**CALIFORNIA DEPARTMENT OF REHABILITATION**

**Specialized Services Division**

**Older Individuals Who Are Blind (OIB) Program**

**REQUEST FOR APPLICATIONS**  
**#OIB-23-02**

**Federal Title VII, Chapter 2**   
**Independent Living Services for**

**Older Individuals Who Are Blind**

**Request for Applications - Federal Title VII, Chapter 2 - Independent Living Services for Older Individuals Who Are Blind**

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**CALIFORNIA DEPARTMENT OF REHABILITATION**

**Specialized Services Division**

**Older Individuals Who Are Blind (OIB) Program**

**REQUEST FOR APPLICATIONS**

**Federal Title VII, Chapter 2**

**Independent Living Services for Older Individuals Who Are Blind**

# I. AUTHORITY

This Request for Applications (RFA) is issued pursuant to the provisions of Title VII, Chapter 2 of the Rehabilitation Act of 1973, as amended. The California Department of Rehabilitation (DOR) is a recipient of a Title VII, Chapter 2 grant from the Rehabilitation Services Administration (RSA). The funding is registered with the Catalog of Federal Domestic Assistance (CFDA) 84.177.

# II. INTRODUCTION

The DOR is pleased to announce that funding in the approximate total amount of $3,100,000 statewide will be available to nonprofit organizations that will directly provide independent living (IL) services to blind and visually impaired individuals age 55 or older (Note that this RFA is the balance of funds for the counties that were not awarded in RFA #OIB-23-01). Under the Older Individuals who are Blind (OIB) program, funding is available to provide targeted services to assist individuals aged 55 or older whose severe visual impairment makes competitive employment extremely difficult to obtain, but for whom independent living goals are feasible.

The DOR anticipates funding awards for a three-year period beginning October 1, 2023, through September 30, 2026, with the option to extend for up to two additional one-year periods dependent upon funding availability and program participation.

A nonprofit organization may submit applications for one or more counties, where it proposes to provide independent living services to visually impaired persons 55 years of age and older.

# III. PURPOSE OF THIS RFA

It is the purpose and goal of the DOR to maintain a statewide network of programs offering independent living services and training through case management, to persons 55 and older with visual impairments.

California has one of the largest concentrations of older blind persons in the country, and a very diverse ethnic and racial composition. However, the percentage of individuals currently served by OIB who identify as ethnic and/or racial minorities is smaller than the percentage of Californians over 55 who identify as ethnic and/or racial minorities. This RFA seeks organizations that will intensify efforts to identify and reach underserved, ethnically/racially diverse populations.

# IV. DESCRIPTION OF SUBGRANT PROGRAM FUNDING

Funding will be allocated based on a formula that allows for flexibility in funding service areas based on the characteristics of the different counties throughout California. Organizations may apply to serve one or multiple counties or a portion of a county. Each subgrant can be awarded to an organization to serve a particular county or multiple counties. The allocation formula will determine what portion of the total funding the DOR awards each organization. For each county a minimum of $10,000 will be awarded to provide comprehensive OIB Independent Living Services and training delivered through case management.

The monetary allocation factors are population of individuals aged 55 or older, geography (square miles), and a base per organization (subgrantee) if awarded an OIB Independent Living Services subgrant.

$25,000 in base funding will be allocated to each subgrantee that is awarded an OIB Independent Living Services subgrant. Only one base will be awarded per successful organization. Fifteen percent (15%) of the remaining funding will be allocated by geography, based on the square mileage of county(ies) served. The remaining funds (85%) will be allocated by the total 55+ population in each county served.

Funding will be used to directly provide independent living services and training to older individuals who are blind; conduct activities that will improve or expand services for these individuals; and conduct activities to improve public understanding of the problems faced by these individuals.

Applicants will develop and implement an effective plan with other community partners for the older blind and visually impaired, such as American Association for Retired Persons (AARP), local offices of Area Agency on Aging (AAA), consumer groups such as the local senior citizens groups, and programs serving persons with disabilities, racial or ethnic minority populations, or older persons. The applicant’s plan must address how the applicant organization, in partnership with the identified community partners, will implement a system of service delivery that will successfully serve the targeted population, including language and cultural knowledge to serve racially/ethnically diverse populations.

# V. SERVICES TO BE PROVIDED FOR EACH SUBGRANT

Applications for one or more OIB Independent Living subgrants must address services and training being proposed from the following list and how they will be provided. If there are other community partners providing service(s) and/or training similar to OIB subgrant services, applicants are encouraged to collaborate to provide services and training that offer the best coverage.

The services and training for older individuals who are blind and visually impaired are as follows:

* Low Vision Training: Providing training in how to use remaining vision effectively, such as the use of optical and non-optical devices, learning eccentric viewing, and learning the use of residual sight. Professional Clinical low vision exams, surgical or therapeutic treatments to prevent, correct, or modify disabling eye conditions may be included, vision to read and perform tasks typically done with central vision;
* Adaptive Equipment/Assistive Technology: Providing training in the proper use of adaptive equipment and assistive technology (low vision, communication and mobility aids, etc.) which will enable consumers to perform functions independently that they were unable to perform previously. Appropriate assessments for assistive technology must be provided to ensure proper matching of devices to the consumer;
* Orientation & Mobility (O&M): Instructing consumers in techniques used to maintain orientation to their environment whether in their home, neighborhood, or community; instructing in use of the white cane, sighted guides, dog guides, or other assistive means of travel; teaching mobility techniques to travel safely within an environment; and teaching use of public transportation or other available modes of travel;
* Communication skills: Training in reading and writing Braille, using large print, developing a system for self-communication, using voice recorders, typing/keyboarding, using large print, or learning handwriting;
* Activities of Daily Living, or Independent Living Skills: Teaching grooming, bathing, bed making, eating, using a phone and money identification; home management skills such as planning and cooking meals, cleaning the home; budgeting and techniques for shopping and banking;
* Self-Advocacy: Motivating consumers to acquire skills and knowledge in self-advocacy in areas related to service delivery and rights of blind and visually impaired persons;
* Adjustment Counseling: Providing counseling such as support groups, personal counseling and peer counseling to assist consumers and significant others in understanding adjustment to blindness;
* Supportive Services: services provided to individuals with disabilities so that they can access other program services. Examples of these types of services are; reader services, transportation, personal attendant services, interpreters, or other support services while actively participating in the program or attaining independent living goals; and
* Other needed services which will improve the ability of the older individual with severe visual impairment to function, continue functioning, or move toward functioning independently in the family or community, including information and referral services.

# VI. REPORTING REQUIREMENTS

Quarterly Reporting

Applicant organizations, if awarded, are required to report information in a timely manner. This includes quarterly data reports and narrative/self-evaluation reports due to the DOR no later than the final day of the month after the end of each quarter in which the subgrantee received the funding awarded in whole or in part under Title VII, Chapter 2. The OIB Program Manager in the Specialized Services Division of the DOR will provide a report and report instructions for the quarterly reporting that meets the requirements of DOR and Title VII, Chapter 2. All reports must be submitted to the OIB Program Manager at [OIBinfo@dor.ca.gov](mailto:OIBinfo@dor.ca.gov) no later than the last day of the month after the end of each subgrant quarter.

# VII. KEY ACTION DATES

The DOR will make every effort to adhere to the following schedule. If necessary, applicants will be notified of changes to the Key Action Dates in the form of an addendum that will be posted to the DOR website.

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsibility** | **Date** |
| RFA available to prospective applicants | DOR | April 11, 2023 |
| Deadline to submit written questions | Applicants | April 18, 2023 by 5:00 p.m. |
| Bidders’ Conference | DOR, Applicants | April 25, 2023 |
| Addendum (questions and answers) posted to DOR website | DOR | May 2, 2023 |
| Application package due | Applicants | May 12, 2023  by 3:00 p.m. |
| Administrative Screening | DOR | May 15, 2023 –May 19, 2023 |
| Evaluation Panel & Technical Review | DOR | May 22, 2023 – June 6, 2023 |
| Executive Review & Approval | DOR | June 7, 2023 – June 15, 2023 |
| Notice of Intent to Award | DOR | June 21, 2023 |
| Last date to file appeal | Applicants | July 21, 2023 |
| Last date to respond to appeals | DOR, Applicants | August 21, 2023 |
| Anticipated Subgrant period | DOR, Applicants | October 1, 2023 or upon approval, whichever is later through September 30,  2026 |

* 1. Submitting Questions

All questions regarding the RFA must be submitted in writing to [grants@dor.ca.gov.](mailto:grants@dor.ca.gov.%20) To be answered at the Bidders’ Conference the questions must be submitted by the date and time listed above. Questions submitted through the end of the Bidders’ Conference will be answered in the addendum published subsequent to the Bidders’ Conference. All questions submitted must use the subject line: RFA OIB-23-02 OIB Program Subgrant.

* 1. Bidders’ Conference
     1. A Bidders’ Conference will be held to address questions submitted to the DOR, and to provide additional clarity, if required. Additional questions will also be addressed at this time. Attendance at the Bidders’ Conference is highly encouraged but NOT mandatory.
     2. All questions and answers discussed during the Bidders’ Conference will be posted on the DOR’s [website](http://www.dor.ca.gov/Home/ContractGrantSolicitations) in the form of an addendum.
     3. The Bidders’ Conference will take place through video conference:

## Bidders’ Conference

Date: April 25, 2023

Time: 10:00 A.M. Pacific Time

Zoom Link: [Join Zoom Meeting](https://dor-ca-gov.zoom.us/j/89035807016?pwd=SGNtb0xxb0YyQWFHR3J6UFpTWDNVZz09)

Meeting ID: 890 3580 7016

Passcode: P@0fSu4J

Call-In Number: +1 408 638 0968

Meeting ID: 890 3580 7016

Passcode: 82812039

If disability-related accommodations are required for your participation in the Bidders’ Conference, please contact Jay Harris at [jay.harris@dor.ca.gov](mailto:jay.harris@dor.ca.gov) no less than 3 business days before the meeting. After that deadline, the DOR will make every effort to meet accessibility needs but cannot guarantee it will be able to do so.

* 1. Application Package Due

Application packages are due to the DOR no later than 3:00pm PT on May 12, 2023. Application packages received after this deadline will be disqualified.

PLEASE NOTE: Due to current events, and to keep the public and staff of DOR safe by practicing social distancing, the DOR will not accept drop-off or walk-in applications. For details on submitting applications see Section [XI](#_XI._SUBMITTAL_OF).

* 1. Application Evaluation

The screening and evaluation of applications will be performed by a qualified, knowledgeable Evaluation Panel.

* 1. Notice of Intent to Award

A Notice of Intent to Award will be posted to the DOR website for 30 days. Following the proposed award period, the DOR will send the successful applicants a subgrant package for review and signature with a date by which to respond. If terms cannot be reached within the time specified, the DOR reserves the right to finalize a subgrant with the next most qualified applicant, without undertaking a new solicitation process or canceling the award.

# VIII. GENERAL REQUIREMENTS AND INFORMATION

As a result of this RFA subgrant award, the successful subgrantee is subject to the following:

* the conditions for subgrants administered by the Older Individuals Who Are Blind Program,
* Title VII of the Rehabilitation Act of 1973, as amended,
* the conditions specified in this document,
* the Standard Subgrant Agreement,
* Standard Subgrant Provisions,
* Special Provisions- OIB Subgrant Assurances,
* state subgrant award requirements; and
* applicable state and federal laws and regulations.

A sample copy of a subgrant agreement ([Attachment D: Sample Subgrant Agreement](#_ATTACHMENT_D:_Sample)) is attached/linked for your information. Applicants selected for funding will be required to conform with all provisions of [Attachment D](#_ATTACHMENT_D:_Sample).

Applicant organizations who are awarded a subgrant must obtain a board resolution at the next available meeting. This subgrant shall not become effective until a fully executed copy of the subgrant, signed by DOR and subgrantee, is given to the subgrantee by DOR.

Facilities used in connection with the delivery of services must comply with the regulations, policies, guidelines, and requirements as they relate to the application, acceptance and use of federal funds for this federally assisted project, and those requirements and assurances found in [Attachment D: Sample Subgrant Agreement](#_ATTACHMENT_D:_Sample).

# IX. FUNDING PARAMETERS AND REQUIREMENTS

A. Scores will be a consideration in awarding funds and for funding levels in those counties where more than one applicant is receiving an award. No more than two applicants will receive awards to serve a particular county. See Attachment [A](#_ATTACHMENT_A:_OIB) and [B](#_ATTACHMENT_B:_Application) for more details.

B. Funded organizations must maximize OIB funds for direct services and minimize administrative/ operational expenses. DOR allows a maximum of 15% for administrative costs (Note: A federally approved indirect rate will be honored by DOR and will be required as part of the subgrant package for organizations who have a federally approved indirect rate). Organizations should have sufficient cash flow to allow operation for at least two months, as reimbursement is in arrears of expenses paid.

Administrative and operational costs include those costs that do not directly fund subgrant activities. An example of such costs includes human resources specialist, bookkeeper, direct staff supervisor, administrative manager, CEO. Their salaries and benefits are administrative costs. An example of operating costs includes accounting fees, office supplies, facility maintenance, occupancy costs for administrative staff, equipment maintenance and/or lease, dues/memberships/subscriptions, directors and officers insurance, and administrative travel.

In contrast, expenses that do directly fund subgrant activities include personnel costs such as: orientation & mobility instructors, rehabilitation instructors, assistive technology instructors, independent living skills instructors, drivers for client transportation. Salaries and benefits are included. Examples of direct operating costs that directly fund subgrant activities include; brochure printing for the OIB program, visual aids and devices that are given/loaned to consumers or are used for consumer instruction, occupancy costs for OIB direct service employees, and travel costs for OIB direct service employees.

C. The subgrant period is three years with funding allocated and distributed annually. Depending on organization and federal funding availability, two additional one-year subgrant periods, without the need to compete, may be awarded. Organizations receiving funding are to submit the reimbursement request(s) no later than the final day of the month after the billing period. Reports are to be submitted quarterly no later than the final day of the month after the end of the reporting quarter.

D. Under supervision of the DOR Specialized Services Division Deputy Director, the OIB Program Manager will monitor the subgrant programs. The Specialized Services Division, with guidance by DOR Accounting, Audit Services, and Budgets/Fiscal Forecasting Sections, will review and evaluate program monitoring indicators. If during such reviews, funds for a specific year are found to be under-utilized by at least 10% through the second quarter, the DOR may reallocate a portion of that year’s funding.

# X. APPLICATION REQUIREMENTS

The following summarizes the content and organization of the application packages. Omissions, inaccuracies, or misstatements will be sufficient cause for rejection of an application.

* 1. Application Structure:

1. Applications must be typewritten. Forms and certifications may be completed by hand, though providing typewritten forms and certifications is preferred. Applications may contain manually signed and scanned documents or certified electronic signatures furnished by an individual authorized to bind the applicant organization.
2. Documents must be prepared in a double-spaced type, 14-point Arial font, on 8½” x 11” sheets with 1” margins. Under this RFA, a page is defined as a single side of an 8 ½” x 11” sheet.
   1. Order of Organization Application and Required Documents:

All items must be submitted in the order on [Attachment 1: Organization Application Cover Sheet, Assurances, and Required Document Checklist](#_ATTACHMENT_1:_Organization).

1. Attachment 1: Organization Application Cover Sheet, Assurances, and Required Document Checklist

The Organization Application Cover Sheet, Assurances, and Required Document Checklist details all documents that must be included for an application to be considered responsive. Organization applications submitted without a completed Organization Application Cover Sheet, Assurances, and Required Document Checklist will be considered incomplete and disqualified.

The Organization Application Cover Sheet, Assurances, and Required Document Checklist must be signed by an official authorized to bind the applicant contractually and provide the names, titles, addresses, telephone numbers, and email addresses of individuals authorized to negotiate and contractually bind the applicant.

By signing Attachment 1: Organization Application Cover Sheet, Assurances, and Required Document Checklist the applicant affirms that:

1. The application is complete and accurate.
2. The applicant, its principals, and/or subcontractors, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
3. The applicant, its principals, and/or subcontractors, are not presently on either list: Franchise Tax Board ([Delinquent Taxpayers](https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html)), or the California Department of Tax and Fee Administration ([CDTFA Sales & Use Tax Delinquencies](https://www.cdtfa.ca.gov/taxes-and-fees/sutprograms.htm)).
4. Copy of organization's articles of incorporation.
5. Copy of organization’s bylaws.
6. Copy of organization’s annual corporate report, filed with the California Secretary of State for all organizations who have completed one (1) year of fiscal operation, which can be found at <https://businesssearch.sos.ca.gov/>
7. Copy of Entity Status letter from the California Franchise Tax Board indicating nonprofit status.
8. Copy of nonprofit status letter from the Internal Revenue Service.
9. Proof of Current Insurance:
   * + - 1. General Liability Insurance
         2. Workers’ Compensation Insurance
10. Letter of application, on organization letterhead, signed by board president. Must contain the sum of all subgrant funds requested through county applications.
11. Accessible organization Application Narrative of no more than 4 pages.
12. (1) Most recent IRS Form 990 and (2) Statement of Financial Position with the current assets and current liabilities used for preparing the IRS Form 990. These items must be for the period ending June 30, 2021 or more recent.
13. Job description(s) and/or staff resume(s) for OIB funded positions.
14. Board member list (required) and Board member resumes (recommended)
15. A minimum of one, complete, accessible, county application package must be submitted.
    1. Order of County Application and Required Documents:

All items must be submitted in the order on [Attachment 2: County Application required document checklist](#_ATTACHMENT_2:_County).

* + 1. County Application Required Document Checklist (Attachment 2)

The County Application Required Document Checklist details all documents that must be included for an application to be considered responsive. Applications submitted without a completed County Application Required Document Checklist will be considered incomplete and disqualified.

* + 1. County Application Narrative: A narrative of no more than eight (8) pages for each county applying to be served. The narrative must contain the elements described in [Attachment B](#_ATTACHMENT_B:_Application), all subsections in County Application Narrative Outline.
    2. Completed Supplemental County Application
    3. Consumer assessment (Recommended)
    4. Letters of support (Recommended)

# XI. SUBMITTAL OF APPLICATIONS

To be considered for funding, applications must comply with the instructions and criteria given.

1. Accessibility

Application narratives which are used for scoring must be in accessible formats. Further information on making documents accessible is available at the following website: [California Department of Rehabilitation - Resources for](https://dor.ca.gov/Home/DocumentAccessibility) [Creating Accessible Content.](https://dor.ca.gov/Home/DocumentAccessibility) Narratives submitted in a non-accessible format will be considered incomplete and disqualified.

1. Submission Information

Application packages are due to the DOR no later than 3:00pm PT on May 12, 2023. Application packages received after this deadline will be disqualified.

All applications must be submitted electronically.

Required Electronic Submission

Electronic submissions must be received by [grants@dor.ca.gov](mailto:grants@dor.ca.gov) before the date and time specified above. Electronic submissions must contain all documents and additional items listed in this RFA to be considered responsive. All documents must be in a printable format and must not be password protected. All electronic submissions must use the subject line: Organization Name: RFA OIB-23-02 OIB Program Subgrant Application. Applications submitted by email will not be opened until the deadline has passed. **The** [**grants@dor.ca.gov**](mailto:grants@dor.ca.gov) **email will send an automated response to the applicant indicating that their email was received. If the automated response is not received by the applicant, please immediately contact DOR, at** [**contractsinfo@dor.ca.gov.**](mailto:contractsinfo@dor.ca.gov)

* + 1. Application packages delivered by fax will not be accepted.
    2. Applications containing modifications to the terms of this RFA, or that contain inaccurate, or missing information will be grounds for application disqualification.
    3. Applications received after the specified date and time are considered late and will not be accepted. Any application received after the specified time will not be considered or reviewed by the DOR.

# XII. REVIEW PROCESS AND CRITERIA

1. Disposition of Applications

All correspondence, exhibits, photographs, reports, and other graphic and visual aids submitted to the DOR during this process, including as part of a response to this RFA are, the property of the DOR and are subject to the Open Government Laws. Collectively, the California Public Records Act (Gov. Code § 6250 et seq.), the Bagley-Keene Open Meeting Act (Gov. Code § 11120 et seq.), and the Freedom of Information Act (FOIA) (5 U.S.C. § 552) comprise the Open Government Laws.

1. Administrative Review
2. The Administrative Review is completed to ensure that applications conform to all RFA requirements. This review is completed on a pass/fail basis.
3. Applications received by the deadline will be opened and reviewed for completeness with the contents of each application compared to the Required Document Checklist. Applications missing required items, including the Required Document Checklist, will be considered incomplete and disqualified.
4. Evaluation
   * + 1. Evaluation of applications must be completed by DOR’s Evaluation Panel, which will be comprised of qualified individuals who are knowledgeable about the services requested.
       2. Evaluations must be completed in accordance with the scoring criteria contained within this RFA.
       3. For Counties that receive more than one application, the applications will be scored by a panel of evaluators, selected by the Specialized Services Deputy Director, using the scoring metrics in [Attachment B, Exhibit D: County Application Score Breakdown](#_EXHIBIT_D_-). If only one application is received for a county, an evaluation will be conducted by the evaluators, to ensure minimum qualifications are met, using [Attachment B, Exhibit E: Sole County Application Checklist](#_EXHIBIT_E_-). If the qualifications on the Sole County Application Checklist are satisfied and the organization application receives a minimum score of 17, then the county, or portion of that county applied for, will be awarded to the sole applicant during the Notice of Intent to Award without the County Application being scored.
       4. There is a total of 29 points possible in the Evaluation and/or Scoring of the Organization Application. See [Attachment B, Exhibit B: Organization Application Score Breakdown](#_EXHIBIT_B:_Organization). All organization applications will be scored regardless of which county(ies) an organization applies to serve. There is a total of 71 points possible in the Evaluation and/or scoring in counties where there is more than one application. See [Attachment B, Exhibit D: County Application Score Breakdown](#_EXHIBIT_D_-). The final score will be calculated by averaging the individual total scores of the evaluation panel members. The resulting average score will be added to the averaged organization score for each of the applicants, and the applicant with the highest score (a total of 100 points possible) will be awarded the county. Applicant scores will determine which organization is awarded funds, and the funding levels in those counties receiving more than one successful proposal where 2 awards are possible.
       5. The DOR intends to provide up to two awards in counties that have total available funding of more than $75,000 and one award in counties that have $75,000 or less available funding under this RFA; however, the DOR reserves the right to reject all applications and is under no obligation to enter into a subgrant as a result of this request.
       6. An application for a County must receive a minimum combined total score of 50 points from the organization and county applications to be considered for funding.
       7. Tie Scores: The DOR shall break the tie by awarding the subgrant to the applicant with the highest score in the category with the highest points possible. If those scores are the same, the DOR shall break the tie by awarding the subgrant to the application with the highest score in the category with the second highest points possible, and so on to break the tie. If there is still no apparent winner, a coin toss shall be performed (see description of a coin toss after list of tiebreaker categories).

Tiebreaker categories will be evaluated in the following order, by descending points possible.

* Question #6: What services are proposed for this county? – 30 Points
* Question #5: What is the applicant organization’s plan of operation?? – 24 Points
* Question #2: What are the qualifications of key personnel and sub-contractors? – 12 Points
* Question #8: What is the percentage of the county to be served? – 10 Points
* Question #7: What is the applicant organization’s plan for diversity and county collaboration? – 7 Points
* If necessary to evaluate beyond the above questions, the scores of the next two categories will be added together and the resulting totals will be compared since the next two categories are worth 6 points each.
* Question #3: What is the Board composition and qualifications? and Question #4: What is the applicant organization’s financial status?
* Question #1: What is your organization’s self-evaluation plan? – 5 Points

In the event the tie is not broken by evaluating the above categories, when all factors are considered equal, a coin toss will be used to determine which of the tied applicants receive the award. The applicants involved will be given an opportunity to attend the coin toss either in person or via teleconference. The coin toss will be witnessed by at least three persons.

Prior to the coin being tossed, the applicant who submitted their subgrant application package by email to the DOR first will call “heads” or “tails,” indicating which side of the coin that party is choosing. The other party will be assigned the opposite side. During the coin toss, the coin will be thrown in the air such that it rotates edge-over-edge several times, and the coin will be allowed to land on the ground or any other surface without being caught.

When the coin comes to rest, the toss is complete and the party who called correctly or was assigned the upper side of the coin will be declared the winner. If the coin lands on its side, against an object, or becomes stuck in such a manner that the coin rests upon its edge, the coin will be re-flipped.

Should multiple applicants be tied for award, one coin will be tossed for each applicant, with each choosing “heads” or “tails” for their own coin, until only one applicant remains. If all applicants miscall a toss, and there is no apparent winner, the round will be re-tossed.

1. Upon completion of the review and evaluations of the applications, the DOR will award subgrants to the highest-scoring qualified applicants.
2. Upon identification of proposed awardees, a Notice of Intent to Award will be posted to the DOR website prior to the award of a subgrant.
3. Following the 30-day proposed award period, in the absence of an appeal, the DOR will send the successful applicants subgrant packages for review and signature with a date by which the subgrant packages must be returned.
4. If terms cannot be reached within the specified timeframe, or should a successful applicant refuse award, the DOR reserves the right to finalize a subgrant with the next qualified applicant without undertaking a new procurement process or cancelling the award.

NOTE: See County and Organization Application Score Breakdowns in Attachment B, Exhibits [B](#_EXHIBIT_B:_Organization)&[D](#_EXHIBIT_D_-).

If applicants have questions, or need clarification regarding the RFA, email [Grantsinfo@dor.ca.gov](mailto:OIBinfo@dor.ca.gov) by the date listed in [VII. Key Action Dates](#_VII._KEY_ACTION). Questions must be submitted by close of business on the date listed in [Section VII Key Action Dates](#_VII._KEY_ACTION) to be answered at the Bidders’ Conference. Questions received after that date, but before the end of the Bidders’ Conference, will be answered in the Addendum.

# XIII. APPLICANT APPEALS

The California Code of Regulations, Title 9 Section 7334(d) provides for appeal rights for awards. Any applicant for a grant who is dissatisfied with the decision of the DOR relative to an application for or discontinuation of grant funding may request a review by the DOR. The request must be submitted to the DOR within 30 days of the date of the notification of action. The request for review must be in writing and must:

* + - Clearly identify all issues in dispute,
    - Contain a full statement of the applicant’s position with respect to each issue, and
    - Contain pertinent facts and reasons in support of the applicant’s position.

The written request must be submitted to the DOR within 30 days of the date of the Notice of Intent to Award via email to [Grants@dor.ca.gov](mailto:Grants@dor.ca.gov). DOR Contracts and Procurement staff will acknowledge receipt via email.

The Grant Review Committee will be appointed by the Chief Deputy Director and will consist of up to three DOR employees, selected at the Chief Deputy Director's discretion. The Grant Review Committee will:

1. Send a notification letter to the appellant, program staff, and any intended subgrantee whose subgrant award could be affected by the appeal. The letter will include the following:
   1. The names, titles and qualifications of the individuals on the Grant Review Committee;
   2. The method for communicating with the Grant Review Committee (e.g., submission by email only, appointing a single contact person, requiring that parties copy each other on all communication with the Grant Review Committee);
   3. Notice that intended subgrantees may also respond to the appeal in writing to the Grant Review Committee;
   4. The deadline by which information will be submitted to the Grant Review Committee in relation to the appeal;
   5. The information and documents on which the Grant Review Committee will base its decision, including the RFA and any documents submitted for review;
   6. The date on which the Grant Review Committee’s decision will be issued;
   7. A copy of the appeal submitted;
   8. A statement notifying all parties that the decision of the Grant Review Committee is final under California Code of Regulations, title 9, section 7334(d)(3).
2. Review the appeal, any responses to the appeal by DOR Program and affected applicants, and the RFA. Depending on the issues raised in the appeal, the Grant Review Committee may also review the Grant Solicitation Manual, applications of relevant parties, evaluator bios, resumes, scoresheets, scoring guidelines, the documents and evidence presented, and documents related to the RFA as needed. The Grant Review Committee’s decision is limited to the issues raised and documents presented in the appeal.
3. After reviewing the appeal, response and related information, the Grant Review Committee will make its decision. The Grant Review Committee may take actions that could include upholding the grant award in the Notice of Intent to award, making a determination that applications should be re-scored by a new evaluation panel, or rescoring the applications themselves. The new score resulting from the new evaluation panel may be appealed. If the Grant Review Committee rescores the applications themselves, the new scores will be the Grant Review Committee’s final decision and may not be appealed.
4. The Grant Review Committee will notify the appellant, in writing, of the decision of the committee within 30 days of the date of the potential subgrantee’s appeal request is received by DOR. The Grant Review Committee will document the reasoning behind its decision. The Grant Review Committee will notify all affected parties of its decision in writing. The decision of the Grant Review Committee is final.

# XIV. Execution and Performance

No subgrant between the DOR and a successful applicant is in effect until the subgrant is signed by the successful applicant and the DOR. Upon execution, the Subgrantee must start providing the services under the subgrant within 30 calendar days, or on the express date mutually agreed upon by the DOR and the Subgrantee. Should a Subgrantee fail to start work within this timeframe, DOR reserves the right to terminate the subgrant. Notice of termination will be provided to the Subgrantee after the start work period and allow for the Subgrantee to have five business days to start work. Failure to start work will result in the termination of the subgrant.

# ATTACHMENT 1: Organization Application Cover Sheet, Assurances, and Required Document Checklist

|  |  |
| --- | --- |
| **Applicant Information** | **Applicant Response** |
|  |  |
| Applicant Organization Name |  |
| Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Tax ID/EIN |  |
| Project Director Name |  |
| Phone # |  |
| Email Address |  |
| Contact Person for Application |  |
| Phone # |  |
| Email Address |  |
|  |  |
| **The applicant certifies that, to the best of their knowledge and belief, the data and information in this application is true and correct. The applicant has read the list of assurances on this document and hereby makes such assurances.** |  |
| Name |  |
| Date |  |
| Signature |  |

Page 1 of this Attachment must be completed and signed by the applicant**.** A complete application package must consist of the items identified in the Assurances and Required Document Checklist (pages 2 and 3 of this attachment). Check the boxes in this attachment which serves as the required document checklist for the organization application. For your application to be responsive, all required documents listed in this attachment must be returned with the organization application package. Note that recommended items are not required but will negatively impact scoring if not included.

1. Compliance with Federal and State Regulations:

By signing the Cover Sheet and Assurances, the applicant agrees to comply with all federal and State legal requirements, including Department of Rehabilitation policies and regulations, which apply to the services being provided.

1. 1. Signed Attachment 1: Organization Application Cover Sheet, Assurance and Required Document Checklist

Debarment, Suspension, and Non-procurement

This RFA and subsequent subgrants are covered transactions for purposes of 2 C.F.R. part 1200. As such, the Subgrantees are required to comply with applicable provisions of Executive Orders Nos. 12549 and 12689; and Debarment and Suspension 31 U.S.C. section 6101 which adopt and supplement the provisions of U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Government- wide Debarment and Suspension (Non-procurement),” 2 C.F.R. part 180. The applicant’s signature affixed on the Cover Sheet, Assurances, and Required Document Checklist must also constitute a certification under penalty of perjury under the laws of the State of California that the applicant or any person associated therewith in the capacity of owner, partner, director, officer or manager:

* Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
* Have not had one or more public transactions (federal, state, and local) terminated within the preceding three years for cause or default;
* Has not been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. section 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period; and,
* Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. section 180.800.

1. Corporate:

2. Copy of organization’s articles of incorporation.

3. Copy of organization’s by-laws.

4. Copy of organization’s annual corporate report, filed with the California Secretary of State for all organizations who have completed one (1) year of fiscal operation, which can be found at <https://businesssearch.sos.ca.gov/>

1. Financial Status:

5. Copy of Entity Status letter from the California Franchise Tax Board indicating nonprofit status

6. Copy of nonprofit status letter from the Internal Revenue Service

1. Proof of Insurance:

As part of your subgrant agreement with the Department of Rehabilitation, you are required to carry insurance coverage. An application can be rejected if, after review of the documents submitted under this section, verification of insurance is missing. You must submit applicable verification of insurances as follows (see example in Attachment 6: Samples):

7a. General Liability Insurance

7b. Workers’ Compensation Insurance

1. Letter of Application,

8. Copy of Letter of Application, on organization letterhead, signed by board president. Must contain the sum of all funds requested through county applications.

1. Organization Application

9. Accessible organization Application Narrative of no more than 4 pages (Attachment 3).

10. (1) Most recent IRS Form 990 and (2) Statement of Financial Position with the current assets and current liabilities used for preparing the IRS Form 990

11. Job description(s) and/or staff resume(s) for OIB funded positions

12. Board member list (required) and Board member resumes (recommended)

13. A minimum of one, complete, accessible, county application package must be submitted separately

Should the Subgrantee become excluded or disqualified as defined in this section during the life of the subgrant, the Subgrantee must immediately inform the DOR of this exclusion or disqualification.

# ATTACHMENT 2: County Application Required Document Checklist

A complete application package must consist of the items identified below. Complete this checklist to confirm the items are included in your application. Place a check mark or “X” next to each item that you are submitting to the DOR. For your application to be responsive, **all required documents listed below must be returned with bid**. This checklist must also be returned with your bid package. Note that recommended items are not required but will negatively impact scoring if not included.

|  |  |
| --- | --- |
| Organization Name: |  |
| County: |  |

1. County Application Required Document Check List (Attachment 2)

2. Accessible County Application Narrative of no more than 8 pages (Attachment 4)

3. An accessible organization application package (submitted separately)

4. Completed Supplemental County Application (Attachment 5)

5. Consumer Assessment form (Recommended)

6. Letters of Support (Recommended)

# ATTACHMENT 3: Organization Application: RFA #OIB-23-02

|  |  |
| --- | --- |
| Organization: |  |

1. **What is the applicant organization’s self-evaluation plan?**
2. **What are the qualifications of key personnel and sub-contractors?**
3. **What is the Board composition and qualifications?**
4. **What is the applicant organization’s financial status?**

# ATTACHMENT 4: County Application: RFA #OIB-23-02

|  |  |
| --- | --- |
| Organization Name: |  |
| County: |  |

1. **What is the applicant organization’s plan of operation?**
2. **What services are proposed for this county?**
3. **What is the applicant organization’s plan for diversity and county collaboration?**
4. **What is the percentage of the county to be served?**

# ATTACHMENT 5: Supplemental County Application: RFA #OIB-23-02

|  |  |
| --- | --- |
| Organization Name: |  |
| County: |  |

1. **What is the applicant organization’s plan of operation?**

* Provide the projected annual number of unduplicated consumers to be served in the county:

For the following four questions, check the box if the answer is "yes".

* Does the organization currently (October 1, 2017-September 30, 2023) serve the county through an OIB subgrant?
* Did the organization serve the county in an OIB subgrant cycle prior to October 1, 2017?
* Does the organization currently provide services, in the county, to blind and/or visually impaired people 55 and older?
* Does the organization have an office, or other location, in the county from which to provide services?

1. **What services are proposed for this county?**

* Does the organization utilize a consumer assessment of abilities and/or interests? (If so, it MUST be included as Additional Documentation)

1. **What is the applicant organization’s plan for diversity and county collaboration?**

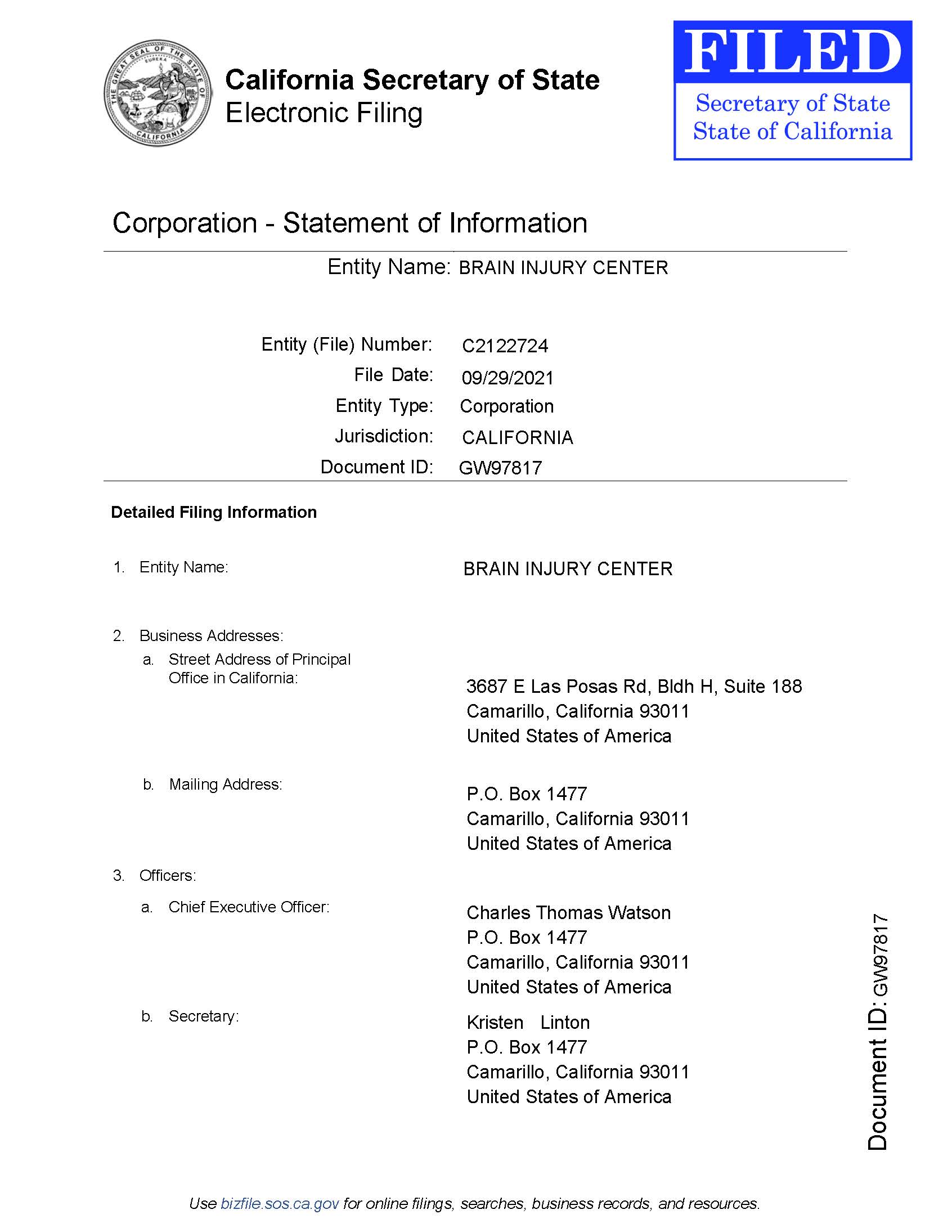
No information is necessary for this question.

1. **What is the percentage of the county to be served?**

* The percentage of population to be served in the County:
* The percentage of geography to be served in the County:

# ATTACHMENT 6: APPLICATION DOCUMENT SAMPLES

The following items are included to assist in assembling an application package. Each item is a sample of what the applicable items in your application package will most likely resemble. Images of each sample item appear first and the full text follows the image. The text was created to mirror the image, so the text may be formatted or sized in ways that do not meet typical accessibility standards in order to preserve the reproduction of the scanned items. Please note the attachment numbers are not accurate as all items in this RFA are included as part of Attachment 6, but these samples were numbered from prior use in other solicitations.





California Secretary of State  
Electronic Filing

## Corporation – Statement of Information

Entity Name: BRAIN INJURY CENTER

Entity (File) Number: C2122724

File Date: 09/29/2021

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GW97817

### Detailed Filing Information

1. Entity Name: BRAIN INJURY CENTER
2. Business Addresses:
   1. Street Address of Principal  
      Office in California: 3687 E Las Posas Rd, Building H, Suite 188

Camarillo, California 93011

United States of America

* 1. Mailing Address: P.O. Box 1477

Camarillo, California 93011

United States of America

1. Officers
   1. Chief Executive Officer Charles Thomas Watson

P.O. Box 1477

Camarillo, California 93011

United States of America

* 1. Secretary: Kristen Linton

P.O. Box 1477

Camarillo, California 93011

United States of America

*Use* [*bizfile.sos.ca.gov*](https://www.sos.ca.gov/business-programs/bizfile) *for online filings, searches, business records, and resources.*

Officers (Continued):

* 1. Chief Financial Officer: John Cortes

P.O. Box 1477

Camarillo, California 93011

United States of America

1. Agent for Service of Process: Charles Thomas Watson

3687 E Las Posas Rd, Building H, Suite 188

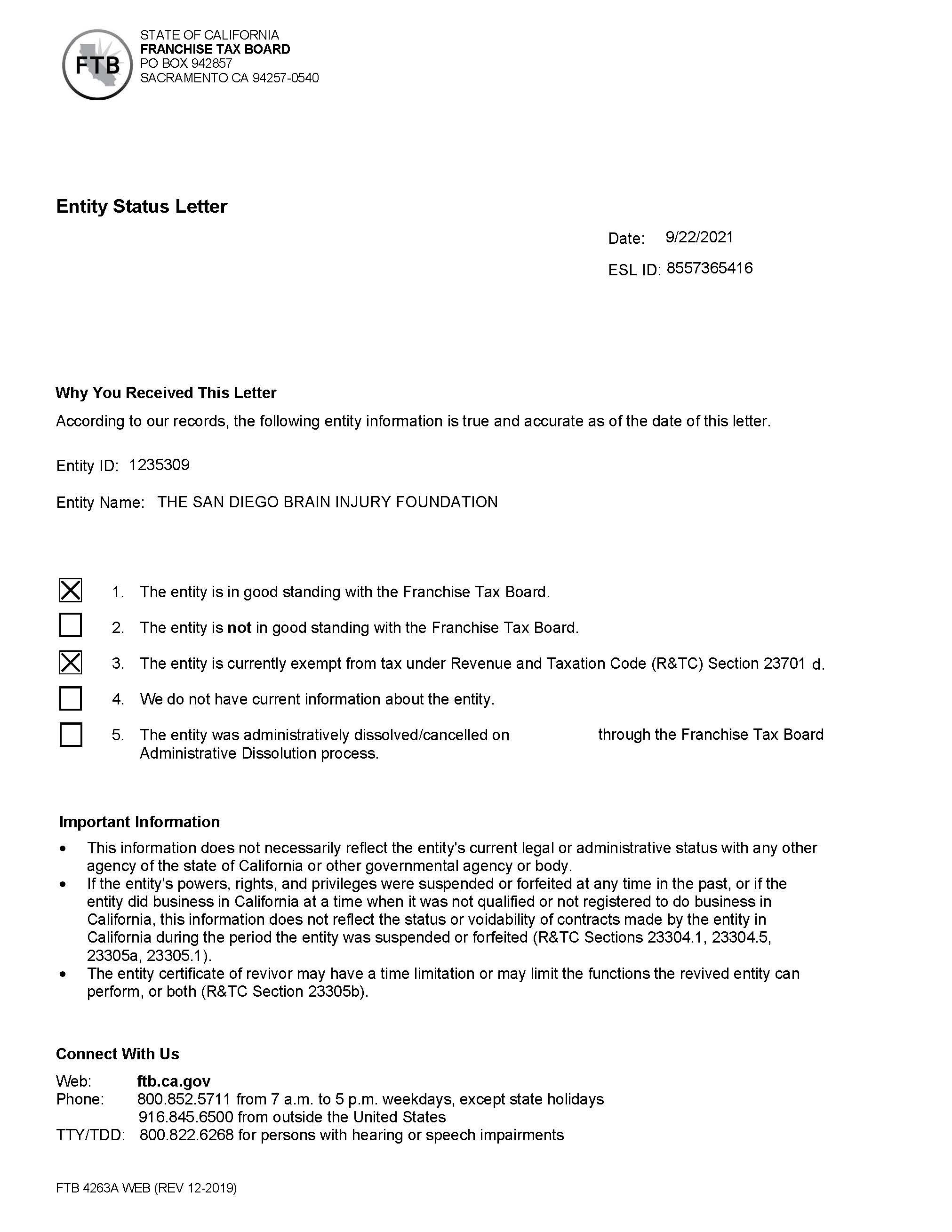
Camarillo, California 93011

United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Charles Watson

*Use* [*bizfile.sos.ca.gov*](https://www.sos.ca.gov/business-programs/bizfile) *for online filings, searches, business records, and resources.*





STATE OF CALIFORNIA

FRANCHISE TAX BOARD

PO BOX 942857

SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 9/22/2021

ESL ID: 8557365416

## Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 1235309

Entity Name: THE SAN DIEGO BRAIN INJURY FOUNDATION

1. [Checkbox checked]  
   The entity is in good standing with the Franchise Tax Board.
2. [Checkbox not checked]  
   The entity is **not** in good standing with the Franchise Tax Board.
3. [Checkbox checked]  
   The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
4. [Checkbox not checked]  
   We do not have current information about the entity.
5. [Checkbox not checked]  
   The entity was administratively dissolved/cancelled on [date not indicated] through the Franchise Tax Board Administrative Dissolution process.

## Important Information

* This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
* If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).

The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

## Connect With Us

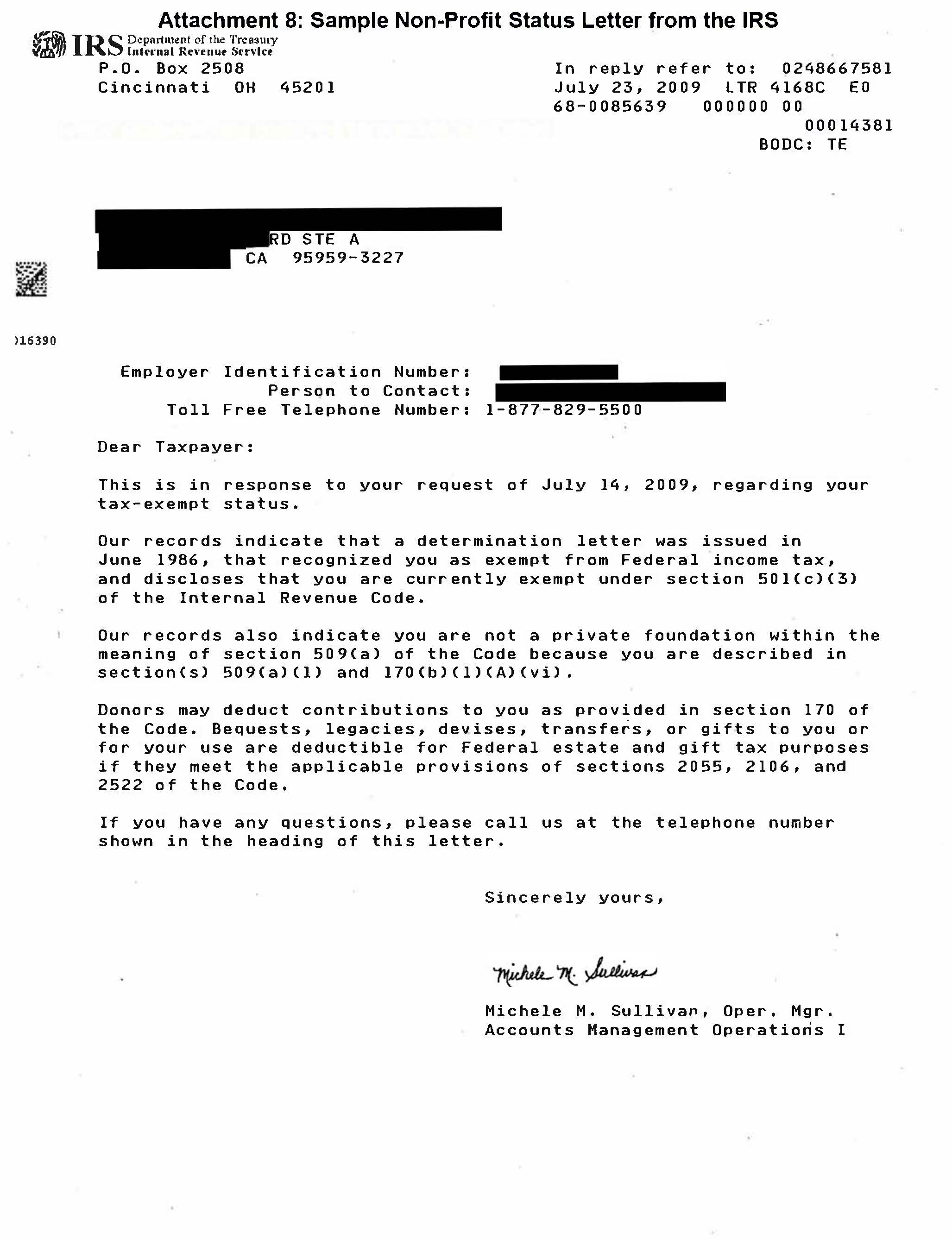
Web: [ftb.ca.gov](https://www.ftb.ca.gov/)

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays

916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

FTB 4263A WEB (REV 12-2019)



Attachment 8: Sample Non-Profit Status Letter from the IRS

Department of the Treasury, Internal Revenue Service logo


P.O. Box 2508

Cincinnati OH 45201 In reply refer to:0248667581

July 23, 2009 LTR 4168C E0

68-0085639 000000 00

00014381

BODC: TE

[Addressee redacted]

[Street address redacted]

[City redacted] CA 95959-3227

Employer Identification Number: [redacted]

Person to Contact: [redacted]

Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of July 14, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in June 1986, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

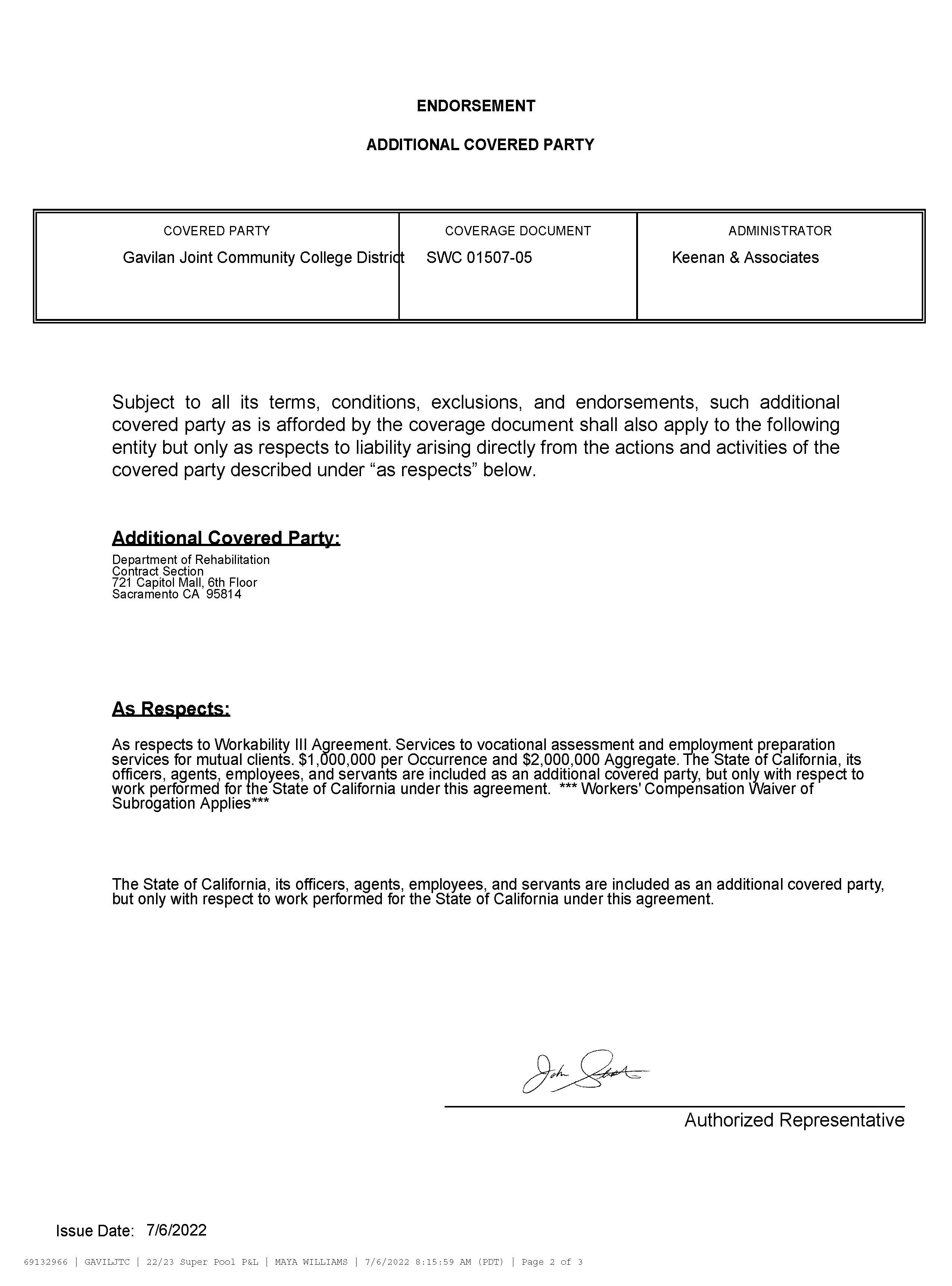
If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan signature

Michele M. Sullivan, Operations Manager

Accounts Management Operations I



CERTIFICATE OF COVERAGE

Statewide Association of Community Colleges

Protected Insurance Program for Schools Issue Date: 7/6/2022

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.**

## ADMINISTRATOR:

Keenan & Associates

1732 North First Street, Suite 100

San Jose, CA 95112

MAYA WILLIAMS

[mwilliams1@keenan.com](mailto:mwilliams1@keenan.com)

LICENSE # 0451271

(408) 441-0754 x6163

## COVERED PARTY:

Gavilan Joint Community College District

5055 Santa Teresa Boulevard

Gilroy CA 95020

## ENTITIES AFFORDING COVERAGE:

ENTITY A: Statewide Association of Community Colleges

ENTITY B: Protected Insurance Program for Schools

ENTITY C:Not Applicable (N/A)

ENTITY D: N/A

ENTITY E: N/A

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

| **ENT LTR** | **TYPE OF COVERAGE** | **COVERAGE DOCUMENTS** | **EFFECTIVE/EXPIRATION DATE** | **MEMBER RETAINED LIMIT/DEDUCTIBLE** | **LIMITS** |
| --- | --- | --- | --- | --- | --- |
| **A** | **GENERAL LIABILITY**   1. (checked) General Liability 2. (not checked) Claims Made 3. (checked) Occurrence 4. (checked) Government Codes 5. (checked) Errors & Omissions | SWC 01507-05 | 7/1/2022  7/1/2023 | $ 10,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE  $ 1,000,000 |
| **A** | **AUTOMOBILE LIABILITY**   1. (checked) Any Auto 2. (checked) Hired Auto 3. (checked) Non-Owned Auto 4. (checked) Garage Liability 5. (checked) Auto Physical Damage | SWC 01507-05 | 7/1/2022  7/1/2023 | $ 10,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE  $ 1,000,000 |
| **A** | **PROPERTY**   1. (checked) All Risk 2. (checked) Excludes Earthquake & Flood 3. (not checked) Builder's Risk | SWC 01507-05 | 7/1/2022  7/1/2023 | $ 10,000 | $ 500,250,000  EACH OCCURRENCE |
| **A** | **STUDENT PROFESSIONAL LIABILITY** | SWC 01507-05 | 7/1/2022  7/1/2023 | $ 5,000 | $ Included  EACH OCCURRENCE |
| **B** | **WORKERS COMPENSATION**   1. (checked) Employers' Liability | PIPS10019 | 7/1/2022  7/1/2023 | N/A | 1. (not checked) WC Statutory Limits 2. (checked) Other   $ 1,000,000  E.L. Each Accident  $ 1,000,000  E.L. Disease - Each Employee  $ 1,000,000  E.L. Disease - Policy Limits |
| **N/A** | **EXCESS WORKERS COMPENSATION**   1. (not checked) Employers' Liability | N/A | N/A | N/A | 1. (not checked) WC Statutory Limits   1. (checked) Other   $ 1,000,000  E.L. Each Accident  $ 1,000,000  E.L. Disease - Each Employee  $ 1,000,000  E.L. Disease - Policy Limits |
| **A** | **OTHER** | N/A | N/A | N/A | N/A |

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

As respects to Workability III Agreement. Services to vocational assessment and employment preparation services for mutual clients. $1,000,000 per Occurrence and $2,000,000 Aggregate. The State of California, its officers, agents, employees, and servants are included as an additional covered party, but only with respect to work performed for the State of California under this agreement.

\*\*\* Workers' Compensation Waiver of Subrogation Applies

## CERTIFICATE HOLDER:

Workability lll

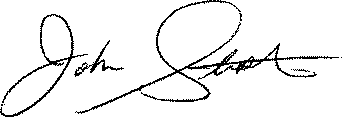
**Department of Rehabilitation**

**Contract Section**

**721 Capitol Mall, 6th Floor**

**Sacramento CA 95814**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS



John Stephens

AUTHORIZED REPRESENTATIVE

# ATTACHMENT A: OIB Funding

There is approximately $3,100,000 in Federal funds available statewide for providing Independent Living Services to individuals 55 years of age or older who are blind or visually impaired.

Table 1 provides an example that breaks down the available funds by base and the distribution of the remaining funds for Independent Living Services, assuming that 20 applicants qualify for base funding. Note that the below tables have been edited to show only the counties that were not awarded in RFA #OIB-23-01. The dollar amounts remain the same for individual counties. The total amount of $3,100,000 applies to the counties awarded in RFA #OIB-23-01 and the unawarded counties shown in the table below.

**Table 1:**

|  |  |
| --- | --- |
|  | Amount |
| Total funding available | $3,100,000 |
| Base for 20 applicants | $500,000 |
| Balance for formula distribution | $2,600,000 |

Table 2 contains a list of the California counties that were not awarded in RFA #OIB-23-01, along with the formula of 15% geography, 85% population and an example of the proposed allocation per county, assuming 20 applicants qualify for base funding.

NOTE 1: Each organization receiving an OIB Independent Living Services subgrant will receive, in addition to the formula geography/population allocation, base funding of $25,000. Only one base fund will be granted per organization, no matter the number of counties that are awarded to the organization.

NOTE 2: The figures provided are purely as an example, and the subgrant funds available will be affected by factors such as: the number of counties that will not be served because no organization applied and/or was selected to receive a subgrant; the number of organizations receiving base funds; the number of counties where only a portion of the county will be served and only a portion of the county’s funds will be awarded; a change in the available funding.

NOTE 3: Counties for which the 15% geography, 85% population formula provides a funding allocation less than $10,000, will receive a minimum allocation of $10,000.

NOTE 4: For counties where $75,000 or less is allocated there will be only one award for that county.

The final subgrant funding available in each county will be determined after the number of successful organizations are known and the number of counties being served are identified. If more than one application is successful in a county, the final program catchment area and funding amount will be determined by the DOR based on the county funding formula and scores of the successful applicants. The funding formula is: 85% of the funding (after base awards) is allocated based on the county’s 55 or older population compared to the overall California 55 or older population and 15% of the funding allocated based on the percentage of the overall square miles in the county compared to the overall square mileage of the State of California.

**Table 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **County** | **15% for Geography** | **85% for Population** | **Total** |
| Alpine | $0 | $0 | $10,000 |
| Imperial | $12,288 | $9,121 | $21,408 |
| Inyo | $26,983 | $1,492 | $28,475 |
| Lassen | $12,534 | $1,575 | $14,108 |
| Mariposa | $0 | $0 | $10,000 |
| Merced | $5,366 | $11,892 | $17,258 |
| Modoc | $11,598 | $699 | $12,297 |
| Mono | $0 | $0 | $10,000 |
| Monterey | $8,883 | $21,631 | $30,514 |
| Orange | $2,098 | $175,477 | $177,575 |
| Plumas | $0 | $0 | $10,000 |
| San Diego | $11,441 | $168,117 | $179,558 |
| Shasta | $10,289 | $11,981 | $22,270 |
| Siskiyou | $16,884 | $3,411 | $20,295 |
| Tehama | $7,953 | $4,189 | $12,142 |
| Trinity | $0 | $0 | $10,000 |

\*Figures are rounded to the nearest whole dollar.

## Funding allocation for Two OIB Awards in One County

In this 2023 OIB funding cycle, the funding available for each county is based on the following formula: 85% of the funding allocated based on the percentage of the population 55 or older and 15% of the funding allocated based on the percentage of the overall square miles in the county compared to the overall square mileage of the State of California. Organizations may apply to serve an entire county, a portion of a county, or multiple counties. If a portion of a county is proposed to be served, justification for serving that portion must be included in the County Application. The justification should include the population of individuals age 55 or older, the cities or towns to be served, and the geographical areas; including the overall estimated percentage of the service area of that particular county. Note that all counties where services are proposed will receive no less than $10,000 in order to ensure that comprehensive services can be offered statewide.

Guideline 1: No more than two applicants will be awarded funding in any one county.

Guideline 2: The 85/15 Formula will be used to apportion the funding dollars of every county, any portion of a county, or even a city within a county, when determining how much of a county’s designated funds are at stake in a geographic subdividing of the county (e.g., sharing the county’s allocation).

Guideline 3: Each applicants' score will be a factor when deciding how to divide the award between two successful applicants to serve the same or overlapping areas within any one county.

Listed below are four different scenarios that might arise when more than one applicant successfully applies for a county or a portion of a county.

Scenario A: Two or more qualifying applicants apply to serve the same county in its entirety.

1. The pool of qualifying applicants will be reduced to the top two scoring applicants.
2. Both applicants will be awarded subgrants for the county by splitting the funds (e.g., 50/50, 60/40, 70/30, etc.) based on relative scores and proposed coverage.

Scenario B: One qualifying applicant applies to serve an entire county while another qualifying applicant applies to serve only part of that same county.

1. Determine the funding dollars available (FDA) for the overlapping area of service, whether just a city or any portion of the county based on the 85/15 Formula.
2. Split the FDA for only this overlapping area between the two applicants based on their relative scores.
3. Award the remaining balance of the dollars allotted in this county to the organization who will serve the balance of the county.

Scenario C: Two or more qualifying applicants apply to serve part of the same county, but their geographic portions do not overlap.

1. Reduce the competing organizations to the top two scoring applicants.
2. Using the 85/15 Formula, determine what percentage of the whole county each applicant proposed to serve (e.g., 20%, 45%, etc.)
3. Award the calculated percentage of the entire county’s funding to each organization respectively. For example: if the county allocation is $100,000, and one organization will serve 30% and the other 40%, they will be awarded $30,000 and $40,000 respectively.

Scenario D: Two or more qualifying applicants apply to serve part of the same county, and their geographic portions do overlap.

1. Reduce the competing organizations to the top two scoring applicants.
2. Determine the FDA for the overlapping area of service, whether just a city or any portion of the county based on the 85/15 Formula.
3. Split the FDA for only this overlapping area between the two organizations based on their relative scores.
4. Using the 85/15 Formula, determine what percentage of the county each organization proposes to serve that is not overlapping.
5. Award the percentage of the non-overlapping portions of the entire county’s funding to each organization respectively, based on the 85/15 Formula.
6. Each of the two organizations will receive the sum of their individually served geographic area plus a percentage of the overlapping area.

# ATTACHMENT B: Application Submission Outline

## General Guidelines

Follow the guidelines below when preparing the organization, county and supplemental applications. Applicants must submit responses to questions 1, 2, 3 & 4 for the organization application. For each county an applicant applies to serve, a completed Supplemental County Application and responses to questions 5, 6, 7, & 8 are required on the County Application. The organization and county guidelines below are organized by question number and into Narrative and Additional Documentation headings. Information under the Narrative headings counts toward the respective page limitation for that application. Information listed under the Additional Documentation headings, does not count toward the respective page limitation.

The questions below are relatively brief. Your responses, however, should be thorough, within the limitations of 4 pages per organization application, and 8 pages per county application. The formatting MUST be prepared in a double-spaced type, 14-point Arial font, on 8 ½” x 11” sheets with 1” margins. Under this RFA, a page is defined as a single side of an 8 ½” x 11” sheet.

## EXHIBIT A: Organization Application Guidelines

For each of the following questions answer on Attachment 3: Organization Application in narrative format, except where indicated.

### 1. What is the applicant organization’s self-evaluation plan? 5 points

Narrative:

The response must outline a process for program evaluation that documents the Title VII Chapter 2 services, achievements, strengths and weaknesses of the program and a method for continuous improvement as follows:

* How the applicant documents OIB program activities and the results of those activities;
* How program barriers are documented, and the strategies utilized to overcome those barriers;
* How stakeholder satisfaction with program activities is documented, evaluated, and changes to the program implemented;
* Describe how changes, in State and local policies and practices are monitored, and necessary adjustments are made; and
* Describe any other processes the applicant utilizes and how changes are made based on lessons learned.

NOTE: The final self-evaluation plan will be included in the subgrant agreement

Additional Documentation: No additional documentation is necessary for this question.

### 2. What are the qualifications of key personnel and sub-contractors? 12 points

Priority will be given to programs with staff/subcontractors meeting professional standards within their area of expertise: e.g., social worker with a Master’s Degree in Social Welfare and/or with experience working with individuals who are visually impaired.

For all personnel that will be working on program services, provide the following information:

Narrative:

* Describe staff experiences and training in the field related to the services of the program;
* Define the number of hours that constitute organization full time equivalent (FTE) and indicate FTE percentage working on the subgrant; and
* The applicant MUST describe the method for assuring that personnel/subcontractors employed/contracted are selected without regard to race, color, national origin, gender, age, sexual orientation, gender identity & expression, or disability.

Additional Documentation:

Regardless of percentage of participation, a job description and minimum qualifications of the manager providing organization OIB program oversight MUST be included;

All additional program job descriptions to include:

* The duties that will be performed and funded under the subgrant;
* The minimum qualifications necessary to fill the program positions; and,
* Resumes of staff currently employed in the positions

If subcontractors are contemplated, provide the following information:

Narrative:

* Describe subcontractor experiences and training in the field related to the services the subcontractor will be providing for the program;
* Identify the potential subcontractor(s), the portions and monetary percentages of the services to be performed and why subcontractor(s) were selected;
* Describe how the subcontractor’s performance will be supervised and evaluated; and,
* The applicant must describe the subcontractor’s method for assuring that personnel employed are selected without regard to race, color, national origin, gender, age, sexual orientation, gender identity & expression, or disability.

Additional Documentation:

* The minimum qualifications necessary to fill the program positions.
* The duties that will be performed and funded under the subgrant; and,
* If known, provide resumes of each subcontract participant.

**3**. What is the Board composition and qualifications? 6 points

Narrative:

Applicants must describe how the organization’s board composition reflects extensive education and experience relating to blindness.

Additional Documentation:

Provide a list of the organization’s Board of Directors that includes the following information for each member:

* name;
* occupation(s);
* position on board;
* board function(s); and,
* experience and/or Education/credentials related to the blindness community (Resumes if available).

### 4. What is the applicant organization’s financial status? 6 points

Narrative:

* Applicant organizations are required to give an estimated percentage of administrative subgrant expenditures.
* Provide the projected total subgrant funds to be awarded if all counties applied for are funded.

NOTE: Administrative subgrant expenditures cannot exceed 15% of any funds awarded (A federally approved indirect rate will be honored by DOR).

Additional Documentation:

Organizations should have sufficient cash reserves for at least two months of operation, as reimbursement is in arrears of expenses paid.

This evaluation will be based upon three measures: One liquidity measurement ratio (the current ratio), the program expense percentage, and if the organization has the liquid funds on hand to cover the time between invoicing and reimbursement.

To make this determination, organizations MUST submit:

* A copy of the IRS Form 990 for the period ending June 30, 2021 (or more recent), and
* the Statement of Financial Position with the current assets and current liabilities that was used for preparing the Form 990.

## EXHIBIT B: Organization Application Score Breakdown

The following table shows the maximum points possible for the Organization Application questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Points Possible** | **Weight** | **Weighted Score** | **Total** |
| #1: What is the applicant organization’s self-evaluation plan? |  |  |  | 5 |
| Narrative | 5 | 1 | 5 |  |
|  |  |  |  |  |
| 2: What are the qualifications of key personnel and sub-contractors? |  |  |  | 12 |
| Education | 3 | 2 | 6 |  |
| Experience | 3 | 2 | 6 |  |
|  |  |  |  |  |
| #3: What is the Board composition and qualifications? |  |  |  | 6 |
| Education | 3 | 1 | 3 |  |
| Experience | 3 | 1 | 3 |  |
|  |  |  |  |  |
| #4: What is the applicant organization’s financial status? |  |  |  | 6 |
| Current ratio | 2 | 1 | 2 |  |
| Program Expense Percentage | 2 | 1 | 2 |  |
| Cash Reserves | 2 | 1 | 2 |  |
|  |  |  |  |  |
| Grand Total |  |  |  | 29 |

## EXHIBIT C: County Application Guidelines

For each of the following questions answer on Attachment 4: County Application in narrative format, except where indicated.

### 5. What is the applicant organization’s plan of operation? 24 points

Narrative:

The applicant is required to develop and implement an effective program for providing independent living services to visually impaired individuals 55 years of age or older.

The plan should include:

* A description of the number and types of existing resources available in the county;
* A description of how services are to be provided.
* Include a description of the organization’s established and/or ability to establish a presence in the proposed county;
* Identify methods of service delivery; in the home, in groups, by virtual/remote methods, frequency of services, etc.
* A plan to ensure effective administration of the program; and
* A narrative description of time frames for providing services and estimate number of visits per consumer (use of prior data is encouraged to show number of consumers served as well as to demonstrate service methodology);

Additional Documentation:

Provide the following information on the Supplemental County Application (Attachment 5):

* Provide the projected annual number of unduplicated consumers to be served in the county (See table below for estimated target number of consumers by County);
* Does the organization currently (October 1, 2017-September 30, 2022) serve the county through an OIB subgrant?
* Has the organization served the county in an OIB subgrant cycle prior to October 1, 2017?
* Does the organization currently provide services, in the county, to people 55 and older?
* Does the organization have an office, or other location, in the county from which to provide services?

**Estimated Target Number of Consumers Per County**

These numbers are a combination of the overall percentage of California’s 55 and older population in each county averaged with actual numbers served by OIB subgrantees in 5 prior years. The overall target number of people to be served in California was set at 3,000 for the low target and 4,000 for the high target.

|  |  |  |
| --- | --- | --- |
| **County** | **Low Target** | **High Target** |
| Alpine | 1 | 2 |
| Imperial | 50 | 55 |
| Inyo | 0 | 1 |
| Lassen | 8 | 8 |
| Mariposa | 3 | 4 |
| Merced | 32 | 38 |
| Modoc | 9 | 10 |
| Mono | 2 | 2 |
| Monterey | 113 | 123 |
| Orange | 146 | 229 |
| Plumas | 7 | 7 |
| San Diego | 213 | 293 |
| Shasta | 56 | 62 |
| Siskiyou | 17 | 18 |
| Tehama | 10 | 12 |
| Trinity | 5 | 5 |

### 6. What services are proposed for this county? 30 points

Narrative:

For each county application, include which services will be provided and the following:

* Describe the organization’s consumer intake and assessment processes.
* Describe the process for developing an individual service plan with consumers; See Section V for services.
* Describe the organization’s method of providing training/services, through case management, for OIB consumers.
* Case management is defined as the collaborative process of assessment, evaluation, planning, coordination, and advocacy for options and services.

For the purposes of this subgrant, case management for consumers with an active plan means a minimum of 2 visits, other than intake or information and referral, and documented contact with the consumer at minimum of every 60 days or less.

* + The full definition of case management maybe found in Attachment D, Exhibit C posted at; <https://dor.ca.gov/Home/FormsDocumentsforSubgrantees>
* The average number of services per consumer should be described. Case Management services generally require providing services to a consumer over time to assist the consumer in meeting their Plan objective(s). Multiple services are generally needed to ensure the consumer achieves their desired outcome. The average number of services per consumer can be calculated by adding the total number of consumers given each service and dividing that number by the total number of consumers served for the corresponding period of time.

Additional Documentation:

Include a blank copy of your consumer assessment tool, if used.

Provide the following information on the Supplemental County Application (Attachment 5):

* Projected average number of services per consumer
* Indicate if a consumer assessment of abilities and/or interests is done. (If so, it SHOULD be included as additional documentation)

### 7. What is the applicant organization’s plan for diversity and county collaboration? 7 points

Narrative:

In preparing the county application narrative, make sure to address the following:

* Describe your plan to enter into direct partnerships and collaborations with organizations and advocacy groups providing similar services, such as the American Association for Retired Persons (AARP), local Area Agencies on Aging (AAA) and consumer organizations/groups to reduce duplication of services in a given area. Further describe how these collaborations will increase availability of services to OIB consumers including, the racial/ethnic populations in the county.
* Address how your agency will design a system of service delivery in partnership with the organizations identified as capable of providing the language, cultural knowledge, and other knowledge necessary to successfully serve the unique racial/ethnic diversity of the county.
* If applicable, describe the organization’s method for establishing satellite or mobile offices in unserved or underserved areas, which could also be linked to other organizations.
* Describe efforts to target and serve racially/ethnically diverse populations (see percentages in the table below). Note that racial/ethnic parity in OIB consumer demographics is expected in any county(ies) an organization is awarded funding to serve.

Additional Documentation:

* Provide letters of support from collaborative/community-based partners.
* Provide the following information on the [Supplemental County Application (Attachment 5)](#_ATTACHMENT_5:_Supplemental):

No information is necessary for this question.

**Race/Ethnicity Percentages for California Counties**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| County | American Indian or Alaska Native | Asian | Black/ African American | Hispanic | Hawaiian or Pacific Islander | White | Multi- racial |
| Alpine | 11.66% | 0.96% | 0.00% | 3.82% | 0.00% | 81.07% | 2.49% |
| Imperial | 1.10% | 1.31% | 2.63% | 72.44% | 0.08% | 21.86% | 0.59% |
| Inyo | 6.77% | 1.07% | 0.32% | 9.96% | 0.11% | 80.82% | 0.95% |
| Lassen | 2.74% | 0.80% | 3.06% | 7.73% | 0.26% | 84.05% | 1.35% |
| Mariposa | 2.03% | 1.30% | 0.44% | 5.54% | 0.18% | 89.35% | 1.16% |
| Merced | 0.64% | 5.94% | 3.93% | 40.73% | 0.20% | 47.50% | 1.06% |
| Modoc | 2.56% | 0.78% | 0.38% | 7.34% | 0.30% | 87.16% | 1.48% |
| Mono | 1.32% | 1.62% | 0.00% | 9.14% | 0.13% | 87.34% | 0.45% |
| Monterey | 0.43% | 7.56% | 3.75% | 37.93% | 0.57% | 48.32% | 1.44% |
| Orange | 0.27% | 18.63% | 1.56% | 21.49% | 0.30% | 57.37% | 0.38% |
| Plumas | 1.80% | 0.58% | 0.43% | 5.23% | 0.09% | 90.16% | 1.71% |
| San Diego | 0.45% | 11.42% | 4.15% | 23.17% | 0.65% | 59.67% | 0.49% |
| Shasta | 1.94% | 1.90% | 0.52% | 5.27% | 0.11% | 88.18% | 2.07% |
| Siskiyou | 2.77% | 1.14% | 0.56% | 6.51% | 0.09% | 86.73% | 2.19% |
| Tehama | 1.99% | 0.82% | 0.43% | 11.95% | 0.13% | 82.79% | 1.88% |
| Trinity | 3.77% | 0.57% | 0.10% | 4.00% | 0.06% | 88.16% | 3.34% |

### Source: Department of Finance, Demographic Research Unit

### 8. What is the percentage of the county to be served? 10 points

Narrative:

Applicants clearly state: the percentage of both the population and geographic area the applicant plans to serve, if awarded funding.

* If the applicant plans to provide services to less than 100% of the county population and/or geography, the applicant must provide the square mileage and population of the entire county as well as the population and geographic area of the county portion they plan to serve.
* If an applicant plans to serve less than 100% of the county, the applicant will be awarded the applicable percentage of points based on the 85% population and 15% geography calculation.

When calculating the population and geography percentages, applicants must:

* Identify clearly defined municipal boundaries (e.g., city limits, zip codes, etc.),
* Cite all sources, including dates the information is pulled; and
* Use current data published by recognized federal, state and local government sources.
* If the information in the bullets above is not included, the score will be 0 for this question.

Additional Documentation:

Provide the following information on the Supplemental County Application:

* The percentage of population to be served in the County; and
* The percentage of geography to be served in the County.

For example: If an applicant proposes to serve 30% of the population and 10% of the geography, they will receive 2.7 points out of 10.

Population calculation:

10 x 85% = 8.5

8.5 x 30% = 2.55

Geography Calculation:

10 x 15% = 1.5

1.5 x 10% = 0.15

Total Points: 2.55 + 0.15 = 2.7

## EXHIBIT D - County Application Score Breakdown

The following table shows the maximum points possible for the County Application questions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Points Possible** | **Weight** | **Weighted Score** | **Total** |
| #5. What is the applicant organization’s plan of operation? |  |  |  | 24 |
| Narrative | 5 | 2 | 10 |  |
| Target Number of Consumers | 3 | 2 | 6 |  |
| Experience | 4 | 2 | 8 |  |
|  |  |  |  |  |
| #6. What services are proposed for this county? |  |  |  | 30 |
| Narrative | 5 | 3 | 15 |  |
| Consumer Assessment | 2 | 3 | 6 |  |
| Average Number of Services per Consumer | 3 | 3 | 9 |  |
|  |  |  |  |  |
| #7. What is the applicant organization’s plan for diversity and county collaboration? |  |  |  | 7 |
| Narrative | 5 | 1 | 5 |  |
| Letters of support | 2 | 1 | 2 |  |
|  |  |  |  |  |
| #8: What is the percentage of the County to be served |  |  |  | 10 |
| Geography Percentage | 1.5 | 1 | 1.5 |  |
| Population Percentage | 8.5 | 1 | 8.5 |  |
|  |  |  |  |  |
| Grand Total |  |  |  | **71** |

## EXHIBIT E - Sole Applicant County Checklist

In order to pass the evaluation on the sole applicant County checklist, an applicant must meet the requirements of the ‘Qualified’ benchmark for every category on the County Application. The evaluation panel will mark pass for each category indicated that meets the qualified benchmark and the applicant organization must pass every category, otherwise the application will be scored. Note that the Organization Application will be scored for all organizations, regardless of the county(ies) applied for. The Organization Application must receive a minimum score of 17 along with passing all categories on the Sole Applicant County Checklist in order to be awarded by this process.

|  |  |
| --- | --- |
| **Question** | **Pass** |
|  |  |
| #5. What is the applicant organization’s plan of operation? |  |
| Narrative |  |
| Target Number of Consumers |  |
| Experience |  |
|  |  |
| #6. What services are proposed for this county? |  |
| Narrative |  |
| Consumer Assessment |  |
| Average Number of Services per Consumer |  |
|  |  |
| #7. What is the applicant organization’s plan for diversity and county collaboration? |  |
| Narrative |  |
| Letters of Support |  |
|  |  |
| #8: What is the percentage of the County to be served? |  |
| Geography Percentage |  |
| Population Percentage |  |

See Attachment B, Application Submission Outline, for a more detailed description of the selection criteria.

# ATTACHMENT C: Evaluation Panel Scoring Explanation

The Evaluation Panel members will read and evaluate the quality of the applications. The Evaluation Panel will score narrative responses to questions along with anchored benchmarks that, in general, tie the points to a specific quality level (anchor level). The three anchor levels are “Well Qualified,” “Qualified,” and “Poorly Qualified”. The Evaluation Panel members will decide which anchor level best fits the quality of the narrative and award a score from the range of scores in that anchor level.

There are four questions in both the organization application and county application. The potential scores and details are shown in Attachment B. Each question has a weight of 1, 2, or 3. The raw scores of each question are multiplied by the applicable weight to arrive at the resulting score for each question.

* 5 with a weight of 1, results in a score of 5
* 5 with a weight of 2, results in a score of 10
* 5 with a weight of 3, results in a score of 15 total possible points.

The weighted scores from both the Organization application and County application are added together for an application’s total score out of 100 points.

NOTE: Scores are calculated based on the information provided in response to the specific question asked. Information provided in a response to another question will not be considered for scoring purposes.

Below are the specific benchmarks that will be used by evaluators to determine the scores for the Organization and County applications.

Organization Application

### 1. What is the applicant organization’s self-evaluation plan? 5 points

Narrative

Well Qualified 4, 5

This narrative covers all of the bullets listed in a thorough manner. The applicant shows how services are evaluated, the results, the barriers encountered, and how past obstacles were overcome. They describe documenting processes and achievements, checking on stakeholder satisfaction and how it is recorded. The applicant describes how they will recognize and share strengths and weaknesses and propose changes with a focus on continuous improvement. In short, the narrative shows an organization with a thorough and comprehensive plan for monitoring activities/barriers and for making improvements based on observations and evaluation.

Qualified 2, 3

The narrative gives a basic description of some sort of evaluation plan and a method for making changes. It may not address all of the bullets, and in less detail than a Well Qualified response. But overall, it says enough so that an adequate plan and adequate steps to follow-through on the results are evident.

Poorly Qualified 0, 1

This narrative gives a poor description or poor methodology for an evaluation plan. It is inadequate in detail or description, such that the reader cannot tell if the organization will be successful with the plan. The plan, and follow-through, are too vague or not convincing and would likely not lead to quality self-evaluation and/or improvements to the program.

### 2. What are the qualifications of key personnel and sub-contractors? 12 points

Note that a score is assigned to 2 different categories for this question, “Education” and “Experience”. There are criteria below describing the methodology for assigning scores for both Education and Experience. The applicant may score well on education if the staff providing direct services are licensed or certified, but lack experience in working with people who are blind/visually impaired. The information for evaluation will be reflective of the narrative, job descriptions/qualifications, and staff resumes. Use the benchmarks to score the “Education” and “Experience” categories independently.

Education

Well Qualified 3

This narrative and additional documentation provides quality responses to the three bullets (seven bullets if subcontractors are contemplated) listed for this question. For all positions serving OIB in any capacity, the narrative provides a detailed description of the job duties/qualifications, the Minimum Qualifications for the positions, and the education and training of the existing staff. The meaning of a FTE at the agency is given as well as the FTE for OIB time of each position. The staff members are well-educated and many of them meet professional standards within their area of expertise (i.e., Masters Degrees, credentials in Orientation and Mobility or other specialties, certified rehab teachers, etc.). If applicable, the portions and monetary percentages of the work to be done by subcontractors is indicated and details are provided about the sub-contractors, including minimum qualifications, resumes, why they were selected, and the monitoring and evaluation of their work. In short, a Well Qualified response is exhaustive about all the staff positions that will impact the OIB work.

Qualified 2

A Qualified response will provide the minimum qualifications and a description of the job duties for each position. It may be less detailed, shorter in length, or even abbreviated. The current staff might be less knowledgeable or educated in that they are lacking college degrees or applicable credentials/licenses. There will probably be fewer details about the sub-contractors, if contemplated, and less clarity on the FTE explanation than the Well Qualified response. Overall, the narrative gives a basic coverage of the positions, the staff, and the OIB related personnel, even if not all the bullets are addressed.

Poorly Qualified 0, 1

In this narrative and additional documentation, the minimum qualifications or job descriptions are missing or insufficient. Staff training and/or education are not detailed. Sub-contractors, if contemplated, may be overlooked, or details are insufficient. Overall, the narrative fails to provide enough evidence to show the agency personnel are knowledgeable or educated about working with the blind/visually impaired population.

Experience

Well Qualified 3

This narrative and additional documentation provides quality responses to the three bullets (seven if subcontractors are contemplated) listed for this question. For all positions serving OIB in any capacity, the narrative provides a detailed description of the job duties, the Minimum Qualifications for the positions, and the experience of the existing staff. The meaning of a FTE at the agency is given as well as the FTE for OIB time of each position. The staff members are well-qualified with extensive experience. If applicable, the portions and monetary percentages of the work to be done by subcontractors is indicated and details are provided about the sub-contractors, including minimum qualifications, resumes, why they were selected, and the monitoring and evaluation of their work. In short, a Well Qualified response is exhaustive about all the staff experience that will impact the OIB work.

Qualified 2

A Qualified response will provide the minimum qualifications and a description of the job duties for each position. It may be less detailed, shorter in length, or even abbreviated. The current staff might be less qualified in that they are lacking extensive experience. There will probably be fewer details about the sub-contractors, if contemplated, and less clarity on the FTE explanation than the Well Qualified response. Overall, the narrative gives a basic coverage of the positions, the staff, and the OIB related personnel, even if not all the bullets are addressed.

Poorly Qualified 0, 1

In this narrative and additional documentation, the minimum qualifications or job descriptions are missing or insufficient. Staff experience is not detailed. Sub-contractors, if contemplated, may be overlooked, or details are insufficient. Overall, the narrative fails to provide enough evidence to show the agency personnel are experienced or how their time will be used in serving the blind/visually impaired population.

### 3. What is the Board composition and qualifications? 6 points

Note that a score is assigned to 2 different categories for this question, “Education” and “Experience”. The criteria below describe the methodology for assigning a score to each category. Evaluators will use the narrative response, Board member resumes, and Board member list details to evaluate.

Education

Well Qualified 3

The Well Qualified Board will be strongly populated by members who have extensive knowledge, training, and education related to blindness. Their academic and training credentials demonstrate an expertise in this field. This is a Board that would inspire confidence in their blindness expertise based on the sum of all their education, training, and knowledge.

Qualified 2

The Qualified Board will have enough members with blindness education, training, and/or knowledge that they will have at least a basic idea of the issues and concerns of blind consumers. The Board members probably do not have degrees or formal studies in blindness issues. The Board’s strength may reside in one or two very strong members rather than being well spread across the entire Board. In short, this Board has enough corporate knowledge, training, and education to modestly represent a blindness agency.

Poorly Qualified 0, 1

The Poorly Qualified Board is insufficiently educated as a whole because it lacks members with the appropriate knowledge, training, and/or education to adequately and accurately represent the blind and visually impaired population. This Board would be weak in education/training and therefore poorly qualified to lead a blindness organization.

Experience

Well Qualified 3

The Well Qualified Board will be strongly populated by members who have extensive experience related to blindness. Members may be blind, visually impaired, or have years of experience in programs and services related to blindness. Their work along with their experience, demonstrate an expertise in this field. Some of the Board members may be or may have been consumers of services to the visually impaired and all possess a solid experience in the field. This is a Board that would inspire confidence in their blindness expertise based on the sum of all their experience.

Qualified 2

The Qualified Board will have enough members with blindness experience that they will have at least a basic idea of the issues and concerns of blind consumers. The Board members probably have limited experience with blindness issues and their years of experience may be limited rather than extensive. There may be some consumers among them, but fewer in number or expertise than in the Well Qualified Board. The Board’s strength may reside in one or two very strong members rather than being well spread across the entire Board. In short, this Board has enough corporate experience to modestly represent a blindness agency.

Poorly Qualified 0, 1

The Poorly Qualified Board has insufficient expertise as a whole because it lacks members with the appropriate experience to adequately and accurately represent the blind and visually impaired community. There might be very few or no blind individuals on this Board or only individuals with very indirect experience related to blindness (i.e., friends of blind consumers). This Board would be weak in background and expertise and therefore poorly qualified to lead a blindness organization.

### 4. What is the applicant organization’s financial status? 6 points

Note that three separate factors are evaluated and scored for this question. A score is assigned for each of the following; Current Ratio, Program Expense Percentage, and cash reserves.

Current Ratio

Well Qualified 2

The documentation shows the organization’s ratio is 3.00:1 or higher.

Qualified 1

The documentation shows the organization’s ratio is in the range of 1.50:1 to 2.99:1.

Poorly Qualified 0

The documentation shows the organization’s ratio is less than 1.50:1.

Program Expense Percentage

Well Qualified 2

The documentation shows the organization’s program expense percentage is 87.5% or higher.

Qualified 1

The documentation shows the organization’s program expense percentage is in the range of 75% to 87.4%.

Poorly Qualified 0

The documentation shows the organization’s program expense percentage is less than 75%.

Cash Reserves

Well Qualified 2

The documentation shows the organization’s cash reserves are 4.0 months or higher.

Qualified 1

The documentation shows the organization’s cash reserves are in the range of 2.0 months to 3.9 months.

Poorly Qualified 0

The documentation shows the organization’s cash reserves are less than 2.0 months.

County Application

### 5. What is the applicant organization’s plan of operation? 24 points

Narrative

Well Qualified 4, 5

This narrative addresses all of the bullets in the narrative portion. It clearly shows how it will promote and deliver quality services. It gives details that display a quality operation plan, and the plan is on-target and spells out its services according to what is required in the RFA. The details and structure of an effective plan are given. The narrative gives timeframes for how consumers will be served in the county. It gives an excellent description of the variety of resources available. The applicant may clearly identify or describe multiple sources for the service delivery: in-home, in co-located group services, or at the agency (including geographic location of facilities in the county). It also may describe their frequency as part of the overall operation plan. The narrative is thorough, detailed, and shows a well thought-out and/or experienced plan. The applicant uses detailed plans to show effective delivery of services. The presence of the agency in the county makes it clear that the plan of operation is well structured and can be/has been effective. This comprehensive plan will succeed given its quality and detail described and/or its historic performance.

Qualified 2, 3

At least half the bullets of the narrative portion are addressed. Some resources are named, with some details. There may be references to the plan quality, the RFA purpose, and to a management plan. But these will be in less detail than the Well Qualified. The plan may lack time frames or fewer methods of service delivery are described. Some services are described for homes and groups, but short on details (including geographic details of where services will be received). The agency uses some data but doesn’t connect all the pieces well. The presence of the agency in the county may not be clear and the plan of operation lacks clarity in its ability to provide quality programming. Overall, the narrative shows the agency does have a plan, but it is not well described or detailed to the degree of the Well Qualified response.

Poorly Qualified 0, 1

This response has a lack of details on resources. The plan of operation is a poor one, or poorly described, or does not target the goals. The management plan is poor or not described, and numbers are vague, non-existent, or unrealistic. The services in-home or groups are not identified nor is frequency given as well as no geographic locations for services to be provided. The agency doesn’t use any data to demonstrate experience serving the county. Overall, with the information given, it is not evident that this plan of operation would succeed.

Target Number of Consumers

Well Qualified 3

The target number of consumers to be served exceeds the high target for the County in the table provided in the RFA.

Qualified 2

The target number of consumers to be served falls in the range of the low and high target for the County in the table provided in the RFA.

Poorly Qualified 0, 1

1 point if the target number of consumers to be served falls below the low target for the County in the table provided in the RFA.

0 points if the target is less than 75% of the low target for the County in the table provided in the RFA.

Experience

Well Qualified 4

All four boxes for this question are checked on the supplemental county application.

Qualified 2, 3

Three boxes for this question are checked on the supplemental county application. (3 points)

Two boxes for this question are checked on the supplemental county application. (2 points)

Poorly Qualified 0, 1

One box for this question is checked on the supplemental county application. (1 point)

No boxes for this question are checked on the supplemental county application. (0 points)

### 6. What services are proposed for this county? 30 points

Narrative

Well Qualified 4, 5

The Well Qualified narrative thoroughly describes the training/services that will be provided, the methods of providing training/services, and the process used for development and completion of service plans for all consumers. The agency’s method of providing core OIB IL training/services to consumers is spelled out and is functional. The narrative shows this agency gives a fully comprehensive and well-balanced menu of OIB IL training/services to all consumers and successfully works within individual development plans. Narrative is thorough, detailed, and convincing. Quality and quantity of training/services is well balanced and appropriate to the service area.

Qualified 2, 3

The Qualified narrative will talk about giving IL training/services, having service plans, but the details will be fewer in number and scope. The narrative doesn’t show a comprehensive menu of training/services or well-balanced provision of training/services. The narrative is basic and generalized, showing satisfactory and acceptable provision of OIB IL training/services. In short, the agency provides a program of less comprehensive and less balanced training/services and the details are not as well spelled out as the Well Qualified narrative.

Poorly Qualified 0, 1

This narrative does not describe providing all IL training/services, or does it poorly. The service plans are not adequately addressed. Overall, it is not clear that this agency can or does provide the full range of OIB IL training/services or completes service plans for its consumers. Data is missing or incomplete, showing very little information about methods of providing well balanced and a full scope of training/services.

Consumer Assessment

Well Qualified 2

A high-quality consumer assessment that provides detailed questions to identify consumer ability levels and the area(s) of need the consumer wishes to focus on.

Qualified 1

A consumer assessment is part of the additional documentation for this question, but the consumer assessment may be lacking in comprehensive assessment of consumer abilities and/or the ability to help identify consumer needs/desires.

Poorly Qualified 0

No consumer assessment is included or the assessment is unable to identify consumer abilities and areas the consumer wishes to focus on.

Average Number of Services per Consumer

Well Qualified 3

The targeted average number of services per consumer is above 4.

Qualified 1, 2

The targeted average number of services per consumer is more than 3 up to 4. (2 points)

The targeted average number of services per consumer is more than 2 up to 3. (1 point)

Poorly Qualified 0

The targeted average number of services per consumer is 2 or less. (0 points)

### 7. What is the applicant organization’s plan for diversity and county collaboration? 7 points

Narrative

Well Qualified 4, 5

This response addresses all bullets and gives full details on a plan, the partnerships, and it names the several and diverse partners. The plans for satellite or mobile offices (if applicable) are fully developed, with details, describing the underserved areas and the method to reach them. Multiple community-based organizations (CBOs) serving unserved, underserved, and/or minority populations are named, and the strategy to develop partnerships is explained. The service delivery with partners is also explained in detail as to how the language and cultural issues will be addressed for successful targeting of the population(s). The narrative may also describe a history of working collaboratively with others. In short, this narrative shows the agency has the partners, the plans, and the intention to carry this out. Letter(s) of support are included. Note letters must be included in order to score well qualified.

Qualified 2, 3

A qualified plan for collaboration is basic and adequate. Some partners are named, and some details are given, but fewer than for the Well Qualified narrative. The plan and method for satellites is minimally explained (if applicable). Only one or two unserved, underserved, and/or minority populations are named and the strategy for serving/reaching them may be simple or basic. Service delivery to these groups may be mentioned without explaining the partnership or development steps. Overall, the narrative shows there will be partnership with CBOs, but the details, means, and projected achievements are minimal or only briefly explained. Support letters may not be included or limited in content.

Poorly Qualified 0, 1

A poorly Qualified response has few or no partners or does not name specific groups. It speaks more in generalizations about the topic rather than specifics. There are few or no CBOs named, or poorly described, and the service delivery system, especially for unserved, underserved, and minority populations, is either not explained or is not functional as given. Overall, it lacks credible details and does not portray a system that will function effectively. No letters of support.

Letters of Support

Well Qualified 2

Two letters are included. The letters contain details about collaborative service delivery and are from organizations that specialize in serving diverse or underserved populations.

Qualified 1

If only one letter is included, it must meet the standards as outlined above. If two letters are included but they lack in detail about collaborative service delivery and only one letter is from an organization specializing in serving diverse or underserved populations.

Poorly Qualified 0

If no letter(s) of support are submitted, the letter(s) lack any detail about collaborative service provision, and/or the letter(s) are not from organization(s) specializing in serving diverse or underserved populations.

### 8. What is the percentage of the county to be served? 10 points

The score for this question is calculated based on the percentage of the population and square mileage to be served in a County.

NOTE: Refer to Attachment B: Application Submission Outline, Exhibit C: County Application Guidelines, Number 8 for the calculation.

Well Qualified 10

100% of the County will be served.

Qualified 6-9.99

Average of 60% of population and geography or more will be served.

Poorly Qualified 0-5.99

Less than 60% average of population and geography will be served.

# ATTACHMENT D: Sample Subgrant Agreement Packet

The first page of this Attachment D is for informational purposes only. Actual documents will later be sent only to successful applicants who are awarded subgrants. RFA awardees must submit the items listed on this page below.

NOTE: The contents of this document and the Sample Subgrant Agreement may change after the release of the RFA.

1. Submit one complete digital copy of the attached subgrant packet with signatures where indicated. The packet MUST contain the following documents in the following order:
   1. DR 336A
   2. EXHIBIT A - Scope of Work, self-evaluation plan, and attached Program Narrative
   3. EXHIBIT B - Budget Narrative, forms DR 339/ DR 337 (if applicable), and a federally approved indirect rate letter (if applicable)
   4. EXHIBIT C - Standard Subgrant Provisions
   5. EXHIBIT D - Special Provisions – OIB Subgrant Assurances
2. MOST RECENT audit report made in accordance with OMB circulars and 2 C.F.R. part 200, if applicable.
3. Current Insurance Certificates. Submit copies of insurance certificates for General Liability Insurance, Workers’ Compensation Insurance, and vehicle liability (if applicable) for vehicle(s) used for the Title VII Chapter 2 subgrant program. The subgrant will not become effective until all insurance requirements listed in “N. Insurance Requirements” of the Standard Subgrant Provisions have been satisfied.
4. Std. 204 Payee Data Record.
5. DR 324 Board Resolution.
6. DR 325 Contract/Subgrantee Signature Authorization.

For samples of many of the items/forms listed above go to;

<https://dor.ca.gov/Home/FormsDocumentsforSubgrantees>

STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION

**STANDARD AGREEMENT – SUBGRANT Agreement Number**

DR 336A (Rev. 07/10) Computer Generated

**Type of Grant:**       **\_\_New \_\_Continuation**

**GRANTOR: SUBGRANTEE:**

**STATE OF CALIFORNIA (Name & Address)**

**Department of Rehabilitation**

**721 Capitol Mall**

**Sacramento, California 95814-4702**      

This Agreement is entered into between the Grantor and Subgrantee named above, a subgrant award that shall assist the subgrantee to develop and/or maintain programs designed to provide direct services to applicants or consumers of the subgrantee. The subgrantee agrees to abide by the conditions of this subgrant standard agreement, exhibits, and attachments. The subgrantee agrees to comply with the applicable provisions of : 1) Title VII of the Rehabilitation Act of 1973, as amended; 2) Titles 2 and 34 of the Code of Federal Regulations (C.F.R.); 3) Title 9 of the California Code of Regulations, Division 3;4) Office of Management Budget Circulars and 5) all other applicable State and Federal laws and regulations.

* This subgrant shall be effective October 1, 2023 and terminate September 30, 2026. The subgrant may be extended for an additional two years if need and funding allows.
* Expenditures under this subgrant shall not be made for a period longer than 36 months, nor commence prior to October 1, 2023. Grantor may extend the periods by prior written notification to the Subgrantee. No reimbursements, without extension, shall be allowed for expenditures incurred after September 30, 2026.
* The total expenditures under the terms of this agreement shall not exceed $            of which $            shall be Federal funds.
* The following attachments, as indicated, are attached and by this reference made a part of this subgrant:

A. Exhibit A – Description of Services along with Subgrantee Program Narrative

B. Exhibit B – Budget Detail & Payment Provisions-(Budget Detail and Payment Provisions, and Project Budget Summary Form)

C. Exhibit C- Standard Subgrant Provisions

D. Exhibit D - Special Provisions- OIB Subgrant Assurances

E. DR324 Board Resolution

F. DR325 Subgrant/Contract Signature Authorization

G. CA 7-OB Quarterly Report form

**Items shown with an Asterisk (\*) are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at** [**www.ols.dgs.ca.gov/Standard+Language**](http://www.ols.dgs.ca.gov/Standard+Language)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| IN WITNESS WHEREOF, this agreement has been executed by the parties, hereto, this        day of                 ,            . | | | | | | | |
| **STATE OF CALIFORNIA** | | | **SUBGRANTEE** | | | | |
| Program Manager,   | | | Authorized Signature per Board Resolution   | | | | |
| Chief, Contracts & Procurement   | | | Title | | | Federal Tax I.D. Number | |
| **(Do not write below this line - For State Use Only)** | | | | | | | |
| Amount Encumbered  $ | Fund | Function | | Appropriation | | Item/Category | |
| Federal Share  $ | Subgrantee Share  $ | CFDA# | Fiscal Year | Chapter | Statutes | Org. Code | Object Code |
| ***I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.*** | | | Signature of Accounting Officer   | | | | |

EXHIBIT A: Description of Services ( SCOPE OF WORK )

1. **AUTHORITY**

The State of California Department of Rehabilitation (Grantor or DOR) to provide the Subgrantee, a subgrant of federal financial assistance that shall assist the Subgrantee as authorized by the Federal grant award titled, Independent Living Services for Older Individuals Who Are Blind (OIB) CFDA # 84.177.

This subgrant agreement is statutorily authorized and shall be governed to be interpreted in accordance with the laws of the State of California, the California Welfare and Institution Codes, Division 10, Chapter 9, § 19800-19806, and the California Code of Regulations, Title 9, Rehabilitative and Developmental Services, Division 3, Dept. of Rehabilitation. In addition, the Subgrantee agrees to comply with Federal Legislative Citation of the Rehabilitation Act of 1973, Title VII, Chapter 2, Secs.751-753, 29 USC 796j-795l, the applicable Federal Program Regulations of 34 CFR 364 and 367, as applicable to administer, conduct, and assist to meet the goals and objectives of this subgrant agreement and its programs.

**II. PURPOSE OF THIS SUBGRANT AGREEMENT**

It is the purpose and goal of the DOR to maintain a statewide network of independent living services programs for older persons with visual impairments in California.

California has one of the largest concentrations of older blind persons in the country, and a very diverse ethnic and racial composition. However, the percentage of those older blind and visually impaired persons currently served representing ethnic minorities is smaller than in the over 55 age group. Under this subgrant agreement, the Subgrantee will intensify efforts to identify and reach parity in serving underserved ethnically diverse populations.

**III.DESCRIPTION OF SUBGRANT PROGRAM SERVICES**

A. Independent Living Services Subgrants will be used to directly provide independent living services to older individuals who are blind; conduct activities that will improve or expand services for these individuals; and conduct activities to improve public understanding of the problems facing these individuals.

Subgrantee will be required to develop and implement an effective collaboration plan with other service programs for the older blind and visually impaired, such as American Association for Retired Persons (AARP), local offices of Area Agency on Aging (AAA), consumer groups such as the local senior citizens groups, and other programs serving persons with disabilities or older persons. The Subgrantee will design a system of service delivery in partnership with the organization(s) identified that are capable of providing the skills necessary to successfully serve the targeted population, including language and cultural knowledge to serve ethnically diverse populations.

The services for older individuals who are blind and visually impaired are as follows:

* Low Vision Training: Providing training in how to use remaining vision effectively, such as the use of optical and non-optical devices, learning eccentric viewing, and learning how to use residual side vision to read and perform tasks typically done with central vision. Professional Clinical low vision exams, surgical or therapeutic treatments to prevent, correct, or modify disabling eye conditions may be included. Vision to read and perform tasks typically done with central vision;
* Adaptive Equipment/Assistive Technology: Providing training in the proper use of adaptive equipment and assistive technology (low vision, communication and mobility aids, etc.) which will enable consumers to perform functions independently that they were unable to perform previously. Appropriate assessments for assistive technology must be provided to ensure proper matching of devices to the consumer;
* Orientation & Mobility (O&M): Instructing consumers in techniques used to maintain orientation to their environment whether in their home, neighborhood, or community; instructing in use of the white cane, sighted guides, dog guides, or other assistive means of travel; teaching mobility techniques to travel safely within an environment; and teaching use of public transportation or other available modes of travel;
* Communication skills such as reading and writing Braille, using large print, developing a system for self-communication, using tape recorders, typing/keyboarding or large print or learning handwriting;
* Activities of Daily Living, or Independent Living Skills: Teaching grooming, bathing, bed making, eating, using the telephone and money identification; home management skills such as planning and cooking meals, cleaning the home; budgeting and techniques for shopping and banking;
* Self-Advocacy: Motivating consumers to acquire skills and knowledge in self-advocacy in areas related to service delivery and rights of blind and visually impaired persons;
* Adjustment Counseling: Providing counseling such as support groups, personal counseling and peer counseling to assist consumers and significant others in understanding adjustment to blindness;
* Supportive Services: services provided to individuals with disabilities so that they can access other program services.
* Other needed services which will improve the ability of the older individual with severe visual impairment to function, continue functioning, or move toward functioning independently in the family or community, including information and referral services.

B. Subgrantees may enter into partnerships and collaborations with other community-based programs in order to avoid duplication, maximize the availability of core services and to be able to offer services in new areas. Existing programs may open satellite offices in unserved and underserved areas.

C. The Subgrantee’s plan for subgrant services must include the identification of community agencies in the service area that have the ability to respond to sectors of the older population which have been unserved or underserved, including ethnically diverse populations.

D. The Subgrantee will design a system of service delivery in partnership with the organization(s) identified that are capable of providing the skills necessary to successfully serve the targeted population, including language and cultural knowledge.

E. Deliverables

The Subgrantee’s program narrative as attached determines the task deliverables, goals and objectives for subgrant program services under this subgrant agreement.

F. Reporting Requirements

1. Quarterly Reporting:

Subgrantees are required to report certain information in a timely manner. This includes four quarterly reports due to the DOR no later than the final day of the month after the end of each quarter in which the subgrantee received the funding awarded in whole or in part under Title VII, Chapter 2. Reports MUST be submitted electronically at: [OIBinfo@dor.ca.gov](mailto:OIBinfo@dor.ca.gov). Late reports could be subject to a formal invoice dispute and/or possible termination of the subgrant agreement. The OIB Program Manager will provide report and report instructions for quarterly reporting that meets the requirements of Title VII Chapter 2.

Subgrantees are required to comply with fiscal and consumer record retention and reporting requirements maintaining all fiscal records for no less than 3 years from the end of the subgrant year and consumer records not less than 3 years from the date of case closure.

2. Self-Evaluation Reporting:

Subgrantees must outline a process for annual program self-evaluation that documents the Title VII Chapter 2 services, achievements, strengths and weaknesses of the project and a method for continuous improvement. The methodology must address how the subgrantee will go about documenting the activities the project completed, the results of those activities, the barriers encountered during project implementation, strategies used to overcome those obstacles, stakeholder satisfaction with project activities, changes (if any) in State and local policies and practices that have occurred as a result of the project, and recommendations for State and local infrastructure changes to accommodate valuable lessons learned.

The subgrantees self-evaluation plan will be attached and subgrantees will provide self-evaluation updates on reports.

# EXHIBIT B: Budget Detail and Payment Provisions

1. Invoicing:

Upon receipt of invoice(s) bearing the Agreement number, and subject to DOR review and approval of the invoice(s), payments will be made no more than monthly in arrears for actual costs accrued. Subgrantees shall be reimbursed for only eligible project costs, in accordance with the approved budget (Budget Narrative and DR339/DR337 forms) on file with DOR, for this subgrant agreement. Budget revisions are subject to prior DOR approval as long as the scope of work/program narrative is not impacted, and the overall total agreement award dollars have not changed.

Submit invoice(s) MONTHLY to the following email address, [OIBinfo@dor.ca.gov](mailto:OIBinfo@dor.ca.gov), by the last day of the month following the invoice period. Requests for supplemental invoicing may be sent to [OIBinfo@dor.ca.gov](mailto:OIBinfo@dor.ca.gov) and are subject to approval by the OIB Program manager.

Invoices must be submitted subsequent to any applicable reports, performance improvement plans (PIP), corrective action plan (CAP), or other required information requested prior to payment. Invoices will not be paid unless all required documentation is received.

Subgrantees must maximize OIB funds for direct services and minimize administrative/ operational expenses. DOR allows a maximum of 15% for administrative costs.

Note: If submitted annually, with the amendment budget, a federally approved indirect rate letter will be honored by DOR.

1. Federal Funding Appropriation:

It is mutually understood between the parties that this subgrant may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the subgrant were executed after that determination was made.

1. Sufficient Funding:

This subgrant is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current fiscal year and/or any applicable subsequent fiscal years covered for the purpose of this program. In addition, this subgrant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this subgrant in any manner.

1. Reduction of Funds:

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this subgrant shall be amended to reflect any reduction in funds.

1. Allowable Costs:

Principles and Standards for Determining Allowable Costs, including Requirements for Documenting Personnel Activity Chargeable to the Subgrant can be found in 2 C.F.R. part 200.

1. Actual Costs:

Subgrants awarded by the Department shall be subject to actual costs for services rendered under this agreement. Allowable costs under this subgrant must meet the following general criteria:

The allowable cost must: 1) be generally recognized and necessary for the operation of the Subgrantee's organization, 2) be reasonable for the performance of the subgrant, including acceptable sound business practices 3) be subject to the terms and conditions of the subgrant and approved DOR budgeted line items, 4) not be used for general expenses required to carry out other responsibilities of the Subgrantee, and 5) be properly supported.

1. Claims Dispute

Any claim that the Subgrantee may have regarding the performance of this subgrant agreement including, but not limited to claims for additional compensation and extension of time, shall be submitted to the OIB Program Manager within thirty (30) calendar days of Subgrantee’s knowledge of the claim. DOR and Subgrantee shall negotiate a resolution of such claim and process an amendment to the Subgrant Agreement to implement the terms of such resolution.

1. Accounting System Requirements

Subgrantee must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations and the subgrant requirements. The Subgrantee’s financial management system shall provide for:

1. Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
2. Records that identify adequately the source and application of funds for federally sponsored activities.
3. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
4. Accounting records including cost accounting records that are supported by source documentation.

Subgrantee shall submit to DOR such reports, accounts, and records as deemed necessary by DOR to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars and 2 C.F.R. part 200.

1. Multi-Year Subgrants

This subgrant agreement is for 36 months, with a 12-month budget submitted prior to October 1 on an annual basis of the agreement year cycle. Funds will be amended into subgrants on a yearly basis and funds must be expended separately during each 12-month period. DOR reserves the right to extend the subgrant period by up to one additional, 24-month period by written notice to subgrantees.

After the **4th** quarter’s reconciliation of billings, all remaining funds for that 12-month funding period will be disencumbered. No funds may be “carried over” from year to year. All policies and regulations regarding agreements remain in effect.