



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

May 6, 2013

Dear Applicant:

This letter is to announce the release of the Ohio Department of Job and Family Services (ODJFS) Request for Grant Applications (RFGA) number JFSR1415178056 for the purpose of awarding funding to qualified applicants to implement a regional fatherhood program. ODJFS is seeking applicants who are political subdivisions, county government or non-profit organizations in Ohio. ODJFS seeks to fund proposals that implement a regional approach to helping vulnerable fathers and families. ODJFS is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. This grant will provide funding only to established fatherhood programs that have been in continuous operation for at least three years.

If you are interested in submitting a bid for this important project, please obtain the RFGA through the ODJFS web site at <http://www.jfs.ohio.gov/rfp/>. If you 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, 31st 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

An Equal Opportunity Employer and Service Provider

**REQUEST FOR GRANT APPLICATIONS
FOR
RESPONSIBLE FATHERHOOD GRANTS**

RFGA # JFSR1415178056

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

May 7, 2013

**REQUEST FOR GRANT APPLICATIONS (RFGA):
Responsible Fatherhood Grants
RFGA #: JFS-R-1415-17-8056**

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**The Ohio Department of Job and Family Services
REQUEST FOR GRANT APPLICATIONS (RFGA):**

Responsible Fatherhood Grants

RFGA Number JFSR14115178056

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) on behalf of the Ohio Commission on Fatherhood (OCF) in order to award funding to qualified applicants to implement a regional fatherhood program. ODJFS is seeking applicants who are political subdivisions, county government or non-profit organizations in Ohio. All proposals from non-profits must include a copy of the organization's current not for profit 501(c)(3) tax status filed with the Ohio Secretary of State in order to be considered for this project. ODJFS seeks to fund proposals that implement a regional approach to helping vulnerable fathers and families. ODJFS is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. This grant will provide funding only to established fatherhood programs that have been in continuous operation for at least three (3) years.

Throughout this RFGA, the terms 'applicant,' 'organization,' or 'applicant organization' may be used interchangeably in reference to entities that may seek a grant award through this project. The terms 'grantee,' 'selected applicant,' or 'selected organization,' may be used interchangeably to refer to those applicants that are selected for award through this RFGA process. The terms 'application,' 'application packet' or 'proposal' are used to refer to materials prepared by an applicant and submitted to ODJFS for consideration for award. The awards that result from this RFGA process will be formalized as agreements (also referred to as grants or grant agreements) between each selected applicant and ODJFS.

1.2 Issuing Office

This RFGA is released by and subsequent grant agreements will be with ODJFS. According to Ohio Revised Code (ORC) § 5101.34(A), the OCF is part of ODJFS. State level supervision of all selected applicants' relevant activities will be performed by OCF. The mission of OCF is to improve child well-being in Ohio by helping fathers become better parents, partners and providers.

If interested applicants need to communicate regarding this RFGA, they must submit their questions via email to ODJFS during the question and answer period (Q&A) outlined in Section 1.7, Internet Question & Answer (Q&A) Period; RFGA Clarification Opportunity. Applicants are cautioned that communications that do not comply with these instructions will not be answered and may result in disqualification. See Section 1.8, Communication Prohibitions for more information.

1.3 Background

The OCF, established in 1999 pursuant to ORC § 5101.34, seeks initiatives that do the following:

1. Build parenting skills of fathers;
2. Provide employment-related services to low-income, noncustodial fathers;
3. Prevent premature fatherhood;
4. Serve fathers who are inmates or have been recently released from imprisonment;
5. Reconcile fathers with their families; and
6. Increase public awareness of the critical role fathers play.

A portion of the OCF budget is dedicated to fund fatherhood programs that provide direct services to fathers. The priority target population to be served by OCF-funded programs is TANF eligible low income, non-married, unemployed and under-employed fathers. Many of these men have not completed high school and lack marketable job skills. The majority are under-employed or unemployed and either pay or owe Child Support. Many do not reside with the mothers of their children and have children by multiple partners. These men often were raised in father-absent homes and therefore lack experience in what it means to be a committed, involved and responsible father. As a result, the priority targeted population often needs skills and services that increase economic stability, foster responsible parenting, and promote healthy relationships in their families.

1.4 Overview of the Project

OCF seeks to fund proposals that will develop and implement a comprehensive regional approach to promoting responsible fatherhood by helping fathers in diverse communities throughout Ohio to succeed as providers, parents and partners. ODJFS will award grants to qualified organizations to provide fatherhood-specific programs that primarily serve low income, noncustodial fathers with children age 19 and younger. While this is the target priority population, individuals cannot be excluded from services on the basis of gender, race, age, disability, veteran's status, sexual orientation or religion.

1.5 Objectives of the Project

Successful proposals will describe effective plans to serve fathers in the targeted priority population with services designed to increase: 1.) economic security; 2.) responsible parenting; and, 3.) healthy relationships in vulnerable Ohio families. Applicants must explain how they would provide services to achieve these three objectives by including information on curriculum, staff training, program duration, number of fathers to be served, and by specifying measurable outcomes to be achieved.

As a state commission that recognizes that father absence is a statewide problem, OCF seeks to improve responsible fatherhood throughout Ohio. OCF seeks to fund the best proposals in each region of the state. See Appendix B for a list of all 88 Ohio counties divided into five geographic regions.

1.6 Anticipated Application Process Timetable

DATE	EVENT/ACTIVITY
May 07, 2013	ODJFS releases RFGA on ODJFS and DAS Web Sites; Q&A period opens. - RFGA becomes active; applicants may submit inquiries for RFGA clarification.
May 22, 2013	Applicant Q&A period for applicant questions closes, 8 a.m. - No further inquiries for RFGA clarification will be accepted.
May 24, 2013	ODJFS provides final answers to applicant questions (estimated).
3:00 P.M. Monday, June 3, 2013	Deadline for applicants to submit proposals to ODJFS (3 p.m.). - This is the beginning the ODJFS process of proposal review. LATE PROPOSALS WILL NOT BE CONSIDERED. NO EXCEPTIONS WILL BE MADE.
June 10, 2013	ODJFS issues award notification letter (estimated). - Applicants that submitted proposals in response to this RFGA will be sent letters stating whether their proposal was selected for award of the grant.
July 08, 2013	Implementation* (estimated—following notification of all contractual and funding approvals). - ODJFS grants are not valid and effective until the state Office of Budget Management approves the purchase order.
July 01, 2015 through June 30, 2017	Possible grant renewal period**

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.

* According to requirements of ORC 126.07, ODJFS grants 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 a purchase order (P.O.). The selected applicant may neither perform work nor submit an invoice for payment for work performed for this project for any time period prior to the P.O. approval date. The ODJFS Grant Manager will notify the grantee when the requirements of ORC Section 126.07 have been met.

** The initial grant period to result from this RFGA process is expected to run from early July, 2013 through June 30, 2015. Subject to all applicable funding and grant agreement approvals, continuing programmatic direction, and satisfactory grantee performance, and at the option of ODJFS, some or all of the awards made through this RFGA could be renewed for the period of July 1, 2015 through June 30, 2017.

1.7 **Internet Question & Answer (Q&A) Period; RFGA Clarification Opportunity**

Applicants may ask clarifying questions regarding this RFGA provided those questions are asked via the Internet during the question and answer (Q&A) period as outlined in Section 2.1, Anticipated Application Process Timetable. To ask a question, applicants must use the following Internet process:

- * **Access the ODJFS Web Page at <http://jfs.ohio.gov/>**
- * **Select “About Us” on the front page;**
- * **Select “Doing Business with ODJFS;”**
- * **Select “Requests for Proposals, Letterhead Solicitations, and Other Invitations;”**
- * **Select RFGA Number *JFSR1415178056*;**
- * **Click the “Submit an Inquiry” Button to ask a question about the RFGA; and,**
- * **Follow the instructions to send an e-mail question.**

Questions must reference the relevant part of this RFGA, the heading for the provision under question, and the page number of the RFGA where the provision can be found. The question must be submitted with the name of an applicant representative, the company name and business phone number. ODJFS may, at its option, disregard any questions which do not appropriately reference an RFGA provision or location, or which do not include identification for the originator of the question. ODJFS will not respond to any questions submitted after **8:00 a.m.** on the date the Q&A period closes.

Questions submitted may be no more than 4,000 characters in length, but there is no limit on the number of questions submitted. The answers provided by ODJFS are accessed by following the instructions above, but rather than selecting “Submit Inquiry,” applicants and others should select “View Q and A.” 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.

ODJFS responses to questions asked via the Internet will be posted on the Internet website dedicated to this RFGA, for reference by all applicants. Questions about this RFGA or any ODJFS RFP are answered by ODJFS **only** in this public forum. **ODJFS reserves the right to determine whether to post answers to applicant questions (e.g., as received before or after the closing of the Q&A period).**

Applicant proposals 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 this site on a regular basis for responses to questions, as well as for any amendments or other pertinent information regarding this RFGA. Accessibility to applicant questions and ODJFS answers will be clearly identified on the website dedicated to this RFGA, once any answers are made available.**

IMPORTANT: Requests from applicants for copies of previous RFGAs or past applicant proposals or score sheets or past or current grants for this or other similar projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFGA. PRRs submitted in accordance with directions provided in Section 1.8, Communication Prohibitions, will be honored; however, time frames for ODJFS responses to questions for RFGA clarification do not apply to PRRs.

Applicants are to base their RFGA responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFGA for the future grant agreement, NOT on

details of any current or past related grant agreement. Requirements under any other project may or may not be required by ODJFS under any future grant agreement, and so may not be useful information for applicants who choose to respond to the present RFGA. If applicants ask questions about existing or past grant agreements using the Internet Q&A process, ODJFS will use its discretion in deciding whether to provide answers.

There is an established time period for the applicant Q&A process (see Section 1.6, Anticipated Application Process Timetable, above). ODJFS may disregard those questions submitted past the stated time frame for submission of applicant questions, or which do not pertain to issues of RFGA clarity, or which are requests for public information. ODJFS is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.

* 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, RFP/RLB Unit, at (614) 728-5693 for guidance.

1.8 Communication Prohibitions

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

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Section 1.7, Internet Question & Answer (Q&A) Period; RFGA Clarification Opportunity;
2. As necessary in any pre-existing or on-going business relationship between ODJFS and any applicant that could submit a proposal in response to this RFGA;
3. As part of any applicant interview process or proposal clarification process initiated by ODJFS, which ODJFS deems necessary in order to make a final selection;
4. If it becomes necessary to revise any part of this RFGA, ODJFS will post those revisions, amendments, etc., to the website dedicated to this RFGA;* and
5. Any Public Records Request (PRR) made through the ODJFS Office of Legal and Acquisition Services (OLAS).

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

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

If interested applicants have a need to communicate regarding this RFGA, they must contact ODJFS using one of the mechanisms provided for in Sections 1.7, Internet Question & Answer (Q&A) Period; RFGA Clarification Opportunity, or 1.8, Communication Prohibitions, of this RFGA. Applicants are cautioned that communication attempts which do not comply with these instructions will not be answered, and that ODJFS will not consider any proposals submitted to any address other than the one provided in Section 5.1 of this RFGA. Applicant proposals must be submitted to ODJFS in strict accordance with proposal submission instructions provided in Section 5.1, Proposal Submission Information.

1.9 Time Frames and Funding Available

ODJFS is seeking to enter into agreements with selected grantees from early July, 2013 (or upon notification of all grant and funding approvals), and ending June 30, 2015. This RFGA is to award funding to qualified applicants for implementation of a regional fatherhood program. The awards made will range from \$75,000 to \$125,000 per year, with an average projected award of \$100,000 per year.

The Responsible Fatherhood Grant program anticipates that funding will be available for up to seven projects but the actual number of awards is dependent upon the number of qualified applications received and accepted for award. Moreover, **applications selected by ODJFS for funding, may or may not receive grant awards equal to their requested budgets.** When selected, the sub-recipient activities will be monitored by the OCF Grant Manager to ensure appropriate spending patterns and proper use of grant funding. If grant funds are not being adequately utilized or if the grantee fails to serve an adequate number of fathers, ODJFS and OCF reserve the right to reduce a grant award.

The actual dollar amounts awarded for selected applications will be based on the amount of federal funding made available to ODJFS and the number of grant 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 a Proposal Review Team (PRT) selected by ODJFS. To make its final selection of applications which will 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 plans, contingent on the availability of necessary funds, to issue grant awards to those grant applicants whose applications meet the criteria outlined in this RFGA. 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. Grant applicants are encouraged to prepare and submit applications and budgets which are both practicable and capable of creating significant improvements for families in their counties.

ODJFS seeks to fund organizations that are financially sound and that have multiple funding sources. Applicants must complete and submit a Certification of Financial Solvency provided as Appendix C. Grantees

do not need to provide matching funds but may be awarded additional points if they provide proof of financial solvency by submitting documents such as award letters from other funding sources.

Grantees may be compensated by reimbursement on a monthly basis for actual expenses incurred. Within fifteen business days of the close of each month of the grant's life, grantees will send OCF a record of each month's expenses using the OCF invoice document. All invoices are subject to examination and nonpayment if expenses do not fill the specific needs of the project and/or fit into the agreed budget.

ODJFS will reimburse grantees for a percentage of their documented costs of operation and pay a fixed amount to be determined by ODJFS for each father served. Grantees must submit monthly invoices and service reports according to directions provided by ODJFS. Invoices must conform to the items and activities included in the applicant's approved budget.

If grantees fail to meet monthly service goals and do not submit and implement a detailed plan of action to remedy the deficit, ODJFS reserves the right to suspend further payments of invoices. All changes to the program and implementation of the project (including staff, budgetary and other changes) must be approved in writing by ODJFS prior to implementation of any changes. Failure to notify and receive approval from ODJFS may result in reimbursements being denied for payment or termination of the grant agreement. Reimbursements will only be issued for costs included in the approved budget.

Grant applicants are to be aware that ODJFS may, at its sole discretion, negotiate with all technically qualifying applicants for a revised project budget if the project budgets of all technically qualifying applicants are in excess of the available funding for this project, or if they are found to be excessive.

As ODJFS is prohibited 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.

SECTION II. APPLICANT EXPERIENCE AND QUALIFICATIONS

2.1 Mandatory Qualifications

In order to be considered for a grant award through this RFGA, ODJFS requires that interested applicants **MUST** meet, at minimum, **ALL** the following qualification requirements:

- A.** ODJFS will consider proposals submitted by either a government entity or non-profit organization in Ohio that is a direct service provider to fathers. Those applicants that are non-profit organizations must submit a copy of the organization's current not-for-profit 501(c)(3) tax status determination letter from the IRS and filed with the Ohio Secretary of State in order to be considered for this project.
- B.** Applicants must be direct service providers to fathers and cannot be a pass through for funding to other organizations.
- C.** Applicants must be established fatherhood programs that have been in continuous operation for at least three (3) years and have served at least 200 fathers per year.

- D. Applicants must complete and return the Ohio Counties and Regions to be Served Form (Appendix B) and the Certification of Financial Solvency Form (Appendix C) with their application.

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

2.2 Applicant Qualifications

In order to be considered for a grant award expected to result from this RFGA, applicants' proposals must address all the following minimum qualifications as well as partner and key staff experience and capabilities in the submitted application.

The application must fully describe the partnership participants' roles and functions (for the applicant and each individual partner organization). Information must include facts such as the project roles of each organization; which partners will provide services; whether the partner organizations have collaborated with the applicant on this or similar projects in the past; how project implementation will be staffed; and how those staff members qualify to meet RFGA objectives. ODJFS will only consider awarding funds to organizations qualified to perform the work effectively and that will be accountable for programmatic outcomes and the proper expenditure of funds.

A. Organizational Experience and Capabilities

1. An applicant must have, and describe, at least three (3) years experience serving fathers in at least one (1) of the following areas:
 - a) Building parenting skills of fathers;
 - b) Providing employment related services to low-income fathers;
 - c) Preventing premature fatherhood; or
 - d) Providing services to fathers who are inmates or who have recently been released from jail or prison.
2. The applicant must describe which of the above four (4) fatherhood needs were served by the program;
3. The applicant must list year(s) of operation of a fatherhood program;
4. The applicant must describe the duration of its fatherhood program(s) including how many hours or weeks the program took to complete and how often the program was offered each year;
5. The applicant must describe the fatherhood curriculum used and training received by staff who implemented it;
6. The applicant must provide the total number of all clients it served over the past three (3) years and the percentage of those clients who are fathers;
7. The applicant must describe the mission of its organization;

8. The applicant must list other services it provides and the target population for each service; and
9. The applicant must include a letter of support from at least one father who received services from its program, completed at least one year before the closing date of this RFGAs posting. The letter should describe what services the father received, when he received them and how they impacted the father he is today. Include the father's contact information. *(NOTE: All contact information and other personal identifiers for the father will be redacted by ODJFS and OCF for any public record requests.)*

B. Staff Experience and Capabilities

The applicant must demonstrate its significant expertise by assigning qualified staff to key leadership roles for this project. The applicant must, at minimum:

1. Identify, by position and by name, those staff they consider key to the project's success. At minimum, key staff identified must include: 1) a project manager; 2) a fiscal specialist, and 3) a case worker who will work directly with fathers. Provide a list of key staff, their relevant work experience (including the subject and duration) and the duties they would perform under this proposal.
2. Demonstrate that all key staff are paid employees with at least three (3) years experience working in programs serving fathers. Proposals must include resumes of key staff for work on the project. Applications proposing staff who lack the appropriate training and experience may be disqualified from consideration.
3. Identify staff with experience providing direct services to vulnerable families and experience teaching adults. Staff to teach parenting classes must have demonstrable experience in teaching adults and presenting adult educational programs such as parenting classes.
4. Demonstrate that key staff must have experience and training on proper use of fatherhood curriculum.

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

SECTION III. SCOPE OF PROJECT WORK & PROPOSED WORK PLAN

ODJFS seeks to fund proposals that would implement a regional approach to helping vulnerable fathers and families. ODJFS is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project 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, the grantee, and any sub-grantee(s) must agree to implement a Family Violence Identification and Response Plan. The selected grantees will be required to identify local community partners to which they can refer suspected victims of family violence and develop a response and referral action plan. If applicants already have a Family Violence Identification and Response Plan in place in their organizations, additional points will be awarded for including a copy of the plan and identifying the experts with whom your organization partners. In addition to any screening procedures used by the grantee's organization, grantees must agree to use assessment tools to be provided by ODJFS.

3.1 Scope of Project Work

Proposals must include a detailed project work plan that describes the scope of the work proposed and a general overview of how the work will be performed. The plan is to be described with details such as how work will be performed, for whom, using what resources, using what methods, achieving what outcomes, as measured by what standards, according to what time-lines, etc. The plan must include activities designed to effectively increase economic security, responsible parenting and healthy relationships in fragile families. Plan activities must, at a minimum, include the following services for fathers:

1. Fatherhood classes and individual coaching;
2. Co-parenting/Relationship skills classes for fathers and mothers; **and**
3. Employment services for unemployed and under-employed fathers.

Proposals should describe any unusual features of the project such as serving an underserved population or an ongoing collaboration with a local employer. Employment services may include activities such as classes on how to conduct a job search, individual counseling, practice mock interviews, or a referral relationship to a job training program.

Project plans may also include classes and activities designed to decrease or prevent premature fatherhood, provide services for teen fathers, and offer programs for incarcerated fathers.

3.2 Administrative Structures for the Proposed Work Plan

Grant 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 project including the number of fathers to be served. **[NOTE: Applicants are advised to refrain from simply restating the objectives as identified in Section 1.5 of this RFGA, but are to discuss how the proposed plan would achieve its objectives.];**
- B. Provide a proposed timeline for the project;
- C. Provide an organizational chart (including any sub-grantees and community partners) and specify the key personnel who will be assigned to this project;
- D. Demonstrate that it has a county collaboration of community partners including county agencies in at least two counties where they will provide services to fathers. Additional points will be awarded

to applicants who serve one or more of the priority counties listed in Appendix B. Proposals 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;

- E. Complete and return Appendix B, List of Ohio Counties and Regions to be served Form as part of the grant proposal. To complete the form, applicants must place an “X” in the boxes next to the counties and region where they plan to offer programming and services for fathers. If services will be offered in counties located in more than one region, applicants must indicate the primary region they will serve (applicants may only select one region);
- F. **Provide letters of support from county Child Support Enforcement Agencies (CSEA) in at least two of the counties where applicant will provide services.** Additional points will be awarded if applicants include letters of support from other county agencies such as Children Services and Workforce Development; and,

Applicants must complete and include the Certificate of Financial Solvency Form (Appendix C) in order to operate under this grant.

3.3 Specification of Project Outcomes

The project outcomes for each selected grantee will be specific to the details of that grantee’s accepted project plan. However, all grantees selected through this RFGA process must include fatherhood classes and individual coaching for fathers, co-parenting/relationship skills classes for fathers and mothers, and employment services for unemployed and under-employed fathers. Include number of people to be served by each activity. **Because of the regional approach and the requirement of serving fathers in at least two counties, applicants should have increased capacity to serve at least as many fathers as they served in each of the past three years.**

- A. The project plan must identify how many new fathers are to be enrolled in course(s), how many fathers must graduate from the course(s) for the program to be deemed a success, how many fathers the organization plans to provide additional services to, beyond enrolling in fatherhood courses, and any other measures of success. The number of fathers to be served must be stated **per year.**
- B. The project must use an evidence-based, proven effective curriculum and provide proof that relevant staff has been trained and certified in the proper use of the curriculum. Proposals are to describe in detail how the work will be accomplished. Applicants must explain how they will provide services by including information on curriculum, course duration, the frequency of the course offering, and number of new fathers to be enrolled in each course.
- C. The success of the project depends on outreach to the targeted population. Applicants must include a detailed recruitment plan that identifies, at minimum:
 - Who will be recruited from the target population for this RFGA;
 - How the public will be informed of the program and services;

- Where information about the program will be disseminated and advertised, keeping in mind places where your target population is located and congregates;
- Timeline for specific recruitment activities; and,
- Potential sources of referrals and how relationships with other organizations will be developed.

D. The project plan must include expected measurable outcomes, such as:

- The number of fathers to be served and expected to graduate from fatherhood classes.
- The number of child support and parenting time orders established (counted by child).
- Child support payment rates.
- The number of referrals to Workforce Development.

If accomplishments cannot be quantified by activity or function, they should be listed in chronological order to show schedule of accomplishments and their target dates.

SECTION IV. CONDITIONS AND OTHER REQUIREMENTS

4.1 Interview *Not applicable for this RFGA.*

4.2 Start Work Date

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 Grant Manager when work may begin. Any work begun by the grantee prior to this notification will NOT be reimbursable by ODJFS.

4.3 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.

4.4 Trade Secrets Prohibition; Public Information Disclaimer

Applicants **are prohibited from including any trade secret information** as defined in Ohio Revised Code (ORC) 1333.61 in their proposals in response to any ODJFS RFGA, Request for Proposals (RFP), Requests for Letterhead Bids (RLB), or other such procurement efforts. ODJFS shall consider all proposals or similar responses voluntarily submitted to any ODJFS procurement document to be free of trade secrets, and such proposals if opened by ODJFS may, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to ODJFS in response to any RFGA, RFP, RLB, etc., shall become the property of ODJFS. This RFGA and, after the selection of a vendor for award, any proposals received in response to it that are and opened, reviewed and considered by ODJFS are deemed to be public records pursuant to ORC 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (or application or other response documentation) and the project budget submitted by the selected vendor/applicant, if opened, and any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to any ODJFS procurement efforts which make claims of trade secret information shall be disqualified from consideration immediately upon the discovery of such unallowable claim. **Vendors will be required to attest in Attachment A that no information included in their proposal submission is confidential and/or a trade secret (as defined in this Sections 4.4 and Section 5.2 of the RFGA or where found in any procurement document) and may be posted in its entirety on the Internet for public viewing, or otherwise publicly released.** Following submission to ODJFS, all proposals submitted may become part of the public record. ODJFS reserves the right to disqualify any vendor whose proposal is found to contain such prohibited information. The vendor affirms that it shall be solely responsible for any and all information disclosed in the proposal submission and any or all information released by ODJFS in any public records requests.

4.5 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 ODJFS Model Grant Agreement, which is included as Attachment B of this RFGA;
- B. Many of the terms and conditions contained in the Model 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 subgrantees;
- E. The grantee, and any subgrantee(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 grantee, and any subgrantee(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-grantees shall certify compliance with any court order for the withholding of child support which is issued pursuant to ORC Chapters 3119, 3121, 3123, and 3125. The grantees, and any sub-grantees, must also agree to cooperate with ODJFS and any Ohio Child Support Enforcement Agency in ensuring that they or their employees meet child support obligations established under state law;
- G. The grantee, and any subgrantee(s) that the grantee 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 applicant agrees that all necessary insurance is in effect;

- I. Each grantee will be required to submit monthly reports in a standardized format, which will be supplied by ODJFS;
- J. In addition to any screening procedures used by the grantee's organization, grantees agree to use assessment tools to be provided by ODJFS; and
- K. As a condition of receiving a grant agreement from ODJFS, the grantee, and any subgrantee(s) must agree to implement a Family Violence Identification and Response Plan. The selected grantees will be required to identify local community partners to which they can refer suspected victims of family violence and develop a response and referral action plan. If applicants already have a Family Violence Identification and Response Plan in place at their organization, additional points will be awarded if you include a copy of the plan and identify the experts with whom your organization partners.

4.6 Sub-grantee(s)

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

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

4.7 Public Release of Records

Public release of any evaluation or monitoring reports funded under this grant agreement will be made only by ODJFS.

4.8 Confidentiality

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

4.9 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 project may not be removed without reasonable and written notice to ODJFS, and replacements of key personnel will not be made without ODJFS approval.

4.10 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 grant shall solicit any ODJFS employee to violate any of the conduct requirements for employees;
- C. Any grantee acting on behalf of ODJFS shall refrain from activities which could result in violations of ethics and/or conflicts of interest. Any grantee or potential grantee that violates the requirements and prohibitions defined here or ORC § 102.04 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.

4.11 Health Insurance Portability & Accountability Act (HIPAA) Requirements

As a condition of receiving a grant 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 found at 45 C.F.R. Section 164.502 (e) and Section 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 contractor 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 organization can reasonably anticipate HIPAA language in the agreement that results from this RFGA.

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

4.12 Unresolved Findings for Recovery (ORC 9.24)

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

SECTION V. APPLICATION FORMAT & SUBMISSION

5.1 Proposal Submission Information

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

- **Six (6)** paper copies (one signed original and five copies) and one CD-ROM copy of the complete application;

It is the applicant's affirmative responsibility to ensure that all copies and all formats of the application are identical. Any pages or documents omitted from any or all copies can negatively affect the applicant's score and possibly result in the applicant's disqualification. In the event of any discrepancies or variations between copies, ODJFS is under no obligation to resolve the inconsistencies and may make its scoring and applicant selection decisions accordingly, including the decision to disqualify the applicant.

The applicant's original application and project budget form must contain all the information and documents specified in Section 5.2, Format for Submission of Application. The applicant's total application submission (all required copies) must be received by ODJFS complete no later than 3:00 p.m. on **June 3, 2013**. Faxes or e-mailed submissions will not be accepted. **Proposals must be addressed to:**

**Office of Contracts and Acquisitions
Ohio Department of Job and Family Services
30 East Broad Street, 31st Floor
Columbus, Ohio 43215
ATTN: RFP/RLB Unit**

The entire application should be converted into one single secure .pdf document, if possible, saved to the CD-ROM submitted to ODJFS. If the application's size necessitates more than a single .pdf document, applicants are to use the fewest separate .pdf documents possible.

The CD-ROM is to be labeled with the applicant's identifying information. The requested CD-ROM may be used in the formal ODJFS application review process, and will be used by ODJFS for archiving purposes and for fulfillment of Public Records Requests; failure to include or to properly label them may, at ODJFS discretion, result in the rejection of the applicant from any consideration.

All proposal submissions must be received, complete, at the above address, via mail or hand delivery by the above date and time. Materials received separately from an applicant's proposal submission (*e.g.*, letters of recommendation from past customers) will not be added to the application nor considered in the review and scoring process regardless of the date of receipt. Materials received after the date and time as stated above will not be added to any previously received submissions, nor will they be considered.

OCA will accept applications at any time during normal ODJFS business hours prior to the posted submission deadline (date and time). 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 proposals must be received **no later than the specified deadline, both date and time**, by the Office of Contracts and Acquisitions (OCA), on the 31st Floor of the Rhodes Tower. ODJFS is not responsible for applications incorrectly addressed or for applications delivered to any ODJFS location other than the address specified above. No confirmation of mailed applications can be provided.

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 agreement between ODJFS and the applicant selected.

5.2 Format for Organization of the Proposal

In developing their proposals, applicants must fully and appropriately plan and budget their proposed projects. The applicant's proposal must contain the components listed below in this section, at minimum. It is mandatory that proposals be organized in the following order and that wherever appropriate, sections/portions of the proposals make reference by section number/letter to those RFGA requirements to which they correspond.

A sample score sheet is provided as Attachment C, Technical Application Score Sheet of this RFGA. **Applicants are strongly encouraged to use the score sheet to check their applications for quality, compliance, and completeness prior to submission.**

Proposals must contain the description of the key goals and objectives of the proposed program as well as a comprehensive and detailed description of each outcome to be achieved.

A. Proposal Organization

The applicant's technical proposal must contain the following components, organized in 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 may be provided as an appendix to the proposal and so marked as an additional tab. ODJFS reserves the right not to review submitted appendices which includes information or materials not required in the RFGA. All pages beyond Tab 1 shall be sequentially numbered.

Applicants must organize their technical proposals in the following order:

Tab 1 Required Applicant Information and Certifications Document

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 risk disqualification.

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 vendor or 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.

In the event that the applicant proposes the use of any sub-grantee(s)/subcontractor(s), information on those entities and letters of commitment as required by Section 4.6, Sub-grantee(s) should also be provided in Tab 1.

Tab 2 Applicant Experience and Qualifications

Sub-Tab 2a. Mandatory Qualifications (Section 2.1, A through D)

The proposal must include information to demonstrate how the applicant meets the mandatory qualifications as described in Section 2.1, of this RFGA.

Sub-Tab 2b. Organizational Experience and Capabilities (Section 2.2, A.1 through A.9)

In this section, the applicant is to include information on the organization's experience and capabilities (including those of any subcontractors, if applicable) as described in Section 2.2, A.

Sub-Tab 2c. Staff Experience and Capabilities (Section 2.2, B.1 through B.4)

In this section, the applicant is to include information in response to the staff experience and capabilities requirements (including subcontractors) as described in Section 2.2, B of this RFGA.

Tab 3 Scope of Work and Proposed Work Plan (Section 3.1)

In this section of the proposal, applicants are to provide a detailed project plan that explains the operations, objectives, resources, methods, outcomes and measures, etc., as discussed in Section 3.1.

Tab 4 Administrative Structures for the Proposed Work Plan (Section 3.2 A through F)

This section should describe in detail (in the order as outlined) the applicant's administrative structures as specified in Section 3.2 of this RFGA.

Tab 5 Specification of Project Outcomes (Section 3.3, A through D)

Sub-Tab 5a. Outcome A

Sub-Tab 5b.	Outcome B
Sub-Tab 5c.	Outcome C
Sub-Tab 5d.	Outcome D

This section should describe in detail how the applicant proposes to successfully achieve each of the project outcomes specified in Section 3.3, Specifications of Project Outcomes, of this RFGA. The responses must address each element separately.

Tab 6 Project Budget

Applicants are to present their project budgets using Attachment D, Project Budget Form, according to directions on that form, and in accordance with standards described in Section 1.9, Time Frames and Funding Available.

B. IMPORTANT – APPLICANT DISQUALIFIERS FOR APPLICATION ERRORS:

The application is defined as any part of the applicant's proposal (either as required by ODJFS or sent at applicant's discretion), such as a work plan, resumes, letters of recommendation, letters of cooperation from any partners/sub-grantees, project budget information, etc.

1. Any trade secret, proprietary, or confidential information (as defined in Section 4.4 of this RFGA) found anywhere in an applicant's application shall result in immediate disqualification of that applicant's application.
2. Any sensitive personal information on applicant or sub-grantee staff (*e.g.*, social security numbers, addresses) must be omitted from applicant's applications, or rendered fully unreadable, or ODJFS may at its option disqualify the applicant from any consideration. The fathers' letters of support as described in Section 2.2. Applicant Qualifications, item A, 9. are the only exception to this disqualifier.

SECTION VI. CRITERIA FOR PROPOSAL EVALUATION AND SELECTION

6.1 Scoring of Proposals

ODJFS will enter into agreements with applicants that best demonstrate the ability to meet requirements as specified in this RFGA. Applicants submitting a response will be evaluated based on the capacity and experience demonstrated in their technical proposal and project budget. All qualifying proposals will be reviewed and scored by a Proposal Review Team (PRT), comprised of staff from OCF and their designees. Applicants should not assume that the review team members are familiar with any current or past work activities with ODJFS. PRT members will be required to sign disclosure forms to establish that they have no personal or financial interest in the outcome of the proposal review and grantee selection process. Final selection of the grantees will be based upon the criteria specified in this RFGA. Any applications not meeting the requirements contained in this RFGA will not be scored or may be held pending receipt of required clarifications. The PRT reserves the right to reject any and all applications, in whole or in part, received in response to the request. The PRT 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 phases as described below.

Selection of the applicant will be based upon the criteria described in this RFGA. The PRT reserves the right to reject any and all proposals, in whole or in part, received in response to this request. The review team may waive minor defects that are not material when the intent is not unreasonably obscured. In scoring the proposals, ODJFS will score in three phases:

A. Phase I. Review—Initial Qualifying Criteria:

In order to be fully reviewed and scored, proposals submitted must pass Phase I. Review as required in the proposal score sheet. **Any “no” for the listed Phase I. criteria will eliminate a proposal from further consideration. Please refer to Attachment C, Technical Proposal Score Sheet for a complete listing of initial disqualifiers.**

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

The PRT will then score those qualifying technical proposals, not eliminated in Phase I Review, by assessing how well the applicant meets the requirements and objectives as specified in the RFGA. Using the score sheet for Phase II scoring (see **Attachment C** of this RFGA for specific evaluation criteria), the PRT will read, review, discuss and reach consensus on the final technical score for each qualifying technical proposal. All Phase II evaluation criteria will be scored according to the following scale, based on a proposed plan’s ability to successfully achieve project objectives. 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**

Any proposal which does not meet the minimum required technical proposal score as defined in **Attachment C** will be disqualified from any further consideration.

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

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

Proposals will be reviewed for their compliance with instructions provided in this RFGA. Proposed budgets must be accepted by ODJFS and will be incorporated in any resulting grant agreements. Any changes to an accepted budget must be approved by ODJFS and committed to writing.

ODJFS may, at its sole discretion, negotiate with any technically qualifying applicants for a revised project budget. Applicants may then submit one revised budget, or may request that ODJFS consider its original budget, 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 revised budgets, ODJFS will then consider those qualified applicants which are within the budget according to the process described in this section above, and in the Technical Proposal Score Sheet, Attachment C, for applicant selection purposes.

6.2 Review Process Caveats

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

ODJFS reserves the right to request clarifications from applicants to any information in their Technical and/or Project Budgets or related forms, and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by ODJFS, and applicants' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in Section 2.3 of this RFGA. Such communications are expressly permitted when initiated by ODJFS, and are at the sole discretion of ODJFS.

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

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

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

6.3 Final Applicant Recommendations

The PRT will recommend to the Director of ODJFS (or the Director's designee) the technically qualified applicants offering the proposals most advantageous to ODJFS, as determined by the processes and requirements established in this RFGA. The actual number of proposals recommended for award will be based on the number and quality of proposals received as well as on funding; ODJFS reserves the right to make fewer or more awards than anticipated at this writing, including the possibility of making no awards.

After issuance of an award letter, ODJFS reserves the right to rescind an award and choose the next most responsive applicant, if ODJFS and the recommended applicant are unable to come to a mutually acceptable agreement.

SECTION VII. PROTEST PROCEDURE

7.1 Protests

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

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a grant 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 the 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 proposals which are apparent or should be apparent prior to the closing date for receipt of proposals shall be filed no later than 3:00 p.m. the closing date for receipt of proposals, as specified in Section 1.6, Anticipated Application Process Timetable, of this RFGA.

 2. If the protest relates to the announced intent to award a grant agreement, the protest shall be filed no later than 3:00 p.m. of the *eighth (8th)* calendar day after the issuance

of formal letters sent to all responding applicants regarding the State'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 by ODJFS if ODJFS determines that the protest raises issues significant to the department's procurement system. An untimely protest is one received by ODJFS' Office of 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, an 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 grant agreement shall be notified of the receipt of the protest.
- F. The 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.

7.2 Caveats

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

SECTION VIII. ATTACHMENTS AND THEIR USES

- A. **Required Applicant Information and Certifications**
- B. **ODJFS Model Grant Agreement (*For applicant reference purposes*)**
- C. **Technical Proposal Score Sheet (*For applicant self-evaluation purposes...do not submit*)**
- D. **Project Budget Form (*To be completed & included in project budget packet as specified in Sec. 5.2*)**

SECTION IX. APPENDICES

- A. **Reference Websites**

- B. REQUIRED: List of Ohio Counties and Regions to be served Form**
- C. REQUIRED: Certification of Financial Solvency Form**

Thank you for your interest in this project.

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

1. ODJFS RFGA #:	2. Application Due Date:
3. Name: (legal name of the grantee – person or organization – to whom grant payments would be made)	
3a. Grantee’s Ohio Administrative Knowledge System (OAKS) ID#: [Vendors may apply for an OAKS vendor ID# at: http://ohiosharedservices.ohio.gov/Vendors.aspx . 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.]	
4. Grantee Corporate Address:	5. Grantee Remittance Address: (or “same” if same as Item # 4)
6. Print or type information on the grantee representative/contact person <u>authorized to answer questions on the application:</u> Grantee Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	
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): Grantee Representative NAME and TITLE: Address: _____ E-Mail Address: _____ Phone #: _____ Fax #: _____	

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), 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

Attachment B

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES GRANT AGREEMENT

G-1415-00-0000

RECITALS:

This Grant Agreement between the Ohio Department of Job and Family Services (hereinafter referred to as "ODJFS") and the **Vendor Name** (hereinafter referred to as "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.

The Grant is made pursuant to the following federal award: **Award Title**, CFDA number _____, award number _____, which was awarded by the United States Department of _____.

- A. ODJFS issued a Request for Application (RFA) titled, _____, numbered _____, and dated _____, which is hereby incorporated by reference.
- B. The ODJFS proposal review team recommended for award the Application of GRANTEE dated _____ which is hereby incorporated by reference.
- C. (Optional) In the event of any inconsistency or ambiguity between the provisions of the RFA, 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 RFA and the Application, the RFA 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. The purpose of this Agreement is **INSERT PURPOSE. GRANTEE will perform its responsibilities under this Agreement in accordance with the RFA 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 ten (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 the ODJFS Agreement Manager pursuant to ARTICLE V 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 Grant Agreement will be in effect from **Start Date**, or upon signature of the Director of ODJFS, whichever is later, through **End Date**, unless this Agreement is suspended or terminated pursuant to ARTICLE IV prior to the above termination 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. In addition to Section A above, 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 ORC 126.07, 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 **SFY1** and up to **SFY2 Dollar Amt** Dollars (**\$SFY2**) for State Fiscal Year **SFY2** expressly to perform the Grant activities described in ARTICLE I. 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.

- B. Compensation will be made as reimbursement for actual expenditures incurred and paid by GRANTEE during the billing period pursuant to GRANTEE's accepted budget or cost proposal **included in the Application OR attached as Attachment ___ OR as follows [INSERT BUDGET]**

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 OAC 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 under ARTICLE III, above.

- C. GRANTEE will submit three (3) copies of 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;
5. Description of activities performed during the billing period; and
6. Receipt or other proof of costs paid by GRANTEE for which GRANTEE is seeking reimbursement.

- 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 specified in ARTICLE II.

- 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. GRANTEE must submit final invoices for payment no later than ninety (90) days after the ending date of this Agreement. Failure to do so will be deemed a forfeiture of the remaining compensation due hereunder.

- F. Subject to the provisions of ORC 126.07 and 131.33, which will at all times govern this Agreement, ODJFS represents that:

1. It has adequate funds to meet its obligations under this Agreement;

2. It intends to maintain this Agreement for the full period set forth in ARTICLE II and has no reason to believe that sufficient funds will not be available to make all payments due hereunder; and
3. It will use its best efforts to obtain the appropriation of necessary funds during the term of this Agreement. 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, upon completion of performance, or once all of the compensation has been paid.
- B. Upon thirty (30) days written notice to the other party, either party may terminate this Agreement.
- C. Notwithstanding the provision of Section A, 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, Section F;
 2. ODJFS discovers any illegal conduct by GRANTEE; or
 3. GRANTEE has violated any provision of ARTICLE VIII.
- 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; and
 4. Perform any other tasks ODJFS requires.
- E. In the event of suspension or termination under this ARTICLE IV, 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 pursuant to ARTICLE I, Section C of this Agreement.

- 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 Agreements 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 in accordance with Sections B and C of this Article 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. 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 specified in ARTICLE I 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 B 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. 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 three (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 three-year period if the action is resolved prior to the end of the three-year period. If applicable, GRANTEE must meet the requirements of the federal Office of Management and Budget (OMB) Circulars A-110, A-122, and A-133. GRANTEE acknowledges, in accordance with ORC 149.43, that financial records related to the performance of services under this Agreement are presumptively deemed public records.
- E. GRANTEE hereby agrees to current and ongoing compliance with 42 USC 1320(d) -1320(d)(8) and the implementing regulations found at 45 CFR 164.502(e) and 164.504(e) 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 E 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 10 (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 A, 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 (3) 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 (1) 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. **[DELETE IF UNIVERSITY]**

5. **Material Assistance to Terrorist Organization.** GRANTEE affirms that GRANTEE, its principals, affiliated groups, or persons with a controlling interest in GRANTEE's organization are in compliance with ORC 2909.33 in that none of the aforementioned have provided Material Assistance to a Terrorist Organization. **[DELETE IF UNIVERSITY]**

B. If at any time GRANTEE is not in compliance with the conditions affirmed in this Section B, 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 B. Any funds paid by the State of Ohio for work performed during a period when GRANTEE was not in compliance with this Section B 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 2 in all of its subgrants or subcontracts for any of the work prescribed herein.

3. **Ethics Laws.** GRANTEE certifies that by executing this Agreement, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws, which includes the Governor's Executive Order 2011-03K pertaining to ethics. GRANTEE further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned Executive Order.

4. **Conflicts of Interest.**

- a. 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 (1) 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 (2) calendar years. ORC 3517.13 does not apply to professional associations organized under ORC Chapter 1785.
- b. 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.
- c. 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, 31st 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.

5. **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 (\$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.

6. **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.

7. **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 eighteen (18).

8. **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.

9. **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.

10. **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.

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

- a. GRANTEE certifies that by executing this Agreement, it has reviewed, understands, and will abide by the Governor's Executive Order 2010-09S 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.

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 will reimburse ODJFS, any official or employee of ODJFS acting in his or her official capacity, and/or the State of Ohio for any judgments for infringement of patents or copyrights. ODJFS's liability for damages, whether in contract or in tort, will not exceed the lesser of the total amount of funds payable to GRANTEE under this Agreement or the amount of direct damages incurred by GRANTEE. 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.
- B. **[UNIVERSITY: 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 part to the others. 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 SUBGRANTEE 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 C. 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.
- 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 IV. 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.

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

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

SIGNATURE PAGE
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ATTACHMENT C
RFGA: R1415178056
Technical Proposal Score Sheet

PHASE I: Initial Qualifying Criteria

Applicant Name: _____

The proposal 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	RFP Section Ref.	YES or Not Applicable	NO
1	Was the applicant’s proposal received by the deadline as specified in the RFGA?	1.6 & 5.1		
2	Did the applicant submit a proposal comprised of a Technical Application and a Project Budget?	5.1 & 5.2		
3	Applicant’s proposal includes all required affirmative statements and certifications, signed by the applicant’s responsible representative, as described in the RFGA?	5.2 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.	5.2 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.	5.2 A		
6	The applicant is a government entity or a non-profit organization in Ohio.	2.1 A		
7	<i>If</i> the applicant is a not-for-profit organization, did the proposal include a copy of its current and valid non-profit Ohio 501(c) 3 tax status determination letter from the Internal Revenue Service (IRS).	2.1 A	Y? or N/A?	
8	The applicant is a direct service provider to fathers and is not a pass-through for funding to other organizations.	2.1 B		
9	The applicant has an existing fatherhood program with at least three years experience and served at least 200 fathers per year	2.1 C		
10	The applicant has completed and included Appendix B (Ohio Counties/Regions to be Served Form) and Appendix C (Certificate of Financial Solvency Form).	2.1 D 3.2 E		

PHASE II: Criteria for Scoring of Technical Proposal

Qualifying technical proposals will be collectively scored by a Proposal Review Team (PRT) appointed by ODJFS. 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 Requirement

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 **175** points (a score which represents that it “meets” all the evaluation criteria) out of a maximum of **230** points, will be disqualified from further consideration, and its project budget will neither be opened nor considered. Only those vendors whose Technical Proposals meet or exceed the minimum required technical points will advance to PHASE III of the technical proposal score sheet.

APPLICANT QUALIFICATIONS		RFGA Sec. Ref.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
1	The applicant has at least three (3) years experience serving fathers in at least one (1) of the following areas: a) Building parenting skills of fathers b) Providing employment related services to low-income fathers c) Preventing premature fatherhood d) Providing services to fathers who are inmates or who have recently been released from jail or prison.	2.2 A. 1				
2	The applicant has described at least one of the above four (4) fatherhood needs their program has served.	2.2 A. 2				
3	The applicant has listed the number of year(s) of operation of their fatherhood program.	2.2 A. 3				
4	The applicant has described the duration of their fatherhood program(s) including how many hours or weeks the program took to complete and how often did you offer the program each year.	2.2 A. 4				
5	The applicant has described the fatherhood curriculum used and training received by staff who implemented it.	2.2 A. 5				
6	The applicant has listed the total number of all clients and percentage who are fathers served by their organization over the past three (3) years.	2.2 A. 6				
7	The applicant has described the mission of the organization.	2.2 A. 7				
8	The applicant has listed other services provided by their organization and the target population for each service.	2.2 A. 8				
9	The applicant has included a letter of support from at least one father who received services from their program (completed at least one year ago), describing the services the father received, when they were received, how they have affected him.	2.2 A. 9				
STAFF EXPERIENCE AND CAPABILITIES		RFGA Section Ref.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
10	The applicant has provided by position and by name, at minimum, a project manager, fiscal specialist and case worker, their relevant work experience (including the subject and duration) and the duties they will perform under this proposal.	2.2 B. 1				
11	The applicant has shown their proposed key staff are paid employees with at least three (3) years experience working in programs serving fathers. Include resume(s)/CV of key staff expected to work on the project.	2.2 B. 2				
12	The applicant has identified staff to teach parenting classes with experience teaching adults and presenting adult educational programs such as parenting classes.	2.2 B. 3				
13	The applicant has shown that key staff are experienced and have training on proper use of fatherhood curriculum.	2.2 B. 4, 2.2 A. 5				
SCOPE OF PROJECT WORK & PROPOSED WORK PLAN		RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant has included a detailed description of its project plan; the plan must include at minimum: 1. Fatherhood classes and individual coaching; 2. Co-parenting/Relationship skills classes for mothers and fathers; 3. Employment services for unemployed and under-employed fathers.	3.1 & 3.3				
15	The applicant has described key objectives of the proposed project including number of fathers to be served.	3.2 A				
16	The applicant has provided a proposed timeline for the project.	3.2 B				
17	The applicant has provided an organizational chart (including any sub-grantees) and specified the key management and	3.2 C				

	administrative personnel who will be assigned to this project.					
18	The applicant has shown that they have a county collaboration of community partners including county agencies in at least two counties where they will provide services to fathers	3.2 D				
19	The applicant has included 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.	3.2 D				
20	The applicant has provided letters of support from county Child Support Enforcement Agencies (CSEA) in at least two of the counties where applicant will provide services.	3.2 F				
21	The applicant has included information on fatherhood classes in project plan including course duration and frequency and number of new fathers to be enrolled in each course.	3.3 A				
22	The applicant has described how the work will involve a proven curriculum in which their staff are trained, and included information on the curriculum, its frequency, length, and the numbers of fathers to take the course.	3.3 B				
23	The applicant has included a detailed recruitment plan that identifies: <ul style="list-style-type: none"> • Who you plan to recruit keeping in mind the target population for this RFGA • How you plan to inform the public of your program and services • Where you plan to advertise and disseminate information about your program keeping in mind places where your target population is located and congregates • Timeline for specific recruitment activities • Potential sources of referrals and how you plan to develop relationships with other organization 	3.3 C				
24	The applicant has provided a project plan the includes expected measurable outcomes such as: <ul style="list-style-type: none"> • Number of fathers served • Child support payment rates • Number of referrals to Workforce Development 	3.3 D				
Column Subtotal of "Partially Meets" points						
Column Subtotal of "Meets" points						
Column Subtotal of "Exceeds" points						
TOTAL PHASE II SCORE:						

Based upon the Grand Total Technical Score earned, does the applicant’s proposal proceed, or is it disqualified from any further consideration? (Vendor’s Grand Total Technical Score must be at least 175 out of the 240 maximum possible points.)

Proceed _____ Stop _____

PHASE III: Opportunity for Additional Points (Optional)

The following items are optional. If the proposal includes any of these items, the proposal will be awarded an additional three (3) points for each, for a total of 30 possible extra points.

	ADDITIONAL POINTS – Optional Items (If yes, 3 points each)	YES	NUMBER	POINTS
1	Does program serve any of the Priority Counties listed in Appendix D?			
2	Does proposal include proof of existing programs for incarcerated fathers?			

3	Does proposal include proof of existing programs for prevention of teen fatherhood?			
	Does proposal includes letters of support from:			
4	Children Services			
5	County Job and Family Services (track cash assistance)			
6	Workforce Development			
7	Does proposal include copy of existing Family Violence Response Plan?			
8	Does proposal include proof of existing programming for mothers?			
9	Does proposal include proof of prior program evaluations?			
10	Does proposal include proof of other funding?			
	SUBTOTAL PHASE III			
	GRAND TOTAL (Phase II and Phase III)			

RFGA R1415178056 - ATTACHMENT D

Project Budget Summary

Name of Applicant _____

	Year 1	Year 2		
	July 2013 – June 30, 2014	July 1, 2014- June 30, 2015		Total
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Other (Define)				
TOTAL				
Grant Amount Requested				

APPENDIX A

It is strongly advised that applicants refer to the Technical Proposal Score Sheet (Appendix C) when drafting their response to this RFGA. All applications will be reviewed and scored according to the criteria set forth in the score sheet. Each proposal's score will be the critical measure used by ODJFS to decide which proposals are awarded funds.

In developing a proposal, applicants may want to review existing public resources such as, but not limited to the following:

What Works in Fatherhood Programs? Ten Lessons from Evidence-Based Practice (2007, Bronte-Yinkew) US Dept HHS

Issue Briefs on Responsible Fatherhood (2010) Annie E. Casey Foundation

Ten Key Findings from Responsible Fatherhood Initiatives (2008) The Urban Institute

Restoring Fathers to Families and Communities - Six Steps for Policy Makers (2000) Social Policy Action Network, Sylvester and Reich

Family Engagement and Empowerment in Ohio (2008) Ohio Family & Children First Cabinet Council, Wholonomy Consulting

Fragile Families - The Future of Children (2010) Princeton University and The Brookings Institution

PDF files of these articles can be found at
www.fatherhood.ohio.gov/FundedPrograms/RFGA

Other websites you may want to consult include:

<http://www.fatherhood.org>

<http://www.fatherhood.hhs.gov/>

<http://www.fathers.com>

OHIO COUNTIES
ALPHABETICAL BY REGION
PRIORITY COUNTIES HIGHLIGHTED BY COLOR

APPENDIX B

ATTACHMENT ____

GRANT APPLICANTS MUST COMPLETE AND SUBMIT THIS FORM WITH THEIR GRANT APPLICATION.

Place an X in the boxes next to the counties where you will offer programming and services.

Place an X next to the region where you will be offering programming and services.

If you will be offering services in counties located in more than one region, indicate the primary region that you will serve.

You can only select one region as your primary service region.

REGIONS	CENTRAL	NORTHEAST	NORTHWEST	SOUTHEAST	SOUTHWEST
COUNTIES	Ashland	Ashtabula	Allen	Athens	Adams
	Coshocton	Carroll	Auglaize	Belmont	Brown
	Crawford	Columbiana	Defiance	Gallia	Butler
	Delaware	Cuyahoga	Fulton	Guernsey	Champaign
	Fairfield	Erie	Hancock	Hocking	Clark
	Franklin	Geauga	Hardin	Jackson	Clermont
	Holmes	Harrison	Henry	Lawrence	Clinton
	Knox	Huron	Logan	Meigs	Darke
	Licking	Jefferson	Lucas	Monroe	Fayette
	Madison	Lake	Mercer	Morgan	Greene
	Marion	Lorain	Ottawa	Muskingum	Hamilton
	Morrow	Mahoning	Paulding	Noble	Highland
	Pickaway	Medina	Putnam	Perry	Miami
	Richland	Portage	Sandusky	Vinton	Montgomery
	Union	Stark	Seneca	Washington	Pike
		Summit	Shelby		Preble
	Trumbull	Van Wert		Ross	
	Tuscarawas	Williams		Scioto	
	Wayne	Wood		Warren	
		Wyandot			

Priority counties are highlighted by color.

Additional points will be awarded for serving Priority Counties.

Priority Counties were determined by poverty indicators in US Census Bureau 2010 data and Ohio Department of Development Ohio Poverty Report, April 2011.

**OHIO COUNTIES
ALPHABETICAL BY REGION
PRIORITY COUNTIES HIGHLIGHTED BY COLOR**

ATTACHMENT ____

APPENDIX C

CERTIFICATION OF FINANCIAL SOLVENCY

There will be delays between the time of the grant award and disbursement of funds as well as between the time that invoices are submitted by grantees and expenses reimbursed by ODJFS. Grantees must have sufficient funds to continue operations while they await reimbursement from ODJFS.

From past experience at ODJFS, there is typically a delay of 60 to 90 days between the announcement of grant awards and the issuing of purchase orders and final contracts.

If selected for funding under this RFGA, ODJFS will reimburse grantees for a percentage of their documented costs of operation and pay a fixed amount to be determined by ODJFS for each fathers served. Reimbursement typically occurs within 6 weeks of submitting an invoice but could take longer, especially during the end of each fiscal year.

By signing below, the applicant certifies that

1. They understand the above information and
2. If selected under this RFGA, their organization has sufficient funds on hand to continue operations and meet expenses until ODJFS disburses funds under this grant agreement.

Name

Organization

Date