later than June 30, 2008. Every effort should be made to ensure the viability of the mentoring relationship throughout the grant period (*i.e.*, through June 30, 2009), resulting in a mentoring relationship of at least one year. Therefore, all match activity for this project must occur no later than June 30, 2008. Wrap-around service delivery needs assessments should occur at the time of, or no less than, 30 days after the youth's enrollment in the program. Wrap-around service delivery may occur anytime during the grant term, after the initiation of the mentoring relationship. Other project activities such as marketing and those that promote the sustainability of the project are allowable throughout the grant term.

The SOFI Mentoring Vulnerable Youth Project is a State of Ohio Temporary Assistance to Needy Families (TANF)-funded project. All expenses submitted for reimbursement must adhere to State and Federal TANF eligibility guidelines. GOFBCI has established that TANF funds for the SOFI Mentoring Vulnerable Youth Project will be used to accomplish goals within purpose three of TANF – to prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for

preventing and reducing the incidence of these pregnancies. Basic TANF requirements may be accessed through a website listed in Section 1.8 of this RFGA.

Potential applicants are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget if the budgets of all technically qualifying applicants are in excess of the available funding for this project, or deemed by ODJFS to be otherwise excessive or inappropriate. Section 6.1 C. of this RFGA establishes further information on ODJFS procedures to be implemented if this occurs.

1.11 Eligibility and Eligible Populations

For reference purposes, applicant organizations should be aware of basic TANF eligibility conditions (as follows), all of which are legislatively defined.

1. Required NOTICE regarding provision of Social Security Number as a condition for receiving TANF funds, each person must provide his or her Social Security Number. See Section 1137(a) of the Social Security Act.

INFORMATION REGARDING USE OF SOCIAL SECURITY NUMBERS: Anyone applying for TANF services must provide his or her social security number, and occasionally the social security numbers of other members of the household for purposes of income verification or other eligibility criteria even if those others are not seeking TANF services themselves. It may be decided that certain family members are not eligible for TANF services, for example, due to immigration status, but other family members may still be determined TANF eligible.

Social security numbers may be used when contacting appropriate persons or agencies to determine eligibility and verify information given upon application for TANF services; for example, income, disability benefits or other similar benefits and programs, and such information may affect household eligibility for TANF services. Social security numbers may be used for felony warrant matches; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

2. Citizenship Limitations. To receive TANF services a person must be a citizen of the United States or a qualified alien See Section 5101:1-2-30 of the Ohio Administrative Code and Title IV Sections 401(b) and 411(b) 403(a) of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 for requirements and exceptions.
3. Required NOTICE regarding State Hearing Requirements. At the time of application or any action thereafter, all applicants must receive a written notice of their right to a State Hearing to appeal determinations made. See Ohio Revised Code § 5101.35 and OAC §5101:6-1-01.
4. Required NOTICE regarding Charitable Choice and Faith-Based Initiatives. Charitable Choice provisions apply when that applicant for services must be given written notice of their right to request an alternative provider, and must receive notice of their right to request an alternative provider.

Non-Allowable Service. The following is a partial summary of activities for which TANF funds may not be used:

1. To provide medical services, mental health and substance abuse treatment; however, TANF funds can be used for non-medical services (e.g. outreach to ensure medical coverage; an initial assessment for drug and alcohol treatment, and pre-pregnancy family planning services).
2. To supplant spending in the areas of child support enforcement, foster care, or adoption assistance under Titles IV-D and IV-E of the Social Security Act and should not be used in place of other primary funding streams. See OMB Circular A-87 found at www.whitehouse.gov/omb/.
3. To satisfy a cost-sharing or matching requirement of another federal program unless specifically authorized by Federal law.
4. To construct, purchase or improve buildings, facilities, or real estate. See the decision at 42 Comp. Gen. 480 (1960).
5. To provide services funded by the Ohio Works First (OWF) program, but does not preclude providing benefits and services for non-recurrent, short-term needs that include food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses.
6. To provide transportation for unemployed families unless transportation services are nonrecurring and short-term service (less than four (4) months), but may be used to provide transportation for employed families (for more than four (4) months).
7. To provide juvenile justice services; however TANF may fund mentoring services for youth.

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

Applicants' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

2.1 Mandatory Applicant Qualifications

In order to be considered for the grants expected to result from this RFGA, ODJFS requires that interested applicants **must** meet, at minimum, **all** the following qualification requirements:

1. Applicant organization must be an Ohio 501(c)3 faith-based and community organization. Proposals are to include proof of the organizational 501(c)3 status.
2. Applicant organizations must demonstrate a minimum of three (3) years experience dealing with one or more of the SOFI priority populations (foster care youth, homeless youth and ex-offender youth as defined above). Proposals must include verification of experience, and proposals from applicants failing to meet this criteria will be disqualified.

3. At least one member of the project staff must have a bachelor's degree in social work or a related field, and a copy of current Ohio licensure to practice must be included in the proposal.

Applicants that do not meet all of the above three qualifications will be eliminated from any further consideration for grant award.

2.2 Organizational Experience and Capabilities

In order to be considered for the grants expected to result from this RFGA, ODJFS requires that interested applicants provide the following:

1. Samples (in the form of written summaries, executive summaries, extracts, etc.) of at least two, but no more than four, similar-sized projects completed in the past five years that demonstrate expertise in working with one of the designated SOFI priority populations; and
2. Names and contact information for at least three entities for which they have performed similar scale projects in the past five (5) years.
3. Evidence of facilities, fiscal controls, and other resources that are adequate to achieve project goals must be provided. A plan to maintain, foster and sustain ongoing relationships with Ohio FBCO organizations during and after the contract period, must also be included.
4. A description of the organization's history for serving vulnerable youth populations, particularly the SOFI sub-population designated in the proposal. A detailed description of services provided, the number of youth served and a brief evaluation of the agency's performance based on the data provided in previous projects should be included.

2.3 Staff Experience, Capabilities, and Capacity

The applicants must demonstrate significant expertise by assigning staff to key leadership roles for this project. Key positions will require profiles and curriculum vitae. The applicants must, at minimum:

1. Identify by position and by name those staff they consider key to the project's success (at minimum, key project staff should be comprised of individuals who are responsible for direct project management, financial oversight, service delivery and administrative tasks, and one individual staff member may fulfill multiple roles within the project); and
2. Include resumes of all those key staff expected to work on the project. Proposals failing to demonstrate the appropriate education and experience for key staff shall be disqualified from consideration. Key staff must have at least a bachelor's degree in social work, business administration or a related field. At least one staff member should be licensed in social work or a related field (see Section 2.1, 3, above) and have demonstrated expertise in dealing with the vulnerable youth population. The staff member responsible for financial reporting and invoices should have at least a bachelor's

degree in accounting, non-profit management or business administration, and have experience managing government funds.

Key applicant staff must have current, valid licenses as appropriate and maintain valid licensure throughout the grant period.

3. A list of all staff that will be working with the project, their titles, roles and responsibilities, and the expected time commitment on the project for each must be included with the proposal. Key staff titles and roles will vary based on the organizational structure and project implementation needs, and organizational titles may not necessarily reflect the duties of project staff; applicants must therefore include a summary of the duties of each project staff member.

The organization will be evaluated on the extent to which it includes a listing of key positions required to carry out the project, the individuals proposed to fill the positions, and a detailed description of the kind of work they will perform. The organization will be evaluated on the extent to which evidence is provided demonstrating the staff's skill, knowledge, and experience in carrying out their assigned activities such as evidence that demonstrates not only superior technical skills, but also a clear record of working with Ohio FBCO organizations.

SECTION III. SCOPE OF WORK & SPECIFICATIONS OF DELIVERABLES

The selected applicant will be responsible for the deliverables, including all intervening and preparatory steps, whether or not they are explicitly specified in this RFGA, in order to fully and appropriately plan, implement and close out their proposed projects. The details of each funded project's intended outcomes, or "the deliverables," will be specific to that project, but all selected projects will have the general scope of work and certain tasks, functions, and work requirements in common.

3.1 Scope of Work

Scope of Work. The applicant will provide mentoring and wrap-around services that enhance a mentee's ability to succeed through the prevention and reduction of out-of-wedlock births through social, character and leadership skills development. The SOFI Mentoring Vulnerable Youth Project will direct efforts to expand, enhance and build local capacity to serve individuals in one of the SOFI priority populations of foster care youth, homeless youth and juvenile ex-offenders, or other vulnerable youth residing in low-income areas.

Program Model/Mandatory Components

Proposals should include research that reflects the program model has been proven to prevent and reduce the rate of out-of-wedlock pregnancies among participants or provide justification for how the proposed model will achieve this goal.

Selected Mentoring Service Providers must:

1. ***Implement and provide research- and outcomes-based mentoring services (and wrap-around services, if applicable) to one of the SOFI populations.*** During the grant term, this model must be adhered to and the program specifications may not be changed. If a minor change to the

program is needed, approval must be granted through a formal amendment to the project in writing, from ODJFS. It is imperative that applicants research their community and the population they are serving to determine the model they will incorporate to deliver mentoring services. For the purposes of this RFGA, a research- and outcomes-based mentoring program is defined as a program that has been researched by a university level professional and clearly stipulates the program or model's goals, methods of achieving those goals and identifies the types of evidence that must be collected and considered as indicators of success and failure. The model must also be easily reported using the mandatory ROMA system.

2. ***Attend all mandatory trainings, workshops and meetings as requested by ODJFS and/or GOFBCI.*** There will be a mandatory meeting for all grantees after the award date. This meeting will include detailed information on program implementation, timelines, accounting practices, ROMA system and reporting. At least one member of the key staff member team, as identified in the proposal, must attend the mandatory trainings, workshops, meetings. Additional meetings will be scheduled as deemed necessary by ODJFS and/or GOFBCI.
3. ***Submit to site visits as scheduled by ODJFS that include file reviews, meetings with staff and any other necessary activities to ensure the organization and project are meeting all program requirements.*** Site visits will be scheduled at the discretion of the GOFBCI Project Manager and may occur without prior approval of the grantees. Site visits may include observations of actual service delivery, meetings with staff, file reviews and other components necessary for the Project Manager to assess the grantee's progress towards achieving the goals outlined in this grant agreement.
4. ***Submit invoices on a monthly basis,*** no later than thirty (30) days from the last day of the previous month.
5. ***Collaborate with local organizations and agencies in providing wrap-around services to youth.*** This includes developing a referral and case management system.
6. ***Provide requested documentation to GOFBCI and/or ODJFS in a timely manner,*** no later than thirty (30) days from the time of the request.
7. ***Develop and implement a system for measuring program performance*** that is easily accessible to GOFBCI for project review and that substantiates service delivery designed around TANF Goal 3.
8. ***Provide internships for research interns from a local higher education institution*** to assist in measuring program performance and outcomes throughout the contract period.
9. ***Submit a plan for short and long-term sustainability after the grant end date.*** The funds awarded through this grant are not a continuous source of funding, thus organizations must specifically identify plans for project continuation after the grant period.

Providers must offer the following mentoring services:

- **Youth Mentoring Plus Services:** Mentoring and wrap-around services for high-needs youth in at least one of the SOFI sub-populations. These activities must support an outcomes-based model for mentoring and wrap-around services delivery. For the

purpose of this proposal, wrap-around services are comprehensive services that further enhance a mentee's ability to succeed through the prevention and reduction of out-of-wedlock births through social, character and leadership skills development. Components of wrap-around services under this funding announcement may include the following: tutoring, counseling, job readiness, substance abuse prevention, temporary housing assistance, GRE/literacy and ESL (English as a second language instruction).

Applicants that submit a proposal are expected to have a mentoring program in place at the time of submitting the proposal. They are also expected to have at least three years experience working with the specific priority population they are proposing to serve.

Activities qualified for reimbursement include those that provide cultural enrichment, teach life skills, promote job readiness and any other activities that comply with TANF Goal 3 that have been included in the approved proposal. Mentors and mentees must meet in person at least four times a month, preferably once a week. Mentor/mentee activity should last at least one hour per meeting. The focus of the relationship is the establishment of a unique, one-to-one relationship between the mentor and the mentee. Mentors may mentor more than one youth, however group mentoring is not allowed. Mentors with more than one mentee must schedule separate individual times throughout the month to develop the relationship with each mentee. Meetings above the four times per month may incorporate additional youth at the discretion of the MSP.

The SOFI Mentoring Vulnerable Youth project anticipates utilizing TANF funding to assist Ohio's faith based and community organizations with providing services related to providing mentoring and wrap-around services to address the needs of the specified SOFI priority population. The following key components and principles along with all other requirements referenced herein must be incorporated in each program proposal:

- **Multiple Programs of Choice.** The MSC will identify, recruit and maintain throughout the course of the grant a variety of secular and faith-based mentors to deliver services. Youth enrolled in the program will sign a Choice Statement and have the right to choose whether they would like a secular or faith-based mentoring relationship. Proposed projects must be sufficient to meet the needs and continually provide a choice of faith-based and secular mentoring options for qualified individuals in one of the SOFI populations. Although participants have the option of selecting a faith-based mentor, selected applicants must ensure that federal TANF guidelines prohibiting proselytizing are adhered to.

The program design components must include a multi-faceted approach to recruitment, established intake methods that include conducting national background and sex offender registry checks prior to match initiation, orientation for prospective mentors and mentees, pre- and post-match trainings for participants, procedures for making, establishing, monitoring and closing out matches, and retention strategies.

- **Mentor and Mentee Outreach and Recruitment.** MSPs will actively pursue marketing efforts that seek out mentees, mentors and FBCO collaborations for nurturing and sustaining mentoring relationships that will address the needs of the designated SOFI priority population.
- **Detailed Intake Procedure.** A detailed intake procedure must be described in proposals, including a timeline for responding to inquiries and referrals, ensuring participants attend orientation and trainings, completion of all forms and applications, conducting a thorough,

national background and sex offender registry check, verification of character from personal and professional references, a face-to-face interview, obtaining necessary signatures from parents and guardians of mentees, procedure for making matches and the creation of a case file. Proposals must include information on how mentors will be screened and must describe the eligibility requirements for mentors.

Additional Administrative Requirements for Selected Projects:

Program Oversight. The Governor's Office of Faith Based and Community Initiatives will oversee the funded projects to ensure that proposed outcomes and goals are being met, services are being delivered and documented to ensure accountability and feasibility of the project. MSPs will be responsible for direct oversight of their individual programs including the availability of faith based and secular mentoring options for youth, fiscal management including ensuring TANF eligibility of all expenses, utilization of an outcomes-based, research proven mentoring model and any and all duties and obligations related to the delivery of services as specified in the proposal including any changes or revisions requested by the State. MSPs must utilize the ROMA system in its entirety for the development and implementation of the project, and all project related services during the contract term. MSPs are responsible for ensuring mentors have successfully cleared a thorough, national background and sex offender registry check prior to interaction with youth and must provide documentation that states background checks occurred for each new mentoring match with monthly invoices. Mentors convicted of certain crimes and sex offenses will be prohibited from serving as mentors and will be notified in writing of their ineligibility.

MSP Post Award Orientation. MSPs awarded a contract from this RFGA must attend mandatory orientation training on payment regulations and procedures, continual maintenance of multiple providers of choice, requirements and documentation processes, technical assistance available, quality assurance function, monitoring providers and accountability. This training will occur as close in time to the project start date as is feasible. **The State retains the right to cancel a grant should an organization fail to attend this mandatory orientation.**

Training and Technical Assistance. MSPs must provide technical assistance and training to staff as it relates to administrative and programmatic matters. MSPs must participate in any technical assistance offered by the GOFBCI/SOFI.

TANF Funding. MSPs and providers must ensure compliance with all TANF funding requirements, an overview of which is accessible through a listing provided in Section 1.8, Applicants' Library. Project costs incurred will be paid by the State on a reimbursement basis and reimbursements will only be issued for TANF reimbursable expenses. It is the responsibility of the MSP to ensure all expenses submitted for reimbursement meet TANF eligibility requirements and that approval for expenses not included in the cost summary are approved by the State in writing. MSP agrees to indemnify and hold harmless the State of Ohio for costs that are not eligible to be reimbursed. The MSP agrees to accept all costs and liability for TANF ineligible expenses.

The selected MSPs will be required to:

- Ensure that the mandatory program components are implemented and that all project expenses submitted for reimbursement are TANF eligible expenses.
- Determine eligibility of mentors and mentees for participation in the program.

- Establish and sustain a collaborative network of local faith based and community organizations focused on addressing the needs of the designated SOFI population. Ensure active participation of both secular and religious mentors and ensuring mentees sign a “Statement of Choice” indicating their preference.
- Establish a grievance process for denial of potential mentors and disqualification of existing mentors.
- Implement a system of outcomes management and accountability that assesses the quality of programming and increases project sustainability.
- Provide all services within the contract terms and in compliance with all applicable state and federal regulations and follow all rules and regulations governing the implementation and provision of funded services.
- Utilize the Results Oriented Management and Accountability (ROMA) system in its entirety during the contract period.
- Provide invoices and reports according to the guidelines established by GOFBCI.
- Maintain fiscal records in accordance with generally accepted accounting practices and timely provide GOFBCI with specified financial reports designed to verify and analyze expenditures.
- Provide reports, documentation and requested information to GOFBCI in a timely manner.
- Permit site visits from GOFBCI/SOFI and designees in order to monitor files, financial records, and program implementation.
- Collect data and provide programmatic and fiscal reports as required by GOFBCI and that provide a clear, concise analysis of the implementation of the outcomes-based, research proven mentoring model.

Reporting Requirements. The applicant’s project management approach must adhere to the following project meeting and reporting requirements:

- A monthly, quarterly and project-end report shall be submitted electronically and in hard copy format to the GOFBCI Project Manager. Reporting will utilize the ROMA system, and templates for reporting will be provided by, and are subject to modification by ODJFS and GOFBCI throughout the contract period.
- An end-of-year final ROMA report is due no later than 30 days after the contract end date (July 30, 2009) to include details that have been reported monthly.
- Immediate Reporting – The applicant’s Project Manager or his or her designee must request approval for any changes to the original project plan including any certified project team staffing changes, budget line item and any other changes in writing. Requests must include an original signature of the organization’s Project Manager and the organization’s Executive Director or CEO (i.e. top senior official in the local organization). GOFBCI approval in writing must be secured prior to the implementation of changes.

Applicants’ proposals submitted in response to this RFGA must reflect the applicant’s understanding of, and commitment to, perform this Scope of Work in its entirety. The selected applicant will be responsible for the development, implementation, and evaluation of their proposed project and for all administrative and reporting tasks, including all preparatory and intervening steps, whether or not ODJFS has explicitly specified or delineated them within the RFGA. In developing their proposals, all applicants must fully and appropriately plan and cost out their proposed projects, including all necessary preparatory and intervening steps.

3.2 Number of Participants

Potential applicants must demonstrate a need in their area for the services they are proposing to offer and the correlation between local needs and their ability to provide services. Applicants must include the targeted number of youth they plan to serve. Additionally, as explained in Section 1.4, Overview of the Project, the proposal must identify the single geographic region (one of the twelve EDRs) in which the project will be located, and any geographic parameters (cities, counties, etc.) within the specified EDR applicable to the proposed project must be clearly stated.

3.3 Administrative Structures—Proposed Work Plan

Applicants' proposals are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The applicants shall:

- A. State the specific key objectives of the proposed project. [NOTE: Applicants are advised to refrain from simply restating the objectives as identified in Section 1.5 of this RFGA.];
- B. Provide a technical approach and work plan to be implemented. This includes a proposed timeline for the project, and each of the following program characteristics:

1. **Program Design and Planning:**

Service delivery is facilitated by the MSPs and may include volunteers and workers from other organizations or agencies who interact regularly with a youth in a one-to-one relationship. Organizations should implement research and outcomes-based mentoring program models that include a case management approach that allows the MSP and GOFBCI to easily track the progression of program activity throughout the development of the mentoring relationship. MSPs are responsible for following through on each case from initial inquiry through closure. Applicants should make every effort to avoid the appearance of impropriety in administering the project, thus project staff are prohibited from, but not limited to the following: serving as mentors and seeking reimbursement for services, and businesses owned by staff members, their spouses or children are prohibited from receiving funds for services through the project. GOFBCI and ODJFS retain the right to require revisions to the project before and during the grant term, to ensure this requirement is upheld.

A staff person or team of staff should be designated to screen applicants, make and supervise the matches, and close matches if either party decides they can no longer participate fully in the relationship. MSPs must make every effort to ensure that matches are sustained for at least a year. In the event that a match is closed prematurely, MSPs must provide a strategy with their proposal for re-matching youth or referring them to other services. Information on closed matches must be included with the monthly invoice submission.

Proposals must specify the parameters of the program or project and must:

- Define the SOFI youth population that the program will serve based on local needs and agency capacity;
- Identify the targeted number of youth the project plans to serve;
- Identify the types of individuals who will be recruited as mentors and a strategy for recruiting them;

- Determine the type of mentoring that the program will offer one-to-one, group, team, peer;
- Structure the mentoring program - as a stand-alone program or as part of an existing organization;
- Define the nature of the mentoring sessions (such as, career involvement, academic support and socialization);
- Determine what the program will accomplish and what outcomes will result for the participants, including mentors, mentees and sponsoring organizations.
- Determine when the mentoring will take place;
- Determine how often mentors and mentees will meet and how long the mentoring matches should endure;
- Decide where mentoring matches primarily will meet - workplace, school, faith-based organization, juvenile corrections facility, community setting or virtual community;
- Decide who are the program stakeholders and how to promote the program;
- Decide how to evaluate program success; and
- Establish case management protocol to assure that the program has regular contact with both mentors and mentees concerning their relationship. This includes implementation and use of the ROMA system throughout the contract period.

Applicants should also include the following elements, as identified by the Maine Mentoring Partnership in *“Advocates for Mentoring: An Investment in the Future of Mentoring in Maine”* in their proposals:

Proposals must include plans for how the program will be managed:

- Select the management team:
 - Establish policies and procedures; and
 - Implement ongoing staff training and professional development.
- Develop a financial plan:
 - Develop a program budget;
 - Determine the amount of funding needed to start and sustain the program;
 - Identify and secure a diversified funding stream needed to start and sustain the program;
 - Determine the amount of time each funding source can be expected to provide resources;
 - Establish internal controls and auditing requirements; and
 - Establish a system for managing program finances.
- Implement the program:
 - Recruit program participants, such as, mentors, mentees and other volunteers;
 - Screen potential mentors and mentees;
 - Ensure mentors have successfully cleared a thorough, national background and sex offender registry check;
 - Conduct orientation and training of mentors, mentees and parents/caregivers;
 - Match mentors and mentees;
 - Bring mentors and mentees together for mentoring sessions that fall within program parameters;
 - Provide ongoing support, supervision and monitoring of mentoring relationships;

- Recognize the contribution of all program participants; and
- Help mentors and mentees reach closure.
- Plan how to evaluate the program utilizing the ROMA system:
 - Decide on the evaluation design;
 - Determine what data will be collected, how it will be collected and the sources of data;
 - Determine the effectiveness of the program process;
 - Determine the outcomes for mentors and mentees; and
 - Reflect on and disseminate findings.

2. Program Management

Ensure the program is well managed:

- Form an advisory group:
 - Define the advisory group roles and responsibilities;
 - Recruit people with diverse backgrounds to serve on the group; and
 - Facilitate the advisory group meetings to improve programming and management.
- Develop a comprehensive system for managing program information:
 - Manage program finances;
 - Maintain personnel records;
 - Track program activity, such as, volunteer hours and matches;
 - Document mentor/mentee matches;
 - Manage risk; and
 - Document program evaluation efforts.
- Design a resource development plan that allows for diversified fundraising:
 - Seek in-kind gifts;
 - Hold special events;
 - Solicit individual donors;
 - Seek corporate donations;
 - Apply for government funding; and
 - Seek foundation grants.
- Design a system to monitor the program:
 - Review policies, procedures and operations on a regular basis;
 - Collect program information from mentors, mentees and other participants; and
 - Continually assess customer service.
- Create a professional staff development plan:
 - Provide ongoing staff training; and
 - Build on staff members' skills and knowledge.
- Establish a public relations/communications effort:
 - Identify target markets;
 - Develop a marketing plan;
 - Gather feedback from all constituents;

- Develop partnerships and collaborations with other organizations; and
- Recognize mentors, mentees, other program participants, funding sources and organizations that sponsor mentoring programs.

3. Program Operations:

Ensure strong, everyday operations:

- Recruit mentors, mentees and other volunteers:
 - Define eligibility for participants, including mentors, mentees and parents/caregivers;
 - Market the program; and
 - Conduct awareness and information sessions for potential mentors.
- Screen potential mentors and mentees:
 - Require written applications;
 - Conduct reference checks, such as, employment record, character reference, child abuse registry, national sex offender registry, driving record and criminal record checks;
 - Conduct face-to-face interviews; and
 - Hold orientations.
- Orientation and training for mentors, mentees and parents/caregivers;
 - Provide an overview of the program;
 - Clarify roles, responsibilities and expectations; and
 - Discuss how to handle a variety of situations.
- Match mentors and mentees:
 - Use established criteria;
 - Arrange an introduction between mentors and mentees; and
 - Ensure mentors, mentees and parents/caregivers understand and agree to the terms and conditions of program participation.
- Bring mentors and mentees together for mentoring sessions that fall within the program parameters:
 - Provide safe locations and circumstances; and
 - Provide resources and materials for activities.
- Provide ongoing support, supervision and monitoring of mentoring relationships:
 - Offer continuing training opportunities for program participants;
 - Communicate regularly with participants and offer support;
 - Help mentors and mentees define next steps for achieving mentee goals;
 - Bring mentors together to share ideas and support;
 - Establish a process to manage grievances, resolve issues and offer positive feedback;
 - Assist mentors and mentees whose relationship is not working out; and
 - Assure that appropriate documentation is done on a regular basis.
- Recognize the contribution of all program participants:
 - Sponsor recognition events; and

- Make the community aware of the contributions made by mentors, mentees, supporters and funding sources.
- Actively solicit feedback from mentors and mentees regarding their experiences; and
- Use information to refine program and retain mentors.
- Help mentors and mentees reach closure:
 - Conduct private, confidential interviews with mentors and mentees; and
 - Ensure mentors, mentees and parent/caregivers understand program policy regarding their meeting outside the program.
- Develop and deliver quarterly activity reports to program constituents, funding sources and, where appropriate and after obtaining ODJFS and GOFBCI approval, the media.

4. Program Evaluation

Ensure program quality and effectiveness through use of the ROMA system to:

- Develop a plan to measure program process:
 - Select indicators of program implementation viability and volunteer fidelity, such as, training hours, meeting frequency and relationship duration; and
 - Develop a system for collecting and managing specified data.
- Develop a plan to measure expected outcomes:
 - Specify expected outcomes;
 - Select appropriate instruments to measure outcomes, such as, questionnaires, surveys and interviews; and
 - Select and implement an evaluation design.
- Create a process to reflect on and disseminate evaluation findings:
 - Refine the program design and operations based on the findings; and

5. Operational Requirements for Funded Projects

In an effort to ensure the goals of the project are achieved, and the State's return on investment for the project is substantial, applicant proposals must affirmatively acknowledge the following operational requirements that will be enforced for all funded projects:

- The proposed project must be based on proven, outcomes-based and research-based models for mentoring that incorporate best practices, applicants must utilize the ROMA (Results Oriented Management and Accountability) system for implementation, reporting and final evaluation of the project. Mandatory trainings will be held to familiarize grantees with the system. The use of a ROMA process during the contract term is a **mandatory** component of the proposal.
- Selected applicants must provide monthly, quarterly and yearly reports and all other materials requested by GOFBCI or ODJFS upon request and prior to the deadline established by the requesting agency. Reporting should reflect the grantee's progress toward achieving the goals outlined in the proposal or final project plan approved in

writing by the State. Report templates will be provided by GOFBCI and will utilize the ROMA system.

- Failure to timely and accurately report on the project may constitute a breach of the grant agreement and result in the termination of the applicants grant with the State. Projects will be monitored throughout the grant period to ensure goals and timelines outlined in the original proposal are met.
- All changes to the program and the implementation of the project (including staff, budgetary and other changes) must be approved in writing by the State prior to the implementation of said changes. Failure to notify and receive approval from the State may result in reimbursements being denied for payment or termination of the contract.
- Reimbursements will be issued for costs included in the approved budget including costs to administer and market the project and support the mentoring relationship.
- Funds available through the SOFI Mentoring Vulnerable Youth Project are not a continuous source of funding. The aim of the project is to assist applicants with providing services to the priority population while building the organization's capacity for sustainability after the grant end date.

C. Provide a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project; and

D. Provide a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved. Include a Table of Organization (including any subcontractors) and a chart showing the number of hours devoted to the project by applicant or sub-contractor staff. The applicant must provide the percentage of time each key management person will devote to the project.

3.4 Specifications of Deliverables

Mentoring is a one-to-one structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement aimed at developing the competence and character of the mentee. For the purpose of this RFGA, mentoring is defined as a one-to-one, face-to-face relationship between a caring, supportive adult (mentor) a youth (mentee) identified as a member of one (or more) of the designated SOFI populations. Mentors are expected to establish relationships with youth and make a commitment to investing time in the youth's life to offer guidance and support.

Mentoring can take place in a wide array of settings, including but not limited to, the workplace, school, at a faith-based organization, or community organization. Activities that improve the well-being and self-confidence of youth in an effort to achieve TANF Goal 3 are eligible activities.

To ensure a beneficial experience for both the mentor and mentee, mentoring relationships should be sustained for a minimum of a year and involve at least four meetings per month, preferably once a week.

The contracted services must include, but may not be limited to, the following areas:

- A. Providing mentoring and wrap-around services to one or more of the SOFI designated priority populations;
- B. Performing work as specified in this RFGA that promotes the formation and sustainability of mentoring relationships in an effort to reduce the incidence of out-of-wedlock pregnancies among youth enrolled in the program;
- C. Delivering services that support TANF Goal 3 and can be easily tracked and reviewed to assess program/project performance; and,
- D. Creating a collaborative network of faith-based and community organizations to aid in service delivery.

3.5 Selected Applicant Compensation Structure

Selected applicants will be reimbursed for mentoring and wrap-around service delivery as specified in Attachment F. and the applicant's proposal. GOFBCI and ODJFS retain the right to make amendments to the applicant's compensation structure based on the contractor's performance, rules and laws governing TANF eligible expenses, and other mitigating factors. Applicants will be informed in writing if such changes are necessary to the successful completion of the project and compliance with current TANF guidelines.

Applicants should be aware that payment is issued on a reimbursement-basis only, and may take up to 30 business days for processing and payment after a proper invoice is received by GOFBCI. A proper invoice is defined as a monthly invoice that clearly reflects the work performed during the previous month, is accurate and contains all supporting documentation.

SECTION IV. CONDITIONS AND OTHER REQUIREMENTS

Through this section of the RFGA, ODJFS notifies applicants seeking award of a grant 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 a grant.

4.1 State Grants

Proposals must list any current grants/contracts the applicant has with any State of Ohio agency. The list must indicate the purpose of the grant/contract, the amount of the grant/contract, the time period covered by the grant/contract, and the percentage of the project completed. Applicants must complete a copy of the Required Applicant Information and Certifications Document (provided as **Attachment A.**) to report this information and include the completed document in the applicant's proposal as specified in **Section 5.2 B., 1** of this RFGA.

4.2 Interview

Applicants submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from ODJFS and/or other state or county agency staff or other representatives it may appoint, as appropriate. ODJFS reserves the right to select from responding applicants for interviews and may not interview all applicants submitting proposals. The applicant shall bear all costs of any scheduled interview.

4.3 Start Work Date

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

4.4 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).

4.5 Trade Secrets Prohibition; Public Information Disclaimer

Applicants are prohibited from including any trade secret information as defined in ORC 1333.61 in their proposals in response to any ODJFS RFGA, RLB or other procurement efforts. ODJFS shall consider all proposals voluntarily submitted in response to any ODJFS RFGA (or etc.) to be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to this RFGA shall become the property of ODJFS. This RFGA and, after formal announcement by ODJFS of the results of this RFGA project (e.g., notices provided to responding applicants regarding applicant selection, notice of project cancellation, etc.), any proposals submitted in response to the RFGA are deemed to be public records pursuant to R.C. 149.43. For purposes of this section, "proposal" shall mean both the technical and the cost proposals (if opened by ODJFS) submitted by the applicant, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to this or any ODJFS RFGA which make claims of trade secret information shall be disqualified from consideration immediately upon determination that such unallowable claim has been made.

4.6 Grant Requirements

- A. Any grant 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 partners;
- E. The grantee, and any partners, will not use or disclose any information made available to them for any purpose other than to fulfill the grant duties specified in the RFGA. The grantee, and any partners, 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 partners, 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 partners, must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantee or their employees 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.

4.7 Travel Reimbursement

Travel should be folded into the overhead, per diem, or the hourly rates which are built into the cost of the deliverables. Travel is not to be listed separately unless otherwise specified in Section 5.2 C. (Proposal Format and Submission – Cost Proposal) of this RFGA. Travel reimbursement will be issued in accordance with the Office of Budget and Management’s guidelines, [Rule 126-1-02 of the Ohio Administrative Code](#).

4.8 Minority Business Enterprises (MBE)

ODJFS is required by Section 125.081(B) and 123.151 of the ORC to award fifteen percent (15%) of its total procurements to contractors that are certified as Minority Business Enterprises (MBEs). MBE vendors are by definition for-profit entities, but only non-profit organizations may submit proposals for award of funding under the terms of this or any ODJFS RFGA. Therefore MBE vendors may not submit applications for grant award under this RFGA. However, if according to the terms of this RFGA, potential applicant organizations may propose use of any subcontractors for the performance of some portion of the work, ODJFS encourages those qualified applicant organizations to consider Ohio certified MBEs if any subcontractor involvement would be appropriate for their proposed project.

While ODJFS strongly encourages the use of MBE subcontractors, the applicant’s use of an MBE subcontractor will have no effect on Applicants’ technical scores or on final grantee selection for this RFGA, **unless** Section VI, Criteria for Proposal Evaluation and Selection of this RFGA (and/or the Technical Proposal Score Sheet for this RFGA) affirmatively establish an MBE participation criterion.

Ohio certified MBE is defined in ORC Section 122.71.A listing of Ohio certified MBEs can be accessed through the Ohio Department of Administrative Services (DAS) Web Site at: <http://das.ohio.gov/Eod/MBESearch/index.asp>.

4.9 Subcontractor Identification and Participation Information

Applicants must perform all of the direct work and subcontractors are ineligible for reimbursement in this Project for providing direct service delivery to participants as specified in this RFGA. However,

applicants may choose to contract with organizations for marketing, outreach and supply purposes as specified in their proposals. Such contracts will exist solely between the selected applicant and will not be considered as sub-contracts through this RFGA.

4.10 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.

4.11 Confidentiality

All grants 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.

4.12 Key Personnel

ODJFS will require a clause in the resulting grant 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.

4.13 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 agreement; 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.

4.14 Health Insurance Portability & Accessibility Act (HIPAA) Requirements

As a condition of receiving a grant from ODJFS, the grantee, and any partner(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(s) can reasonably anticipate HIPAA language in the grant that results from this RFGA.

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

4.15 Waiver of Minor Proposal Errors

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

4.16 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.

4.17 Contractual Requirements and Prevailing Wage Requirements

Any grant award resulting from the issuance of this solicitation is subject to the terms and conditions as provided in the model grant agreement, which is provided as **Attachment D.** to this RFGA. Potential applicants are strongly encouraged to read the model agreement and to be fully aware of ODJFS' contractual requirements. Additionally, the selected grantees will be required, when applicable, to comply with prevailing wage standards, as established in ORC 4115.03-4115.16.

4.18 Unresolved Findings for Recovery (R.C. 9.24)

ORC Section 9.24 prohibits ODJFS from awarding a contract 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 contract 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.

4.19 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 a 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.

4.20 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 a 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.

4.21 Mandatory Disclosures of Work Location

Proposals must explicitly state the location(s) (city, state/province, country) where work described in this RFGA would be performed, whether by the applicant or by any subcontractors.

4.22 Applicant Selection Restriction

Any applicant deemed not responsible due to current or past violations, faulty accounting policies or other action deemed as a means for disqualification by ODJFS, or submitting a proposal deemed not to be responsive to the terms of this RFGA, shall not be awarded the resulting grant.

4.23 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 or via e-mail to dma-info@dps.state.oh.us for the current list of excluded organizations and additional information.

SECTION V. PROPOSAL FORMAT & SUBMISSION

5.1 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 (4) copies) and one CD-ROM copy of the entire Proposal.**

The applicants' proposal submissions must be received by ODJFS complete no later than 3:00 p.m. on **January 22, 2008**. 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, 31st Floor
Columbus, Ohio 43215-3414
ATTN: RFGA/RLB Unit**

Proposals will not be accepted by the Governor's Office of Faith Based and Community Initiatives, The Governor's Office or any other state agency or commission. All proposals shall be sent to the address above. The State will not be liable for proposals sent or delivered to any location other than the specified address above.

Applicants' original proposals must contain all the information and documents specified in Section 5.2, "Format for Organization of the Proposal." All copies (both paper and CD-ROM) of the original proposal must include copies of ALL information, documents, and pages in the original proposal.

The CD-ROM copy of the Proposal must include all components of the technical proposal, including any required or voluntary attachments to it. The CD-ROM must be labeled with the applicant's name, the RFGA number, and the proposal submission date or proposal due-date, at minimum. The requested CD will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests, and failure to include or properly label it may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. An applicant that mails its proposal must allow for adequate mailing time to ensure its timely receipt. ODJFS recommends that applicants submit proposals as early as possible. Materials received separately from a applicant's proposal submission (*e.g.*, letters of recommendation 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. The State will reject late proposals regardless of the cause for delay.

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 31st Floor. All proposals received on the due date by the Office of Contracts & Acquisitions, on the 31st Floor of the Rhodes Tower. **ODJFS is not responsible for any proposals delivered to any address other than the address provided above.** Each applicant

must carefully review the contents of its proposal for conformity to the requirements of this RFGA. Once opened, proposals cannot be altered, except as allowed by this RFGA.

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 contract between ODJFS and the applicant selected. ODJFS is not responsible for the accuracy of any information regarding this RFGA that was gathered through a source different from the inquiry process described in the RFGA. ODJFS may reject any proposal if the applicant takes exception to the terms and conditions of this RFGA, fails to comply with the procedure for participating in the RFGA process, or the applicant's Proposal fails to meet any requirement of this RFGA.

Revised Code Section 9.24 prohibits the State from awarding a contract to any applicant(s) 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 Section 9.24, prior to the award of a Contract arising out of this RFGA, without notifying ODJFS of such finding.

All proposals and other material submitted will become the property of ODJFS and may be returned only at ODJFS' option. Proprietary information should not be included in a proposal or supporting materials because the State will have the right to use any materials or ideas submitted in any proposal without compensation to the applicant. Additionally, all proposals will be open to the public after the official announcement of grant awards.

ODJFS will retain all proposals, or a copy of them, as part of the grant file for at least three years. After the retention period, ODJFS may return, destroy, or otherwise dispose of the proposals or the copies.

5.2 Format for Organization of the Proposal

A. Overall Proposal Organization

A sample 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.**

The applicant's Proposal must contain the following components (organized in four (4) mandatory tabs, with an optional fifth tab, 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 the optional 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.

Applicants must organize their Technical Proposals in the following order:

Tab 1 Required Applicant Information and Certifications Document
Request for Taxpayer Identification Number (W-9) Form
Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Org.
Signed Original ODJFS Grant Agreement

Tab 2 Applicant Experience & Qualifications**Sub-Tab 2a.** Mandatory Applicant Qualifications (Section 2.1, 1 through 3)**Sub-Tab 2b.** Organizational Experience & Capabilities (Section 2.2, 1 and 2)**Sub-Tab 2c.** Staff Experience and Capabilities (Section 2.3, 1 through 3)**Tab 3** Administrative Structures—Proposed Work Plan**Tab 4** Proposed Project Budget**Tab 5** Applicant Attachments or Appendices**B. Technical Proposal Details**

The applicant's 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.

1. (Tab 1)

- **Required Applicant Information & Certifications;**
- **Request for Taxpayer Identification Number (W-9) Form ;**
- **Declaration Regarding Material Assistance to a Terrorist Organization;**
- and,**
- **Signed Applicant Grant Agreement.**

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.

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.

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.

Applicants are to 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.

In the event that the applicant proposes the use of any subcontractors, information on the subcontractor(s) and letters of commitment as required by Section 4.8, Minority Business Enterprise or 4.9, Subcontractor Identification and Participation Information should also be provided in Tab 1.

**2. (Tab 2)
Applicant Experience & Qualifications**

a. Mandatory Applicant Qualifications (**Sub-Tab 2 a.**)

The applicant must include information on the mandatory experience of the applicant, as described in **Section 2.1, (items 1., 2., and 3.)** of this RFGA.

b. Organizational Experience and Capabilities (Sub-Tab 2 b.)

The applicant should include information on the relevant experience of the applicant including any subcontractors; and any prior experience relevant to this RFGA, as described in **Section 2.2, (items 1. and 2.)** of this RFGA.

c. Staff Experience and Capabilities (**Sub-Tab 2 c.**)

Under this section the applicant is required to include resumes, education, experience, and list of related published works of all key personnel for this project, and describe any appropriate supplemental and support staff (including any subcontractors) to be involved, as described in **Section 2.3, (items 1., 2., and 3.)** of this RFGA.

**3. (Tab 3)
Scope of Work - Administrative Structures - Proposed Work Plan**

This section should describe in detail (in the order as outlined) the applicant's administrative structures and project plan as specified in Sections 3.1, Scope of Work, 3.2, Number of Participants, and 3.3, Administrative Structures—Proposed Work Plan, of this RFGA.

**4. (Tab 4)
Proposed Project Budget**

Applicants are to complete the Project Budget/Cost Form, provided as **Attachment F**, to this RFGA according to instructions, sign it, and submit it fully completed as the separate sealed cost proposal. This form requires the interested applicant to provide a group of individual prices for those services defined in Section III Scope of Work and all work included in the applicant's proposal. Applicants are to use their professional comprehension of the effort required to perform those services and to offer to ODJFS its flat, all-inclusive fee for performing each. The prices offered in the applicant's Project Budget will be the prices in effect throughout the contract period, including any renewal contracts, as described in Section 1.10, Time Frames & Funding Source, of this RFGA.

Applicants are to use the format in **Attachment F, Project Budget/Cost Proposal Form**, to submit their cost proposal for the contract term. 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 contract, ODJFS will consider only the dollar amounts displayed on the Cost Proposal Form.

In calculating their total proposed costs, 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).

**5. (Tab 5)
Applicant Attachments or Appendices**

This section could, for example, include excerpts/samples of work products described in RFGA Section 2.2.

C. IMPORTANT – APPLICANT DISQUALIFIER FOR PROPOSAL ERRORS:

Any trade secret, proprietary, or confidential information (as defined in Section 4.5 of this RFGA) found anywhere in a applicant's proposal shall result in immediate disqualification of that Applicant's proposal.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION & SELECTION

6.1 Scoring of Proposals

Reference Checks. The state may conduct reference checks to verify and validate the applicant's or proposed candidate's past performance. Reference checks indicating poor or failed performance by the applicant or proposed candidate may be cause for rejection of the proposal. In addition, failure to provide requested reference contact information may result in ODJFS not including the reference experience in the evaluation process.

The reference evaluation will measure the criteria contained in this part of the RFGA as it relates to the applicant's previous performance including but not limited to its performance with other local, state and federal entities. ODJFS reserves the right to check references other than those provided in the applicant's proposal. ODJFS may obtain information relevant to criteria in this part of the RFGA, which is deemed critical to not only the successful operation and management of the project, but also the working relationship between ODJFS and the applicant.

To maintain fairness in the evaluation process, all information sought by ODJFS will be obtained in a manner such that no applicant is provided an unfair competitive advantage.

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 1.6 and 5.1?
2. Did the applicant submit five paper copies and one electronic copy of their Proposal?
3. Does the applicant's proposal include all required affirmative statements and certifications, signed by the applicant's responsible representative, as described in Attachments B., and C. to the RFGA?
4. 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 a contract with ODJFS?
5. Does ODJFS' review of the Auditor of State website verify that the Applicant is not excluded from contracting 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.)?
6. Is the applicant an Ohio 510(c)3 nonprofit faith-based or community organization with at least 3 years prior experience servicing the SOFI population they propose to serve in the proposal?
7. Is the proposed mentoring services program based on an outcomes-based model, one that can easily be monitored for project progress and impact?
8. Has the applicant included a plan for marketing, recruiting and community outreach?
9. Has the applicant outlined a short and long term sustainability plan to continue the project after the contract end date?

10. Has the applicant presented organizational experience and/or capacity that demonstrates the ability to successfully implement a program in accordance with RFGA requirements?

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.

A maximum of **450** points will be awarded for the Proposal. A proposal must achieve a total of at least **270** points (a score which indicates that the applicant can design and implement a successful project) out of the possible **450** points to qualify for continued consideration. Any proposal, which does not meet the minimum required technical proposal points, will be disqualified from any further consideration and its cost proposal will neither be opened nor considered.

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 Proposal Score Sheet (see **Attachment E.**) uses the following point values for rating each requirement.

0	1	2	3
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: 1.**

“Meets Requirement”-Applicant proposal fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 2.**

“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: 3.**

IMPORTANT: Before submitting a proposal to ODJFS in response to this RFGA, applicants are strongly encouraged to use the **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 Cost Proposal

The Proposed Budget/Cost Proposal will then be reviewed by ODJFS. The proposed budget/ cost summary must be presented using the format and categories shown in Attachment F. to this RFGA. Each proposal must provide a detailed, realistic, accurate budget for service delivery, operational and other costs associated with the project, and will be evaluated accordingly using the Proposal Score Sheet (Attachment E.).

Should ODJFS and GOFBCI determine that any item in a proposed budget is excessive or inappropriate, the State may require the applicant to provide more detailed explanations of the item(s) and to make budget revisions before any award may be made to that applicant.

If at the end of the proposal recommendation process, the sum total of funding requested by the twelve successful proposals is less than the total funding budget available to GOFBCI, it may, at its discretion award additional projects until all available funding is exhausted. However, under no circumstances will any individual project selected through this RFGA process be awarded funding in excess of the limit established in Section 1.1.

6.2 Review Process Caveats

ODJFS may, at its sole discretion, waive minor errors or omissions in Applicants' Technical and/or Cost proposals/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 Cost proposals/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 1.9 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 the grant.

6.3 Final Applicant Recommendations

Using the Proposal Score Sheet provided with this RFGA, the PRT will recommend to the Director of ODJFS the technically qualified applicants offering the proposals determined to be most likely to result in successful outcomes, as determined by the processes and requirements established in this RFGA. The technical quality scores earned by proposals will be used to identify those proposals most likely to fully and successfully achieve the program goals established in this RFGA, with the higher scoring proposals to be recommended for grant awards. Up to twelve awards will be made, each for no more than \$250,000 for the entire grant period (approximately fifteen months).

While multiple grant awards may be made within the same EDR (see Section 1.4), 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 EDR. In cases where more than one proposal is submitted for the same EDR, and the State determines the need to disperse awards across the state, the highest scoring of those in one EDR may be selected, and the lower scoring proposal(s) for that same EDR may not be funded in order to fund a project that achieves greater geographic coverage. Additionally, the State may opt to fund projects that target specifically one (or more) of the designated SOFI priority youth populations, even when proposals for services to generally vulnerable youth populations rather than priority populations (see Section 1.4) earn higher scores. However, in all situations, the standard for awarding to higher scoring proposals over lower scoring proposals will be followed to every extent possible.

6.4 Tie Breaker

In the event that two or more of the proposals have a score which is tied after final calculation of both the technical proposal and the cost proposal, the proposal with the higher score in the technical proposal will prevail.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

Any potential, or actual, applicant objecting to the award of a grant 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 1.6, Anticipated Procurement Time Table, of this RFGA.
 2. If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the issuance of the Letter of Intent to Award the contract.
- C. 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.
- D. 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
- E. 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 agency. The applicant(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. 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 contract 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. 5.2, B., 1.)*
- B. Request for Taxpayer Identification Number (W-9) Form** *(To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.)*
- C. Declaration of Material Assistance Form** *(To be completed & included in proposal packet as specified in Sec. 5.2, B., 1.)*
- D. ODJFS Model Grant Agreement** *(Applicant should sign the agreement and submit the original of the signature page in Tab 1 of their proposal)*
- E. Technical Proposal Score Sheet** *(For Applicant self-evaluation purposes...do not submit)*
- F. Project Budget/Cost Proposal Form** *(To be completed & included in cost proposal packet as specified in Sec. 5.2, C.)*

SECTION IX. APPENDICES

- A. Outcomes Management Milestone Funnel**
- B. Sample invoice cover page**

Thank you for your interest in this project.