



C U Y A H O G A C O U N T Y Board of Developmental Disabilities

Universal Changing Tables Grant

Timeline

Date	Action
August 1, 2024	RFP open – application https://my.reviewr.com/site/universalchangingtablegrant
September 13, 2024, 11:59 pm	RFP deadline
September 16 - 20th	RFP review
Week of September 23, 2024	RFP award notification
September 23, 2024 – January 31, 2025	RFP execution
January 2025	RFP Completion/reporting/evaluation

Mission Proposal and Intention

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) mission is to support and empower people with developmental disabilities to live, learn, work, and play in the community. People with developmental disabilities should be able to access and participate fully in a community where they are welcomed, included, supported, and celebrated.

Universal Changing Tables are underprovided in Cuyahoga County. Without access to these tables, adults and older children with disabilities lack a critical tool to meet basic needs. Our universal changing tables investment will increase inclusion and access for people facing this barrier.

Eligibility

Cuyahoga DD seeks proposals from:

- Cuyahoga County-based nonprofit organizations, county or local government organizations.
- Established on or before December 31, 2023.
- Eligible organizations must own their building and its outdoor space. (Organizations leasing or renting space are ineligible.)

Recipients of 2024 Library, Recreation Services, or Arts & Culture Partnership Grants are eligible to apply. Recipients of 2024 Access & Physical Space Grants are not eligible to apply.

Awards and Funds

Limit of one Cuyahoga DD Universal Changing Tables Grant award per location. Grant is to purchase and install a universal changing table. Each grant is not to exceed \$10,000.

Up to ten grants are designated for Cuyahoga County-based nonprofit organizations, county or local government organizations.

Awards Distributed in 2024

Project completion date: January 31, 2025

Background

Providing universal changing tables in public settings greatly improves access and quality of life for people with developmental disabilities with self-care needs like diaper changing, addressing colostomies, and using catheters. Without universal changing stations, people with these needs and their friends and families must stay home, limit the amount of time they spend in public spaces, or change their loved ones in unsafe and unsanitary settings.

Organizations that install universal changing tables enable people of all abilities to participate fully by providing a clean, private, and safe area that can meet the needs of all.

[This video prepared by Auglaize County shares some background on the importance of Universal Changing Tables.](#)

[Changing Spaces shares a video giving a background and explanation of universal changing tables.](#)

Scope of work and desired outcomes

This is the process for submitting a Universal Changing Table Grant proposal to Cuyahoga DD. Submission of a proposal does not guarantee approval. Submissions must align with Cuyahoga DD's mission. Selected organizations must install a universal changing table that meets the approval and specifications of Cuyahoga DD.

Changing tables must:

- Have a minimum changing surface of 70" long and 30" wide.
- Be height adjustable: 17" minimum to 38" maximum, as measured between the floor and the surface of the table.
- Allow 36" minimum of clearance and transfer space along the length and at one end of the table.
- Capacity – allowable stresses for materials, fastening mounting devices, and support structure shall support a downward force of not less than 400 pounds, applied to any point on the changing surface.
- Changing surface – comprised of non-porous and durable materials.

- Side rail – minimum 2/3 length of table, centered along the length of open side of table. When raised, lock into position and at least 5 in above surface of table. When lowered, should not impede the transfer process.
- Single-use rooms (such as a family/companion care bathroom) must contain:
 - Soap dispenser.
 - Hand towel dispenser or hand dryer.
 - Coat hook in proximity to the changing surface.
 - Waste receptacle.
 - Signage indicating Adult Changing Station Provided at entrance to the room.
- Multi-user toilet or bathing rooms:
 - In addition to the above, privacy walls, curtains, or partitions enclosing the compartment.
- The adult changing station and its supporting structure shall not obstruct:
 - Required clear-floor spaces and clearances at accessible elements,
 - Maneuvering clearances at doors, and
 - Wheelchair turning space.
 - More on these clearances is online at <https://adachecklist.org/>.

[Changing Spaces offers detailed guidance on planning for universal changing tables in your facility.](#)

The scope of work must be purchased by December 31, 2024 and completed by January 31, 2025.

Elements of the Proposal

Proposals must include the following:

- **Organization Overview:** key data related to your organization or businesses including but not limited to:
 - organizational capacity;
 - demographics target audience including departments;
 - current number of participants served;
 - programming and activities currently provided;
 - description of the accessibility of facilities/space to be used for programs.
- **Organization Capacity:** description of your organization’s capacity to serve people with a wide range of developmental disabilities, including those that may have higher support needs.
- **Scope of Work:** description of work to be completed.
- **Marketing Plan:** description of how you would market your improvements to people with disabilities in your community and surrounding communities.

Reporting and Participation

Recipients of a 2024 Cuyahoga DD changing table grant agree to:

- Participate in or host one Cuyahoga DD event in 2025; Family Fun Fair or an Empower Pop-Up.
- Work with Cuyahoga DD to provide approved photos, testimonials, and project updates as requested.
- Complete a one-time survey providing feedback about project results and impact.

Evaluation Criteria and RFP Review Process

All submitted proposals will go through a two-step RFP review process. The Community Development department will conduct a technical review to determine if all the required information has been submitted and that the application meets grant guidelines.

A team of Cuyahoga DD staff and panelists will complete a review using an evaluation rubric on each proposal element (see above).

- Cuyahoga DD will also consider the following during the review process:
 - Previous funding from Cuyahoga DD.
 - Preference to Cuyahoga DD underserved areas, including but not limited to these zip codes: 44022, 44106, 44107, 44113, 44114, and 44022.
 - Prioritizing proposals from organizations in areas lacking public universal changing tables.

Insurance and Indemnification Requirements

By submitting a proposal under this RFP, proposer agrees to the following:

Insurance

By acceptance of an award, the contractor agrees to furnish to Cuyahoga DD proof of:

A. Comprehensive General Liability Insurance (includes products liability coverage, when applicable) \$1,000,000 per occurrence; and

B. Workers' Compensation Insurance - as required by State statutes.

All insurance policies shall provide for a minimum of thirty (30) days written notice of any policy change or cancellation.

Insurance shall be in a form and written through companies acceptable to Cuyahoga DD and shall include those endorsements which are necessary to extend coverage which is appropriate to this contract. Each insurance policy required by this contract, except Worker's Compensation, shall contain the following clauses:

"The Cuyahoga County Board of Developmental Disabilities, its Board Members, officers, employees, and volunteers are added insured as respects operations and activities, of or on behalf of the named insured, performed under contract with the Cuyahoga County Board of Developmental Disabilities."

"It is agreed that any insurance maintained by the Cuyahoga County Board of Developmental Disabilities shall apply in excess of and not contribute with insurance provided by contractor's policy." Prior to commencement of any activity under contract, the contractor shall deliver to Cuyahoga DD insurance certificates confirming the existence of the insurance required by the contract, including applicable clauses referenced above.

Indemnification

The contractor shall assume the defense of, indemnify, and save harmless Cuyahoga DD, including its employees, Board Members, and agents from any and all claims, damages, lawsuits, costs, judgments, expenses, and any other liabilities that may arise from the contractor's provision of goods and/or services described in this contract, including any and all acts of contractor's employees and agents.

Proposal Submission

Interested applicants must submit a proposal via an online application available at <https://my.reviewr.com/s2/site/universalchangingtablegrant> no later than 11:59 PM Eastern Standard Time on September 13, 2024. All submissions will receive a confirmation email receipt. Applicants who do not receive confirmation should call Janet Keeler (216-736-4518) to request verification. Cuyahoga DD will not consider submissions that arrive after the deadline or do not meet eligibility requirements.

Award and Payment Process

Cuyahoga DD will announce grant contract awards via email the week of **September 23, 2024**. We will request that awardees submit a signed contract, invoice, proof of insurance, and W-9 for the amount awarded. Please note, we do not process payment until we receive all requested documents. From