

**Commonwealth of Pennsylvania
Department of Labor & Industry**

**Request for Application (RFA)
Statewide Support Service Provider (SSP) Services for Persons who are Deaf-
Blind**

**Released: June 25, 2019
Responses Due: July 23, 2019**

**Department of Labor & Industry
Office of Vocational Rehabilitation (OVR)
1521 N. Sixth Street
Harrisburg, PA 17102**

**Commonwealth of Pennsylvania
Tom Wolf, Governor
www.pa.gov**

**Department of Labor & Industry
W. Gerard Oleksiak, Secretary
www.dli.pa.gov**

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Additional material required for this RFA, including attachments are available on [OVR's grant webpage](#).

The documents on the website include:

- A. Attachment A: Statewide SSP 2019 Announcement of Grant Availability (RFA)
- B. Attachment B: Statewide SSP 2019-20 RFA Application Form
- C. Attachment C: RFA Budget Narrative, Proposal and Instructions
- D. Attachment D: Domestic Workforce Utilization Certification
- E. Attachment E: RFA Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet
- F. Attachment F1: Lobbying Certification Form
- G. Attachment F2: Lobbying Certification Form Instructions
- H. Attachment F3: Disclosure of Lobbying Activities Form
- I. Attachment F4: Disclosure of Lobbying Activities Form Instructions
- J. Attachment G1: Mandatory Assurances Form
- K. Attachment G2: SSP Terms and Conditions (Rider B)
- L. Attachment G3: Mandatory Assurances Form Instructions
- M. Attachment H: RFA Commonwealth Travel Manual
- N. Attachment I: RFA Timeline
- O. Attachment J: RFA Application Checklist
- P. Attachment K: SSP Training Curriculum
- Q. Attachment L: SSP Code of Professional Conduct
- R. Attachment M: CIL Verifications
- S. Attachment N: Sample Signatory Authority Document

Submit Applications to:

Pennsylvania Department of Labor & Industry
Office of Vocational Rehabilitation
1521 N. Sixth Street
Harrisburg, PA 17102
Attn: Jessica Crum-Lasko-OVR c/o Howard Albrecht Statewide SSP

Applicants having questions must submit questions to the resource account ovrgrants@pa.gov and/or participate in the question and answer phone conference on June 28, 2019 at 10:30 AM by calling 717-612-4733 PIN: 984660. NOTE: Questions and answers will be published on the OVR website.

Applicants must use Word Document format to create documents and submit no later than 3:00 PM Eastern Standard Time on July 23, 2019.

- 1. One (1) Paper copy with wet signatures;**
- 2. Four (4) Additional Paper Copies; And**
- 3. One (1) Electronic Copy (Via Email) to OVRGRANTS@pa.gov, Attn: Jessica Crum-Lasko with "SSP Grant" in the subject line.**

Section 1 – Introduction

Pursuant to the Rehabilitation Act of 1973, *as amended*, 29 U.S.C. § 701 *et seq.*, the Department of Labor & Industry (DLI), Office of Vocational Rehabilitation (OVR) and the Pennsylvania Statewide Independent Living Council (SILC) announces the availability of Title VII, Part B funds for the continuation and expansion of the Statewide Support Services Provider (SSP) services for Pennsylvanians who are Deaf-Blind.

This statewide program will be funded for one (1) year with federal Title VII, Part B funds, and the required OVR state match. Pursuant to the federal regulations governing Independent Living Services, OVR shall provide independent living services directly or through grants and contracts, 45 CFR 1329.17, and Section 7(17) of the Rehabilitation Act of 1973, *as amended*, 29 U.S.C. § 705(17).

The State Plan for Independent Living (SPIL), for the period of October 1, 2016-September 30, 2019, and extended through September 30, 2020, was developed by obtaining feedback during public meetings. The SPIL has been approved for implementation by the Administration for Community Living, within the Department of Health and Human Services. The SPIL has earmarked federal Title VII, Part B funds for activities that expand upon, develop, and operate new projects through Requests for Proposals and/or other successful models to improve availability and access to independent living opportunities.

OVR and the SILC conducted public meetings with interested groups, organizations, and individuals to provide an opportunity to comment on the SPIL. Because of the public feedback, one of the goals within the plan was developed, “[t]o better serve those populations that are unserved or underserved.” The Deaf-Blind population was identified as an underserved population. It was determined that it is necessary to continue and expand programs in order to increase and improve services based upon gaps in independent living opportunities for the Deaf-Blind population.

For the purposes of this grant, Deaf-Blindness is defined per the Helen Keller Act, 29 U.S.C. § 1905:

- (2) the term "individual who is Deaf-Blind" means any individual—
 - (A)(i) who has a central visual acuity of 20/200 or less in the better eye with corrective lenses, or a field defect such that the peripheral diameter of visual field subtends an angular distance no greater than 20 degrees, or a progressive visual loss having a prognosis leading to one or both these conditions;
 - (ii) who has a chronic hearing impairment so severe that most speech cannot be understood with optimum amplification, or a progressive hearing loss having a prognosis leading to this condition; and
 - (iii) for whom the combination of impairments described in clauses (i) and (ii) cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining a vocation; and
- (B) who despite the inability to be measured accurately for hearing and vision loss due to cognitive or behavioral constraints, or both, can be determined through functional and performance assessment to have severe hearing and visual

disabilities that cause extreme difficulty in attaining independence in daily life activities, achieving psychosocial adjustment, or obtaining vocational objectives; or

(C)meets such other requirements as the Secretary may prescribe by regulation;

Statement of Purpose:

This grant is for the continuation and expansion of statewide SSP services for 55 registered consumers and for an additional 20 Pennsylvanians who are Deaf-Blind. Consumer eligibility criteria: A PA resident 21 years or older who is Deaf-Blind, per the definition in this document, may be served. An SSP is a specially trained individual who provides access to the community for people who are Deaf-Blind. The support of an SSP empowers the person who is Deaf-Blind to make decisions for themselves based on the visual, environmental and social information provided by the SSP. Human guide assistance is the responsibility of the SSP. Additionally, the SSP is responsible to facilitate communication for people who are Deaf-Blind (Marquez, www.hellenkeller.org) The Commonwealth is seeking grant applications for one (1) entity to provide statewide:

- A.** fiscal activities such as payroll, invoice processing & payment, and fiscal reporting for reimbursement of SSP services as provided by trained SSPs;
- B.** qualified vendors/individuals, for SSP orientation and SSP skills training to individual community members, family members and/or friends of consumers who are Deaf-Blind;
- C.** orientation for utilization of SSP services for consumers who are Deaf-Blind regarding provision of services to consumers;
- D.** management-related services for consumers who are Deaf-Blind and their SSPs including, but not limited to, maintaining rosters of consumers and SSPs, managing issues, and ethical concerns as they arise.

An Orientation & Mobility Specialist certified by the Academy for Certification of Vision Rehabilitation & Education Professionals is required to teach the mobility portion of the trainings.

Section 2 – Award Information

- A. Funding Availability:** Up to \$220,000.00 is available the first year of this award. There will be one grant awarded to one entity. This grant will be awarded for a term of one (1) year with the option to renew the grant for up to four additional one-year periods. Funds for this grant are contingent upon the availability of federal and state funds.
- B. Match Requirement:** None required.
- C. Estimated Awards:** OVR and SILC will award one grant to the applicant which best meets the criteria outlined in this RFA.
- D. Period of Performance:** The Grant Agreement period will be October 1, 2019 to September 30, 2020. If additional funds are available, successful projects may

have the option of being renewed for four additional one-year periods. No services may begin until the grantee receives a "Notice of Award."

Section 3 – Eligibility Information

A. Eligible Applicants: Eligible Applicants are all Pennsylvania Centers for Independent Living established under the ILSA (Act 1994-139) and/or Title VII of the Federal Rehabilitation Act of 1973, as amended, who are consumer-directed, and have a governing board that is comprised of 51% or more of people with disabilities. Required documentation to be included is: incorporation, and verification of the composition of the governing board and staff (see Attachment M). Applicants must have at least five (5) years of demonstrated successful experience and expertise in effectively managing both the budget and operation of, and facilitating the activities of, services to persons with disabilities which must include one or more or any combination of the following:

1. attendant care;
2. reader/driver; and/or
3. escorted shopping services.

Required Documentation to be included: current license/certification from certifying/licensing agency/ies of above services, as well as, documentation of certification/licensure for at least five years prior to the current year.

B. Eligible Projects: Eligible projects must describe how each of the targeted activities noted in Section 4, (Deliverables), of this RFA will be accomplished. Include job descriptions, as well as, resumes for all staff and documented experience of applicants. Applicants must provide a budget that indicates no more than 10% of the grant amount allocated to administrative direct costs. Budget must not list indirect costs unless the applicant has an indirect cost rate (ICR) agreement with a federal agency. Indirect costs represent the expense of doing business that are not readily identified with the grant, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Costs like heat, light, accounting and administrative personnel are examples of indirect costs.

Section 4 – Deliverables

The following deliverables will be required for each year of the project.

Deliverable 1. Grantee will continue the provision of statewide SSP services to the 55 identified and registered consumers at the rate of at least 10 hours per month per consumer. (Consumer participation and service provision documentation must be provided to OVR on a quarterly basis.)

Deliverable 2. Grantee will give primary consideration to the choice of aid or service for communication needs as requested by the consumer. Alternate formats and accommodations include but are not limited to: large print, braille, sign language interpreter, assistive listening devices, CART (Communication Access Realtime Translation), and/or other appropriate accommodations for people with dual sensory losses.

Deliverable 3. Grantee will facilitate and provide individual or group training for new consumers on the use of SSP services. Grantee will maintain training records in consumer case file.

Deliverable 4. Grantee will identify and provide SSP services to 20 additional consumers at the rate of at least 10 hours per month, per consumer. Additional consumers may be already identified individuals who do not receive services, or newly identified individuals who are Deaf-Blind that may benefit from the provision of services. Progress will be evidenced by an increase of at least 5 new consumers per quarter.

Deliverable 5. Grantee will utilize OVR templates for quarterly reports, staff certifications, requests for funds supported with payroll, benefits documentation, receipts, and invoices which must be submitted to OVR on or before the 15th of the month following the end of the quarter. Quarterly reports must also be submitted to SILC on or before the 15th of the month following the end of the quarter.

Deliverable 6. Grantee will promote and monitor consumer satisfaction of SSP services by developing a consumer satisfaction survey and administering it quarterly to each consumer. Satisfaction surveys will be submitted to OVR and SILC with the quarterly report.

Deliverable 7: Grantee will promote and monitor SSP satisfaction of training and supervision/support with an SSP satisfaction survey administered quarterly to each SSP. Satisfaction surveys will be submitted to OVR and SILC with the quarterly report.

Deliverable 8. Grantee will maintain, support and train at least 25 new SSPs on an annual basis. Grantee will maintain documentation of all training in SSP file.

Deliverable 9. Grantee will provide Annual Refresher Training to all SSPs. All SSPs must complete the refresher training prior to the end of each grant cycle. This training must be conducted through a webinar based system, must be fully accessible and must reflect topics of interest/concern of SSPs based upon survey results. Training topics, training provider, training date/time, training platform, accessibility features, and training budget must have prior OVR approval one (1) month in advance of the proposed training date.

Deliverable 10. Grantee will report quarterly upon efforts for sustainability for SSP services. Efforts to obtain permanent funding other than OVR SSP grant funding for SSP services must be documented in quarterly and final reports.

Deliverable 11. Grantee will establish and maintain service delivery documentation. Monthly service provision logs signed by consumer and SSP will be submitted to OVR with the quarterly reports and request for funds. Logs must contain SSP name and contact information, consumer name, date of services, number of hours per visit, amount charged and description of service provided. In addition, Grantee will supply payment documentation for SSP compensation.

Deliverable 12. Grantee will comply with the Federal ACL Reporting Requirements by collecting and maintaining data for each consumer served as indicated in Attachment L. Grantee will submit the compiled data to OVR and SILC by October 15th following the completion of the grant year.

Deliverable 13: Grantee will develop and facilitate a steering committee which includes but is not limited to a representative of each of the following organizations:

- A.** SILC
- B.** Office of Deaf and Hard of Hearing
- C.** Bureau of Blind and Vision Services
- D.** Bureau of Blind and Vision Services (Aging Services)
- E.** Bureau of Central Office Contractor and Grantee Services
- F.** Helen Keller National Center
- G.** Disability Rights Network
- H.** Bureau of Vocational Rehabilitation Services (Vocational Rehabilitation Specialist Deaf and Hard of hearing)
- I.** Center for Independent Living (other than the grantee)
- J.** Consumer

Deliverable 14: Grantee will submit a final report separate from the 4th quarter report to OVR and SILC within 30 days of the end of term of the grant.

Section 5 – Application

A. Initial Review Criteria: Prior to a comprehensive merit evaluation, OVR will perform an initial review to determine that (1) the applicant is eligible for an award; (2) all the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the purpose of this RFA. OVR may reject any application during the initial review that does not meet the four listed criteria.

B. Merit Review Criteria

1. Criterion 1: Project Approach and Management Plan

- a.** Degree to which the project ensures that the deliverables will be met. Approach includes measurable goals, tasks, methods, and timeline to achieve all the deliverables listed in Section 4, (Deliverables). Applicants must describe how proposed services will strengthen and expand existing services. Work plan includes a complete description of each of the deliverables in terms of action steps, methods or tasks.

- b. Clear demonstration that the proposed project aligns with identified need. Cite data sources with specific examples. See Section 1, (Introduction), and Section 4, (Deliverables) of this RFA.
- c. Demonstration of data collection system which provides required data as indicated in the Deliverables.

2. Criterion 2: Applicant/Team Capabilities

- a. Applicant's prior history related to the proposed project to be provided.
- b. Organizational structure of qualified staff and personnel represented in the budget proposal.
- c. Identifies accounting and monitoring systems.
- d. Demonstrates a history of successful coordination and implementation in effective management of both the budget and operation of, and facilitating the activities of, services to persons with disabilities, e.g. attendant care, reader/driver, escorted shopping services.

3. Criterion 3: Potential Impact and Sustainability

- a. Clear demonstration that any equipment purchases proposed are identified with specific details and that the purchased equipment directly relates to the proposed program.
- b. Project timeline with a quantifiable approach to measure progress toward implementation of each deliverable is presented.
- c. Evidence of lasting impact of the project.
- d. Evidence of match/leveraged funds and resources.

C. Review and Selection Process

1. Discussion and Award.

Applications will be scored by three reviewers and must receive at least an average score of 70% to be considered for funding. The applicant with the highest average score of at least 70% will be awarded the grant. OVR may enter into discussions with an applicant for any reason deemed necessary, including, but not limited to, any issues that may be identified with the proposed project. **Failure to satisfactorily resolve the issues identified by OVR within a specific period of time determined by OVR may preclude award.**

Grantee will be required to abide by OVR's grant policies and procedures (available upon request), and OVR's Agreement, including terms and conditions and the Commonwealth's travel policies. In addition, all final grants are subject to successful negotiation of the proposed work plan.

2. Anticipated Notice of Selection and Award Dates

Proposals must be received by the Office of Vocational Rehabilitation no later than 3:00 PM Eastern Standard Time, July 23, 2019 at the address listed on page 2. OVR anticipates notifying applicants selected for award by August 6, 2019 and making awards by the October 1, 2019 start date. All material required for this RFA is available on the [OVR website](#).

Section 6 – Application and Submission Information

- A. Application Package:** Application forms and instructions are available at the above referenced OVR website.
- B. Mandatory Attachments:** You must complete all mandatory forms in accordance with the instructions on the forms and the additional instructions below. The documents must be submitted in Microsoft Word® format unless otherwise specified in this announcement. To facilitate application review, please provide the following forms and documents in the order in which they are listed. **Failure to provide all of the documents and materials listed below could result in disqualification of the application.**
- C. Application Form:** Complete all fields (typed, not printed) and have the authorized individual sign and date the Application Form. Include all supporting documentation as indicated in Project Eligibility Criteria, as well as, as completed attachments A-Q.
- D. Project Summary/Abstract:** The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director, the project title, the project service area, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes). This document must not include any proprietary or sensitive business information, as grant agreements are considered to be public records pursuant to the Right to Know Law, 65 P.S. § 67.101 *et seq.*

This project summary must not exceed one page when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right), single spaced with font no smaller than 12 point Times New Roman or Arial.

- E. Project Narrative:** The project narrative must not exceed 15 pages, including cover page, table of contents, the statement of the project goal, deliverables, charts, graphs, maps, and letter(s) of support when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right), single spaced and printed on one side of the paper. **Evaluators will review only the number of pages specified in the preceding sentence.** The font must not be smaller than 12 point Times New Roman or Arial. Page numbers must be provided in the footer. Do not include any internet addresses (URLs) that provide information necessary to review the application.

The project narrative must include:

- 1. Merit Review Criterion Discussion:** The section should be formatted to address each of the merit review criterion listed in Section 5.B. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. **Evaluators will review and consider**

only those applications that address separately each of the merit review criterion.

- 2. Budget Proposal and Budget Narrative:** Applicants must submit a detailed Budget Proposal and Budget Narrative for the initial year of the Grant. Provide justification in detail by line item, for the costs proposed in each category.

The budget will be evaluated in terms of cost reasonableness, the relationship to proposed activities, mathematical accuracy, and allowable items. Budgets must be specific and complete. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the grant award. OVR reserves the right to modify budgets, prior to, and/or after grant award.

- 3. Timeline (Attachment I):** Provide a timeline of the project broken down by each deliverable, task and/or subtask for the initial year of the Project. The timeline should include for each deliverable or task a start date and end date. The timeline should show interdependencies between deliverables or tasks and include quantitative milestones. Projects should be operational as quickly as possible.

- 4. Affirmation:** An authorized representative, an individual who can legally bind the applicant organization into a grant, must complete and provide signature and/or initials acknowledging the contents of the documents listed as Attachment B, D through F4, G1, and N on page 2 of the RFA.

- F. Funding Restrictions:** The budget must support the Statement of Purpose and be in accordance with the SPIL, the State Board of Vocational Rehabilitation, Health and Human Resources Grants policies: Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Costs that are not directly related to the Project are not allowable. If the budget contains unallowable costs, OVR may accept the application after acknowledgment by the Applicant that the unallowable costs will be removed from the application and are not subject to funding under this project. Applicants are strongly encouraged to build upon existing resources, including the use of existing facilities and equipment to support the project. An approved budget may not be increased or decreased without a formal amendment to the executed grant agreement. Adjustments to the amounts of specific categories contained in a budget that do not increase the

monetary value of the grant may be accomplished by mutual consent of the grantor and grantee by use of a Budget Revision Request (BRR).

The Department of Health and Human Services (HHS) fully supports federal restrictions on lobbying using federal funds by HHS grant recipients. In general, recipients of federal funds are not allowed to use said federal funding to lobby federal, state, or local officials or their staff to receive additional funding or influence legislation. The citations below provide a statutory/ regulatory background as well as Department-wide restrictions and links to the implementing legislation, regulation, or guidance. If you have further questions, please contact the Chief Grants Management Official within the appropriate awarding agency (Administration for Community Living).

As a general matter, these lobbying restrictions preclude recipients from:

- 1.** spending federal funds to influence an officer or employee of any agency or Congressional member/staff regarding federal awards;
- 2.** failing to submit required certification and disclosure forms (i.e., SF-LLL);
- 3.** using grant funds provided to non-profit organizations or institutions of higher education to influence an election, contribute to a partisan organization, or influence enactment or modification of any pending federal or state legislation; or
- 4.** expending federal funds to influence federal, state, or local officials or legislation.
- 5. Allowable Costs:**
 - a.** administrative costs, as direct charges, are limited to no more than 10% of the grant amount. A flat 10% figure will not be allowed, but an indirect cost rate (ICR) established for an entity by a federal agency is permissible providing documentation of the ICR assignment of the rate is provided;
 - b.** personnel costs and fringe benefits;
 - c.** reasonable costs for storage, transportation, protection and disposal of property acquired or produced for the grant award (grantee must have prior written approval to dispose of any property acquired for the award);
 - d.** rental costs of real property and equipment;
 - e.** insurance (as required and regarding the general conduct of operations);
 - f.** equipment required for the operation of the grant project;
 - g.** costs associated with single audit requirements;
 - h.** publication and printing costs;
 - i.** membership dues (must have prior written approval);
 - j.** fundraising and investment activities shall be allocated an appropriate share of indirect costs;
 - k.** staff travel;
 - l.** staff training;
 - m.** program supplies;
 - n.** meetings and conferences (for which the primary purpose is for dissemination of technical information with prior written approval);
 - o.** materials and supplies necessary to carry out the award;
 - p.** maintenance and repairs (incurred as necessary for upkeep of buildings and equipment which neither add permanent value nor prolong its intended life);
 - q.** professional services and consultation (must have prior written approval); and

r. other costs allowed by the Department of Health: Administration for Community Living.

6. Disallowable Costs:

- a. building construction;
- b. costs associated with audits not conducted in accordance with a Single Audit as required;
- c. food, unless associated with a conference;
- d. alcoholic beverages;
- e. advertising and public relations (some costs are allowable under certain circumstances);
- f. lobbying;
- g. contributions and donations;
- h. bad debt;
- i. communication costs (telephone and internet);
- j. legal costs related to the defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements;
- k. renovations or alterations;
- l. indirect costs – costs that have been incurred for common or joint objectives and cannot be readily identified with a final cost objective and where a federal agency has not issued an ICR;
- m. vehicles rented, leased or purchased;
- n. customer wages or stipends;
- o. entertainment expenses;
- p. finance charges, fines or interest charges;
- q. projects supported during the fiscal year with other state or federal funds;
- r. any costs associated with the development of this proposal; and
- s. other costs disallowed by the Administration on Community Living.

Section 7 – Award Administration Information

A. Award Notices: Each applicant shall be notified in writing within 30 days after the decision is made of the approval or disapproval of the submitted application.

B. Billing and Reporting Requirements: Recipients must comply with all OVR and federal reporting requirements – including submission of the Quarterly Report and Staff Certification Forms no later than 15 days after the end of each calendar quarter, or more frequently as directed by OVR or SILC. Recipient agrees that in consideration of receipt of funds, it will comply with all of the terms, conditions, requirements and limitations set forth in the Agreement. Note: Advance payment requests for working capital, or for any other reason, are limited to 25% of the first-year grant amount pursuant to Management Directive 305.20, Grant Administration as Amended March 2, 2018. No payment shall be made to a grantee until the respective grant agreement is fully executed and all payments will be made through the Automated Clearing House (ACH) in keeping with Management Directive 310.30, Pennsylvania Electronic Payment Program.

The grantee shall submit to OVR a Request for Funds (RFF) for costs incurred to perform services during each month or each quarter, using the format and form supplied by OVR. The grantee will be required to maintain records that are

sufficient to fully disclose the extent and nature of all services provided for the term of the award. Additional reporting requirements may be required to satisfy OVR, and grantee will be notified of such requirements by OVR.

C. Quality Assurance and Monitoring: Recipients must comply with all Commonwealth quality assurance and monitoring activities that ensure transparency, accountability, and the reduction of fraud, waste, error and abuse. Grantees are required to adhere to the confidentiality requirements of the Federal Rehabilitation Act of 1973, *as amended*, and its governing regulations. Grantees and subcontractors are required to respect the confidentiality of all OVR employees and consumers.

D. Special Requirements:

1. The awarded grantee's program staff and SSPs must obtain the clearances required by the Child Protective Services Law (23 Pa.C.S. § 6301 *et seq.*), must be trained in Older Adult Protective Services Reporting, Adult Protective Services Reporting, and Mandated Reporting. Grantee must maintain records of said clearances of all grant funded program staff and all subcontracted SSPs.
2. Grantees are required to notify consumers and/or their parent/guardian about the availability and purposes of the Client Assistance Program (CAP) under section 112 of the Rehabilitation Act, 29 U.S.C. § 732, including contact information for assistance from CAP.
3. The grantee may sub-contract for training of SSPs with qualified vendors/individuals. Qualified trainers must meet one of the following requirements:
 - a. hold a license or certificate in one of the following:
 - i. Certified Orientation & Mobility Specialist;
 - ii. Certified Low Vision Rehabilitation Therapist;
 - iii. Certified Deaf-Blind Specialist;
 - iv. Teachers of the Visually Impaired; or
 - v. Teachers of the Deaf and Hard of hearing;

OR

 - b. SSPs who have both participated in SSP training and possess at least two (2) years of experience providing SSP services.
4. Grantees must maintain current Liability Insurance.
5. Grantees must keep all information regarding consumers confidential, and take reasonable action to protect and prevent disclosure of any confidential consumer information. Confidential information includes, but is not limited to, names of, or any information concerning, persons applying for or receiving SSP services, directly or indirectly derived from the records, papers, files or communications of

the Commonwealth, or subdivisions or agencies thereof, or acquired during the performance of grantee's duties. 43 P.S. § 682.14.

6. Grantees must agree to pay employees, beginning July 1, 2019, a minimum wage of \$12.50 per hour, and annually thereafter, a minimum wage increased by \$0.50 per hour, until the minimum wage reaches \$15.00; unless the minimum wage for the Commonwealth is, pursuant to law, higher during the period of the grant. In the event the minimum wage is raised to an amount higher than this paragraph requires, the grantee shall pay employees pursuant to the legally required minimum wage.

Section 8 – Questions/Agency Contacts

A Pre-Proposal Conference is scheduled. Questions regarding the content of this RFA must be submitted to Jessica Crum-Lasko at the following email address: OVRGRANTS@pa.gov, **Attn: Jessica Crum-Lasko**.

OVR will attempt to respond to a question within three business days, and post the answer on the OVR website listed below, unless a similar question and answer have already been posted.

Questions and comments concerning this RFA shall be submitted **no later than 12 Noon July 9**. Questions submitted after that date and time will not allow OVR sufficient time to respond.

You can view all questions and answers on the [OVR website](#).