



2022 REQUEST FOR PROPOSALS

Yuba County Community Services Commission is inviting proposals from qualified private 501(c)3 nonprofit or public organizations capable of operating programs that provide services to Yuba County's low-income population under the Community Services Block Grant (CSBG) program. The amount available for this proposal is approximately \$240,000. Proposals may range from \$10,000 to \$240,000. Services to be provided from January 1 through December 31, 2022.

This Request for Proposal does not commit Yuba County Community Services Commission (YCCSC) to award a contract nor to pay any costs incurred in preparing a proposal. YCCSC reserves the right to accept or reject any or all proposals. Items that may be negotiated include type and scope of services and activities, administrative and program structure, and the budget. This is a process to select service providers with whom the YCCSC may subsequently enter into a written contract. YCCSC reserves the right to deviate from this Request for Proposal.

Upon recommendation from YCCSC, qualified contractors will be selected to provide services within Yuba County during the period of January 1 through December 31, 2022. Funding decisions are final and non-grievable.

Proposals which are incomplete or which do not follow stated instructions may be rejected. The Community Services Commission will evaluate proposals. **Applicants will be required to attend a proposal presentation session on November 9 between 2pm-4pm.** You should be prepared to do a five-minute presentation on your proposal and answer questions. Presentations will be specifically scheduled after October 29. Applicants may also be required to provide proof of liability insurance, current audited financial statements, or other documents deemed necessary to assist YCCSC in developing funding recommendations.

Change for the 2022 funding year is that CSBG funds can be used to serve low-income clients that are up to 125% of the poverty level. (not 100%) See chart on page 4.

Proposals are due Friday, October 29, 2021 no later than 3:00 pm

**Yuba County Community Services Commission
950 Tharp Road, Suite 1303
Yuba City, CA 95993
(530) 751-8555**

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INTENT

Yuba County Community Services Commission, hereinafter referred to as “YCCSC”, is soliciting proposals from qualified 501(c)3 organizations and public agencies, hereinafter referred to as “CONTRACTOR”, to administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Yuba County to achieve self-sufficiency.

This solicitation is not intended to create an exclusive service AGREEMENT and multiple agreement awards may be made depending on funds available. YCCSC retains the ability, at its sole discretion, to add qualified CONTRACTORS at any time.

BACKGROUND AND SCOPE OF SERVICES

YCCSC oversees an anti-poverty program that allocates funding to nonprofit and public agencies that provide services to support, assist, and empower low-income people and improve their quality of life. YCCSC serves as Yuba County’s Community Action Board, advising and counseling the Yuba County Board of Supervisors. The Commission exists of volunteers representing the private, public and low-income sectors of the local community.

YCCSC receives funding from the Community Services Block Grant through the State Department of Community Services and Development. YCCSC strives to leverage funding from other resources to expand existing programs and to develop new services to meet identified needs in the community.

Every two years, YCCSC conducts a community needs assessment and public hearing. Comments and public needs are gathered and incorporated into a two-year plan called the Community Action Plan. The top five community priorities gathered from this process drive the types of services that will be considered for funding through a service provider process.

TIMELINE FOR PROCESS

Issue RFP	September 20, 2021
Proposal Submittal Deadline	October 29, 2021, 3:00 p.m.
Agency Proposal Presentations	November 9 2:00-4:00pm (agency exact date/time of presentation TBD)
Estimated Notification of Selection	December 1, 2021
Estimated Agreement Date	January 1, 2022

This schedule is subject to change as necessary.

POINT OF CONTACT/QUESTIONS

Questions and correspondence regarding this solicitation shall be directed to:

Jackie Slade, Yuba County Community Services Commission
950 Tharp Road, Suite 1303
Yuba City, CA 95993
Tel: (530) 751-8555 Fax: (530) 751-8515 Email: jslade@ysedc.org

SCOPE OF WORK

The SCOPE OF WORK includes but is not limited to the following:

The specifications of this RFP are based on the 2022-2023 Community Action Plan. Services must specifically relate to one or more of the identified top five countywide service priorities and proposals must include a Statement of Work that describes how contracting services match one or more of these priorities of the 2022-2023 Community Action Plan. If the agency plans to use this funding for administrative costs that will leverage other agency funds used for direct service, the agency must specify the funding amounts, funding sources, direct services and programs that will be provided to the community and how it relates to one or more of the top five countywide service priorities.

The services and needs identified as the Top Five Countywide Service Priorities in YCCSC’s 2022-2023 Community Action Plan in rank order are:

- 1) Creation of Affordable housing
- 2) Homelessness prevention and reduction
- 3) Access to mental, behavioral health programs and counseling
- 4) Food Insecurity
- 5) Access to substance abuse programs and counseling

YCCSC is particularly interested in receiving proposals that will provide services in these priority areas, that foster interagency coordination of activities and that eliminate duplication of services. More than one proposal may be submitted, but the proposal must be for different programs and different priority areas of service.

YCCSC has outlined the following criteria for allocating funds:

- Funding will be allocated based on the priority level of the service in the Community Action Plan and the CONTRACTOR’S projected service capacity to Yuba County residents living in poverty. (125% or below the poverty level).
- YCCSC will execute individual contracts with each service agency. It is possible for more than one agency to provide services for the same service priority. It is also possible for one agency to provide services matching multiple service priorities; however regional service capacity will determine funding amounts.

Funding Allocation

Estimated total funds available for this RFP are \$240,000. The percentage of funds allocated to each agency is based on the numerical ranking of the service priority being served, how many service priorities are being served and the agency capacity. Poverty is defined as individuals living in families (including single persons) with income at or below 125% the federal poverty level. See below – Federal Poverty Guidelines.

2021 Poverty Guidelines 125% of poverty level		
Persons in family/household	Household Annual Income	Household Monthly Income
1	\$16,100	\$1,341
2	\$21,775	\$1,814
3	\$27,450	\$2,287
4	\$33,125	\$2,760
5	\$38,800	\$3,233
6	\$44,475	\$3,706
7	\$50,150	\$4,179
8	\$55,825	\$4,652
9	\$61,500	\$5,125
10	\$67,175	\$5,597

SOURCE: *Federal Register, Department of Health and Human Services January 2021*

Eligible CSBG beneficiaries are all individuals living in households whose income is at or below 125% of the poverty level

Funding increases or decreases within awarded contract agreements will be made on a case-by-case basis with regard to emergent needs within the county, the service priorities identified in the 2022-2023 Community Action Plan, and input from YCCSC.

Program Outcomes

- Outcome measurements for individual agencies contracted will be based on the proposed/projected service counts submitted on the Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form. CONTRACTORS will maintain records of services provided and report data annually using the CSBG Module

4 form- Section A, Section B and Section C as well as Module 2-CSBG Eligible Entity Capacity Building Form and CSD 090 CSBG Program Accomplishments and Coordination of Funds form (forms are viewable at www.yubacares.org)

- Agencies will be required to participate in a site visit conducted by YCCSC staff and/or board members. Agencies may also be asked to participate in a site visit conducted by the State Department of Community Services and Development (CSD) as mandated by the current CSBG contract between YCCSC and CSD. Site visits will focus on the agency's fiscal integrity, customer service, business management, and service delivery projections.
- In order to ensure quality customer service, agencies must utilize a customer satisfaction survey tool. The summation of the survey results will need to be submitted near the end of the contract term to YCCSC.

PROPOSAL PACKAGE REQUIREMENTS -CONTENT AND LAYOUT

CONTRACTOR shall provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the checklist below; headings utilized in the proposal package shall be the same as those identified in the Narrative Section below. Proposal packages shall include at a minimum, but not limited to, the following information in the format indicated below.

Use forms where provided. NO additional material may be submitted. Proposals that deviate from this format will not be considered for funding.

- Submit only 1 copy of the entire application packet
- Cover Page** Using form titled "APPLICATION COVER PAGE" (Attachment A), provide all information including organization name, address, telephone number, program contact person, priority area of service and original signature, signed in blue ink, of agency official authorized by board resolution to submit proposal.
- Narrative**
Submit a maximum of five pages (not including the cover page), addressing the following points, identifying each by corresponding heading:
 - Qualifications**
 - Describe your organization and its primary purpose, including your mission/vision statement.
 - Describe your agency's qualifications to operate in the priority area you are proposing.
 - Describe policy that requires or encourages low-income individuals to participate on your boards, committees, etc., if applicable

Problem Statement

- Describe the community need (s) the proposed project/program will address.

Description of the Project/Program

- What are the proposed programs/services/activities that will be funded by CSBG? How do they address the Top Five Countywide Service Priorities?
- Describe plans for implementation with a general timeline for outreach, marketing, and recruitment of program participants.
- How will programs/services assist the low-income remove obstacles, attain economic security and/or self-sufficiency?
- How many low-income residents do you expect to serve? What outcomes to you expect to achieve?
- Describe staffing plans for proposed program.
- If other organizations within your geographical area provide these services, how will linkages be developed to fill identified gaps in service or coordinate funding?

Data Collection/Reporting/Tracking

- Are client files maintained for each person served?
- Describe your client intake process
- How is client income eligibility verified?
- Describe your agency’s process to track all client and program information needed to complete CSBG program reports (clients served, services provided, outcomes achieved, client demographics, agency partnerships, agency volunteer hours, etc)
- Do you input data into the Homeless Management Information System (HMIS) system?

Program Outcomes and Evaluation

- Describe agency’s capacity to measure and track program outcomes. Explain the data collection methods and follow-up frequency that will be used, such as pre-post surveys, computer software, and interviews with clients.
- Describe your agency’s method for evaluating the effectiveness of programs and services. (types of measurement tools, frequency of data collection, etc.)

Phase Out Plan

CSBG is intended to be short term funding. YCCSC is interested in funding organizations that will use the CSBG as seed money, gradually phasing out these funds or at least incrementally reducing dependency on the CSBG to a minimum.

- Describe your agency’s contingency plan for potential funding reductions (CSBG and other funding).

Accessibility

- Give the location(s) of where the proposed services will be provided.
- Is this location(s) easily accessible to persons with disabilities and/or lack of transportation?
- Describe the plan/guidance to address the needs of individuals with limited or no English language skills.

Partnerships

- Indicate the types of programs and entities your agency coordinates services with and how you ensure that funds are not used to duplicate services.
- Indicate agencies who you already have formal contracts/MOU’s with. (If awarded, you will be required to provide copies of contracts/MOU’s held with other agencies.)
- Describe if and how your agency partners with the Coordinated Entry programs (at Life Building Center and Hands of Hope).

- CSBG Fiscal Data/CSD 425 S Budget Form (Attachment B)** - Clearly list expenditures by line item for CSBG funds requesting. Please complete all sections.
- Board Resolution**—Original Board Resolution authorizing submission of proposal and acceptance of funding (if selected) must be attached.
- Private non-profits must submit evidence of 501(c)3 status, including EIN#.**
- Organizational chart**

SCORING CRITERIA	NO	YES
100 POINTS POSSIBLE		
PROGRAM INFORMATION		
1. Qualifications		
The agency demonstrates prior experience in service delivery.	0	5
Agency has policy that requires or encourages low-income individuals participate on their boards, committees, etc.	0	5
2. Project/Program		
The program description is clear and the service delivery method is easy to understand.	0	5
Services fit the description of one or more of YCCSC's <u>Top Five Countywide Service Priorities</u> .	0	10
Agency programs empower low-income families and individuals within Yuba County to <u>achieve self-sufficiency</u> .	0	5
Projection of clients served and outcomes to achieve are provided.	0	5
The outcome measures for program success are clear and achievable.	0	5
3. Data Collection/Reporting/Tracking		
Agency keeps a file for each client and verifies income eligibility	0	5
Agency has capacity to track all client and program information needed to complete CSBG program reports	0	5
Agency inputs client data into HMIS system.	0	5
4. Program Outcome/Evaluation:		
Agency has methods for evaluating programs/services like client satisfaction surveys	0	5
Agency has capacity to accurately collect, document and report outcomes.	0	5
5. Phase out Plan: Agency demonstrates fiscal stability.	0	5
6. Accessibility: Facility is accessible to all residents.	0	5
7. Partnerships: Agency has formal contracts/MOU's in place.	0	5
Agency partners with Coordinated Entry program.	0	5
BUDGET/RESOURCES		
8. The proposed budget is complete, clear and reasonable for the program goals.	0	5
9. The agency demonstrates other funds are used to support/leverage the program.	0	5
10. Overall, the application is well constructed and the agency has the expertise to implement the program they propose.	0	5

***A minimum of 55 points must be earned for the application to be considered.**

SELECTION CRITERIA

The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for YCCSC to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.

To the extent of personnel and equipment to be provided under this agreement, CONTRACTOR, if so requested, shall afford YCCSC an opportunity to inspect CONTRACTOR'S equipment prior to award of the agreement.

The award(s) resulting from this RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of YCCSC, best serves the overall interest of the County.

CONTRACT AWARDS

YCCSC does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.

YCCSC requires the contractor to give a brief presentation to the committee before a contract is awarded. The costs of the presentation, if any, are the CONTRACTOR'S responsibility.

YCCSC is not liable for any cost incurred by CONTRACTOR in response to this solicitation.

All CONTRACTORS who have submitted a Proposal will be notified of the final decision as soon as it has been determined.

CONTRACT REQUIREMENTS (if awarded)

If your agency is awarded a contract the following documents will also be required:

- Signed contract
- 425 CSBG Contract Budget Summary for amount awarded
- Module 4, Section A form with projected clients to serve
- W-9
- \$1,000,000 liability insurance, YCCSC listed as additionally insured
- Workers Compensation insurance
- Fidelity Bond in amount of 25 percent of grant award
- Drug Free Workplace Certification (form provided)
- Lobbying Certification (form provided)
- Copy of client Appeal Policy and Procedures
- Copy of Confidentiality policy
- Copies of contracts/MOU's held with other agencies
- Copy of Child Support Policy and Procedures
- Copy of client satisfaction survey tools used by your agency
- Copy of client intake form that verifies and documents CSBG income eligibility of below 125% of the poverty guidelines

To be completed/submitted during the year

- Bi-monthly reimbursement request forms with backup to show expenses incurred
- Semi-annual report
- Pre-site visit questionnaire
- Single Audit or IRS Tax Form 990 AND Compilation Financial Statement
- Summation of client satisfaction survey results with proof that data was presented to your board
- CSBG 641 Annual Report Modules 2-4 showing clients served during the contract term, client demographics, volunteers, partnerships, etc. (including partnership chart)
- CSD 090 CSBG Program Accomplishments and Coordination of Funds form

ATTACHMENT A – APPLICATION COVER PAGE

Yuba County Community Services Commission – Community Services Block Grant
RFP NUMBER: YCCSC - CSBG 2022

MAILING ADDRESS:

Yuba County Community Services Commission
950 Tharp Road, Suite 1303, Yuba City, CA 95993

This Signature Page (signed in blue ink) must be included with your submittal in order to validate your proposal. **Proposals submitted without this page will be deemed non-responsive.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Requesting Agency: _____

DUNS #: _____ Federal Tax ID# _____ Nonprofit Public Agency

Funding Request: _____ Program Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (if different than above): _____

Phone: () _____ Fax: () _____

Email: _____

Program Contact Person: _____

Authorized Persons Signature: _____ Date: _____

Printed Authorized Persons Name: _____

Which of the top five countywide needs will your agency address with CSBG funds? Check ALL that apply

- Creation of Affordable housing
- Homelessness prevention and reduction
- Access to mental, behavioral health programs and counseling
- Food Insecurity
- Access to substance abuse programs and counseling
- Not addressing any of the above

Which of the following CSBG Domains do you feel your agency will predominantly address with CSBG funds – Check ONLY one

- Employment
- Education and Cognitive Development
- Income and Asset Building
- Housing
- Health and Social/Behavioral Development (includes nutrition)
- Other (ex. Emergency management/disaster relief) _____

ATTACHMENT B- CSBG FISCAL DATA (CSD 425 S BUDGET FORM)

Please make sure to complete all tabs on the 425 S Budget Form
(425.S, 425.1.1, 425.1.2, 425.1.3, 425.1.4)

On 425.1.3 please provide a detailed list of ALL revenue source(s) and amounts funded by each source and used to support your programs.

CSBG CONTRACT BUDGET SUMMARY

Contractor Name:	Contract Number:	Amendment Number:
Prepared By:	Contract Term:	
Telephone Number:	Contract Amount:	
Date:	E-mail Address:	

SECTION 10: ADMINISTRATIVE COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		

SECTION 20: PROGRAM COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses	
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	
7	Other Costs	
Subtotal Section 20: Program Costs		

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.	
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SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG	
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SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)	
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SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)	
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CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Contract Number:	Amendment Number:
Prepared By:	Contract Term:	
Telephone Number:	Contract Amount:	
Date:	E-mail Address:	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary	CSBG			
	Section 10: Administrative Costs		Section 20: Program Costs	
List all Operating Expenses	3	<i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i>	3	<i>sum should equal total on line item 3 of CSD 425.S Budget Summary form</i>
List all Equipment Purchases	4	<i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>	4	<i>sum should equal total on line item 4 of CSD 425.S Budget Summary form</i>
List all Out-of-State Travel: <i>Name of conference; Specify location; Cost per trip</i>	5	<i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>	5	<i>sum should equal total on line item 5 of CSD 425.S Budget Summary form</i>
List all Contract/Consultant Services	6	<i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i>		
List all Subcontractor/Consultant Services			6	<i>sum should equal total on line item 6 of CSD 425.S Budget Summary form</i>
Other Costs - List each line item (i - iv): Any additional Other Costs (attach additional sheet if necessary):	Section 10: Administrative Costs		Section 20: Program Cost	
i				
ii				
iii				
iv				
Total Other Costs (Sum of i, ii, iii, iv):	7	<i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i>	7	<i>sum should equal total on line item 7 of CSD 425.S Budget Summary form</i>

CSBG CONTRACT BUDGET NARRATIVE

Contractor Name:	Contract Number:	Amendment Number:
Prepared By:	Contract Term:	
Telephone Number:	Contract Amount:	
Date:	E-mail Address:	

Budget Narrative

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