

**BOULDER COUNTY DEPARTMENT OF HOUSING AND  
HUMAN SERVICES  
2024 IDD MILL LEVY  
REQUEST FOR PROPOSALS (RFP)  
DIRECT SERVICES – GRANT PROGRAM**



**SUBMITTAL DUE:  
Monday, April 1, 2024  
5:00 p.m.  
Boulder County Department of Housing and Human  
Services  
Email: [IDDfunding@bouldercounty.org](mailto:IDDfunding@bouldercounty.org)**

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# **NOTICE OF REQUEST FOR PROPOSAL (RFP) FOR HUMAN SERVICES**

## **INTRODUCTION**

Boulder County Department of Housing and Human Services (BCDHHS) is committed to co-creating solutions with its community partners to address complex participant and community challenges.

The purpose of this announcement is to solicit grant applications for programs that will sustain or increase the availability and access to direct service opportunities for persons living with IDD, Autism, and/or BI. This population is under-resourced, and many are unserved. There continue to be gaps in the direct services opportunities. Many persons with IDD, Autism, and/or BI feel isolated and alone.

The Developmental Disabilities property tax, approved by voters in 2002, supplemented an existing mill levy to support developmental disabilities programs in Boulder County. This Direct Services Grant Program opportunity is available to organizations that support persons with Intellectual and Developmental Disabilities (IDD) Autism and/or Brain Injury (BI), and their families, residing in Boulder County. Definition of Brain Injury for purposes of funding is a documented intellectual and/or developmental disability that is manifested before the person reaches 22 years of age or brain injury acquired as an adult that results in a disability.

The primary function of these IDD funds is to help fill significant gaps in funding left by ongoing inadequate state and federal funding for services for persons with IDD, Autism, and/or BI who reside in Boulder County. Boulder County Department of Housing

and Human Services (BCDHHS) is committed to ensuring that county Mill Levy funds are utilized efficiently and effectively, using up-to-date information about the needs of the IDD, Autism, and BI community. In the Boulder County IDD Needs Assessment 2019 report, stakeholders spoke of providing Community Based, Person-Centered Services and the need to fill in the gaps in services continuum through future investments.

<https://assets.bouldercounty.org/wp-content/uploads/2019/08/Boulder-County-IDD-Needs-Assessment-Full-Report-January-2019-UPDATED.pdf>

For the purposes of the Mill Levy and the Council, populations served by Mill Levy funding include people with IDD, Autism, and BI who are residents of Boulder County. Definition of Brain Injury for purposes of funding is a documented intellectual and/or developmental disability that is manifested before the person reaches 22 years of age or brain injury acquired as an adult that results in a disability.

## **TIME SCHEDULE**

<b>Event</b>	<b>Date</b>
<b>Request for Proposals Released</b>	<b>March 8, 2024</b>
<b>Application Questions Due</b>	<b>March 15, 2024</b>
<b>Response to Questions from BCDHHS</b>	<b>March 20, 2024</b>
<b>Applications Due</b>	<b>April 1, 2024</b>

## **APPLICANT ELIGIBILITY AND PROGRAM REQUIREMENTS**

To be eligible, applicants must meet the following conditions:

1. Applicant must be a 501 (c) (3) non-profit organization, a for-profit organization, or a unit of local government.
2. Applicant, its officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of Colorado, or a local government.
3. The applicant does not have unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years.

## **ADMINISTRATIVE REQUIREMENTS**

We value inclusion and access for all participants and are pleased to provide reasonable accommodations for assistance in completing the RFP application. Please contact [IDDfunding@bouldercounty.gov](mailto:IDDfunding@bouldercounty.gov) on or before March 15, 2024, to ask for an accommodation.

Questions regarding this RFP must be submitted via email to the Boulder County Housing and Human Services at [IDDfunding@bouldercounty.gov](mailto:IDDfunding@bouldercounty.gov) on or before March 15, 2024. Responses from Boulder County on all inquiries received will subsequently posted on March 20, 2024.

### **A. Last Day to Submit Interim Questions**

Questions will be accepted via email. The purpose is to ensure that applicants have adequate information to respond fully and comprehensively to RFP requirements. Before contacting the County, applicants should review the RFP

thoroughly and should be familiar with its content, as well as the IDD functional and technical requirements.

## **B. Addenda**

The IDD Contracts staff will issue Addenda in writing only. The IDD Contracts Program will make reasonable efforts to deliver Addenda to all Proposers who received the RFP and have provided a street address for receipt of Addenda. Proposers may contact County at any time before the “Application Deadline”, the IDD Contracts Program may issue Addenda withdrawing the RFP or postponing the Proposal Deadline. However, if any Addenda results in a material change to this RFP, or the proposed contract, or both, the IDD Contracts Project staff will extend the Proposal Deadline by not less than seventy-two (72) hours. The IDD Contracts Program will treat transmittal of Addenda to potential Sub-Recipients by U.S. mail, fax, or e-mail as sufficient notice of the changes made by the IDD Contracts Program.

## **C. Extensions/Withdrawal/Cancellation**

Deadlines will be strictly adhered to. No RFP extension of deadlines will be given to prospective respondents in any case or situation. Respondents are advised to review and note deadlines for questions and answers as noted in the process timeline section of this document. Respondents may withdraw a Proposal, by submitting a signed written notice. A withdrawal request must be addressed and delivered to [IDDfunding@bouldercounty.gov](mailto:IDDfunding@bouldercounty.gov).

## **STATEMENT OF WORK**

BCDHHS is soliciting grant applications from qualified applicant organizations that can support expanding IDD, Autism, and/or BI direct services opportunities.

BCDHHS intends to award grants to one or more applicants who can offer the requested services. The awarded applicants will be required to enter a continuing services contract for a one-year term, with the option to renew at the County's discretion, through December 31, 2028. The award amounts will vary based on how the service is able to address the needs of Boulder County's IDD, Autism, and/or BI population.

These funds are not to be used to supplant Medicaid, Medicare, or private insurance funded services.

Applicants must agree to contain their indirect costs at a percentage rate not to exceed 10% of total costs for the proposed services.

Funds may be used to develop or enhance direct services opportunities for persons with IDD, Autism, and/or BI who reside in Boulder County. The following are identified areas of need in Boulder County for which applicants may apply:

The Boulder County Intellectual and Developmental Disabilities (IDD) Mill Levy supports Contractor in filling funding gaps for program approved services to ensure the provision of direct community-based services to individuals with intellectual and development disabilities/developmental disabilities and who otherwise meet the criteria as set forth by Boulder County's Developmental Disabilities Fund. These funds may provide

additional services not covered by Medicaid, Medicare and private insurance but may not supplant any existing services and/or funds.

Funds may be used to develop or enhance direct service opportunities for persons with Intellectual and Developmental Disabilities, Autism, and/or Brain Injury who reside in Boulder County. The following are identified areas of need in Boulder County:

- A. **School-Aged Services**-After school, weekend, and summer camp programming for adolescents with disabilities. For many children there is no state funding available to support access to programs that meet their needs. The programs should be meaningful and promote a child's development using strength-based approaches that emphasize the abilities of individual child. The programs may include access to typical activities and functions of community life using the community as a learning environment with inclusivity in activities with individuals without disabilities.
  
- B. **Adult Community Services**-Enriching, creative and social activities for adults with disabilities. Methodology should include communication, connecting with the community, learning, inclusion, socialization, safety, health, and wellness emphasizing individual abilities and interests. These activities should address typical activities of community life and create and build relationships and natural supports in the community.
  
- C. **Adult Supported Employment Services**-Assisting adults with disabilities in securing and maintaining employment and



providing benefits counseling. Many individuals do not have the amount of funding necessary to provide adequate job coaching to maintain suitable employment.

D. **Alternative Therapies**-Therapies, including but not limited to Hippotherapy, Art Therapy, Massage Therapy, Music Therapy when used to assist in development or enhancement of skills and/or assist with behaviors.

E. **Assessments**-Providing assessments for eligible persons with IDD, Autism, and/or BI to be able to apply for systems needed to provide supports.

F. **Behavioral Management, Therapies, and Education**- Education of family and caregivers, and development of plans and/or services when not covered under Medicaid State Plan benefits or another third party.

G. **Mental Health and Dual Diagnosis**-Psychiatric, therapeutic, and behavioral health services.

H. **Mentorship**-Training in child and infant care for parents who have IDD, Autism and/or BI. Peer and Adult mentor programs that are support mechanisms in gaining access to education and community.

I. **Nursing**-Nursing for those individuals with routine and repetitive health related tasks.

J. **Residential Services**-Independent Living Skills Training, Nutrition

- K. **Services Administration**-Representative Payee  
Administrative supports to deliver direct services.
- L. **Respite**-Offering safe short-term breaks for caregivers and family of IDD, Autism, and/or BI persons.
- M. **Technology**-Technology that can be used to supplement care. Funding is used to purchase the technology, develop a technology learning plan, and implement the technology.
- N. **Transportation**-Innovative approaches to offering door-to-door transportation services for individuals to community activities, medical appointments, employment, care needs which are not provided by other means of funding.
- O. **Open Category**-Creative and innovative approaches to providing services to IDD, Autism, and/or BI persons and family.

It is our expectation that these services will be provided in a culturally, linguistically, equitably, appropriate manner.

**Applicants shall indicate in their application the following items in this order:**

### **General Organizational Information**

1. What is your agency type?
  - a. Governmental
  - b. Non-governmental non-profit
  - c. Private Educational
  - d. Public Educational
  - e. Other
  
2. Does your agency have a federal non-profit status (e.g., 501 (c) (3))?
  - a. Yes
  - b. No
  - c. N/A
  
3. Provide a brief narrative description about your agency. Include, at minimum:
  - a. Agency mission, vision, values
  - b. Strategic agency goals
  - c. Key populations served.
  
4. What license or certifications does your agency hold?
  
5. Indicate geographic region(s) served.

### **Racial Equity, Diversity, and Inclusion**

6. Description of agency's physical space and level of compliance with ADA accessibility standards.

7. Please describe how your services are culturally and linguistically reflective of the communities they serve.
8. Does your agency have a diversity and inclusion goal, if so, how do you track progress?
9. Describe the steps your organization plans to take to improve access to services for racial and ethnic minorities and other underserved populations
10. Please describe how and if funds will be used to support access to reliable transportation for clients served through the programs being offered.
11. If available, provide any current equity, diversity, and inclusions certifications held by your organization.

## **Financial**

12. Ability to bill Medicaid, Medicare, and private insurance.
13. Please provide materials to show organization's financial health. Examples may be a copy of the agency's most recent financial audit findings, agency budget, and/or most recent income/expense statement.
14. Describe, in detail, your organization's current financial reserves and reserve policy.
15. Do you receive any funding from the Boulder County Human Services Safety Net (HSSN), City of Boulder, the City of Longmont, and/or Boulder County Department of Community Services? If so, please describe how much and for what purposes.

16. Cost proposal

17. If the IDD program is only able to partially fund this project, please indicate the meaningful minimum your organization would accept and still be able to operating programming as detailed in your application.

18. Please include a copy of the organization's fiscal policies and procedures.

### **Programmatic Questions**

19. Identify the category the applicant services you are proposing fall within.

20. Describe the specific population served by the program. (e.g., age, gender, race, socioeconomics, geographic, etc.)

21. Description of services offered; indicate if evidence-based or evidence-informed and length of time the organization has been providing each service.

22. Qualifications and experience serving the target population using a person-centered approach.

23. Description of existing community partnerships and referral processes.

24. Description of communication and engagement strategies used to engage the target population.

25. Description of any evaluation/assessment methods and tools used to evaluate services.
26. Program outputs and outcomes.
27. Demonstrate ability to report quantitative and qualitative program data.
28. Demonstrate an understanding of the goals and/or gaps identified in the IDD Needs Assessment and describe how the applicant's services address those goals and/or gaps.
29. Describe the projected number of unduplicated clients that the program will serve in 2024, based on the funding requested. Please include the following information in this section:
  - a. Total Projected Clients Served by the Program
  - b. Age of Clients
  - c. Race and Ethnicity of Clients
  - d. Gender of Clients
  - e. Income level of Clients
  - f. Please include any additional information that will assist the application reviewers understanding of the program demographics. For example, if your agency uses a certain metric for tracking income or is unable to track income, please note that.
30. Please provide any additional information about the program that might add context/background for reviewers.

## **COMPLETING THE APPLICATION CONTENT/FORMAT**

All applications and supporting documents must be submitted in their entirety, in digital format, to [IDDfunding@bouldercounty.gov](mailto:IDDfunding@bouldercounty.gov) by April 1, 2024 at 5:00 p.m. MST. Any contract submitted after this date and time will not be considered for this funding round. Please note, the email responses to this solicitation are limited to a maximum of 50MB capacity.

- Due to the varying nature of requests for funding, there is no page limit for this application.
- No zip files or links to external websites will be accepted. This included google docs or similar sites. All submittals must be received as an attachment, i.e., PDF, Word, Excel.
- Electronic submissions must be sent to the email listed above. Submissions sent to any other inbox will not be forwarded or accepted.
- Include the language “BCDHHS IDD RFP 2024- Direct Services” in the email subject line.
- All answers to questions must be submitted in the order the questions are asked.

## **TERMS AND CONDITIONS**

1. Each proposer shall furnish the information required in the RFP, at no cost to the BCDHHS.
2. The Board of County Commissioners acting as the Board of BCDHHS reserves the right to reject any or all applications and to waive informalities and minor irregularities in applications received, and to accept any portion of or all

applications if deemed in the best interest of the BCDHHS to do so.

3. Confidential/Proprietary Information: Proposals submitted in response to this FRA and any resulting contracts are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq. C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.





Hispanic, Latino, or Spanish origin								
No, Not of Hispanic, Latina/o, or Spanish origin								
Yes, of Hispanic, Latina/o, or Spanish origin								
Unknown								
<b>Total number of cases by Origin</b>	0	0	0	0	0	0		
<b>Quarter:</b>	2023 Q1 Unduplicated	2023 Q1 Duplicated	2023 Q1 Unduplicated	2023 Q2 Duplicated	2023 Q1 Unduplicated	2023 Q3 Duplicated	2023 Q4 Unduplicated	2023 Q4 Duplicated
SSM Domains Addressed								
Food								
Housing								
Income								
Childcare								
Employment								
Money Management								
Transportation								
Workplace Skills								
Adult Education								
Child Education								
Parenting Skills								
Relationship Safety								
Support System								
Life Skills (Household Management)								
Healthcare Coverage								
Physical Health								
Mental Health								
Substance Abuse								
Functional Ability								
Criminal Justice System								
Legal (non-criminal)								

## Quarterly Questions for Fund Recipients

1. What percentage of program funding does this contract provide as a percent of the total program budget:

2. Please describe the ways in which this funding helps meet program goals:
3. Please briefly describe any gaps or areas of need that you are noticing emerge in the community:
4. This contract is funded by tax dollars. If you can share a success story of this program that we can share with the public, please do so here:

## **EXHIBIT B: APPLICANT PAYMENT AND REPORTING AGREEMENTS**

By applying for Boulder County Department of Housing and Human Services funding, all applicants agree to follow the following general payment and reporting requirements. Failure to submit timely invoicing and/or reporting will result in non-payment and/or termination of any awarded contract.

### **1. PAYMENT AND REPORTING REQUIREMENTS**

#### **A. Monthly Invoicing**

- i. BCDHHS shall provide Contractor with a monthly invoice template.
- ii. Contractor shall complete and submit monthly invoices and supporting documentation that supports the amount invoiced on/or before the twentieth (20<sup>th</sup>) calendar day following the reporting period, regardless of the level of activity or amount of expenditures(s) in the preceding report period.
- iii. Monthly invoiced expenses shall be for actual expenditures incurred by the Contractor.
- iv. BCDHHS shall not pay for vacant positions funded through this Contract.
- v. Monthly invoiced expenses may not be reimbursable by any other funding source.
- vi. Monthly invoices shall only include expenditures for the prior billing period. Any adjustment to a previously billed period needs to be billed as an amendment to a previous invoice.
- vii. The invoice shall contain the name and title of the person authorized, or his or her designee, to submit claims for payment.

- viii. All invoices, supporting documentation, and applicable reports shall be submitted electronically to BCDHHS via email to: [hhsaccountingoffice@bouldercoutny.org](mailto:hhsaccountingoffice@bouldercoutny.org)

## B. Supporting Documentation

- i. Monthly invoices shall be supported by a general ledger and/or sub-ledger detail generated from the Contractor's accounting system to include payee, description, date, and amount.
  - a. For participant services, participant name and purpose must be included) for those participants who have signed an authorization to release information).
  - b. For personnel requests, an excerpt of the payroll register from the paying system is appropriate. The payroll register should include staff names) or initials, period paid, salary and itemized employer-paid taxes and benefits.
- ii. Supporting documentation submitted with monthly invoices must meet or exceed the amount being invoiced.
- iii. Contractor shall keep on site for BCDHHS review, for the Contract term plus three years, the following supporting documentation for each invoice:
  - a. Non-personnel reimbursements must be supported by general ledger or sub-ledger detail generated from Contractor's accounting system.
    - 1. The ledger detail should include payee, description, date, and amount.
    - 2. For participant services, participant name and purpose must be maintained on file (for those participants who have signed an authorization to release information).

3. The documentation should include all receipts and/or other original support. Receipts are required for purchases from a single vendor more than \$100
- b. For personnel requests, an excerpt of the payroll register from the paying system is appropriate. The payroll register should include staff name(s) or initials, period paid, salary and itemized employer-paid taxes and benefits.
  1. Staff working less than 100% on Contracted work may be required via a written amendment to maintain an accurate daily record of hours worked and correct charge codes. These records shall be made available to BCDHHS during financial review visits or upon request.
- iv. If Contractor does not produce sufficient documentation as described above at financial review visits, BCDHHS has the right to recapture any unsupported payments.

### C. Payments

- i. Monthly invoices, supporting documentation, and all required deliverables as outlined in Exhibit A, Section 6, Deliverable and Reporting Requirements must be submitted in a timely manner and in accordance with the terms of the Contract to receive payment.
- ii. BCDHHS will reimburse the Contractor within 30 days of receipt and approval of a fully supported and payable invoice. BCDHHS will follow-up with Contractor within 15 days of receipt should there be any questioned or unsupported costs.

#### D. Internal Controls

- i. Contractor shall maintain written internal control policies and procedures around financial and accounting practices, including procurement policies and procedures.
- ii. Confidentiality of Client Information and Records: Contractor shall maintain best practices for safeguarding confidential information, including signed certification from Contractor's directors, officers, and employees.
- iii. Conflict of Interest: Contractor shall maintain best practices regarding conflicts of interest, including signed certification from Contractor's directors, officers, and employees.
- iv. Written policies and procedures shall be made available to BCHHS during financial review visits or upon request. During the Contract term, BCDHHS will request to review Contractor's procurement policy.