

**BOULDER COUNTY DEPARTMENT OF HOUSING AND
HUMAN SERVICES
2024 IDD MILL LEVY
REQUEST FOR PROPOSALS (RFP)
SOCIAL / RECREATIONAL 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**

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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 community social activities and community recreational opportunities for persons living with Intellectual and Developmental Disabilities (IDD), Autism, and/or Brain Injury (BI). This population is under-resourced, and many are unserved. There continue to be gaps in the community social activities and recreational opportunities. Many persons with IDD, Autism, and/or BI feel isolated and alone.

Everyone needs regular recreation and social interaction to develop skills, promote good health, relieve stress, facilitate social interactions, and provide a general joy for living. Persons with IDD, Autism, and/or BI are limited in opportunities for participation in leisure activities and would benefit greatly from the aid of recreation programs as well as creative social activities. Fear of failure may limit a person's reaching out to access these activities. Therapeutic recreational practices and social activities have been associated with reducing anxiety, improving social skills, and overall quality of life.

A lack of perceptual, motor, memory, linguistic, or organizational skills may cause them as much difficulty for leisure as they have at school or work. The following outcomes may be present when participating in recreation (and social) activities: behavior change and skill learning, direct visual memory, information (factual) learning, concept learning, schemata learning, metacognition learning and attitude, and value learning (Roggenbuck, Loomis, & D'Agostino, 1991).

The Developmental Disabilities property tax, approved by voters in 2002, supplemented an existing mill levy to support developmental disabilities programs in Boulder County. This Recreation Services Grant Program opportunity is available to organizations that support persons with and families of IDD, Autism, and/or BI 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.

In the Boulder County IDD Needs Assessment, submitted to the Board of County Commissioners in 2019 stakeholders mentioned the need to “increase funding for social and recreational programming such as those specifically for people with IDD, including funding for transportation and/or with careful consideration of existing transportation accessibility. Funding could go to current highly attended EXPAND recreation programs that provide opportunities for individuals with IDD to participate in sports or other activities with their peers in a comfortable space or those that provide ‘inclusion support’ for staff to support individual participation in a standard activity open to the whole community. Stakeholders with IDD clearly expressed that it is critical to

provide options of inclusion support as well options for activities with peers with IDD only, as preferences for participation are highly individual.” An additional recommendation was made for “Access to social and recreational activities which include options for peer-only activities as well as activities and events for the general public that are open and accessible for people with IDD and their families.” <https://assets.bouldercounty.org/wp-content/uploads/2019/08/Boulder-County-IDD-Needs-Assessment-Full-Report-January-2019-UPDATED.pdf> (Keystone Policy Center, Omni Institute 26, 27)

We are recommending funding for ideas to increase social activities, creative activities, and recreational opportunities for persons with IDD, Autism and/or BI who reside within Boulder County. These opportunities should include peer-only options and “inclusion support” to access standard community activities.

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

Event	Date
Request for Proposals Released	March 8, 2024
Application Questions Due	March 15, 2024
Response to Questions from BCDHHS	March 20, 2024

Applications Due	April 1, 2024
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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 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 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.

STATEMENT OF WORK

BCDHHS is soliciting grant applications from qualified applicant organizations that can support expanding IDD, Autism, and/or BI social activity and recreational 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 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 social activities and recreational 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:

- 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 also 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. 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 organizations 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 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 – Recreation” 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.

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 (20th) 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

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.