

I. Lucas County Board of DD Adult Day Grant Framework

The grant was established to award Adult Day and Employment Service agency providers within Lucas County, Ohio, the opportunity to expand existing services and/or enhance their current program to be in line with DODD and Lucas County's vision for enhanced *Adult Day and Employment Services* through increased community engagement and employment opportunities for all individuals with I/DD. Funds have been set aside and may be approved for submissions that either expand and/or enhance Adult Day and/or Employment services, promote community integration and community employment, and/or helps people achieve their goals related to Adult Day/Employment services & supports.

This can include, but is not limited to:

- adaptive equipment such as changing tables, privacy screens/curtains;
- sensory equipment such as swings, special lighting, fidgets;
- technology equipment to promote *Ohio's Technology First* initiative within their program such as training and equipment items used for programming.

Grant applications that will NOT be accepted include requests such as:

- funds to be paid directly to staff
- request for reimbursement for purchases made prior to the grant application/approval
- gaming systems
- agency taxes, fees or of the such required to operate the business

Funding will be distributed 3 times over the course of the **year 2025**. The 2025 grant budget per distribution cycle is set at \$50,000, with each grant awardee receiving **no more than \$10,000** per agency. Only agency providers in good standing with DODD may apply for this grant. Providers in the process of suspension of services and/or revocation will not be eligible to apply. Agencies are only eligible to receive one grant distribution in total for the 2025 calendar year. Grant recipients will be required to submit receipts for reimbursement. The committee and/or Lucas County DD has the right to reimburse the awardee based on items approved in the initial application/budget request. Items purchased outside of the initial application/budget request will not be reimbursed. Administrator reserves the right to reject any, part of, or all proposals and waive any informalities in the proposal submission process.

II. Role of Grant Administrator

The grant administrator serves as the entity to promote, circulate, and coordinate all aspects of the grant.

A review committee will be established to ensure a fair and equitable review process. The review committee will be comprised of four members from the 19 Services team, which consists of two self-advocates.

The committee will collect, review, and score submitted application to ensure they meet the intent of the grant.

All applications will be logged into a tracking sheet and provided upon request.

III. **Marketing**

The grant administrator will promote and circulate the grant throughout Lucas County, Ohio. The method of communication will be email flyers, Facebook posts, provider emails/blasts, and informational forum opportunities through provider meetings.

IV. **Application Process**

Applications (Attachment I) are available through Lucas County Board of DD website and 19 Services website at 19services.com via PDF fillable form, along with a brief budget summary.

The grant has a dedicated email and is monitored by 19 Services team members to field questions and provide technical assistance. The email address: LCBDDgrants@19servicesinc.com.

There will be three opportunities to apply for the grant. The 2025 schedule is as follows:

1st Phase

Applications Due: March 31, 2025

3rd Phase

Applications Due: September 30, 2025

2nd Phase

Applications Due: June 30, 2025

V. **Grant Evaluation & Application Scoring**

Grants will be evaluated in a fair and equitable manner. Applicant submissions will be reviewed against the intent of the grant, which is to either expand and/or enhance Adult Day and/or Employment services, promote community integration and community employment, and/or helps people achieve their goals related to Adult Day/Employment services & supports.

Scoring will be determined by completeness, eligibility requirements, alignment with intent of grant, feasibility of funds requested, and desired outcome. A scoring form (Attachment II) will be utilized by the committee to complete this process and determine the total score of the application. This will in turn be utilized to select awardees based on highest scoring of the application criteria.

Once the highest scoring application(s) have been selected, the committee will convene to vote on awardees based on total number of grants to be distributed during that phase and overall thoroughness of the application.

VI. **Award Notification & Financial Distribution**

Grants will be awarded in three phases based on each quarter of 2025. Initial funding for 2025 is set at \$50,000 per quarter, not to exceed \$10,000 per award. Grant recipients will be required to submit receipts for reimbursement. The committee and/or Lucas County DD has the right to reimburse the awardee based on items approved in the initial application/budget request. Items purchased outside of the initial application/budget request will not be reimbursed. Awarded funds will be distributed directly from the Lucas County DD ADA Grant Fund.

1st Phase

Applications Due: March 31, 2025

Awardees Notified By: April 30, 2025

Receipts Due By: May 30, 2025

Checks Mailed By: June 30, 2025

2nd Phase

Applications Due: June 30, 2025

Awardees Notified By: July 31, 2025

Receipts Due By: August 29, 2025

Checks Mailed By: September 30, 2025

3rd Phase

Applications Due: September 30, 2025

Awardees Notified By: October 31, 2025

Receipts Due By: November 28, 2025

Checks Mailed By: December 19, 2025

VII. Reimbursement Process & Outcome Reporting

Grant awardees will be required to provide the following in order to receive awarded funds:

- Submit all receipts of purchase(s) to LCBDDgrants@19servicesinc.com within 30 days of award notification.
- Items purchased outside of the initial application/budget request will not be reimbursed.
- Accounting of how the funds were spent, including a final budget breakdown of how your agency met the objectives of the grant.
- Funds will be distributed within 30 days of purchase review.
- An outcome/success story as a result of receiving the grant. Those awarded the grant will be asked to sign a form giving LCBDD and 19 Services permission to publish their story/outcome.

The grant administrator will coordinate the collection of outcome/success stories from those who were awarded the grant. The grant administrator will determine the best method for sharing the stories with the DD Community and Stakeholders to create awareness. The grant administrator will also coordinate and track all receipts and accounting of how the funds were spent. This information will be available for review at any time.