

## Request for Proposals (RFP)

### **Older Adults Home Modification Program Occupational Therapist Search**

#### **Introduction and Purpose**

The Youngstown Neighborhood Development Corporation (YNDC) is seeking proposals from Licensed Occupational Therapists (OT) to provide Mahoning and Trumbull County-wide in-home services as part of the U.S. Department of Housing and Urban Development (HUD) Older Adults Home Modification Program (OAHMP).

It is anticipated this RFP may result in a contract award to a single contractor. This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements.

#### **Background**

Over 20% of all owner-occupied housing units in Mahoning and Trumbull counties including a householder aged at least 65 are housing cost-burdened, spending 30% or more of their income on housing costs. More than 13% of adults 65+ in the target area are living in poverty (below the Federal Poverty Guidelines), more than 21% of adults 65+ with disabilities are living in poverty, and more than 36% of all residents 65+ are living with a disability. Additionally, over 76% of homes were built prior to 1980, and over 19% of homes were built prior to 1940. The combination of severe poverty and an aging, deteriorating housing stock makes it difficult for older adults in low-income households to afford needed accessibility and safety modifications that allow them to age in place.

YNDC will address accessibility needs for homeowners aged 62+ through the U.S. Department of Housing and Urban Development (HUD) Older Adults Home Modifications Program Grant. Over the course of three years, YNDC will provide 200 qualified homeowners with low-barrier, high-impact home modifications as well as access to a number of wraparound services and needs-based referrals. These collective efforts will enable older Mahoning Valley residents to remain in their homes, while also providing important data around aging in place and housing-healthcare partnerships.

A key component of the OAHMP is access to an occupational therapy professional to conduct in-home interviews and assessments of potential hazards, fall risks, and accessibility needs to assist with residents' activities of daily living. The assessments will inform a work order provided by the OT for necessary home modifications and repairs to improve general safety, accessibility, and functional abilities of the client to make tasks easier, reduce accidents, and lengthen the time the client can safely reside in their home.

YNDC seeks quotes from qualified OTs to provide in-home assessments for up to 24 Mahoning and Trumbull County-wide clients per quarter.

#### **Statement of Work and General Contract Requirements**

The OT will provide related Occupational Therapy services for the estimated period beginning April 2025 until September 2027. Services will include three visits to each client's home:

1. *Initial inspection and in-home assessment.* The OT will conduct an initial interview with the client and care takers (if applicable) in their home and assess the home for safety hazards, including the client's fall risk, general mobility, existing adaptive equipment, and/or the client's functional abilities with ADLs and IADLs. During this in-home visit, the OT will conduct a baseline evaluation and a home hazard visual assessment of the home using a standardized assessment tool to be recommended by the OT and approved by YNDC. The OT will prioritize the necessary home modifications and complete a work order detailing the repairs that will best improve general safety, accessibility, and functional abilities of the client to make tasks easier, reduce accidents, and lengthen the time the client can safely reside in their home. This visit is expected to last 1.5 hours.
2. *Home Modification Validation.* The OT will inspect all completed modifications to ensure they will have a positive and sustained impact on each client's quality of life. This visit is expected to last 1 hour.
3. *Follow-up Assessment and Inspection.* The OT will conduct one in-home follow-up assessment within one month following services to evaluate the impact of modifications on the client's quality of life. During this time, the OT will also educate clients on the safe and proper use of any new adaptive equipment and empower them to make positive behavioral changes in their newly modified homes. This visit is expected to last 1.5 hours.

### **Qualifications**

#### Required:

- Must be board-certified and licensed in the State of Ohio.
- Must have their own reliable form of transportation to clients' homes and a valid driver's license. Clients will be located in Mahoning and Trumbull counties in Ohio.
- Must be covered by Professional Occupational Therapy Liability Insurance.
- Ability to comply with federal contract provisions, including but not limited to:
  1. All contractors are required to show exclusion status on the General List of Parties Excluded from Federal Procurement or Non-procurement Programs as set forth in regulation (24 CFR, Part 24).
  2. All contractors will comply with the requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise) by using its best efforts to encourage the use of minority and women's business enterprises in connection with contract work.
  3. All contractors will comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Orders 11375, 13672, and 11478, and as supplemented in the Department of Labor regulations (41 CFR Part 60).
  4. All contractors will certify compliance with The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) and (24 CFR Part 24, Subpart F).
  5. All contractors must comply with a provision for the rights of the Federal Government and Affiliate in any invention resulting from experimental, developmental or research work in accordance with regulations (37 CFR Part 401), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by HUD.

6. All contractors must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), and disclosure of any party's lobbying with non-federal funds that takes place in connection with obtaining any federal award.
7. All contractors agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

Preferred:

- Prior experience working on federally funded contracts.
- Access to a recognized assessment tool to complete initial client interviews and related screenings.

### **Anticipated Timeline**

1. Request for Proposal issuance: January 27, 2025
2. Deadline for submission: February 14, 2025
3. Anticipated selection of vendor: March 1, 2025
4. Anticipated contract start: April 1, 2025

### **Proposal Guidelines**

Please follow the following format for all proposals:

1. Background information and experience. Include the following:
  - Experience completing similar projects;
  - Ability to perform in-home visits countywide in Mahoning and Trumbull counties;
  - Access to a recognized assessment tool, including the name, cost, and format of the tool (e.g., software, checklist);
  - Experience with federal contracts and provisions; and
  - Resumes of all staff proposed to be involved in the project that describes all education and experience.
2. Hourly Rate
  - Provide estimated hourly cost of services. Travel will be reimbursed separately.
3. References
  - Include name and contact details from at least three (3) recent references of similar work.

Please submit proposals in .pdf format to [jkendall@yndc.org](mailto:jkendall@yndc.org) by February 14, 2025.

### **Selection Criteria**

YNDC will evaluate proposals based on the following criteria:

1. Relevant experience and performance.
2. Quoted hourly rate.
3. Ability to complete in-home visits countywide in Mahoning and Trumbull Counties.