



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

Request for Proposals (RFP): Access and Physical Space Grant

Timeline

Date	Action
January 2, 2025	RFP open
January 9, 2025, 10am	Virtual info session/Q&A for this RFP. Register today.
January 31, 2025	Proposal deadline
February 1- 28, 2025	Proposal review
Week of March 3, 2025	Award notification
April 1 – December 31, 2025	Implementation period
December 2025	Project completion/reporting/evaluation

Mission Statement

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga DD) supports and empowers people with developmental disabilities (DD) to live, learn, work, and play in the community.

Background

Improved physical-space accessibility helps people with DD fully participate in the community!

Accessible physical spaces often have:

- Routes with ramps, curb cuts, and automatic lifts.
- Automatic or assisted doors and gates.
- Bathrooms with a universal changing table, pneumatic lifts, and grab bars.
- Modifications for reachable, usable, and well-lit interiors and exteriors.
- Accessible playground equipment, sensory/quiet rooms, and accessible signage.

Proposal Intention

We encourage Cuyahoga County-based nonprofit organizations and municipal recreation centers to apply for the Access & Physical Space grant.

Access and Physical Space grant recipients will make their location more accessible to people with DD. Applicants may own or lease their space (if the lease specifies your freedom to renovate or build).

Information Session: [Register Now!](#)

On **January 9, 2025, from 10:00 – 11:00 a.m.**, Cuyahoga DD will host a virtual Access and Physical Space RFP Information Session. Staff will review the RFP and answer questions submitted in advance. Please send your questions about this RFP to Community.Development@CuyahogaBDD.org.

Eligibility and Desired Outcomes

Each 2025 Access and Physical Space grant award will not exceed \$10,000. Cuyahoga DD's total 2025 Access and Physical Space grant disbursement will not exceed \$70,000.

- Desired outcome: Make it easier for people with DD to access and use your location.
- Organizations that already receive funding from Cuyahoga DD are not eligible.
- Submitting a proposal does not guarantee an award.
- Organizations may only apply for one 2025 Cuyahoga DD RFP.
- Submissions must align with Cuyahoga DD's mission.
- Organization must be a Cuyahoga County-based municipal or non-profit organization.
- Organization's establishment date: December 31, 2024, or earlier.
- Awardees must complete the scope of work by December 31, 2025.

Your proposal and construction must follow all applicable federal and state laws and the Ohio Building Code. Proposals must also meet or exceed the 2010 ADA Standards for Accessible Design requirements.

Improvements by area may include:

- Accessible routes: Ramps, curb cuts, lifts.
- Entrances: Automated or door-assist doors and gates.
- Restrooms or locker rooms: Universal changing table, pneumatic lifts, grab bars.
- Interiors and exteriors: Accessible, usable, well-lit interiors and exteriors.
- Accessible playground equipment, sensory or quiet rooms, and accessible signage.

Proposal Elements

- **Organization Overview:** Key organization data including (but not limited to):
 - Organizational capacity.
 - Demographics, target audience, and departments.
 - Current number of participants.
 - Current programming and activities.
 - Description of the program-space and facility accessibility.
- **Organization Capacity:** Your organization's capacity to serve people with a wide range of developmental disabilities, including those with greater support needs.
- **Scope of Work:** Your work plan. Please include how the plan reflects ADA standards and best practices for accessibility. The Scope of Work Resources below can help you.

- **Desired Outcome:** How the work will make your organization more physically accessible.
- **Marketing Plan:** How you would market your improvements to local people with disabilities.

Scope of Work Resources

The New England ADA Center offers [checklists](#) and [recreational checklists](#) based on the 2010 ADA Standards for Accessible Design. These can help you describe your plan's ADA standards.

The Changing Spaces Campaign helps people plan for a universal changing table. Use the [Planning Your Universal Changing Station](#) webpage and these standards to describe best practices in your proposal:

- Universal changing tables must:
 - Have a minimum changing surface of 70" long and 30" wide.
 - Be height adjustable: 17" minimum to 38" maximum.
 - Allow 36" minimum of clearance and transfer space along the length of the table, for at least half of the table length.
 - Have a capacity for materials, fastening mounting devices, and support structure that a downward force of at least 400 pounds applied anywhere on the changing surface.
 - The changing surface must be non-porous and durable.
 - The side rail must be a minimum of 2/3 the table length, centered along the length of the open side of table. When raised, the rail must lock into position at least five inches above the table surface. When lowered, it should not impede the transfer process.
- Single-use rooms (such as a family/companion care bathroom) with a universal changing table must contain:
 - Soap dispenser.
 - Towel dispenser or hand dryer.
 - Coat hook in proximity to the changing surface.
 - Waste receptacle.
 - Signage indicating Universal Changing Table Available at the room's entrance.
- Multi-user toilets or bathing rooms, in addition to the above, must contain
 - Privacy walls.
 - Curtains or partitions enclosing the compartment.
- The universal changing station and its supporting structure shall not obstruct:
 - Required clear-floor spaces and clearances at accessible elements.
 - Maneuvering clearances at doors.
 - Wheelchair turning space.
 - More clearance information is available at <https://adachecklist.org>.

Reporting and Participation

Recipients of the 2025 Cuyahoga DD RFP grants must do the following:

- Participate in one Cuyahoga DD family or advocacy event within the award year.

- Send at least two staff members to two of the four Cuyahoga DD 2025 virtual training sessions. Trainings focus on inclusion and access for people with DD.
- Provide approved photos, testimonials, and project updates per Cuyahoga DD's request.
- Complete a project-end results and impact survey.

Evaluation Criteria and RFP Review Process

All submitted proposals will go through a two-step review process. The Community Development department will confirm your proposal contains all required information and meets the RFP guidelines. Then, a team of Cuyahoga DD staff and panelists will review **identity-hidden** proposals using an evaluation rubric on each element detailed above.

Insurance and Indemnification Requirements

By submitting a proposal under this RFP, you agree to these requirements:

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 assumes 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

Completed proposals are due by January 31, 2025, at 5:00 p.m. EST. Please submit your proposal via an online application here: <https://CuyahogaBDD.org/legal-bid-notice/>

All submissions will receive a confirmation email receipt. If you do not receive a confirmation receipt, please call Janet Keeler (216-736-4518) to request one.

Cuyahoga DD will not consider proposals that arrive after the deadline or do not fulfill eligibility requirements.

Awards and Payment

We will announce awards via email the week of **March 3, 2025**. Awardees must submit a signed contract, invoice, proof of insurance, and W-9 for the award amount. We can only process payment once you submit all requested documents. From that point, fund disbursement typically takes 8-10 weeks.