



Request for Proposal (RFP) for Summer Program 2026 Grants

Key Dates

- RFP Released: January 14, 2026
- Proposal Due Date: February 6, 2026 by 2:00 p.m.

The RFP will be available on Lucas DD's website: <https://bit.ly/summergrants-lucasDD> on or after January 14, 2026 and will remain available until the date and time of opening of proposals.

Statement of Receipt & "No Response"

If you received notifications of this RFP but do not plan to submit an application/proposal, please email your reason(s) to Heather McVay, hmcvay@lucasdd.org. Your feedback helps us improve our grant process. Thank you.

New Vendors/Applicants will need to set up an account in the Lucas County Auditor's Supplier system.

Supplier Portal Registration System with Lucas County. Registration is the first step to ensuring your organization's ability to conduct business with Lucas County and Lucas DD. The County Auditor's Office manages the Supplier registration process. Applicants may register online at: [Supplier Registration | Lucas County, OH - Official Website](#)

Primary Point of Contact

Heather McVay
Lucas County Board of DD
1155 Larc Lane
Toledo, OH 43614
hmcvay@lucasdd.org

**Lucas County Board of Developmental Disabilities
1154 Larc Lane
Toledo, Ohio 43614
(419) 380-4000**

Lucas County Board of Developmental Disabilities (Lucas DD)
REQUEST FOR PROPOSALS(RFP)
Summer Program 2026 Grants
January 14, 2026

INTRODUCTION (About this RFP)

Background

The mission of Lucas DD is Improving **LIFE** so that individuals with developmental disabilities reach their full potential. In service to that commitment, Lucas County Board of Developmental Disabilities (Lucas DD) SSA Department announces funds available to create meaningful, inclusive, and integrative summer program opportunities for children eligible for Lucas DD services.

Purpose

This RFP seeks to identify community-based organizations able to provide summer programs that are accessible and welcoming to participants of all abilities. Summer Program 2026 Grants will be awarded to eligible applicants operating summer programs that encompass the GOOD LIFE experience: building relationships, having dignity, sharing ordinary places, making choices and contributing to their community for youth during summer months.

Scope and Eligibility

Children and teens up to high school graduation with medical, social/emotional, personal care or therapeutic needs will participate in a fun and integrative summer program that meets their specialized needs. Integrated settings are those that support full access of youth with developmental disabilities to the greater community with the same degree of access as youth not receiving disability related services. Integration is also about access to people and places in the same manner as the broader community.

The target population of each application/proposal may focus on one age group or a range of ages of children and teens eligible for Lucas DD services

Lucas DD encourages applications/proposals from community-based organizations, including those with limited experience in formal RFP process, operating any summer programming. Applicants must be willing and able to provide inclusive and integrative services to children with all types of abilities in Lucas County, which includes children with developmental disabilities.

Funding through this RFP supports summer activities across a variety of areas (educational, recreational, arts, sports, mentorship, and outdoor programs) for children and teens up to high school graduation. Applicants are expected to include clearly stated goals and project outcomes. The project description and funding request should show how the proposed activities meet your identified program purpose(s).

Grant Details

Summer Program Grants 2026 are reimbursement grants. Applications selected by the review team will be awarded a contract. The grant period is from March 1, 2026, through September 30, 2026. Funding will not be provided when the cost of child/teen's summer camp is paid for by extended school year (ESY) or a waiver. The following costs are also ineligible for funding: food, staff uniforms, and administrative staff. Awards will be made on a competitive basis.

Notice About Limited Funding and Program Adaptability

If partial funding is awarded, applicants will need to confirm that their program can still operate effectively and achieve meaningful impact with the adjusted budget.

INSTRUCTION TO APPLICANTS (How to Respond)

Important Dates

Thursday, January 14, 2026: RFP released

Wednesday, February 3, 2026: Last day that questions may be submitted and answers published

February 6, 2026: Completed applications due electronically by 2:00 p.m.

February 20, 2026: Summer Program Grant awards announced

Questions

Questions regarding this RFP must be submitted to Heather McVay via email hmcvey@lucasdd.org. Responses that require clarifications and/or addenda to the RFP will be published on Lucas DD's website. Questions and answers will be updated regularly as questions are received, except on weekends. It is the applicant's responsibility to check the website for updates.

Submission Process and Deadline

For your application to be considered, the complete proposal, with all required documents, must be received by Lucas DD on **February 6, 2026, no later than 2:00 p.m. Late proposals, whether electronic or physical, will not be reviewed.**

Electronic Submission (as a PDF)

Kim Rambus

krambus@lucasdd.org

Subject Line: Summer Program 2026 Grants

Lucas DD will email applicants to notify them of the successful receipt of the email application/proposal within 24 hours. Applicants are responsible for ensuring files are accessible, virus-free, and in the required format.

Hand Deliver or Mail

Lucas County Board of Developmental Disabilities

1154 Larc Lane

Toledo, Ohio 43614

Attention: Lucas DD Legal Dept.

Physical proposals must be in a sealed envelope, clearly labeled with the RFP name and applicant's name and address. Lucas DD is not responsible for delays caused by technical issues, courier services, or other delivery methods. Applicants are encouraged to allow sufficient time for submission to avoid last-minute issues.

Application Format

Proposals must be typed(single-spaced), utilize a 12-point standard font with no smaller than 1" margins, and submitted on a standard 8 ½ x 11-inch paper. Each proposal will consist of the one-page Application Coversheet (must be signed by authorized representative), the Project Narrative (limited to maximum of 12 pages), Budget Narrative, and Attachments A-D.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed project/program. Emphasis should be concentrated on conformance to the RFP instructions and responsiveness to the RFP requirements.

A. Project Narrative

Provide a clear, detailed description of what you intend to accomplish in the proposed project/program design and services. Discuss how your project/programs' goals, activities, expected outcomes, and measures of success directly benefits children eligible for Lucas DD services. This should include a description of services currently offered, the applicant's organizational mission statement, a description of key personnel directly involved in the summer program.

Respond to the following:

- What are the goals and objectives of your program?
- A description of qualifications of key personnel working with children in the program, including relevant experience and skills and how their background supports your program's goals. If any community partnerships will support the program, provide a brief description of their role and what they will contribute to promoting inclusivity and benefits all participants.
- Which age group does your program serve?
- Does it cost for participants to attend your program? If yes, is there an application fee? If so, how much? Is there a weekly camp fee? If so, how much per child per week?
- What specific activities will you offer, and how do they align with the inclusive, integrated component listed in this RFP?
- Provide an activity schedule for each week of camp.
- Indicate the location(s) where services will be provided and if transportation will be provided to/from participants' home.
- What is the start and end date of your program? What time does your program begin and end each day? How many days per week will your program be in session this summer?

- How will program success be evaluated?
- How will program provide the following ***GOOD LIFE*** experiences:
 - Building Relationships
 - Having Dignity
 - Sharing Ordinary Places
 - Making Choices
 - Contributing to their Community

B. Budget Narrative

Provide a budget justification that clearly details the expenses to be charged to the grant up to the requested award amount. Budget narrative should provide a detailed explanation for all proposed expenses and how expenses align with program activities. Applicants must complete line-item budget calculations that reflect only allowable costs incurred during the grant period on the Budget Form (Attachment B).

All costs must be reasonable and necessary to carry out the grant objectives. Grant funds will be paid on a cost reimbursement basis. Please note that the proposed budget submitted with your application/proposal is NOT the approved budget for release of funds. If the application is selected, the amount of the award will be confirmed prior to the release of funds.

Neither this RFP nor acceptance of any proposal received in response to this RFP shall create an obligation on part of Lucas DD to enter into an agreement with any applicant. The award of any agreement as a result of this RFP shall be at the sole discretion of Lucas DD. Lucas DD may amend, modify, withdraw, or terminate this RFP at any time. Applicants may not withdraw a proposal within sixty (60) days of the date of proposal opening.

REVIEW PROCESS

Proposals will be reviewed, evaluated and rated by the Review Committee. The Review Committee will be composed of specialists in the RFP program area. Review Committee representatives will not include applicants to this RFP or those who have any conflict of interest that would prohibit a fair and equitable review process.

Selection and Award of Contract

Applicants will be notified via email about the status of the award by February 20, 2026. A contract will be awarded to the applicants that were selected by the Review Committee during the month of March 2026.

No contract will be awarded to any person, firm or corporation that is in arrears or is in default to Lucas County upon any debt or contract, or that is a defaulter as surety or otherwise upon any obligation to the County or has failed to perform faithfully any previous contract with the County. Complete Delinquent Personal Property Tax Statement (Attachment C).

SUCCESSFUL GRANT APPLICANTS

Requirements if Awarded

Grant Agreement Obligations

The information contained in the RFP and in the proposal submitted by selected applicant are incorporated in and fully a part of the grant agreement. Grant awards will not be final until Lucas DD and the grantee have executed a grant agreement. As a condition of the grant award, Grantee must comply with the following and each provision of the grant agreement:

Non-Discrimination Statement. As part of the grant agreement, the grantee must sign and submit affidavit confirming compliance with all applicable laws and requirements (Attachment C).

Insurance Requirements. Grantee must provide and maintain the following:

- ✓ Workers Compensation Insurance as required by the state of Ohio
- ✓ Policy for commercial general liability insurance, which includes coverage for comprehensive liability and automobile liability in minimum limits of \$500,000/\$1,000,000 for personal injury and \$1,000,000 for property damage.

Insurance policies shall name Lucas County Board of Developmental Disabilities as an additional insured and submit no later than seven (7) days after award or prior to execution of the agreement.

Indemnification. The Grantee shall indemnify and hold harmless Lucas DD, its employees and agents against all claims, demands, causes of action, suits, or liability arising out of applicant's performance or that of his employees, subcontractors, material men or agents, and said indemnity shall include defense of any lawsuit.

Criminal Background Checks. A current and accurate criminal history check must be completed for all program personnel, staff and volunteers. Said personnel, staff, and volunteers may not work directly with youth prior to background clearances.

Compliance with laws and regulations. Services shall be provided in accordance with all applicable laws and regulations.

Grantee Meetings and Activities

Program Activities. Grantee must complete the activities as described in the application/proposal for which the grantee was funded. Any changes to the proposed activities must be made in writing for review and approval by the review committee prior to being implemented. Submit request to hmcvay@lucasdd.org.

Site Visits. A minimum of one (1) site visit will be conducted for monitoring and compliance throughout the grant period.

Informational Sessions(optional). Lucas DD supports inclusive, integrated summer programs that bring people of all ages and abilities together to learn, grow, and connect while strengthening and enriching the whole community. Specifically, Lucas DD will host two capacity-building sessions one before summer programming begins and one after. Participation in these sessions is encouraged because they will help

grantees share best practices of their program, knowledge and networking opportunities to ensure meaningful impact for youth with developmental disabilities. The dates will be announced by end of March 2026.

Invoicing & Program Reporting

Invoicing: Reimbursement will be made upon receipt of invoices. A payment of one-half of the grant amount will be made upon execution of the Agreement and receipt of invoice. A final payment of one-half of the grant amount will be made upon submission of an invoice and receipt of the End of Program Report. Without exception, the itemized invoice for the final payment and the End of Program Report must be received by Lucas DD by October 1, 2026, in order for award recipient to receive the last payout under the grant.

Each award recipient will be required to submit an End of Program Report (Attachment D) to be sent to Heather McVay (email hmcvay@lucasdd.org)

All invoices and reports are to be sent to Heather McVay at the following address:

Heather McVay
Lucas County Board of DD
1155 Larc Lane
Toledo, OH 43614
hmcvay@lucasdd.org

Checklist for Application Submission

Use this checklist to ensure your proposal is complete:

Attachment A: Application coversheet

Project Narrative

Budget Narrative

Attachment B: Budget Form

Attachment C: Affidavit

Non-Discrimination Statement

Personal Property tax disclosure

Attachment D: End of Program Report

If possible, applicants are encouraged to submit their application/proposal as a **PDF** electronically via email.



ATTACHMENT A

APPLICATION FOR FUNDING COVER SHEET
LUCAS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
"Summer Program 2026 Grants"

Title of Project:		
Agency/Institution:		Contact Person:
Street Address:	City:	Zip:
Phone: () -	Fax: () -	Email:
Project Description:		
Proposed number of Lucas DD eligible students to be served:		
Total Number of all participants including community participants to be served:		
Project Manager Name/Title		
Street Address:	City:	Zip:
Phone: () -	Fax: () -	Email:
RFP Funds Requested:		
Financial Officer: Names/Title:		
Street Address:	City:	Zip:
Phone: () -	Fax: () -	Email:
Superintendent/Director/CEO Signature (Blue Ink)		Date:
Street Address:	City:	Zip:
Phone: () -	Fax: () -	Email:



2026 Summer Program Budget Form

ATTACHMENT B

Name of Applicant: _____

Title of Project: _____

Budget Line Item	Total Budget					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
Totals	\$0.00					

SIGNATURES BELOW INDICATE THAT BUDGET INFORMATION IS ACCURATE

Project Manager	
Signature	Date
Phone	
Email	
Fax	

Financial Manager	
Signature	Date
Phone	
Email	
Fax	

ATTACHMENT C
AFFIDAVIT

State of Ohio

County of Lucas

I, _____, _____ of
(Name of Signing Party) (Title)

_____, swear that on _____, 2026, I submitted
(Name of Individual or Entity)

a bid to the Lucas County Board of Developmental Disabilities for Summer Program 2026 Grants.

NON-DISCRIMINATION STATEMENT

_____ does hereby agree that in the hiring of employees for
(Name of Individual or Entity)

the performance of work under this contract or any subcontract, no contractor or subcontractor or any person acting on subcontractor shall by reason of race, creed, sex, handicap, or color, discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform the work to which the employment relates.

_____ further agrees that no contractor, subcontractor, nor any
(Name of individual or entity)

person acting on his behalf, shall, in any manner discriminate against, or intimidate any employee hired for the performance of work under this contract on account of race, creed, sex, handicap, or color.

PERSONAL PROPERTY TAX STATEMENT
(O.R.C. SECTION 5719.042)

1. That, at the time that the bid was submitted, I/we have/have not (circle one) been charged with any delinquent personal property taxes on the general tax list of personal property of Lucas County, Ohio.
2. That the amount of due and unpaid delinquent taxes is \$_____.
3. And that the amount of due and unpaid penalties and interest is \$_____.

Signature of Affiant

Date

Name of Business

Sworn to before me and subscribed in my presence this
____ day of _____, 2026.

Signature of Notary Public

A Notary Public in and for said County and State
My Commission expires_____.

ATTACHMENT D
END OF PROGRAM REPORT
Due by October 1, 2026

Name of Agency/Camp/Summer program _____

Amount of grant used for summer program \$_____

Dates and times of summer program _____

Number of Youth Served who are Lucas DD Eligible_____

Total Number of Youth Served_____

We believe children and teens should participate in programs that help them have a GOOD LIFE! The summer program that they participate in should focus on the 5 Valued Experiences:

- Building Relationships
- Having Dignity
- Sharing Ordinary Places
- Making Choices
- Contributing to their Community

Please share some success stories from your summer program: (Feel free to use the back.)

Are there any challenges you would also like to share? Please note any campers who were unable to complete a full week of camp and why.