



Department of  
Job and Family Services

John R. Kasich, Governor  
Cynthia C. Dungey, Director

April 11, 2016

Dear Applicant:

This letter is to announce the release of the Ohio Department of Job and Family Services' (ODJFS) Request for Grant Application (RFGA) number JFSR1617178113 in order to award funding to a maximum of nine (9) qualified healthcare providers to implement a Refugee Health Screening Program. ODJFS is particularly interested in specific project descriptions that focus on measurable outcomes and convey strategies for achieving intended performance. Through this RFGA, applications are solicited for six (6) counties throughout Ohio from organizations that can offer eligible refugees a comprehensive health screening.

This RFGA is a competitive opportunity to fund nine (9) applications that will operate a comprehensive Refugee Health Screening Program. ODJFS will award grants to qualified healthcare providers to provide health screenings to newly arrived refugees.

If you are interested in submitting an application, please obtain the RFGA through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you do not have Internet access to this document or experience problems opening the above referenced ODJFS URL, please contact the RFP/RLB Unit at the following telephone number:

ODJFS, Office of Contracts and Acquisitions  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, Ohio 43215  
PH: (614) 728-5693

Responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFGA. Thank you for your attention to this request.

Sincerely,

Signature On File

Jay Easterling  
Deputy Director  
Contracts and Acquisitions

30 East Broad Street  
Columbus, Ohio 43215  
[jfs.ohio.gov](http://jfs.ohio.gov)

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# **REFUGEE HEALTH SCREENING PROGRAM**

**RFGA # JFSR1617178113**

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

***April 11, 2016***

**REQUEST FOR GRANT APPLICATIONS (RFGA):  
Refugee Health Screening Services Program  
RFGA #: JFSR1617178113**

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**REQUEST FOR GRANT APPLICATIONS (RFGA):**  
*Refugee Health Screening Services Program*

RFGA #: JFSR1617178113

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

**1.1 Purpose**

The Ohio Department of Job and Family Services (ODJFS) releases this Request for Grant Applications (RFGA) in order to award funding to a maximum of nine (9) qualified healthcare providers to implement a Refugee Health Screening Program. ODJFS is particularly interested in specific program descriptions that focus on measurable outcomes and convey strategies for achieving intended performance. Through this RFGA, applications are solicited for six (6) counties throughout Ohio from organizations that can offer eligible refugees a comprehensive health screening.

**1.2 Eligible Population**

For the purposes of this RFGA and any resulting grant agreements, a “refugee” is defined as an individual with original documentation issued by the United States Citizenship and Immigration Services (USCIS) or the Office of Refugee Resettlement (ORR) with one of the following statuses under the Immigration and Nationality Act (INA) of 1952:

- A. Admission as a refugee under section 207 of the INA, 8 U.S.C. 1157;
- B. An asylee as granted under section 208 of the INA, 8 U.S.C 1158;
- C. An alien who is a Cuban or Haitian entrant as defined in 45 CFR, part 401;
- D. An Amerasian admitted pursuant to section 584 of Public Law (Pub.L.No.) 100-202, as amended by Pub.L.No. 100-461;
- E. A refugee or asylee as paroled under section 212 (d)(5) of the INA, 8 U.S.C. 1182;
- F. A victim of a severe form of human trafficking, as defined in the Victims of Trafficking and Violence Protection Act of 2000, 114 Stat.1464, 22 U.S.C. 7102, who has a letter documenting eligibility as such from the ORR;
- G. A family member of a victim of a severe form of human trafficking, as defined by the Trafficking Victims Protection Reauthorization Act of 2003, Pub.L.No. 108-193;
- H. An alien child issued an interim assistance letter from the ORR pursuant to the William Wilberforce Victims Protection Reauthorization Act of 2008, 22 U.S.C. 7105;
- I. An Afghan or Iraqi alien admitted in accordance with Pub.L.No 110-161 of the Consolidated Appropriations Act of 2008 and Pub.L.No. 110-181 of the National Defense Authorization Act for Fiscal Year 2008, who was granted a special immigrant visa under section 101(a)(27) of the INA; or
- J. A lawful permanent resident, provided the individual previously had held a status as identified in paragraphs (B)(10)(a) to (B)(10)(i) of rule 5101:1-2-40 of the Ohio Administrative Code (OAC). The beginning date for eligibility for benefits is based on the entry date in the previous status.

**1.3 Background**

The Ohio Refugee Services Program operates as part of a national and international effort to help individuals displaced from their countries find a new home and a new life. Individuals and families may be displaced by war; political, religious, or economic turmoil; or other factors beyond their control. ODJFS supervises a federally

funded program of services and benefits designed to help refugees, asylees, Cuban/Haitian entrants, and selected others resettle in Ohio. The Refugee Service Section within the Office of Family Assistance (OFA) is the ODJFS unit responsible for coordination and administration of refugee services in the state of Ohio.

The Federal Refugee Act of 1980 entitles all newly arriving refugees to a comprehensive health screening, to be initiated as soon as possible following arrival. In Ohio, the refugee health screening process is administered by the ODJFS Refugee Services Section. The department has a responsibility to ensure that refugee health screenings will be made available to refugees in accordance with the regulations established by the federal ORR and the requirements detailed in ORR State Letter # 04-10 and 45 Code of Federal Regulation (CFR) Part 400.107.

#### **1.4 Overview of the Program**

ODJFS seeks to fund nine (9) applications that will operate comprehensive Refugee Health Screening Programs. ODJFS will award grants to qualified healthcare providers to provide health screenings to newly arrived refugees.

ODJFS seeks to fund health screening programs within six (6) counties in the state with this RFGA. ODJFS will select one or more providers for each of the six counties listed below:

1. Franklin: maximum of two (2) providers.
2. Hamilton: one (1) provider.
3. Cuyahoga: maximum of two (2) providers.
4. Summit: maximum of two (2) providers.
5. Montgomery: one (1) provider.
6. Lucas: one (1) provider.

Applicants may apply for more than one county, but must demonstrate how it will serve each county separately. No other counties will be considered.

#### **1.5 Objectives of the Program**

Successful applications will describe effective plans to serve the refugee population by providing comprehensive health screenings to newly arrived refugees. Health screenings should be provided to refugees within the first 30 days of their arrival in the U.S. ORR holds that the purposes for health screenings are as follows:

- A. To ensure follow-up on medical issues identified in an overseas medical screening;
- B. To identify persons with communicable diseases of potential public health importance;
- C. To enable a refugee to successfully resettle by identifying personal health conditions that, if left unidentified, could adversely impact his or her ability to resettle; and
- D. To refer refugees to primary care providers for ongoing health care.

Applicants must explain how they would provide services to achieve these objectives.

**SECTION II. PROCUREMENT PROCESS INFORMATION****2.1 Anticipated Procurement Timetable**

DATE	EVENT/ACTIVITY
April 11, 2016	ODJFS Releases RFGA to Applicants on DAS/ODJFS Web Sites; Q&A Per. Opens - RFGA becomes active - Applicants may submit inquiries for RFGA clarification
May 13, 2016	Q&A Period Closes, 8 a.m. (for inquiries for RFGA Clarification)
<b>Thursday, June 16, 2016 3 p.m.</b>	<b>Deadline to Submit Applications to ODJFS (3 p.m.)</b>  <b>LATE APPLICATIONS WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS MADE.</b>
July 1, 2016	ODJFS Issues Grant Applicants Award Notification Letter (estimated) - Applicants that submitted applications in response to this RFGA will be sent letters stating whether their application was accepted for award of the grant
October 1, 2016	Implementation* (estimated—following notification of all grant agreement and funding approvals) - ODJFS grant agreements are not valid and effective until the state Office of Budget Management approves the purchase order.
September 30, 2017	Program Completion- All work must be completed and approved by ODJFS Agreement Manager

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

\* According to requirements of Ohio Revised Code (ORC) 126.07, ODJFS 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 program for any time period prior to the P.O. approval date. The ODJFS Agreement Manager will notify the selected applicant when the requirements of ORC Section 126.07 have been met.

## **2.2 Internet Q & A Period; RFGA Clarification Opportunity**

Applicants may ask clarifying questions regarding this RFGA via the Internet during the Q & A Period as outlined in Section 2.1, Anticipated Procurement Timetable. To ask a question, applicants must use the following Internet process:

**Access the ODJFS Web Page at <http://www.state.oh.us/ODJFS>;**  
**Select “Doing Business with JFS” at the bottom of the JFS home page;**  
**Select “RFGA’s” on the right side page menu;**  
**RFGA Number: [JFSR1617178113](#);**  
**Select “Ask a Question about this RFGA” function; and**  
**Follow the instructions to send an e-mail question.**

Questions regarding to this RFGA must reference the relevant part of this RFGA, the section heading for the provision under question, and the page number of the RFGA where the provision can be found for public reference by any interested party. ODJFS will not provide answers directly to the applicant (or any interested party) who submitted the question. All questions about this RFGA submitted in accordance with these instructions will be answered on the RFGA’s dedicated web page.

Questions submitted may be no longer than 4,000 characters in length, but there is no limit on the number of questions that may be submitted. **ODJFS strongly encourages applicants to ask questions early in the Q&A period so that answers can be posted with sufficient time for any possible follow-up questions.**

**IMPORTANT:** Requests from potential applicants for copies of previous RFGAs, past applicant applications, score sheets or grant agreements for this or similar past programs, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs, submitted in accordance with directions provided in Section 2.3, Communications Prohibition, will be honored. The posted time frames for ODJFS responses to questions for RFGA clarification do not apply to PRRs.

Applications in response to this RFGA are to take into account any information communicated by ODJFS in the Q&A process. **It is the responsibility of all applicants to check the website dedicated to this RFGA on a regular basis for answers to all questions, as well as for any amendments, alerts, or other pertinent information.**

\*Should applicants experience technical difficulties accessing 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.

## **2.3 Communications Prohibition**

From the issuance date of this RFGA, until an actual grant is awarded, there may be no communications concerning the RFGA between any applicant who expects to submit an application and any employee of ODJFS in the issuing office, or any other ODJFS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFGA or the selection process.

The only exceptions to this prohibition are as follows:

- A. Communications conducted pursuant to Section 2.2, Internet Q & A Period;
- B. As necessary in any pre-existing or on-going business relationship between ODJFS and any grantee which could submit an application in response to this RFGA;
- C. As part of an interview necessary for ODJFS to make a final selection;
- D. 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;
- E. Any Public Records Request (PRR) made through the ODJFS Office of Legal Services. The PRR must comply with the following guidelines:
  - 1. The PRR may be filed by a prospective or actual grantee and must be submitted in writing via email or fax and shall contain the following information:
    - a. The name, organization (if applicable), address, telephone and fax number of the requester;
    - b. The specific name and/or number of the past RFGA, application or grant agreement being requested; and
- F. All requests must be filed at the following location:

Chief Legal Counsel  
Office of Legal Services  
Ohio Department of Job and Family Services  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215

ODJFS is not responsible for the accuracy of any information regarding this RFGA that was obtained or gathered through a source different from the question and answer process described in Section 2.2, Internet Q&A Process of this RFGA. Any attempts at prohibited communications by applicants may result in the disqualification of those applicants' applications.

#### **2.4 Time Frames and Funding Available**

ODJFS is seeking to enter into agreements with a maximum of nine (9) grantees, in the six (6) counties as described in Section 1.4, Overview of the Program. The agreements will commence October 1, 2016 (or upon notification of all grant and funding approvals), and end September 30, 2017, with the option to renew the agreements for an additional two (2) years.

The actual dollar amounts awarded for selected applications will be based the applicant's anticipated number of refugee arrivals within each county, and the number of applications which are both qualified and selected for award.

Applications are qualified if they are in accordance with the application submission requirements, and earn at least the minimum score requirements for quality and completeness of applications, as specified in this RFGA. Scoring and final selections will be completed by an Application Review Team (ART) selected by ODJFS. To make its final selection of applications to receive awards and to determine the size of those awards, ODJFS may, at its option, take into consideration application quality, reasonableness and appropriateness of the proposed budget, geographic diversity, rural and urban mix, local collaborations and funding available.

ODJFS may, at its option, make selections based in part on geographical and demographic criteria in order to provide a wide range of services around the state, and in both urban and rural areas.

Since state law prohibits ODJFS from making financial commitments beyond the fiscal biennium, the grant agreements with the selected grantee(s) will be subject to renewal each biennium. Renewal is contingent upon the availability of funds and satisfactory performance by the grantee.

Applicants are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised program budget if the program budgets of all technically qualifying applicants are in excess of the available funding for this program. Please refer to Section 7.1 C. of this RFGA for further information on ODJFS procedures to be implemented if this occurs.

If funds are not adequately utilized by any grantees over the life of the program/agreement, ODJFS reserves the right to reduce an award, and at its discretion to increase the size of the award made to a more effective grantee.

## **2.5 Program Resource Library**

<http://jfs.ohio.gov/refugee/index.stm>

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

### **3.1 Mandatory Qualifications**

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

- A. Applicants must be a licensed direct health care provider in Ohio.
- B. Applicants must identify a key staff member as a Program Director. The Program Director must, at a minimum, have bachelor's degree in a health related field and at least four years' experience managing a health program.
- C. Applicants must have an office in the county in which they are applying.

**Applications which do not meet all the above qualifications will be disqualified from further consideration for grant award.**

### **3.2 Applicant Qualifications**

Applicants are to describe their organization's experience and credentials to demonstrate to ODJFS the applicant's understanding of, and likelihood of success in, the work described in this RFGA. As part of the evaluation process, applicants are to provide the following information to be scored by ODJFS:

- A. A description of the applicant's prior experience in providing health care to populations with multiple barriers including access and language;
- B. A description of the indicators of the applicant's effectiveness and quality, and outcomes achieved for similar programs. If the desired outcomes were not met, the description must include an explanation of the lessons learned and a proposal of changes for future success;
- C. A description of the applicant's work, or ability to coordinate, with resettlement agencies in the county of application; (If selected, the applicant will be required to establish Memorandums of Understanding (MOU) with all refugee resettlement agencies within their geographic region within two months of selection.) and
- D. A description of how the applicant will provide services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background.

### **3.3 Staff Experience and Capabilities:**

Applicants must demonstrate significant expertise by assigning staff to key leadership roles for this program. Key positions will require profiles and resumes. Applicants must, at minimum:

- A. Provide an organizational chart (including any sub-grantees and community partners), list of key staff, their relevant work experience (including the subject and duration) and the duties they will perform under this application;
- B. Identify, by position and by name, those staff considered key to the program's success (at minimum, key staff identified must include a care coordinator at the service providers' office, a fiscal specialist, and medical staff who will work directly with refugees); and
- C. At least one key staff member that has at least three (3) years of experience working with refugees or a recent immigrant population. The experience must have occurred in the last five (5) years. Identified staff member must be in a lead position on this program.

**Important: It is the affirmative responsibility of the applicant submitting an application to remove all personal confidential information (such as home addresses and social security numbers) of applicant staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the application package. Following submission to ODJFS, all applications submitted will become part of the public record.**

## **SECTION IV. WORK PLAN & PROGRAM OUTCOMES**

### **4.1 Scope of Program Work**

ODJFS seeks to fund applications that will operate comprehensive Refugee Health Screening Programs. ODJFS will award grants to qualified healthcare providers to provide health screenings to newly arrived refugees.

Grantees must serve all eligible individuals, as described in Section 1.2 of this RFGA. ODJFS is particularly interested in specific program descriptions that focus on outcomes and convey strategies for achieving intended performance. Program descriptions will be evaluated on the basis of substance and measurable outcomes, not length; extensive exhibits are not required. Cross-referencing should be used with proposals rather than repetition.

As a condition of receiving a grant award from ODJFS, within two (2) months of receiving a selection letter the grantee must enter into MOU(s) with all refugee resettlement agencies in the county which they propose to serve. Applicants will not be allowed to begin work until an MOU has been secured for each resettlement agency within the county being served.

Applications must include a detailed program work plan that describes the scope of the work proposed and a general overview of how the work will be performed. The program work plan is to be described with details such as how much work will be performed, by whom, using what resources, using what methods, achieving what outcomes, measured by what standards, according to what timelines, etc. Activities must, at a minimum, include the following:

- A. Coordination of care for each refugee, to include reviewing overseas medical information, arranging for an interpreter to be present for all refugee appointments, and providing appropriate referrals for primary care physicians, dental, vision and when needed a specialist;
- B. Completion of all aspects of the refugee health screening, which are detailed in the Core Screening Procedures for Refugees (located in the resource library referenced in Section 2.5 and Appendix A of this RFGA); and
- C. Develop and update the Refugee Health Web Tool monthly, by inputting the screening results of each refugee.

### **4.2 Proposed Work Plan**

Applicants are to include, at minimum, the following narrative structures and technical approach for the proposed work plan. The applicant will:

- A. Explain the key objectives of the proposed program. [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 that is to be implemented within sixty days of the purchase order.

C. Summarize how they:

1. Will comply with the Core Screening Procedures for Refugees (located in the resource library referenced in Section 2.5 and Appendix A of this RFGA).
2. Are licensed health care providers, such as a physician, hospital, community health center, county health department or clinic. A nurse practitioner, physician assistant, public health or extended role nurse may conduct the exam, with maximal use of trained assistants. e.g., for blood pressure measurements, hearing or vision screening.
3. Have the clinical capacity as well as adequate staffing and systems for fiscal accounting and program billing.
4. Will coordinate refugee health screening services in cooperation with local refugee resettlement agencies.
5. Will prescribe or supply appropriate medications for infectious diseases and other conditions identified during the health screening.
6. Will provide appropriate vaccine administration by cross-referencing the following sources to determine the vaccines needed by each refugee patient (when a vaccine series cannot be completed during the screening process, a referral must be provided):
  - a. Immunization Schedules: <http://www.cdc.gov/vaccines/schedules/>
  - b. Change of Status Requirements: <http://www.uscis.gov/files/form/i-693.pdf>
  - c. DS-3025, *Vaccination Documentation Worksheet* provided by the refugee.
  - d. If records are unavailable, an age-appropriate vaccination schedule should be initiated. However, serologic testing for immunity is an alternative for certain antigens when the provider believes the refugee was likely to have had a previous infection that conveyed immunity; or received a full series of vaccine but did not have appropriate vaccination records.
7. Will recognize that the refugee health screening encounter may be a new cultural experience for many refugees and will provide a profound first impression about health care in U.S. Therefore, sensitivity toward the refugee's gender, culture, and other issues is very important.

D. Demonstrate an understanding of, and a sensitivity to, the psychological trauma refugees may have experienced in the migration process. It is essential providers understand that refugees may have been subjected to multiple stressors before migrating while in flight, and, in many cases, during a temporary resettlement period prior to their arrival in the U.S. Although these stressors may have a long-term negative impact on effective resettlement for some individuals, the treatment of mental health needs of refugees should not be the focus of the initial screening encounter. The initial screening process can, however, serve as an opportunity for providers to discuss with refugees the potential psychosocial difficulties they may experience during resettlement, and to refer refugees with identified mental health concerns to trained experts for evaluation and treatment.

- E. Adhere to Title VI of the Civil Rights Act of 1964 requirements for providing interpreters for non-English speakers by using linguistically and culturally competent medical interpreters to assist with exams, interviews, and health education, and to facilitate the referral process.
- F. Indicate what counties identified in Section 1.4 they will serve.
- G. Demonstrate that it has a county collaboration of community health partners. Applications should include a list of organizations and cooperating entities who will work on this program along with a short description of the nature of their contribution and the counties the organizations serve.
- H. Provide letters of support from:
  - 1. Resettlement agencies within the county being served.
  - 2. Other local health providers where the applicant will provide services.
- I. Enter into a MOU with each of the local resettlement agencies that are within the applicant's selected county. Each MOU will be provided to ODJFS within sixty days of the selection letter and include the following components:
  - 1. Description of the communication process between the applicant and the resettlement agency;
  - 2. Description of the complaint/issue resolution process;
  - 3. Description of the client referral process.

### **4.3 Program Outcomes & Measures**

The program outcomes for each selected grantee will be specific to the details of that grantee's accepted program plan. All grantees selected through this RFGA process must include the following services: comprehensive health screening, care coordination, and follow-up referrals to a primary care physician, dentist, optometrist and/or specialist when needed.

- A. The program plan must identify how many refugees are expected to be served;
- B. The program plan must identify the process for receiving referrals, coordinating care and follow up;
- C. The program plan must detail how all required screenings, as listed in the Core Screening Procedures for Refugees (located in the resource library referenced in Section 2.5 and Appendix A of this RFGA) will be conducted. Any screenings conducted off site must be detailed to include the provider of those screenings;
- D. The program plan must detail how the applicant will implement the RHS-15 to all refugees over the age of 16 (RHS-15 is located in the RFGA resource library referenced in Section 2.5); and

- E. The program plan must specify who will be responsible for updating the Refugee Health Web Tool monthly. This requires inputting the screening results for each refugee.

## **SECTION V. OTHER REQUIREMENTS**

### **5.1 Interview**

Organizations submitting applications may be requested to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include participants from the organization &/or the applicant. ODJFS reserves the right to select from responding applicants for interviews and may not interview all applicants submitting applications. The applicant shall bear all costs of any scheduled interview.

### **5.2 Start Work Date**

The selected grantees must be able to begin work no later than seven (7) working days after the time funds are encumbered and approved by the Office of Budget & Management. The selected grantee(s) will be notified by the ODJFS Agreement Manager when work may begin. Any work begun by the selected grantees prior to this notification will NOT be reimbursable by ODJFS.

### **5.3 Application Costs**

Costs incurred in the preparation of this application are to be borne by the applicant; ODJFS will not contribute in any way to the costs of the preparation. Any costs associated with any application review interviews (if applicable) will not be ODJFS responsibility.

### **5.4 Trade Secrets Prohibition; Public Information Disclaimer**

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

All applications and any other documents submitted to ODJFS in response to any RFGA, RLB, etc., shall become the property of ODJFS. After the selection of the grantees, any applications submitted in response to an RFGA are deemed to be public records pursuant to ORC 149.43. The term "application" shall mean both the technical and the program budget, if opened, submitted by the applicant, any attachments, addenda, appendices, or sample products.

Any applications submitted in response to any ODJFS RFGA, RLB, etc., which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim.

### **5.5 Grant Agreement Requirements**

- A. Any grant agreement resulting from the issuance of this RFGA is subject to the terms and conditions as provided in the grant agreement model, which is included as Attachment B of this RFGA;

- B. Many of the terms and conditions contained in the grant agreement (See Attachment B) are required by state and federal law; however, the applicant may propose changes to the grant agreement by annotating the model. Any changes are subject to ODJFS review and approval;
- C. Payments for any and all services provided pursuant to the grant agreement 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 sub-grantees;
- E. Grantees, and any sub-grantee(s), will not use or disclose any information made available to them for any purpose other than to fulfill the duties specified in the RFGA. The grantees, and any sub-grantee(s), agrees to be bound by the same standards of confidentiality that apply to the employees of ODJFS and the State of Ohio. Any violation of confidentiality will result in an immediate termination of the grant agreement, and may result in legal action;
- F. As a condition of receiving a grant agreement from ODJFS, the grantees, and any sub-grantee(s), shall certify compliance with any court order for the withholding of child support which is issued pursuant to Section 3113.217 of the ORC. The grantees and any sub-grantee(s), must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that the grantees or employees of the grantees meet child support obligations established under state law;
- G. The grantees, and any sub-grantee(s) that the grantees deems appropriate, agree to be monitored by ODJFS staff on an annual or as needed basis;
- H. By signing a grant agreement with ODJFS, an grantees agrees that all necessary insurance is in effect; and
- I. Grantees selected for participation in this program must agree to collect, maintain and report specific data on each component of their program as requested by ODJFS. Selected grantees will be required to submit quarterly reports in a standardized format, which will be supplied by ODJFS. Each grantee must also agree to participate in any data collection or evaluation required by the federal Office of Refugee Resettlement.

## **5.6 Sub-grantee(s)**

Any grantee proposing to use a sub-grantee(s) for any part of the work described in this RFGA, must clearly identify the sub-grantee(s) in their application. The application must include a sub-grantee agreement from the proposed sub-grantee(s) (see Attachment), signed by a person authorized to legally bind the sub-grantee(s), indicating the following:

- A. The sub-grantee(s) legal status, federal tax ID number, and principle place of a business address;
- B. The name, phone number, and fax number of a person who is authorized to legally bind the sub-grantee(s) to contractual obligations;

- C. A complete description of the work the sub-grantee will do, financial term(s) and a time frame of agreement;
- D. A commitment to do the work, if the grantee is selected; and
- E. A statement that the sub-grantee(s) has read and understands the RFGA, the submitted application, the nature of the work, and the requirements of the RFGA.

### **5.7 Public Release of Records**

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

### **5.8 Confidentiality**

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

### **5.9 Key Personnel**

ODJFS may require a clause in the resulting grant agreement regarding key personnel in that any person identified as critical to the success of the program may not be removed without reasonable notice to ODJFS.

The ODJFS Agreement Manager must be informed in writing, if the grant manager or the director of the provider and facility changes over the course of the program.

### **5.10 Ethical and Conflict of Interest Requirements**

- A. No grantee or individual, company or organization seeking a grant agreement 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 contract 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 that violates the requirements and prohibitions defined here or of Section 102.04 of the ORC is subject to termination of the agreement 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.

## **5.11 Health Insurance Portability & Accountability Act (HIPAA) Requirements**

As a condition of receiving an agreement from ODJFS, the grantee, and any sub-grantee(s), will be required to comply with 42 U.S.C. Sections 1320d through 1320d-8, and the implementing regulations at 45 CFR 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 grantees can reasonably anticipate HIPAA language in the contract that results from this RFGA.

## **SECTION VI. APPLICATION FORMAT & SUBMISSION**

### **6.1 Application Submission**

The application must be prepared and submitted in accordance with instructions found in this section. Six (6) copies of the Technical Application must be received by ODJFS, Office of Legal and Acquisition Services, on or before **June 16, 2016, 3:00 PM.** **Applications received after this date and time will not be reviewed.** Material mailed or submitted separately from the application packet will not be accepted or added to the application by staff of ODJFS. Faxed applications will not be accepted. Applications must be addressed to:

Office of Legal and Acquisition Services  
Ohio Department of Job and Family Services  
30 East Broad Street, 31<sup>st</sup> Floor  
Columbus, OH 43215  
ATTN: RFP/RLB Unit

For hand delivery on the due date, applicants must allow sufficient time for traffic incidents, downtown parking considerations, and for security procedures in the lobby of the Rhodes State Office Tower (address as stated above) and on the 31st Floor. All applications must be received by mail or hand delivery by the above date and time. Materials received after the submission deadline date will not be included in previous submissions nor be considered. No confirmations of mailed applications received will be sent.

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

**NOTE:** Grant applicants are required to submit one additional copy of the program budget, including any required or voluntary attachments, each on a separate CD-ROM, in non-rewriteable CD format. The requested CDs would be used for storage/archiving purposes only, and not for purposes of application evaluation. Compliance with this request is a mandatory requirement for all ODJFS RFGAs for grant awards, as the agency lessens its dependence upon paper records.

## 6.2 Format for Submission of the Application

To be accepted and forwarded to the RFGA Application Review Team (ART), an application must include Item A. (Technical Application) as described in this section. The Technical Application must contain all the information specified and requested for each of the components listed below. Additionally, the application must meet the requirements of this section (Application Submission) of this RFGA to be accepted. The applicant is required to submit an original signed (in blue ink) and completed Required Applicant Information and Certifications provided as an Attachment A of this RFGA.

The applicant's Technical Application must contain the following components (organized in 5 primary tabs and divided into sub-tabs) as described below. Any other information thought to be relevant, but not applicable to a specific RFGA section number/letter must be provided as an appendix to the application and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information/materials that was/were not required in the RFGA.

Grant applicants must organize their application in the following order:

### **Tab 1** Required Applicant Information and Certifications Document

**Attachment A., Section I.** -- In this section, the applicant is required to provide required information and certifications of eligibility for state awards, as described in Attachment A., Section I. to this RFGA, entitled "Required Applicant Information & Certifications Document." Applicants may, at their discretion, either print Attachment A., Section I., complete and sign it, 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, and include that replication in their proposal Tab 1. Applicants who fail to provide all information and certifications as described in Attachment A., Section I. in their proposal Tab 1 will be disqualified.

**Attachment A., Section II. -- Standard Affirmation and Disclosure Form** Banning the Expenditure of Public Funds on Offshore Services. This form must be completed and signed by every applicant seeking to do business with the Ohio Department of Job and Family Services. This must be submitted as part of the response to any request for proposals, invitation to bid, request for grant applications, informal quotations, or other such competitive process. **Failure by any applicant to complete, sign, and return the Standard Affirmation and Disclosure Form with its proposal will result in rejection of the proposal as being non-responsive and disqualified from further consideration.**

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

### **Tab 2** Applicant Qualifications

**Sub-Tab 2a.** Mandatory Qualifications

**Sub-Tab 2b.** Applicant Qualifications

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

**Sub-Tab 2d. Key Staff Experience and Capabilities****Tab 3** Narrative Description of Proposed Program (As defined in Section IV)**Tab 4** Activities**Sub-Tab 4a.****Sub-Tab 4b.****Sub-Tab 4c.****Etc.****Tab 5** Budget Form**Tab 6** Examples, other**A. Technical Application**

The applicant's Technical Application must contain the following components, at minimum. It is mandatory that applications be organized in the following order, and that, wherever appropriate, sections/portions of the application make reference by section number/letter to those RFGA requirements to which they correspond.

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

The applicant must include information to demonstrate how the applicant meets the mandatory qualifications as described in Section 3.1, of this RFGA.

**b. Applicant Qualifications (Sub-Tab 2b.)**

The applicant must address all the minimum qualifications and fully describe the partnership participant's roles and functions (for the applicant and each individual partner organizations). Information must include facts such as the program roles of each organization, which partners will provide services, whether the partner organizations have collaborated with the applicant on this or similar programs in the past, how program implementation will be staffed, and how those staff members qualify to meet the RFGA objectives. (See Section 3.2)

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

Under this section the applicant is required to demonstrate significant expertise by assigning staff to key leadership roles for this program. Key positions will require profiles and resume(s) and should specifically list their qualifications and experience in the areas described in Section III (Applicant Experience and Qualifications) of this RFGA. (See Sec. 3.2)

**2. Narrative Description of Proposed Program (Tab 3)**

Provide a narrative describing the proposed program in detail (in the order as outlined) in Section IV, Work Plan & Program Outcomes of this RFGA.

### 3. Proposed Work Plan and Program Outcomes (Tab 4)

Provide a detailed program work plan and identify program outcomes as required in Sections 4.2 and 4.3.

### 3. Budget (Tab 5)

The Program Budget must include a State Fiscal Year Budget summary sheet. The total of all activities should be included on this sheet and be distributed by SFY.

### 5. Examples, other (Tab 6 – Other voluntarily submitted attachments, if any, as deemed appropriate by applicant.)

## B. IMPORTANT – APPLICANT DISQUALIFIERS FOR APPLICATION ERRORS:

The Technical Application is defined as any part of the application (either as required by ODJFS or sent at applicant's discretion), such as work plan, resumes, letters of recommendation, letters of cooperation from any sub-grantees, etc., which are not specifically identified by ODJFS.

1. Any trade secret, proprietary, or confidential information (as defined in Section 8.5 of this RFGA) found anywhere in an application shall result in immediate disqualification of that application.

## SECTION VII. CRITERIA FOR APPLICATION EVALUATION & SELECTION

### 7.1 Scoring of Applications

ODJFS will enter into an agreement with grantee(s) that best demonstrates the ability to meet requirements as specified in this RFGA. Grant applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their Technical Application and Program Budget. All applications will be reviewed and scored by an Application Review Team (ART), comprised of staff from ODJFS OFA. ART members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the application review and grantee selection process. Final selection of the grantee(s) will be based upon the criteria specified in Sections II., III, and IV of this RFGA. Any applications not meeting the requirements contained in Sections II, III, and IV of this RFGA will not be scored or may be held pending receipt of required clarifications. The ART reserves the right to reject any and all applications, in whole or in part, received in response to this request. The ART may waive minor defects that are not material when no prejudice will result to the rights of any grant applicant or to the public. In scoring the applications, ODJFS will score in three phases:

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

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

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

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

A maximum of **660** points will be awarded for the Technical Application. A Technical Application must achieve a total of at least **501** points out of the possible **660** points to qualify for consideration. Any application which does not meet the minimum required Technical Application points will be disqualified from any further consideration.

All Phase II technical application evaluation criteria will be scored according to the following scale, based on a proposed program's ability to meet ODJFS needs. The Technical Application Score Sheet (see Attachment C) uses the following point values for rating each requirement.

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

**Technical Performance Scoring Definitions:**

**“Does Not Meet Requirement”**-a particular RFGA requirement was not addressed in the grant applicant's application, **Score: 0**

**“Partially Meets Requirement”**- grant applicant's application demonstrates some attempt at meeting a particular RFGA requirement, but that attempt falls below acceptable level, **Score: 6**

**“Meets Requirement”**- grant applicant's application fulfills a particular RFGA requirement in all material respects, potentially with only minor, non-substantial deviation, **Score: 8**

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

**IMPORTANT:** Before submitting an application to ODJFS in response to this RFGA, applicants are strongly encouraged to use the Technical Application Score Sheet (Attachment C) and the above technical performance scoring information to review their applications for completeness, compliance, and quality.

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

The Program Budget will be reviewed by ODJFS. The grand total of each applicant's Program Budget is divided by that applicant's final Technical Application score. This compares the cost

with the quality of the Technical Application, which will provide an average cost-per-quality point earned on the Technical Application

If the Program Budgets of all technically qualifying applicants (as determined by the scoring process described in this section and by the Technical Application Score Sheet, Attachment C to this RFA) are in excess of the available funding for this program, ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised Program Budget. Grant applicants may then submit one last and best offer, or may request that ODJFS view its original Program Budget as its last and best offer, or may formally withdraw from further consideration, and shall formally indicate its choice according to directions provided by ODJFS at that time. Upon receipt of all last and best offers, and assuming that one or more have submitted a budget that is within ODJFS' Program Budget, ODJFS will then consider those applicants' revised Program Budgets which are within the budget according to the cost-point assignment process described in this section, above, and in the Technical Application Score Sheet, Attachment C, for calculation of the winning score. ODJFS reserves the right to negotiate with applicants for adjustments to their applications should ODJFS determine, for any reason, to adjust the scope of the program for which this RFGA is released.

## **7.2 Final Selection**

The ART may recommend for selection as many as nine (9) or as few applicants as budget and successful applications allow.

## **SECTION VIII. PROTEST PROCEDURE**

### **8.1 Protests**

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

- A. A protest may be filed by a prospective or actual applicant objecting to the award of an agreement 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 Contracts and Acquisitions, 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 applications which are apparent or should be apparent prior to the closing date for receipt of applications shall be filed no later than 3:00 p.m. on the closing date for receipt of applications, as specified in Section 2.1, Anticipated Procurement Timetable, of this RFGA.
  2. If the protest relates to the announced intent to award an agreement, the protest shall be filed no later than 3:00 p.m. of the seventh (7th) calendar day after the issuance of formal letters sent to all responding applicants regarding the ODJFS's intent to make the award. The date on these ODJFS letters to responding applicants is the date used to determine if a protest regarding the intent to award is submitted by the end of the protest period.
- C. An untimely protest may be considered if ODJFS determines that the protest raises issues significant to the Department's solicitation process. An untimely protest is one received by ODJFS' Office of Contracts and Acquisitions after the time periods set forth in Item B. of this section.
- D. All protests must be filed at the following location:
- Deputy Director  
ODJFS Office of Contracts and Acquisitions  
30 East Broad Street, 31st Floor  
Columbus, Ohio 43215
- E. When a timely protest is filed, a agreement award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless the Director of ODJFS determines that a delay will severely disadvantage the department. The applicant(s) who would have been awarded the agreement shall be notified of the receipt of the protest.
- F. ODJFS' Office of Contracts and Acquisitions 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.

## **8.2 Caveats**

ODJFS is under no obligation to issue a grant agreement as a result of this solicitation if, in the opinion of ODJFS and the ART, none of the applications are responsive to the objectives and needs of the Department. ODJFS reserve the right not to select any grant applicant should ODJFS decide not to proceed.

Any award resulting from the issuance of this application is subject to the terms and condition as provided in the Sub-grant Agreement (but not only) Article VIII, paragraph C. The Sub-grant Agreement is Attachment B to this application packet.

**SECTION IX. ATTACHMENTS AND THEIR USES**

- A. Required Grantee Information and Certifications (To be completed & included in application packet as specified in Sec. 6.2)**
- B. ODJFS Model Grant Agreement (For applicant reference purposes and referenced earlier as Sec. 5.5, A.)**
- C. Technical Application Score Sheet (For applicant self-evaluation purposes...do not submit)**
- D. Budget Form (To be completed & included in cost application packet as specified in Sec. 6.2, A.3)**

**SECTION X APPENDICES**

- A. Core Screening Procedures for Refugees**

Thank you for your interest in this program.

# **Attachment A**

**Attachment A consists of 2 distinct and different sections. Both sections must be completed and included in Tab 1 of the proposal.**

**Section I – Required Grantee Information**

**Section II - Location of Business Form**

Attachment A—Section I

**REQUIRED GRANTEE INFORMATION and CERTIFICATIONS**

**Purpose:** The Ohio Department of Job and Family Services (ODJFS) requires the following information on applicants who submit proposals or applications in response to any ODJFS Requests for Grant Applications (RFGAs), in order to facilitate the development of the grant with the selected applicant. ODJFS reserves the right to reject your application if you fail to provide this information fully, accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your application. **Failure to provide such required information will result in your application’s immediate disqualification.**

**Instructions:** Provide the following information regarding the applicant organization submitting the application. Applicants may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their applications. It is mandatory that the information provided is certified with an original signature (in blue ink, please) from a person with authority to represent the applicant. Applicants are to provide the completed and signed information and certifications as the cover pages of their original proposal submitted to ODJFS.

**IMPORTANT:** If the RFGA specified a maximum page limit for applicant proposals, the attachment of any required certifications, other documents, or additional pages needed to fully provide the information requested here will **NOT** be counted against that page limit.

**Applicants must provide all information**

<b>1. ODJFS RFGA #:</b>	<b>2. Application Due Date:</b>
<b>3. Name:</b> (legal name of the grantee – person or organization – to whom grant payments would be made)	
<b>3a. Grantee’s Ohio Administrative Knowledge System (OAKS) ID#:</b> [Vendors may apply for an OAKS vendor ID# at: <a href="http://ohiosharedservices.ohio.gov/Vendors.aspx">http://ohiosharedservices.ohio.gov/Vendors.aspx</a> . The necessary forms to be completed and remitted to Ohio Shared Services are the Vendor Information Form (OBM-5657) and the IRS Form W-9. Completion and/or submission of these forms to Ohio Shared Services <u>does not</u> assume a vendor/applicant award of any ODJFS contract/grant.]	
<b>4. Grantee Corporate Address:</b>	<b>5. Grantee Remittance Address:</b> (or “same” if same as Item # 4)
<b>6. Print or type information on the grantee representative/contact person <u>authorized to answer questions on the application:</u></b>  <b>Grantee Representative NAME and TITLE:</b>  <b>Address:</b> _____ <b>E-Mail Address:</b> _____  <b>Phone #:</b> _____  <b>Fax #:</b> _____	
<b>7. Print or type the name of the grantee representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #6, provide the following information on each such representative and specify their function):</b>  <b>Grantee Representative NAME and TITLE:</b>  <b>Address:</b> _____ <b>E-Mail Address:</b> _____  <b>Phone #:</b> _____  <b>Fax #:</b> _____	

8. Is this grantee an Ohio certified MBE? Yes  No  If yes, attach a copy of current certification to proposal\bid. (If ODJFS has specified the RFGA document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

**9. Mandatory Grantee Certifications:**

ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. Failure to provide proper affirming signature on any of these statements will result in the disqualification of your application.

I \_\_\_\_\_ (signature of representative shown in Item # 7, above) hereby certify and affirm that \_\_\_\_\_ (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND

I \_\_\_\_\_ (signature of representative shown in Item #7, above) hereby certify and affirm that \_\_\_\_\_ (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND

I \_\_\_\_\_ (signature of representative shown in Item #7, above) hereby certify and affirm that \_\_\_\_\_ (name of the vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

**10. Equal Employment Opportunity Information on the Grantee and any Sub-grantee(s)**

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide	Ohio Offices
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

B. If you are the selected vendor, will you subcontract any part of the work?

NO -or-  YES, but for less than 50% of the work -or-  YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work To Be \_\_\_\_\_

Performed: \_\_\_\_\_

(a brief description) \_\_\_\_\_

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): \_\_\_\_\_

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub-grantees:

	Nationwide	Ohio Offices
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

**C. Identify all state grants which the grantee has since the beginning of the last fiscal year (i.e., since July 01, 2012) through this fiscal year to date. Also include grants approved for ODJFS or institutions of higher education:**

**Total number of grants:** \_\_\_\_\_

**For each state grant, list the state agency and provide the following information:**

**State Agency/Educational Institution:** \_\_\_\_\_

**Grant Dollar Amount:** \_\_\_\_\_

**State Agency/Educational Institution:** \_\_\_\_\_

**Grant Dollar Amount:** \_\_\_\_\_

**State Agency/Educational Institution:** \_\_\_\_\_

**Grant Dollar Amount:** \_\_\_\_\_

*Attach additional pages if needed*

### **11. Grantee Ethics Certification**

As a grantee receiving grants from the State of Ohio, I certify on behalf of \_\_\_\_\_ (name of vendor or grantee):

(1) I have reviewed and understand Ohio ethics and conflict of interests' laws, as found in Chapter 102. and Sections 2921.42 and 2921.43 of the Ohio Revised Code.

(2) I acknowledge that failure to comply with this certification is, by itself, grounds for termination of this contract or grant with the State of Ohio.

\_\_\_\_\_  
Signature of authorized agent

\_\_\_\_\_  
Date

**12. I have read the ODJFS Model Grant attached to the RFGA, and if awarded a grant, I will not \_\_\_\_ (or) I will \_\_\_\_ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected grantee. All requested changes to model contract language are subject to ODJFS approval.)**

**13. I \_\_\_\_\_, (grantee representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of**

\_\_\_\_\_ (grantee's name), and I hereby affirm that the cost(s) bid to **ODJFS for the performance of services and/or provision of goods covered in this application in response to this ODJFS RFGA is a firm fixed price, inclusive of all incidental as well as primary costs.** (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)

**14. Location of Business Declaration:** Vendors responding to any ODJFS RFP/RLB/RFGA (etc.) must certify that no public funds shall be spent on services provided/performed offshore by completing, signing, and returning the "Location of Business Form," which is the final section of this attachment. **FAILURE TO PROPERLY COMPLETE, SIGN AND RETURN THIS FORM, INCLUDING THE "LOCATION OF BUSINESS FORM," WILL RESULT IN DISQUALIFICATION OF THE VENDOR FROM CONSIDERATION FOR AWARD OF AN ODJFS CONTRACT.**

**Attachment A —Section II.**

**Location of Business Form**

Pursuant to Governor’s Executive Order 2011-12K ([www.governor.ohio.gov](http://www.governor.ohio.gov)), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Grantee:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Principal location of business of sub-grantee(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

2. Location where services will be performed by Grantee:

\_\_\_\_\_  
(Address) (City, State, Zip)

Name/Location where services will be performed by sub-grantee(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Grantee:

\_\_\_\_\_  
(Address) (Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by sub-grantee(s):

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

\_\_\_\_\_  
(Name) (Address, City, State, Zip)

4. Location where services to be performed will be changed or shifted by Grantee

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address, City, State, Zip)

Name/Location(s) where services will be changed or shifted to be performed by sub-grantee(s):

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address, City, State, Zip)

**By signing below, I hereby certify and affirm** that I have reviewed, understand, and will abide by the Governor's Executive Order 2011-12K. I attest that no funds provided by ODJFS for this grant or any other agreement will be used to purchase services provided outside the United States or to contract with a sub-grantee(s) who will use the funds to purchase services provided outside the United States. I will promptly notify ODJFS if there is a change in the location where any of the services relating to this project will be performed. If I am signing this on behalf of a company, business, or organization, I hereby acknowledge that I have the authority to make this certification on behalf of that entity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Entity Name

\_\_\_\_\_  
Address (Principal place of business)

\_\_\_\_\_  
Printed name of individual authorized  
to sign on behalf of entity

\_\_\_\_\_  
City, State, Zip

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
GRANT AGREEMENT**

**G-1617-00-0000**

**RECITALS:**

This Grant Agreement (Agreement) between the Ohio Department of Job and Family Services (ODJFS) and the **Vendor Name** (GRANTEE) is created pursuant to the Grant awarded by ODJFS to GRANTEE. GRANTEE hereby accepts the Grant and agrees to comply with all the terms and conditions set forth in this Agreement.

- A. ODJFS issued a Request for Grant Application (RFGA) titled, \_\_\_\_\_, numbered \_\_\_\_\_, and dated \_\_\_\_\_, which is hereby incorporated by reference.
- B. The ODJFS proposal review team recommended for award the Application of GRANTEE, submitted by GRANTEE on [DATE] which is hereby incorporated by reference.
- C. In the event of any inconsistency or ambiguity between the provisions of the RFGA, the Application, or this Agreement, the provisions of this Agreement will determine the obligations of the parties. In the event that this Agreement fails to clarify any inconsistency or ambiguity between the RFGA and the Application, the RFGA will determine the obligations of the parties. In the event of a disputed issue that is not addressed in any of the aforementioned documents, the parties hereby agree to make every reasonable effort to resolve this dispute in keeping with the objectives of this Agreement and the budgetary and statutory constraints of ODJFS.

**ARTICLE I. PURPOSE; GRANT ACTIVITIES**

- A. This Agreement [allows GRANTEE to] [will] INSERT PURPOSE. GRANTEE will perform its responsibilities under this Agreement in accordance with the RFGA and the Application. The responsibilities (Grant activities) are summarized as follows:

INSERT SPECIFIC DELIVERABLES

- B. The ODJFS Agreement Manager is **ODJFS Agreement Manager Name**.
- C. The ODJFS Agreement Manager may periodically communicate specific requests and instructions to GRANTEE concerning the performance of activities described in this Agreement. GRANTEE agrees to comply with any requests or instructions to the satisfaction of ODJFS within 10 days after GRANTEE's receipt of the requests or instructions. ODJFS and GRANTEE expressly understand that any requests or instructions will be strictly to ensure the successful completion of the Grant activities described in this Agreement, and are not intended to amend or alter this Agreement in any way. If GRANTEE believes that any requests or instructions would materially alter the terms and conditions of this Agreement or the compensation stated hereunder, GRANTEE will immediately notify ODJFS pursuant to the Notice provision of this Agreement. GRANTEE agrees to consult with the ODJFS Agreement Manager as necessary to ensure understanding of the Grant activities and the successful completion thereof.

**ARTICLE II. EFFECTIVE DATE OF THE GRANT**

- A. This Agreement will be in effect from **Start Date**, or upon issuance of an approved State of Ohio purchase order, whichever is later, through **End Date**, unless this Agreement is suspended or terminated prior to the expiration date. **This Agreement may be renewed through [DATE], upon satisfactory completion of activities hereunder, appropriation of funds by the Ohio General Assembly, and at the sole discretion of ODJFS. ODJFS will issue a notice to GRANTEE if ODJFS decides to renew this Agreement. GRANTEE will not obligate resources in anticipation of a renewal until notice is provided.**
- B. It is expressly understood by both ODJFS and GRANTEE that this Agreement will not be valid and enforceable until the Director of the Office of Budget and Management, State of Ohio, first certifies, pursuant to Section 126.07 of the Ohio Revised Code (ORC), that there is a balance in the appropriation

not already allocated to pay existing obligations. The ODJFS Agreement Manager will notify GRANTEE when this certification is given.

### ARTICLE III. AMOUNT OF GRANT/PAYMENTS

- A. The total amount of the Grant is **Total Dollar Amt** Dollars (**\$Total**). ODJFS will provide GRANTEE with funds in an amount up to **SFY1 Dollar Amt** Dollars (**\$SFY1**) for State Fiscal Year **2016** and up to **SFY2 Dollar Amt** Dollars (**\$SFY2**) for State Fiscal Year **2017** expressly to perform the Grant activities. GRANTEE understands that the terms of this Agreement do not provide for compensation in excess of the total amount listed in this section. GRANTEE hereby waives the interest provisions of ORC 126.30.

#### [GRANT ADVANCE]

B. Payment:

1. GRANTEE may submit a request for a Grant Advance of **Total Dollar Amt** Dollars (**\$Total**). The Grant Advance will be awarded after appropriate invoicing pursuant to this ARTICLE.
2. The remainder of the Grant will be paid as reimbursement for actual, allowable, expenditures incurred and paid by GRANTEE during the billing period pursuant to GRANTEE's accepted budget [or cost proposal] as incorporated below [or as attached]. The ODJFS Agreement Manager may provide written approval to GRANTEE for requested budget changes that do not exceed the amount listed in this ARTICLE for the Agreement period. Such approval may be made without formally amending this Agreement.
3. GRANTEE must conduct a funds reconciliation of the Grant Advance no later than thirty (30) days from the end of the Agreement period. GRANTEE will return any Grant advance funds that exceed actual expenditures paid by GRANTEE and confirmed by invoices. The ODJFS Agreement Manager will instruct GRANTEE on the manner in which to return the unused funds.

#### [BUDGET REALLOCATION]

- C. With the exception of travel expenses, line item expenses listed in the budget may be reallocated upon the written approval of the ODJFS Agreement Manager as long as the total amounts per SFY and the total overall Agreement amount remains unchanged. Any changes to the travel costs listed below will require a formal amendment to this Agreement.

#### [TRAVEL REIMBURSEMENT]

- D. It is further agreed that reimbursement of travel expenditures shall not exceed [SFY1 Travel Dollar Amount] Dollars (**\$SFY1 Travel**) for SFY [SFY1] and [SFY2 Travel Dollar Amount] Dollars (**\$SFY2**) for SFY [SFY2], which amounts are included in the total compensation figures above. Expense reimbursement authorized by this section is limited to actual and necessary expenses subject to the limits as established pursuant to ORC 126.31, which are set forth in Ohio Administrative Code 126-1-02, as well as any other laws, regulations, or Governor's Executive Orders limiting travel expenses. GRANTEE expressly agrees not to submit claims for expenses which do not meet the requirements of this section and further agrees to submit all claims to the ODJFS Agreement Manager for approval prior to submitting a claim for reimbursement.
- B. Compensation will be made as reimbursement for actual expenditures incurred [per Deliverable] [hourly] and paid by GRANTEE during the billing period pursuant to GRANTEE's accepted budget [or cost proposal] as incorporated below [or as attached].
- C. GRANTEE will submit detailed invoices on a **monthly/ quarterly/ one-time** basis to the ODJFS Bureau of Accounts Payable at 30 East Broad Street, 37th Floor, Columbus, Ohio 43215. GRANTEE agrees to use an invoice instrument to be prescribed by ODJFS and will include in each invoice:
1. GRANTEE's name, complete address, and federal tax identification number;
  2. Agreement number and dates;
  3. Purchase order number;

4. Amount and purpose of the invoice, including such detail as required per the compensation section of this Agreement, deliverables completed, description of services rendered, hourly rates and numbers of hours (if applicable), amount of monthly fee (if applicable), and itemized travel and other expenses if permitted by this Agreement; and
  5. Description of Deliverables performed during the billing period;
  6. Receipt or other proof of cost; and
  7. Other documentation requested by the ODJFS Agreement Manager.
- D.** GRANTEE expressly understands that ODJFS will not compensate GRANTEE for any work performed prior to GRANTEE's receipt of notice from the ODJFS Agreement Manager that the provisions of ORC 126.07 have been met as set forth in ARTICLE II, nor for work performed after the ending date of this Agreement.
- E.** GRANTEE expressly understands that ODJFS does not have the ability to compensate GRANTEE for invoices submitted after the State of Ohio purchase order has been closed. State of Ohio purchase orders are issued per state fiscal year. GRANTEE must submit final invoices for payment for each state fiscal year no later than 90 calendar days after the end date of each state fiscal year, or if earlier, the end date of this Agreement. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.
- F.** GRANTEE understands that availability of funds is contingent on appropriations made by the Ohio General Assembly or by funding sources external to the State of Ohio, such as federal funding. If the Ohio General Assembly or the external funding source fails at any time to continue funding ODJFS for the payments due under this Agreement, this Agreement will be terminated as of the date funding expires without further obligation of ODJFS or the State of Ohio.

#### **ARTICLE IV. SUSPENSION AND TERMINATION, BREACH AND DEFAULT**

- A.** This Agreement shall automatically terminate upon expiration of the time period in ARTICLE II, or upon completion of performance, or once all of the compensation has been paid.
- B.** Upon 30 calendar days written notice to the other party, either party may terminate this Agreement. Upon written notice to GRANTEE, at the sole discretion of ODJFS, this Agreement may be suspended.
- C.** Notwithstanding the provisions of Sections A or B, above, ODJFS may suspend or terminate this Agreement immediately upon delivery of a written notice to GRANTEE if:
1. ODJFS loses funding as described in ARTICLE III;
  2. ODJFS discovers any illegal conduct by GRANTEE; or
  3. GRANTEE has violated any provision of ARTICLE VIII.
- Suspension or termination under this provision shall not entitle GRANTEE to any rights or remedies described in Section E of this ARTICLE.
- D.** GRANTEE, upon receiving notice of suspension or termination, will:
1. Cease performance of the suspended or terminated Grant activities;
  2. Take all necessary steps to limit disbursements and minimize costs including, but not limited to, suspending or terminating all contracts and subgrants related to suspended or terminated Grant activities;
  3. Prepare and furnish a report to ODJFS, as of the date the notice of termination or suspension was received, that describes the status of all Grant activities and includes the results accomplished and the conclusions reached through Grant activities;

4. Return all records in their native format relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Grant; and
  5. Perform any other tasks ODJFS requires.
- E. In the event of suspension or termination under this ARTICLE, ODJFS will, upon receipt of a proper invoice from GRANTEE, determine the amount of any unpaid Grant funds due to GRANTEE for Grant activities performed before GRANTEE received notice of termination or suspension. In order to determine the amount due to GRANTEE, ODJFS will base its calculations on the payment method described in ARTICLE III and any funds previously paid by or on behalf of ODJFS. ODJFS will not be liable for any further claims submitted by GRANTEE.
- F. Upon GRANTEE's breach or default of provisions, obligations, or duties embodied in this Agreement or any term of an award, a federal statute or regulation, an assurance, a State plan or application, a notice of award, or other applicable rule, ODJFS reserves the right to exercise any administrative, contractual, equitable, or legal remedies available without limitation. Any waiver by ODJFS of an occurrence of breach or default is not a waiver of subsequent occurrences. If ODJFS or GRANTEE fails to perform any obligation under this Agreement and the other party subsequently waives the failure, the waiver will be limited to that particular occurrence of a failure and will not be deemed to waive other failures that may occur. Waiver by ODJFS will not be effective unless it is in writing signed by the ODJFS Director.

#### ARTICLE V. NOTICES

- A. ODJFS and GRANTEE agree that communication regarding Grant activities, scope of work, invoice or billing questions, or other routine instructions will be between GRANTEE and the identified ODJFS Agreement Manager.
- B. Notices to ODJFS from GRANTEE that concern changes to GRANTEE's principal place of operation, billing address, legal name, federal tax identification number, mergers or acquisitions, corporate form, excusable delay, termination, bankruptcy, assignment, any notice pursuant to ARTICLE VIII, and/or any other formal notice regarding this Agreement will be sent to the ODJFS Deputy Director of Contracts and Acquisitions at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215.
- C. Notices to GRANTEE from ODJFS concerning termination, suspension, option to renew, breach, default, or other formal notices regarding this Agreement will be sent to GRANTEE's representative at the address appearing on the signature page of the this Agreement.
- D. All notices will be in writing and will be deemed given when received. All notices must be sent using a delivery method that documents actual delivery to the appropriate address herein indicated (e.g., certified mail).

#### ARTICLE VI. RECORDS, DOCUMENTS AND INFORMATION

GRANTEE agrees that all records, documents, writings, and other information, created or used pursuant to this Agreement will be treated according to the following terms, and that the terms will be included in any subgrant agreements executed for the performance of Activities relative to this Agreement:

- A. [PUBLIC UNIVERSITY] ODJFS agrees that any documents, reports, data, photographs (including negatives), electronic reports and records, and other media produced under this Agreement or with funds provided by this Subgrant will become the property of GRANTEE, which will have the unrestricted right to reproduce, distribute, modify, maintain and use in any way it deems appropriate. However, ODJFS is hereby granted a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, modify, distribute, or otherwise use, and to authorize others to use for state or federal purposes:
1. The copyright in any work developed in whole or part with funds provided pursuant to this Subgrant; and
  2. Any rights of copyright GRANTEE purchases in whole or part with funds provided pursuant to this Subgrant.

GRANTEE also agrees that all materials and items produced under this Agreement will be made freely available to the general public unless ODJFS determines that, pursuant to federal and state laws, such materials are confidential.

- A. GRANTEE agrees that any media produced pursuant to this Agreement or acquired with Grant funds will become the property of ODJFS. This includes all documents, reports, data, photographs (including negatives), and electronic reports and records. ODJFS will maintain the unrestricted right to reproduce, distribute, modify, maintain, and use the media in any way ODJFS deems appropriate. GRANTEE further agrees not to seek or obtain copyright, patent or other proprietary protection for any materials or items produced under this Agreement. GRANTEE understands that all materials and items produced under this Agreement will be made freely available to the public unless ODJFS determines that certain materials are confidential under federal or state law.
- B. All ODJFS information that is classified as public or private under Ohio law and ODJFS rules will be treated as such by GRANTEE. Should the nature of any information be in question, ODJFS will determine whether the information is public or private. GRANTEE will restrict the use of any information, systems, or records ODJFS provides to the specific Grant activities of this Agreement. GRANTEE and its employees agree to be bound by the same standards and rules of confidentiality that apply to employees of ODJFS and the State of Ohio. GRANTEE agrees that the terms of this Section will be included in any contract or subgrant executed by GRANTEE for work under this Agreement.
- C. GRANTEE information that is proprietary and has been specifically identified by GRANTEE as proprietary will be held as confidential by ODJFS. Proprietary information is information that would put GRANTEE at a competitive disadvantage in GRANTEE's market place and trade if it were made public. ODJFS reserves the right to require reasonable evidence of GRANTEE's assertion of the proprietary nature of any information. The provisions of this ARTICLE are not self-executing. GRANTEE must demonstrate that any information claimed as proprietary meets the definition of "trade secrets" found at ORC 1333.61.
- D. For Audit Purposes Only: All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Agreement will be retained by GRANTEE and will be made available for audit by state and federal government entities that include but not limited to, ODJFS, the Ohio Auditor of State, the Ohio Inspector General and all duly authorized law enforcement officials. The records and materials will be retained and made available for a minimum of 3 years after GRANTEE receives the last payment pursuant to this Agreement. If an audit, litigation or similar action is initiated during this time period, GRANTEE will retain the records until the action is concluded and all issues are resolved, or until the end of the 3 year period if the action is resolved prior to the end of the 3 year period. If applicable, GRANTEE must meet the requirements of the federal Office of Management and Budget (OMB) Omni-Circular 2 CFR Part 200, that financial records related to the performance of services under this Agreement are presumptively deemed public records.
- E. All records relating to cost, work performed, supporting documentation for invoices submitted to ODJFS, and copies of all materials produced under or pertaining to this Grant will be retained by GRANTEE in accordance to the appropriate records retention schedule. The appropriate records retention schedule for this Grant is [INSERT RECORDS SCHEDULE], [STATE SCHEDULE NUMBER AND TIME PERIOD]. If any records are destroyed prior to the date as determined by the appropriate records retention schedule, GRANTEE agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- F. GRANTEE agrees to retain all records in accordance to any litigation holds that are provided to them by ODJFS, and actively participate in the discovery process if required to do so, at no additional charge. Litigation holds may require GRANTEE to keep the records longer than the approved records retention schedule. GRANTEE will be notified by ODJFS when the litigation hold ends and retention can resume based on the approved records retention schedule. If GRANTEE fails to retain the pertinent records after receiving a litigation hold from ODJFS, GRANTEE agrees to pay all costs associated with any cause, action or litigation arising from such destruction.
- G. GRANTEE hereby agrees to current and ongoing compliance with Title 42, Sections 1320d through 1320d-8 of the United States Code (USC) and the implementing regulations found at Title 45, Sections 164.502(e) and 164.504(e) of the Code of Federal Regulations (CFR) regarding disclosure of Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). GRANTEE

further agrees to include the terms of this Section in any subgrant agreements that may be executed pursuant to this Agreement.

#### ARTICLE VII. AMENDMENT AND ASSIGNMENT

- A. This writing constitutes the entire agreement between ODJFS and GRANTEE with respect to all matters herein. Only a writing signed by both parties may amend this Agreement. However, ODJFS and GRANTEE agree that any amendments to any laws or regulations cited herein will result in the correlative modification of this Agreement without the necessity for executing written amendments. Any written amendment to this Agreement will be prospective in nature.
- B. GRANTEE agrees not to assign any interest in this Agreement nor transfer any interest in the Grant without the prior written approval of ODJFS. GRANTEE will submit any requests for approval of assignments and transfers to the ODJFS Agreement Manager at least ten days prior to the desired effective date. GRANTEE understands that any assignments and transfers will be subject to any conditions ODJFS deems necessary and that no approval by ODJFS will be deemed to provide for any ODJFS obligation that exceeds the Grant amount specified in ARTICLE III of this Agreement.

#### ARTICLE VIII. GRANTEE CERTIFICATION OF COMPLIANCE WITH SPECIAL CONDITIONS

By accepting this Grant and by executing this Agreement, GRANTEE hereby affirms current and continued compliance with each condition listed in this ARTICLE. GRANTEE's certification of compliance with each of these conditions is considered a material representation of fact upon which ODJFS relied in entering into this Agreement:

- A. If at any time, GRANTEE is not in compliance with the conditions affirmed in this Section, ODJFS will consider this Agreement to be *void ab initio* and will deliver written notice to GRANTEE. Any funds the State of Ohio paid GRANTEE for work performed before GRANTEE received notice that the Agreement is *void ab initio* will be immediately repaid or the State of Ohio may commence an action for recovery against GRANTEE.
1. **Federal Debarment Requirements.** GRANTEE affirms that neither GRANTEE nor any of its principals, subgrantees, or subcontractors, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency. GRANTEE also affirms that within three years preceding this agreement neither GRANTEE nor any of its principals:
    - a. Have been convicted of, or had a civil judgment rendered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements; or for receiving stolen property; or
    - b. Are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) for the commission of any of the offenses listed in this paragraph and have not had any federal, state, or local, public transactions terminated for cause or default.
  2. **Qualifications to Conduct Business.** GRANTEE affirms that it has all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the Agreement period GRANTEE, for any reason, becomes disqualified from conducting business in the State of Ohio, GRANTEE will immediately notify ODJFS in writing and will immediately cease performance of all Grant activities.
  3. **Unfair Labor Practices.** GRANTEE affirms that neither GRANTEE nor its principals are on the most recent list established by the Ohio Secretary of State, pursuant to ORC 121.23, which would identify GRANTEE as having more than one unfair labor practice contempt of court finding.
  4. **Finding for Recovery.** GRANTEE affirms that neither GRANTEE nor its principals, subgrantees, or subcontractors, is subject to a finding for recovery under ORC 9.24, or it has taken the

appropriate remedial steps required, or otherwise qualifies under ORC 9.24 to contract with the State of Ohio.

- B. If at any time GRANTEE is not in compliance with the conditions affirmed in this Section, ODJFS may immediately suspend or terminate this Agreement and will deliver written notice to GRANTEE. GRANTEE will be entitled to compensation, upon submission of a proper invoice per ARTICLE III, only for work performed during the time GRANTEE was in compliance with the provisions of this Section. Any funds paid by the State of Ohio for work performed during a period when GRANTEE was not in compliance with this Section will be immediately repaid or the State of Ohio may commence an action for recovery against GRANTEE.
1. **Americans with Disabilities.** GRANTEE, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
  2. **Fair Labor Standards and Employment Practices.**
    - a. GRANTEE certifies that it is in compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
    - b. In carrying out this Agreement, GRANTEE will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff, termination, transfer, promotion, demotion, rate of compensation, and eligibility for in-service training programs.
    - c. GRANTEE agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
    - d. GRANTEE will incorporate the foregoing requirements of this Paragraph in all of its subgrants or subcontracts for any of the work prescribed herein.
  3. **Ethics and Conflicts of Interests Laws.**
    - a. GRANTEE certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws. GRANTEE further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or any Executive Orders.
    - b. GRANTEE certifies, by executing this Agreement, that no party who holds a position listed or described in ORC 3517.13 (I) or (J), has made, while in his/her current position, one or more personal monetary contributions in excess of One Thousand and 00/100 Dollars (\$1,000.00) to the current Governor or to the Governor's campaign committee when he was a candidate for office within the previous two calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
    - c. GRANTEE agrees to refrain from promising or giving to any ODJFS employee anything of value that could be construed as having a substantial and improper influence upon the employee with respect to the employee's duties. GRANTEE further agrees that it will not solicit any ODJFS employee to violate ORC 102.03, 2921.42, or 2921.43.
    - d. GRANTEE agrees that GRANTEE, its officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of GRANTEE's functions and responsibilities under this Agreement. If GRANTEE, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, GRANTEE agrees it will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31<sup>st</sup> Floor, Columbus, Ohio 43215-3414. GRANTEE further agrees that the person with the conflicting interest will not participate in

any Grant activities until ODJFS determines that participation would not be contrary to public interest.

4. **Lobbying Restrictions.**

- a. GRANTEE affirms that no federal funds paid to GRANTEE by ODJFS through this Agreement or any other agreement have been or will be used to lobby Congress or any federal agency in connection with a particular contract, grant, cooperative agreement or loan. GRANTEE further affirms compliance with all federal lobbying restrictions, including, 31 USC 1352. If this Grant exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00), GRANTEE affirms that it has executed and filed the Disclosure of Lobbying Activities standard form LLL, if required by federal regulations.
- b. GRANTEE certifies compliance with the Ohio executive agency lobbying restrictions contained in ORC 121.60 to 121.69.

5. **Child Support Enforcement.** GRANTEE agrees to cooperate with ODJFS and any child support enforcement agency in ensuring that GRANTEE and its employees meet child support obligations established by state and federal law including present and future compliance with any court or valid administrative order for the withholding of support issued pursuant to the applicable sections of ORC Chapters 3119, 3121, 3123, and 3125.

6. **Pro-Child Act.** If any Grant activities call for services to minors, GRANTEE agrees to comply with the Pro-Children Act of 1994; Public Law 103-277, Part C – Environment Tobacco Smoke that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.

7. **Drug-Free Workplace.** GRANTEE, its officers, employees, members, any subgrantees and/or any independent contractors (including all field staff) associated with this Agreement agree to comply with all applicable state and federal laws, including, but not limited to, 41 USC Chapter 10, regarding a drug-free workplace. GRANTEE will make a good faith effort to ensure that none of GRANTEE's officers, employees, members, or subgrantees will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

8. **Work Programs.** GRANTEE agrees not to discriminate against individuals who have or are participating in any work program administered by any county department of Job and Family Services under ORC Chapter 5101 or 5107.

9. **MBE/EDGE.** Pursuant to the Governor's Executive Order 2008-13S, GRANTEE agrees to purchase goods and services under this Agreement from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth, and Equity (EDGE) vendors whenever possible. GRANTEE agrees to encourage any of its subgrantees or subcontractors to purchase goods and services from certified MBE and EDGE vendors.

10. **Expenditure of Public Funds for Offshore Services—Executive Order Requirements.**

[PUBLIC UNIVERSITY] SUBGRANTEE, a public university, certifies that by executing this Agreement, it has reviewed and understands ODJFS' obligation under Governor's Executive Order 2011-12K, and will perform no services required under this Agreement outside of the United States. [DELETE a, b, c, d]

- a. GRANTEE certifies that by executing this Agreement, it has reviewed, understands, and will abide by the Governor's Executive Order 2011-12K and shall abide by those requirements in the performance of this Agreement, and shall perform no services required under this Agreement outside of the United States.
- b. Prior to performing any services, and when there is a change in the location of any services provided under this Agreement, GRANTEE must disclose:

- (1) The location(s) where all services will be performed by GRANTEE or any subcontractor;
  - (2) The location(s) where any state data associated with any of the services through this Agreement will be accessed, tested, maintained, backed-up, or stored; and
  - (3) The principal location of business for GRANTEE and all subcontractors.
- c. GRANTEE also affirms, understands, and agrees to immediately notify ODJFS of any change or shift in the location(s) of services performed by GRANTEE or its subcontractors under this Agreement, and no services shall be changed or shifted to a location outside of the United States.
- d. Termination, Sanction, Damages: ODJFS is not obligated and shall not pay for any services provided under this Agreement that GRANTEE or any of its subcontractors performed outside of the United States. If services are performed outside of the United States, this will be treated as a material breach of the Agreement, and GRANTEE shall immediately return to ODJFS all funds paid for those services.

In addition, if GRANTEE or any of its subcontractors perform any such services outside of the United States, ODJFS may, at any time after the breach, terminate this Agreement for such breach, upon written notice to GRANTEE. If ODJFS terminates the Agreement, ODJFS may buy substitute services from a third party, and may recover the additional costs associated with acquiring the substitute services.

11. **Civil Rights Assurance.** The GRANTEE hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.).
12. **Certification of Compliance.** GRANTEE certifies that it is in compliance with all other applicable federal and state laws, regulations, and rules and will require the same certification from its subgrantees or subcontractors.

#### ARTICLE IX. MISCELLANEOUS PROVISIONS

- A. **Independent Contractor.** GRANTEE agrees that no agency, employment, joint venture, or partnership has been or will be created between ODJFS and GRANTEE. GRANTEE further agrees that as an independent contractor, it assumes all responsibility for any federal, state, municipal or other tax liabilities along with workers compensation, unemployment compensation and insurance premiums that may accrue as a result of funds received pursuant to this Agreement. GRANTEE agrees that it is an independent contractor for all purposes including, but not limited to, the application of the Fair Labor Standards Act, the Social Security Act, the Federal Unemployment Tax Act, the Federal Insurance Contribution Act, provisions of the Internal Revenue Code, Ohio tax law, Workers Compensation law, and Unemployment Insurance law.
- B. **Limitation of Liability.** To the extent allowable by law, GRANTEE agrees to hold ODJFS harmless in any and all claims for personal injury, property damage, and/or infringement resulting from Grant activities. GRANTEE's sole and exclusive remedy for any ODJFS failure to perform under this Agreement will be an action in the Ohio Court of Claims pursuant to ORC Chapter 2743 that will be subject to the limitations set forth in this ARTICLE. In no event will ODJFS be liable for any indirect or consequential damages, including loss of profits, even if ODJFS knew or should have known of the possibility of such damages. To the extent that ODJFS is a party to any litigation arising out of or relating in any way to this Agreement or the performance thereunder, such an action shall be brought only in a court of competent jurisdiction in Franklin County, Ohio.
- B. **[PUBLIC ENTITY] Limitation of Liability.** Each party agrees to be responsible for any of its own negligent acts or omissions or those of its agent, employees, or subcontractors. Each party further agrees to be responsible for its own defense and any judgments and costs that may arise from such negligent acts or omissions. Nothing in this Agreement will impute or transfer any such liability or responsibility from one party to the other. To the maximum extent permitted by law, the parties' liability for damages, whether in contract or in tort, may not exceed the total amount of compensation payable to GRANTEE under

ARTICLE III or the actual amount of direct damages incurred by any party—whichever is less. In no event will either party be liable for any indirect or consequential damages, including loss of profits, even if a party knew or should have known of the possibility of such damages.

- C. **Infringement of Patent or Copyright.** To the extent allowable by law and subject to ORC 109.02, GRANTEE agrees to defend any suit or proceeding brought against ODJFS, any official or employee of ODJFS acting in his or her official capacity, or the State of Ohio due to any alleged infringement of patent or copyright arising out of the performance of this Agreement, including all work, services, materials, reports, studies, and computer programs provided by GRANTEE. ODJFS will provide prompt notification in writing of such suit or proceeding; full right, authorization, and opportunity to conduct the defense thereof; and full disclosure of information along with all reasonable cooperation for the defense of the suit. ODJFS may participate in the defense of any such action. GRANTEE agrees to pay all damages and costs awarded against ODJFS, any official or employee of ODJFS in his or her official capacity, or the State of Ohio as a result of any suit or proceeding referred to in this Section. If any information and/or assistance is furnished by ODJFS at GRANTEE's written request, it is at GRANTEE's expense. If any of the materials, reports, or studies provided by GRANTEE are found to be infringing items and the use or publication thereof is enjoined, GRANTEE agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of GRANTEE under this Section survive the termination of this Agreement, without limitation.
- C. [PUBLIC ENTITY] **Infringement of Patent or Copyright.** To the extent permitted by law, if any of the materials, reports, or studies provided by GRANTEE are found to be infringing items and the use or publication thereof is enjoined, GRANTEE agrees to, at its own expense and at its option, either procure the right to publish or continue use of such infringing materials, reports, or studies; replace them with non-infringing items of equivalent value; or modify them so that they are no longer infringing. The obligations of GRANTEE under this section survive the termination of this Agreement, without limitation.
- D. **Liens.** GRANTEE will not permit any lien or claim to be filed or prosecuted against ODJFS or the State of Ohio because of any labor, services, or materials furnished. If GRANTEE fails, neglects, or refuses to make prompt payment of any claims for labor, services, or materials furnished to GRANTEE in connection with this Agreement, ODJFS or the State of Ohio may, but is not obligated to, pay those claims and charge the amount of payment against the funds due or to become due to GRANTEE under this Agreement.
- E. **Delay.** Neither party will be liable for any delay in its performance that arises from causes beyond its control and without its negligence or fault. The delaying party will notify the other promptly of any material delay in performance and will specify in writing the proposed revised performance date as soon as practicable after notice of delay. The delaying party must also describe the cause of the delay and its proposal to remove or mitigate the delay. Notices will be sent pursuant to ARTICLE V. In the event of excusable delay, the date of performance or delivery of products may be extended by amendment, if applicable, for a time period equal to that lost due to the excusable delay. Reliance on a claim of excusable delay may only be asserted if the delaying party has taken commercially reasonable steps to mitigate or avoid the delay. Items that are controllable by GRANTEE's subcontractor(s) will be considered controllable by GRANTEE, except for third-party manufacturers supplying commercial items and over whom GRANTEE has no legal control. The final determination of whether an instance of delay is excusable lies with ODJFS in its discretion.
- F. **Counterpart Language.** This Agreement may be executed in one, or more than one counterpart, and each executed counterpart shall be considered an original, provided that such counterpart is delivered to the other party by facsimile, mail courier or electronic mail, all of which together shall constitute one and the same agreement.

## ARTICLE X. CONSTRUCTION

This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Ohio. Should any portion of this Agreement be found unenforceable by operation of statute or by administrative or judicial decision, the remaining portions of this Agreement will not be affected as long as the absence of the illegal or unenforceable provision does not render the performance of the remainder of the Agreement impossible.

Signature Page Follows:

Remainder of page intentionally left blank

DRAFT MODEL

**ATTACHMENT C**  
**RFGA#: JFSR1617178113**  
**Technical Proposal Score Sheet**

**PHASE I: Initial Qualifying Criteria**

**Applicant Name:** \_\_\_\_\_

The application must meet all of the following Phase I proposal acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following qualifying criteria **shall be disqualified from consideration**.

ITEM	PROPOSAL ACCEPTANCE CRITERIA	RFGA Section Reference	YES	NO
1	Was the applicant’s proposal received by the deadline as specified in the RFGA?	2.1 and 6.1		
2	Did the applicant submit a proposal comprised of a Technical Proposal and, a Project Budget?	6.2		
3	Applicant’s proposal includes all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in the RFGA?	Attachment A		
4	Included in those certifications, the applicant states that it is not excluded from entering into an agreement with ODJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.	Attachment A		
5	ODJFS’ review of the Auditor of State website verifies that the applicant is not excluded from contracting with ODJFS by R.C. § 9.24 for an unresolved finding for recovery.	Attachment A		
6	The applicant is a licensed direct health care provider in Ohio.	3.1 A.		
7	The applicants has identified a key staff member as a Program Director. The Program Director must at a minimum; have bachelor’s degree in a health related field and at least four years’ experience managing a health program.	3.1 B.		
8	The applicant has identified their office location in the county it will provide services.	3.1 C.		

**PHASE II: Criteria for Scoring of Technical Proposal**

Qualifying technical proposals will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Family Assistance, Refugee Services Section. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical proposal exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

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

A technical proposal’s total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying proposal. Technical proposals which do not meet or exceed a total score of at least **501** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **660** points, will be disqualified from further consideration, and its project budget will neither be opened nor considered. Only those vendors who’s Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

<b>APPLICANT QUALIFICATIONS</b>		<b>RFGA Sec. Ref.</b>	<b>Weight s</b>	<b>Doesn't Meet 0</b>	<b>Partially Meets 6</b>	<b>Meets 8</b>	<b>Exceeds 10</b>
1	The applicant has described their prior experience in providing health care to populations with multiple barriers including access and language.	3.2, A.	2				
2	The applicant has provided a description of the indicators of the applicant's effectiveness and quality, and outcomes achieved for similar programs. NOTE: If the desired outcomes were not met, has the applicant did their description include an explanation of the lessons learned and a proposal of changes for future success.	3.2, B.	3				
3	The applicant has described their work or ability to coordinate with resettlement agencies in the county of application.	3.2, C.	2				
4	The applicant has described they will provide services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a refugee's language and cultural background.	3.2, D.	3				
<b>STAFF EXPERIENCE AND CAPABILITIES</b>		<b>RFGA SEC. REF.</b>					
5	The applicant has provided an organizational chart and a list of key staff, their relevant work experience (including the subject and duration) and the duties they will perform under this grant agreement award.	3.3, A.	2				
6	The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identifies must include the following: 1. Care coordinator at the service providers' office. 2. Fiscal specialist 3. Medical Staff who will work directly with refugees.	3.3, B.	2				
7	The applicant has least one staff member, in a lead position, that has at least three (3) years of experience working with refugees or a recent immigrant population that has occurred in the last five (5) years.	3.3, C.	3				
<b>WORK PLAN &amp; PROGRAM OUTCOMES</b>		<b>RFGA SEC. REF.</b>					
<b>PROPOSED WORK PLAN</b>							
8	The applicant has explained the key objectives of the proposed project.	4.2, A.	3				
9	The applicant has provided a technical approach and work plan that is to be implemented within sixty days of receiving the purchase order.	4.2, B.	3				
10	The applicant has summarized how they will comply with the Core Screening Procedures for Refugees.	4.2, C. 1.	2				
11	The applicant is a licensed health care provider, such as a physician, hospital, community health center, county health department or clinic. A nurse practitioner, physician assistant, public health or extended role nurse may conduct the exam, with maximal use of trained assistants. e.g., for blood pressure measurements, hearing or vision screening.	4.2, C. 2.	3				
12	The applicant has the clinical capacity as well as adequate staffing and systems for fiscal accounting and program billing.	4.2, C. 3.	3				
13	The applicant has summarized how they will coordinate refugee health screening services in cooperation with local refugee resettlement agencies (RAs).	4.2, C. 4.	3				
14	The applicant has summarized how they will prescribe or supply appropriate medications for infectious diseases and other conditions identified during the health screening.	4.2, C. 5.	2				

15	<p>The applicant has summarized how they will provide appropriate vaccine administration by cross-referencing the following sources to determine the vaccines needed by each refugee patient (when a vaccine series cannot be completed during the screening process, all refugees must be provided with a referral):</p> <ul style="list-style-type: none"> <li>a. Immunization Schedules: <a href="http://www.cdc.gov/vaccines/schedules/">http://www.cdc.gov/vaccines/schedules/</a></li> <li>b. Change of Status Requirements: <a href="http://www.uscis.gov/files/form/i-693.pdf">http://www.uscis.gov/files/form/i-693.pdf</a></li> <li>c. DS-3025, <i>Vaccination Documentation Worksheet</i> provided by the refugee.</li> <li>d. If records are unavailable, an age-appropriate vaccination schedule should be initiated. However, serologic testing for immunity is an alternative for certain antigens when the provider believes the refugee was likely to have had a previous infection that conveyed immunity or received a full series of vaccine but did not have appropriate vaccination records.</li> </ul>	4.2, C. 6.	2				
16	The applicant has summarized how they will recognize that the refugee health screening encounter may be a new cultural experience for many refugees and will provide a profound first impression about health care in U.S. Therefore, sensitivity toward the refugee's gender, culture, and other issues is very important.	4.2, C. 7.	2				
17	The applicant has demonstrated an understanding of, and a sensitivity to, the psychological trauma refugees may have experienced in the migration process. It is essential providers understand that refugees may have been subjected to multiple stressors before migrating, while in flight, and, in many cases, during a temporary resettlement period prior to their arrival in the U.S. Although these stressors may have a long-term negative impact on effective resettlement for some individuals, the treatment of mental health needs of refugees should not be the focus of the initial screening encounter. The initial screening process can, however, serve as an opportunity for providers to discuss with refugees the potential psychosocial difficulties they may experience during resettlement, and to refer refugees with identified mental health concerns to trained experts for evaluation and treatment.	4.2, D.	2				
18	The applicant confirmed they will Adhere to Title VI of the Civil Rights Act of 1964 requirements for providing interpreters for non-English speakers by using linguistically and culturally competent medical interpreters to assist with exams, interviews, and health education, and to facilitate the referral process.	4.2, E.	3				
19	The applicant has indicated which counties they will serve.	4.2, F.	3				
20	The applicant has demonstrated that it has a county collaboration of community health partners. Applications should include a list of organizations and cooperating entities who will work on this project along with a short description of the nature of their contribution and the counties the organizations serve.	4.2, G.	3				
21	The applicant has provided letters of support from: <ul style="list-style-type: none"> <li>1. Resettlement agencies within the county being served.</li> <li>2. Other local health providers where the applicant will provide services.</li> </ul>	4.2, H.	3				
<b>PROJECT OUTCOMES&amp; MEASURES</b>							
22	The submitted program plan has identified how many refugees are expected to be served.	4.3, A.	1				
23	The submitted program plan has identified the process for receiving referrals, coordinating care, and follow up.	4.3, B.	2				
24	The submitted program plan has provided details how all required screenings, as listed in the Core Screening Procedures for Refugees, will	4.3, C.	3				

	be conducted. Any screenings conducted off site must be detailed to include the provider of those screenings.						
25	The submitted program plan has provided detail how the applicant will implement the RHS-15 to all refugees over the age of 16.	4.3, D.					
26	The submitted program plan has specified who will be responsible for updating the Refugee Health Web Tool monthly for each refugee.	4.3, E.					
<b>Column Subtotal of "Partially Meets" points</b>							
<b>Column Subtotal of "Meets" points</b>							
<b>Column Subtotal of "Exceeds" points</b>							
<b>GRAND TOTAL SCORE:</b>							

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**Based upon the Grand Total Technical Score earned, does the applicant’s proposal proceed to the Phase III evaluation of its Project Budget? (Vendor’s Grand Total Technical Score must be at least 501 points.)**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

(If “No,” applicant’s Project Budget will not be opened.)

**ATTACHMENT D:  
Budget Form and Instructions**

The Budget must include all costs to run the program. The applicant should outline the program costs for SFY16 and SFY17*.	SFY 2016 (Through 6/30/16)	SFY 2017 (7/1/16 Through 6/30/17)	Total Cost for All SFYs
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>SFY 16 Grand Total</b>	\$		
<b>SFY 17 Grand Total</b>		\$	
<b>Project Grand Total</b>			\$

**\*Applicants are encouraged to submit multiple forms if additional line items are necessary to accurately outline expenditures.**

**ATTACHMENT D:  
Budget Form and Instructions**

Page 2 of 2

**Budget Narrative**

Applicants have the option of attaching a succinct budget narrative to explain and justify costs, and to submit it as part of the Budget Form. A Budget Narrative may be advisable to explain any costs which the applicant has chosen to combine, to explain how expenditures were achieved, or to make the connections between costs and the technical proposal.

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## Core Screening Procedures for Refugees

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### I. ELIGIBILITY

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Persons in Ohio holding one of the following federal immigration status categories are eligible to receive federally funded refugee health screening:

- Admitted as a **refugee** under section 207 of the Immigration and Nationality Act (INA).
- Granted asylum** under section 208 of the INA.
- Paroled as a **refugee** or **asylee** under section 212 (d) (5) of the INA.
- Special Immigrant Visa** Holder from Iraq or Afghanistan under section 101(a)(27) of the INA.
- Victims of Severe Forms of **Trafficking** as certified by the federal Office of Refugee Resettlement (ORR).
- Cuban and Haitian entrants** in accordance with section 501 (a), Public Law 96-42294 Stat. 1810 (U.S.C. 1522 note) executive order 123.
- Certain Amerasians from Vietnam.

Proof is required in the form of documentation issued to an individual by the United States Citizenship and Immigration Services (USCIS). The documentation is usually, but not always, an I-94 card. Contact the Ohio Refugee Health Coordinator for assistance with alternative documentation.

*The provider must obtain a copy of the documentation that determines each individual's eligibility for the services and maintain it in the patient file.*

### II. AUTHORITY

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- Pursuant to section 412(b)(5) of the Immigration and Nationality Act, ORR is authorized to fund states to cover the costs of providing medical screening to refugees.
- Pursuant to 45 CFR 400.107, states are authorized to provide medical screening to refugees in accordance with requirements prescribed by ORR.
- Pursuant to Ohio Revised Code section 5101.49, the Ohio Department of Job and Family Services (ODJFS) is designated as the single state agency responsible for the development and administration of the Refugee Resettlement Program (Refugee Act of 1980 (P.L. 96-212)), and the Cuban-Haitian Entrant Program (Fascell-Stone Amendment to the Refugee Education Assistance Act of 1980 (P.L. 96-422)).

<http://jfs.ohio.gov/refugee>

### III. PURPOSE

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ORR holds that the purposes for medical screening are as follows:

- To ensure follow-up with medical issues identified in an overseas medical screening.
- To identify persons with communicable diseases of potential public health importance.
- To enable a refugee to successfully resettle by identifying personal health conditions that, if left unidentified, could adversely impact his or her ability to resettle.
- To refer refugees to primary care providers for ongoing health care.

**IV. COMPONENTS**

**Review of Overseas Medical Records**

A review of overseas medical records should include the following Department of State (DS) forms: DS-2053 or DS-2054, *Medical Examination for Immigrant or Refugee Applicant*; DS-3024 or DS-3030, *Chest X-Ray and Classification Worksheet*; DS-3025, *Vaccination Documentation Worksheet*; and the DS-3026, *Medical History of Physical Examination Worksheet*.

The history should also include the United Nations High Commission for Refugees Medical Assessment Form (MAF), the International Organization for Migration’s Significant Medical Conditions (SMC) form and Pre-Departure Medical Screening (PDMS) form, immunization records and other individually carried documents.

**Prioritization**

Priority should be given to persons with Class A and/or Class B medical conditions identified during the overseas medical examination. These patients should receive health screening as soon as possible and providers should ensure coordination with/referral to local public health.

<u>Class A Conditions</u>	<u>Class B Conditions</u>
Require approved waivers for U.S. entry and immediate follow-up upon arrival.	Require follow-up soon after arrival in the U.S.
Conditions that preclude a refugee from entering the U.S. including communicable diseases of public health significance, mental illnesses associated with violent behavior and drug addiction.	Significant health problems: physical or mental abnormalities, diseases, or disabilities serious in degree or permanent in nature amounting to a substantial departure from normal well-being.
<b><i>HIV was removed from this list effective 1/4/2010.</i></b>	
Tuberculosis, active, infectious. Hansen’s disease, infectious (leprosy). Chancroid, gonorrhea, granuloma inguinale, lymphogranuloma venereum & syphilis. Drug addiction. Mental illness with violent behavior.	Tuberculosis: active, not infectious; extrapulmonary; old or healed TB; contact to an infectious case-patient; positive skin test.  Hansen’s disease, not infectious.  Other significant physical disease, defect or disability.

**Physical Exam**

The physical exam should involve a comprehensive clinical evaluation as well as a head-to-toe review of all systems, including an assessment of refugees’ nutritional well-being, reproductive health, mental health, dental health, hearing and vision. A gynecological exam may be performed as part of the physical after the health professional informs the refugee woman about the health benefits of this type of exam and any procedures involved. The health professional should advise the woman of her choice to opt-out. During the assessment, the provider should pay special attention to signs of trauma (e.g., childbirth, gender-based violence). In accordance with the Centers for Disease Control and Prevention’s guidelines, the mental health screening should be incorporated into the history and physical exam. The purpose of the mental health screening is to assess for acute psychiatric emergencies such as suicidal and homicidal ideation. In instances where suicidal or homicidal ideation is suspected, providers should make expedited referrals for formal psychiatric evaluation.

<http://www.cdc.gov/immigrantrefugeehealth/guidelines/domestic/domestic-guidelines.html>

## V. TERMS AND CONDITIONS

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### Providers

Refugee Health Screening Program providers must:

- Comply with the 'Core Screening Procedures for Refugees.'
- Be a licensed health care provider, such as a physician, hospital, community health center, county health department or clinic. **A nurse practitioner, physician assistant, public health or extended role nurse may conduct the exam, with maximal use of trained assistants. e.g., for blood pressure measurements, hearing or vision screening.**
- Demonstrate clinical capacity as well as adequate staffing and systems for fiscal accounting and program billing.
- Coordinate refugee health screening services in cooperation with local refugee resettlement agencies (RSAs). RSAs are responsible for providing refugees with resettlement assistance upon their entry into the U.S. This assistance includes referral services for health care, employment, training and education. RSAs assist refugees in obtaining the initial health screening.
- Prescribe or supply appropriate medications for infectious diseases and other conditions identified during the health screening.
- Provide appropriate vaccine administration by cross-referencing the following sources to determine the vaccines needed by each refugee patient (when a vaccine series cannot be completed during the screening process, all refugees must be provided with a referral):
  1. Immunization Schedules: <http://www.cdc.gov/vaccines/schedules/>
  2. Change of Status Requirements: <http://www.uscis.gov/files/form/i-693.pdf>
  3. DS-3025, *Vaccination Documentation Worksheet* provided by the refugee.
  4. *If records are unavailable, an age-appropriate vaccination schedule should be initiated. However, serologic testing for immunity is an alternative for certain antigens when the provider believes the refugee was likely to have had a previous infection that conveyed immunity or received a full series of vaccine but did not have appropriate vaccination records.*
- Recognize that the refugee health screening encounter may be a new cultural experience for many refugees and will provide a profound first impression about health care in U.S. Therefore, sensitivity toward the refugee's gender, culture, and other issues is very important.
- Providers should have an understanding of, and be sensitive to, the psychological trauma refugees may have experienced in the migration process. It is essential providers understand that refugees may have been subjected to multiple stressors before migrating, while in flight, and, in many cases, during a temporary resettlement period prior to their arrival in the U.S. Although these stressors may have a long-term negative impact on effective resettlement for some individuals, the treatment of mental health needs of refugees should not be the focus of the initial screening encounter. The initial screening process can, however, serve as an opportunity for providers to discuss with refugees the potential psychosocial difficulties they may experience during resettlement, and to refer refugees with identified mental health concerns to trained experts for evaluation and treatment.
- Adhere to Title VI of the Civil Rights Act of 1964 requirements for providing interpreters for non-English speakers by using linguistically and culturally competent medical interpreters to assist with exams, interviews, and health education, and to facilitate the referral process.

**INTERPRETATION SERVICES MUST BE APPROPRIATE:**

1. **It is not appropriate to use children or other family members as interpreters.**
  2. **Telephonic or video interpreting services are often the best choice**—especially in smaller or new communities.  
For example, an 11 year old female patient should be provided with telephonic or video interpretation services if the only available in-person interpreter is an adult male who is friends with the patient’s father.
  3. It is not appropriate to delay or reschedule an appointment due to a lack of in-person interpretation services. Providers should prioritize completion of the health screening and obtain telephonic or video interpreter services if in-person service is not available. **If a provider contracts with a resettlement agency for interpreter services they must recognize *potential* conflicts of interest** as the resettlement agency balances the best interests of the refugee with the agency’s interests as a service vendor.
- Maintain linkage to appropriate primary care providers or specialists for necessary follow-up services not available on site, including public health and inpatient facilities, psychological counselors, drug and alcohol treatment services and other community providers.
  - Assure continuity of care, and that referrals are timely, and when possible, in proximity to the refugee’s residence. Refugees must be referred to participating Medicaid specialty or primary health care services for treatment and follow-up of acute and chronic conditions identified during the overseas and domestic health screening. When refugees are referred for specialty or primary care, the screening provider must share the results of the initial health screening. Follow-up care may be provided by the provider performing the initial health screening.
  - Maintain patient records in accordance with 45 CFR 400.28.
  - Participate in refugee health meetings and site visits conducted by ODJFS assuring prompt access to all program sites, records and reports relating to the program. The Provider must obtain a signed release from each patient allowing ODJFS to access their records for its monitoring purpose.
  - **Records are the property of the provider agency.** However, information pertaining to Refugee Health Screening Program surveillance requirements must be accessible to ODJFS.
  - Submit completed health screenings electronically via the Refugee Health Screening System: <https://www.odjfs.state.oh.us/rhss> and e-mail invoices to ODJFS on a monthly basis.

If technical issues prohibit submission of forms electronically they may be mailed to:

Ohio Department of Job and Family Services  
Office of Family Assistance  
Refugee Services Section  
P.O. Box 183204  
Columbus, OH 43218-3204

### Reimbursement

Reimbursement from the ODJFS Refugee Health Program is contingent upon:

- The health screening is initiated within 90 days of:
  - Refugee / SIV date of entry into the U.S.
  - Asylee / SIV / Cuban-Haitian entrant date status is granted (when obtained in the U.S.).
  - Trafficking victim's date of certification.

**NOTE: SCREENING SHOULD BEGIN WITHIN 30 DAYS OF ARRIVAL TO MEET FEDERAL GUIDELINES.**

- The first dose of all age/condition appropriate vaccines are provided and documented on USCIS Form I-693 with a copy of the form provided to the refugee.
- All age/condition appropriate components of the health screening are provided for each refugee.
- That no other reimbursement is sought. **By accepting reimbursement from the ODJFS Refugee Health Program the provider agrees that this covers ALL costs associated with refugee health screening.**

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***Providers billing Ohio Medicaid, Medicare or private insurance for costs associated with refugee health screening are committing fraud.***

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### ODJFS Refugee Health Program

The ODJFS Refugee Health Program will support the efforts of contracted health screening providers by furnishing technical assistance to enhance the effectiveness of the Program including, but not limited to, the following areas:

1. Provide direction, training, forms and other materials as needed.
2. Provide on-site and/or telephone technical assistance as needed.
3. Oversee health screening providers' performance. Conduct site visits to ensure compliance with the terms of the agreement.
4. Provide pertinent information, such as trends in morbidity that may be specific to ethnicity or country of origin, to providers, RSAs and other stakeholders as applicable.
5. Use surveillance findings as the basis for recommendations for revisions to the health screening payments and instructions (Attachment A).
6. Coordinate collaboration between providers and RSAs to ensure new arrivals' access to screening.
7. Process invoices timely.
8. Notify the health screening providers immediately when a problem arises regarding the performance of duties as specified in the agreement.

## VI. HEALTH SCREENING PROTOCOL

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Refugee health screening involves collecting/documenting:

- Demographics, dates and health education
- Exam and lab information
- Immunizations
- Parasites
- Tuberculosis
- Hepatitis B
- Sexually transmitted infections
- Referrals
- Authorization for release of protected health information

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### Section I: Refugee Personal and Demographic Information

▪ **Name:** Family name first, followed by given name and middle name.  
Probably pre-loaded into database- enter alien number to find match.\*\*

▪ **[Street Address, City, Zip & Phone:** Not needed, no not enter.]

▪ **County:** Enter the refugee's county of residence.

▪ **Gender:** Male or female – may be pre-loaded into database- enter alien number to find match.

▪ **Resettlement Agency:** Record name of refugee's resettlement agency when applicable.

▪ **Alien number:** The "A" number is *usually* located at the back of the USCIS form I-94, Record of Changes section. At times the "A" number may be found on the front page of the I-94 under the Departure Number, hand-written or typed.

Probably pre-loaded into database- enter alien number to find match.\*\*

▪ **Alien Status:** Frequently found on the USCIS I-94 front page next to the Departure Number (stamped ADMITTED AS A...). Note: Asylee status is not always indicated on the I-94 form; it can be found on a letter from USCIS indicating asylum granted status and the date the asylum granted.

**Providers are required to verify a client's eligibility for refugee health screening program and maintain documentation of eligibility in the permanent record.**

▪ **Country of Origin:** This will be noted on the I-94 card; may not be country of departure; contact ODJFS for assistance.

Probably pre-loaded into database- enter alien number to find match.\*\*

▪ **Primary Language:** Record the language the refugee identifies as their native language. Please conduct session in this language, unless refugee is *proficient* in English.

▪ **Interpreter Needed:** An interpreter is needed unless the refugee is *proficient* in English.

☐ **Items shaded in grey should be provided by RSA.** ☐

▪ **Language Used:** Refers to language used during interpretation.

▪ **Interpreter Name:** Name of interpreter or their employer.

▪ **Interpreter Agency:** Name of agency supplying interpreter

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### Section II: Dates and Locations

- **Arrival / Status Granted Date:** Month/Day/Year taken from I-94 or letter of status.
- **Date of Birth:** Month/ Day/Year taken from front page lower right hand corner of the I-94. Note: some records from overseas may be in a *Day/Month/Year* format.

Probably pre-loaded into database- enter alien number to find match.

*☐ Items shaded in grey should be provided by RSA. ☐*

- **Health Screening Start Date:** Date the refugee started the domestic health screening in U.S., can include *any* medical, pharmaceutical, public health or dental encounter.
- **Health Screening Start Location/Site:** Location the health screening was started, including if it was not provided by your facility, e.g. TB testing or blood work/evaluation.
- **Health Screening Assessment Date:** Date of refugee's final health screening evaluation by the provider physician or practitioner. This is the date/month used for invoicing purposes.
- **Health Screening Assessment Location/Site:** Location where refugee health screening was completed.

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### Section III: Screening Provider Information (Provider Use Only)

Your log-in will fill this section for each contracted provider.

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### Section IV: Overseas Medical Document Review

A review of overseas medical records should include the following Department of State (DS) forms:

- DS-2053 or DS-2054, *Medical Examination for Immigrant or Refugee Applicant*;
- DS-3024 or DS-3030, *Chest X-Ray and Classification Worksheet*;
- DS-3025, *Vaccination Documentation Worksheet*;
- DS-3026, *Medical History of Physical Examination Worksheet*.

The history should also include a review of the UNHCR Medical Assessment Form (MAF), the International Organization for Migration's Significant Medical Conditions (SMC) form and Pre-Departure Medical Screening (PDMS) form, immunization records and other individually carried documents.

- List the Class A & B findings from the overseas health assessment. Evaluate the diagnoses.
- Check Yes or No depending on whether your diagnosis concurs with the overseas diagnosis for each Class A or B condition. If further evaluation is needed to confirm any diagnosis, refer the refugee for evaluation as appropriate.
- Enter brief comments related to diagnosis or documentation that may be useful to other service providers (in case we forward the health screening form to another state for refugees who move after their initial resettlement in Ohio).

#### What if overseas records are not available?

Timely refugee health screening is dependent on refugees arriving with their overseas records. Coordinate with the resettlement agency staff to ensure that all refugees arrive with their records.

*Contact ODJFS to request overseas records from the federal database if a refugee fails to provide them.*

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### Section V: Health Education: 50 Minute Orientation to the U.S. Health Care System

You are required to provide “Safe, Smart and Healthy: Keys to Success in Your New Home” viewing time as a component of each screening. This can be done using pre- and post-appointment times. The DVDs are provided at no cost to health screening providers and can be played in a variety of settings, on laptops or DVD players. All refugee patients (except very young children) must have the opportunity to view all six modules of the DVD to meet the Health Education requirement of the refugee health screening.

Viewing the DVD will likely prompt questions from your refugee patients. Please allow enough office visit time to answer questions brought about by viewing the DVD.

ODJFS supplies copies of the DVD for providers to hand out to patients so they may view the information again.

**Section VI: Physical Exam**

Initial comprehensive preventive medicine evaluation and management of an individual including an age and gender appropriate history, examination, counseling/anticipatory guidance/risk factor reduction interventions, and the ordering of laboratory/diagnostic procedures, new patient.

For children under the age of 16

- Head circumference: centimeters (**pre-school age only**)
- Blood lead level: µg/dL
- Test Date (Blood Lead level): Mandatory for reimbursement.

For all ages record:

Height	Weight	Temperature
Pulse	Blood Pressure	Visual Acuity
Oral Exam	Hearing	Speech
Complete Blood Count with Differential:		
White blood cells	Mean corpuscular volume	Hemoglobin
Hematocrit	Eosinophils	Serum glucose
Urinalysis:		
Specific gravity    pH		

UTC = Unable to Collect: when selecting UTC you must provide explanation in the Physical Exam Notes.

Physical Exam Notes

Document any issues or problems with the screening including why procedures were not followed.

**Section VII: Immunization Status**

Contracted refugee health screening providers MUST administer the first dose of all age/condition appropriate vaccines by cross-referencing the following sources to determine the vaccines needed by each refugee patient that supports their change of status from refugee to permanent resident:

- Immunization Schedules: <http://www.cdc.gov/vaccines/schedules/>
- Change of Status Requirements: <http://www.uscis.gov/files/form/i-693.pdf>
- DS-3025, *Vaccination Documentation Worksheet* provided by the refugee

*If records are unavailable, an age-appropriate vaccination schedule should be initiated. However, **serologic testing for immunity is an alternative** for certain antigens when the provider believes the refugee was likely to have had a previous infection that conveyed immunity or received a full series of vaccine but did not have appropriate vaccination records.*

The per capita reimbursement does not require providers to complete the multi-dose series they initiate. When a vaccine series cannot be completed during the screening process, all refugees must be provided with a referral to a clinic that can complete their series.

- Document immunity based on exam, history or serologic testing
- Record Mo/Day/Year of each immunization.
- *Provide each patient with documentation of all known vaccinations.*
- Instruct refugees to bring the documentation to all medical visits including the Civil Surgeon evaluation required for change of status applications.

### Section VIII: Parasite Screening

	Adults	Children
<b>Stool Ova and Parasite Testing</b> <i>Presumptive treatment is an acceptable alternative to testing, provided the contraindication has resolved.</i>	Individuals who had contraindications to albendazole at pre-departure (e.g., women in the first trimester of pregnancy).	Children who had contraindications to albendazole at pre-departure (e.g., under 1year).
<b>Strongyloidiasis Presumptive Treatment</b> <i>Serological testing is an acceptable alternative. Ivermectin is the drug of choice, but is contraindicated in refugees from Loa loa endemic areas of Africa. In African refugees from Loa loa endemic areas, presumptive treatment is more expensive and complicated (e.g. high dose albendazole) and it may be more feasible to conduct serologic testing with treatment of those found to have infection</i>	Individuals who did not receive pre-departure presumptive treatment.	Children who did not receive pre-departure presumptive treatment.
<b>Schistosomiasis Presumptive Treatment</b> <i>Serological testing is an acceptable alternative. Presumptive treatment is only recommended in refugees from sub-Saharan Africa. Currently, all sub-Saharan refugees without contraindications are receiving pre-departure treatment.</i>	Individuals from sub-Saharan Africa who had contraindications to presumptive treatment at pre-departure (e.g., pre-existing seizures) that are not resolvable should be tested rather than treated.	Children from sub-Saharan Africa who had contraindications to presumptive treatment at pre-departure (e.g., under 4 years).
<b>Malaria Testing</b>	Individuals from sub-Saharan Africa who had contraindications to	Children from sub-Saharan Africa who had contraindications to

<i>Presumptive treatment is an acceptable alternative to testing, provided the contraindication has resolved.</i> <i>Presumptive treatment is only recommended in refugees from sub-Saharan Africa. Currently, all sub-Saharan refugees without contraindications are receiving pre-departure treatment.</i>	presumptive treatment at pre-departure (e.g., pregnant, lactating)	presumptive treatment at pre-departure (e.g., < 5 kg).
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**Section IX: Tuberculosis Screening**

**TB Test:** TB testing must be performed on every refugee health screening patient. ODJFS recommends the use of interferon-gamma release assays (IGRAs) because this reduces the number of false positive results and thus reduces the need for chest x-rays. The use of IGRAs is calculated in the per capita reimbursement rate. TB skin test results are acceptable. Perform and document the date and results of TB testing. All refugee patients must be screened in the United States. Overseas TB test results cannot be entered into the Refugee Health Screening System.

**Chest x-ray:** Chest x-ray must be performed for all individuals with a positive TB skin test or IGRA. A chest x-ray should also be performed for those individuals classified as TB Class A or TB Class B during the overseas exam and for those who have symptoms compatible with TB disease, regardless of TB skin test results.

**COORDINATION WITH LOCAL PUBLIC HEALTH IS HIGHLY RECOMMENDED.**

**Section X: Hepatitis B Screening**

ALL refugees require Hep B testing.

- Hepatitis B surface antigen (HBsAg)
- Hepatitis B surface antibody (anti-HBs)
- Hepatitis B core antibody (anti-HBc)

Screen all household contacts of carriers and immunize susceptibles.

Refer all carriers for additional medical evaluation.

**Section XI: Sexual History and Sexually Transmitted Infections**

	All	Adults	Children
HIV Testing	✓ Opt-out approach	Effective January 4, 2010, refugees will no longer be tested for HIV prior to entry to the U.S. These core procedures now reflect the recommendation of the Centers for Disease Control and Prevention for domestic HIV screening (MMWR 9/22/06)	
Syphilis Testing		✓	✓ Children 15 years or older; children under 15 years old with risk factors.
Syphilis Confirmation Test		✓ Individuals with positive VDRL or RPR tests	✓ Children with positive VDRL or RPR tests.
Chlamydia Testing		✓ Women ≤ 25 years who are sexually active or those with risk factors	✓ Girls 15 years or older who are sexually active or children with risk factors.
Gonorrhea		No data support routine testing in refugees; test only if symptomatic.	

Pregnancy Testing		✓ Women of childbearing age.	✓ Girls of childbearing age.
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**Section XII: Referrals**

**Primary Care**

To ensure continuity of care, all refugees should be referred to primary care services as needed that:

- Are accessible with their Medicaid or other insurance coverage;
- Are accessible via public transportation or insurance-covered transportation;
- In proximity to the refugee’s residence.

**Public Health**

Tuberculosis and other reportable disease conditions should be coordinated with local public health.

**Dental / Vision / Mental Health Services**

Providers should also make referrals as appropriate, for dental, vision and mental health services.

**I-693 / Civil Surgeons / Public Health Vaccination Clinics**

Providers must supply all refugees with the contact information for their nearest USCIS Civil Surgeon or participating health department for completion of the I-693 form.

Civil Surgeons can be located using:

[https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office\\_type=CIV](https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=CIV) or 1 (800) 375-5283.

Providers can become designated Civil Surgeons:

USCIS.gov > Resources > Designated Civil Surgeons

**Section VI: Authorization for Release or Use of Protected Health Information**

Refugee health screening must be HIPAA compliant:

- Providers must supply an authorization for the release and use of protected health information form to refugees for their signature and dating, authorizing ODJFS staff access to their records for invoicing and monitoring purposes.
- Records are the property of the provider agency, however, information pertaining to Refugee Medical Screening Program invoices, reports and surveillance requirements must be accessible to ODJFS.
- When submitting refugee health screening electronically, the Authorization for Release or Use of Protected Health Information forms **MUST** be kept in the patient’s file and be available for inspection and or monitoring purposes.

**NOTE:** Health providers or their affiliates may not sign the witness section. This section must be signed by a third party (non affiliate of the health provider), e.g., resettlement agency representative, another patient or refugee, or a relative of a refugee.

## Domestic Medical Screening Guidelines Summary Checklist\*

Activity	All	Adults	Children
<b>History &amp; Physical Exam</b>			
History	✓	Includes review of overseas medical records.	
Physical Exam & Review of	✓	Includes mental health, dental, hearing, and vision screening; nutritional, reproductive assessment; health education and anticipatory guidance, etc.	
<b>Laboratory Tests</b>			
Complete Blood Count with Differential	✓		
Serum Chemistries	✓		
Urinalysis	✓		
Pregnancy Testing		✓ Women of childbearing age; using opt-out approach	✓ Girls of childbearing age; using opt-out approach
HIV Testing	✓		
Hepatitis B Testing	✓		
Blood Lead Level			✓ Children 6 months to 16 years
Syphilis Testing		✓	✓ Children ≥15 years ; children under 15 years with risk factors
Syphilis Confirmation Test		✓ Individuals with positive VDRL or RPR tests	✓ Children with positive VDRL or RPR tests
Chlamydia Testing		✓ Women ≤ 25 years who are sexually active or those with risk factors	✓ Girls ≤ 15 years who are sexually active or children with risk factors
Newborn Screening Tests <sup>1</sup>			✓ Within first year of life
<b>Preventive Health Interventions &amp; Other Screening Activities</b>			
Immunizations <sup>2</sup>		✓ Individuals with incomplete or missing immunization records	✓ Children with incomplete or missing immunization records
Tuberculosis Screening <sup>3</sup>	✓		
Stool Ova and Parasite Testing <sup>4</sup>		✓ Individuals who had contraindications to albendazole at pre-departure (e.g., women in the first trimester of pregnancy)	✓ Children who had contraindications to albendazole at pre-departure (e.g., under 1year)
Strongyloidiasis Presumptive Treatment <sup>2, 5</sup>		✓ Individuals who did not receive pre-departure presumptive treatment. Currently, only Burmese refugees originating from Thailand are treated prior to arrival. Therefore, all groups of refugees PLUS Burmese originating from Thailand who had contraindications at departure (e.g., pregnant or child <15 kg) should be presumptively treated after arrival. ✓	
Schistosomiasis Presumptive Treatment <sup>2, 6</sup>		✓ Individuals from sub-Saharan Africa who had contraindications to presumptive treatment at pre-departure (e.g., pre-existing seizures) that are not resolvable should be tested rather than treated	✓ Children from sub-Saharan Africa who had contra-indications to presumptive treatment at pre-departure (e.g., under 4 years)
Malaria Testing <sup>4, 6</sup>		✓ Individuals from sub-Saharan Africa who had contraindications to presumptive treatment at pre-departure (e.g., pregnant, lactating)	✓ Children from sub-Saharan Africa who had contraindications to presumptive treatment at pre-departure (e.g., < 5 kg)
Vitamins		✓ Individuals with clinical evidence of poor nutrition	✓ All children 6-59 months of age; children 5 years and older with clinical evidence of poor nutrition

<sup>1</sup> According to state standards; see: <http://genes-r-us.uthscsa.edu/resources/consumer/statemap.htm>

<sup>3</sup> Tuberculosis screening may include IGRA or TST/PPD testing and/or chest x-ray

<sup>2</sup> Serological testing is an acceptable alternative

<sup>4</sup> Presumptive treatment is an acceptable alternative to testing, provided the contraindication has resolved

<sup>5</sup> Ivermectin is the drug of choice, but is contraindicated in refugees from *Loa loa* endemic areas of Africa. In African refugees from *Loa loa* endemic areas, presumptive treatment is more expensive and complicated (e.g. high dose albendazole) and it may be more feasible to conduct serologic testing with treatment of those found to have infection

\*For specifics, see CDC guidelines at: <http://www.cdc.gov/immigrantrefugeehealth/guidelines/domestic/domestic-guidelines.html>. These screening guidelines are for asymptomatic refugees. Refugees with signs or symptoms should receive diagnostic testing.

## Domestic Medical Screening Guidelines Summary Checklist\*

Activity	All	Adults	Children
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<sup>6</sup> *Presumptive treatment is only recommended in refugees from sub-Saharan Africa. Currently, all sub-Saharan refugees without contraindications are receiving pre-departure treatment.*

\*For specifics, see CDC guidelines at: <http://www.cdc.gov/immigrantrefugeehealth/guidelines/domestic/domestic-guidelines.html>. These *screening* guidelines are for *asymptomatic* refugees. Refugees with signs or symptoms should receive diagnostic testing.