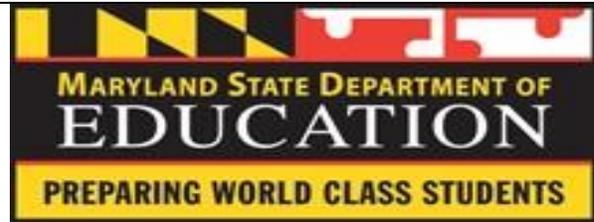


Expanding
Community
Capacities for
Independent
Living Services for
the Older Blind
Population –
Title VII, Chapter
2 – Older Blind



Request for
Proposals

Maryland State Department of
Education
Division of Rehabilitation
Services
2301 Argonne Drive
Baltimore, Maryland 21218

Deadline
February 5, 2018

This document is available in
alternate formats

Name of Grant Program:

Independent Living Services for Older Individuals Who Are Blind

Authorization:

Formula Grant Funds/Maryland Division of Rehabilitation Services (DORS) under Title VII, Chapter 2, Rehabilitation Act of 1973 and Federal Regulations, 34 CFR, Part 367 Independent Living Services for Older Individuals Who Are Blind.

DORS is a state-federal program that provides services to eligible persons with disabilities in order to assist them in becoming employed or in achieving independent living.

This announcement does not commit DORS to award a grant or pay any costs incurred in the preparation of the proposal. DORS reserves the right to reject, in whole or in part, all proposals submitted and/or cancel this announcement. All grants awarded shall be based upon the highest scored proposal(s) and those most advantageous to serve older individuals who are blind, deaf blind or visually impaired, price and other factors considered. All grants are subject to availability of funds.

Dissemination:

December 4, 2017

Deadline:

February 5, 2018, 3:00 p.m.

Purpose:

To encourage organizations to provide *comprehensive* independent living services for seventy-five (75) older (55+) individuals who are blind and visually impaired in Maryland.

Required Components:

The Applicant shall provide independent living/rehabilitation training services as defined herein. Services shall be delivered primarily in the consumer's home; however, alternative sites may be used for services if approved by both DORS and the consumer. Services shall include, but are not necessarily limited to, two or more of the following:

- Initial Evaluation - may be authorized by DORS to assess and pinpoint consumer needs in various training components.
- Activities of Daily Living Training - shall consist of instruction that provides the consumer with an opportunity to acquire the capacity to maximize daily living skills, to include: grooming; shopping for food; food preparation; care of clothing; time telling; telephone usage; personal care; organization techniques; room care/housekeeping; parenting; check writing and balancing a checkbook. Activities of daily living skills training shall also include training in other skills as appropriate for the consumer and as authorized by the Division (such as practical application of reading, writing and arithmetic).

- Assistive Technology Training - shall be training that provides an opportunity for the consumer to gain the ability to effectively utilize appropriate assistive technology in accordance with individual needs.
- Communication Skills Training - shall be training that provides an opportunity for the consumer to gain the ability to communicate using Braille and as appropriate for each consumer, other communication skills to the maximum of potential ability. These skills should include, but are not limited to: typing, filing of information for use in home or office, handwriting, and keeping a personal budget.
- Community Adjustment - must provide the consumer with an opportunity to become familiar with and engage in social, recreational, and other activities within the community. The consumer must be provided with the opportunity to learn to become an effective self-advocate. This must also provide the individual with the opportunity to achieve appropriate effective interaction with others in daily living situations.
- Adjustment Made Necessary by Blindness or Visual Impairment - shall provide the consumer with the maximum opportunity to accept the condition of blindness or visual impairment. Such services shall not include any counseling of a general psychological or psychiatric nature where the services of a licensed psychologist or psychiatrist are required. Psychological and psychiatric counseling for the consumer must be approved and arranged by a DORS Counselor.
- Mobility Training - shall include instruction in mobility skills to assist the consumer in moving safely and effectively in the home and community environments. This training should be provided by a licensed and trained orientation and mobility provider.
- Diabetes Management - shall provide training in the process of self-testing and, as needed in injections of insulin, or in the taking of other medication. Staff who provide this service must be a certified doctor, nurse or Diabetes Educator and able to administer and monitor medications.
- In-home Safety – shall provide training on entering & exiting the home safely on a daily basis (key identification, adequate lighting of doorways, steps & stairwells), emergency/disaster preparedness, and proper storage, labeling & identification of household chemicals.

Other Individualized Services include:

- Transportation;
- Reader and Sighted Guide;
- Referral to DORS;

- Referral to Other Agencies;
- Peer or Facilitated Support Group;
- Community Integration; and
- Other Individual Services.

Applicant Requirements:

- Established non-profit or education programs or organizations with extensive experience and expertise in the provision of rehabilitation services to the blind, including demonstrated success in providing a broad scope of independent living services to older individuals who are blind or visually impaired. A list of agencies for which similar work has been done shall be provided.
- Demonstrate that the organization has the personnel, resources and the time to conduct proposed services and projects.
- Attend DORS training seminars on grant management and service delivery, and the annual national meeting of Chapter 2 program managers (generally in the D.C. area).
- Certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency; as per Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Section 85.105 and 85.110.
- Provide at least one training per grant year to Office of Blindness and Vision Services (OBVS) staff related to Independent Living for Older Blind services (ILOB). Specific topics will be discussed amongst the ILOB Program Managers.
- Enter into a Memorandum of Agreement which delineates roles and responsibilities (sample attached)
- If proposer is an out-of- state entity, a certificate of authority to do business in Maryland must be submitted

Deliverables:

- Submit quarterly progress reports and an annual report utilizing the federal report form (sample attached) by the established due date. All reports should be submitted electronically in word and pdf format to berenda.riedl@maryland.gov and tandra.hunter-payne@maryland.gov. If unable to submit the required reports

electronically, mail the report not later than the established due date separately to: Berenda Riedl, MSDE/DORS, 2301 Argonne Drive, Baltimore, Maryland and to Tandra Hunter-Payne, DORS/OBVS, 2301 Argonne Drive, Baltimore, Maryland 21218.

- Keep and maintain adequate, legible, genuine, current and complete records of services rendered under the terms of the contract and shall make available all such records to DORS, or its designated representatives, for a period of five (5) calendar years following contract expiration. Failure to comply with this provision, including a failure that occurs after the contract expires or is canceled, shall be deemed a material breach of the contract and to repay to the Division all amounts received for any services which are not adequately verified and fully documented by contractor's records.
- Provide copies of any brochures/materials developed by the project.
- Verify all consumers referred to DORS.
- Conduct an audit.

Payment Schedule:

Payments will be made on a cost reimbursement basis.

Proposal Evaluation and Selection Criteria:

- A. Need (20 points)
- The needs addressed by the project.
 - How those needs were identified.
 - How the project will meet those needs.
 - The benefits to be gained by meeting those needs.
- B. Plan of Operation (25 points)
- The quality of the plan of operation.
 - How well the objectives relate to the purpose of the project.
 - The effectiveness of the management plan to ensure proper administration of the project.
 - Identification of key individuals responsible for implementation of the project's objectives.
 - Use of the applicant's resources and personnel to achieve the objectives.
 - Scope of independent living services and projected number of persons to be served.
 - How the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age (55 and older), or disability.
 - How the applicant will communicate with the local OBVS staff to encourage cross-referrals, information and resource sharing. How will this information be tracked?

- C. Key Personnel (10 points)
- Qualifications of project director.
 - Qualifications of key personnel.
 - Time that each person will commit to the project.
 - Experience and training in fields related to the objectives of the project.
 - How the applicant will ensure that its personnel are selected without regard to race, color, national origin, gender, age, or handicapping condition.
- D. Applicant Experience and Resources (20 points)
- Extent of knowledge and background in the field of blindness.
 - Previous experience in operating rehabilitation programs and/or providing independent living services, particularly to older individuals who are blind.
 - Adequacy of resources that the applicant plans to devote to the project including personnel, facilities, equipment and supplies, etc.
 - Previous performances on DORS contracts/grants, if applicable.
- E. Budget and Cost Effectiveness (20 points)
- Costs are reasonable and adequate to carry out the objectives of the project.
 - Administrative cost is low.
 - Services are cost-effective.
 - Cost of attendance at the National Program Manager's Conference or RSA Project Director's Conference (approximately \$1,400) should be budgeted. In the event of conference cancellation, the budgeted funds should be used for approved staff development activities or other permitted services, not personnel expenses.
- F. Evaluation (5 points)
- The quality of the evaluation plan including the extent to which the evaluation methods are appropriate to the project, are objective, and are quantifiable. Evaluations should include quality assurance, consumer input/satisfaction and budgetary oversight. A copy of all evaluation forms to be utilized should be part of the proposal.

Proposal Review:

The review of proposals will be a three-part process.

- Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all prescreen requirements will not be read.
- A review committee established by the Division of Rehabilitation Services, Maryland State Department of Education will evaluate written applications. The committee will be composed of representatives from outside agencies and DORS personnel. Reviewers will comment upon the proposals and assign numerical scores.
- Final approval for awards will be determined by the DORS Office of Blindness and Vision Service Review Committee

Award Notification:

February 9, 2018.

Total Funds Available:

\$110,000.00

Length of Grants:

February 15, 2018 to September 30, 2018

Estimated Number of Grants:

2

Estimated Average Grant Amount:

\$55,000.00

Fund Use

Cost(s) incurred prior to the approval of the grant may not be funded through the award.

The General Education Provisions Act (GEPA), Section 427:

Each application must develop and describe the steps such applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Submission Requirements:

One original proposal, an electronic copy in Word format, and two (2) copies of a transmittal letter must be submitted to Tandra Hunter-Payne by email (Tandra.hunter-payne@maryland.gov). DORS reserves the right to photocopy additional copies of any or all parts of the proposal for the evaluation and selection process.

Transmittal Letter

A transmittal letter prepared on the proposer's letterhead should accompany the proposal. The purpose of the letter is to transmit the proposal; therefore, it should be brief. The letter must be signed by the individual who is authorized to bind the proposer's organization/agency to all statements, including services and cost contained in the proposal.

Proposal

The proposal should identify the RFP title: Expanding Community Capacities for Independent Living Services for the Older Blind Population -Title VII, Chapter 2 – Older Blind, and be prepared in a clear, concise manner. It should address all criteria of the RFP and be presented using the following format:

- I. Identifying Information
(Proposer's name, address, telephone number, contact person, Federal Identification Number of the organization, printed name and signature of authorized individual to enter into a grant agreement, and date (signed and dated in BLUE ink). If other than the address listed above, list the location of office(s) where services will be performed).
- II. Project Abstract
(A one-page summary of the proposed project)
- III. Budget
(A budget summary, detailed with justification)
- IV. Narrative
(A narrative description of the proposed project addressing the RFP requirements/no page limit).
 - A. Need
 - B. Plan of Operation
 - C. Key Personnel
 - D. Applicant Experience and Resources
 - E. Budget and Cost Effectiveness
 - F. Evaluation
- V. Attachments
 - A. Organization Chart
 - B. Board of Directors
 - C. Resumes of key personnel who will work on the grant.
 - D. Job Descriptions of personnel who will work on the grant.

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Administration Maryland
State Department of Education
200 W. Baltimore Street - 6th Floor Baltimore, Maryland 21201-2595
410-767-0426 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

RECIPIENT ASSURANCES



By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conform with the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Superintendent of Schools/Head of Grantee Agency

Date