

**Five County Association of Governments
Community Action Partnership**

FY 2018 Community Services Block Grant (CSBG)

Request for Proposal (RFP)



Funding Period: January 1, 2018 – December 31, 2018

Community Services Block Grant (CSBG) 2018

The Five County Association of Governments, Community Action Partnership is pleased to invite your agency to apply for 2018 Community Services Block Grant (CSBG) funding.

CSBG RFP OVERVIEW:

The Community Service Block Grant (CSBG) is a stream of federal funding that works to eliminate the causes and conditions of poverty in communities through local Community Action Partnership (CAP) organizations. CSBG dates back to the War on Poverty of 1964, which established the Community Action program, under which the nationwide network of local community action agencies was developed.

CSBG is the main infrastructure grant for CAP agencies. This funding allows agencies to leverage resources from federal, state, local, and private entities to further anti-poverty work in communities. Each CAP is governed by a local Board of Directors that is comprised of at least 1/3 low-income, and no more than 1/3 private sector and 1/3 public sector. Each CAP develops its programs according to the needs that exist in its communities.

AUTHORITY AND SCOPE:

Community Services Block Grant Act (CSBG) rules are issued by the Federal Agency, Department of Health and Human Services, Administration for Children and Families, under the Catalog of Federal Domestic Assistance (CFDA) # 93.569. Federal funds are passed through the Utah Department of Workforce Services – Housing and Community Development to Five County Association of Governments, Community Action Partnership Program. The CSBG is subject to regulations periodically published in the Federal Register.

ELIGIBILITY:

Public agencies and 501(c)3 organizations in Beaver, Garfield, Iron, Kane and Washington Counties in Southern Utah which provide human services to those at or below the 125% federal poverty level. Entities must have favorable independent audits conducted at least yearly.

PURPOSE:

Projects should address the causes and effects of poverty in a specific community or region, or those areas of the community where poverty is a particularly acute problem. Projects having a long-term impact and sustainability will receive favorable consideration. Projects which maximize resources by generating access to other funding and community collaboration will also receive favorable consideration. The activities should be tied to Five County's Community Action plan.

PRIORITIES: Based on an initial needs assessment, priorities for subcontracting will go towards supporting housing, transportation, income management, case management (with self-sufficiency as a focus), and employment supports. Pantries may apply, but funding will be for case management of pantry clients.

Please visit <https://fivecountycap.wordpress.com/community-action-need-assessment-action-plan-and-strategic-plans/> for more information about the Community Action Plan, Need Assessment, and Strategic Plan.

CSBG FUNDING GUIDELINES:

Funds must be used to provide services and activities having a measurable and potentially major impact on the causes and effects of poverty in the community. Grantees/Contractors will assist local communities, working through a network of community action programs and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become more self-sufficient.

Supported activities include providing an emergency basis for the provision of such supplies and services, nutritious food, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor. Grantee/Coordinator will provide coordination and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals.

CSBG Supportive Case Management Services are for the arrangement, coordination, and monitoring of services to meet the needs of individuals and families. CSBG Support Services Case Managers assist families to transition out of poverty by providing information & referral and follow-up visits. Component services and activities may include individual service plan development; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that client's rights are protected.

Other supported activities designed to assist low-income participants, including people with disabilities and elderly, to:

- Secure and retain meaningful employment;
- Attain an adequate education;
- Make better use of available income;
- Obtain and maintain adequate housing and a suitable living environment;
- Obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including health services, nutritious food, housing, and employment-related assistance;
- Remove obstacles and solve problems which block the achievement of self-sufficiency;
- Achieve greater participation in the affairs of the community; and
- Make more effective use of other related programs.

Funds cannot be used for:

- Purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility.
- Leasing of space and/or buildings not associated with a CSBG-allowable activity.

PERFORMANCE MEASUREMENTS:

The CSBG Act *requires* local agencies to participate in a performance measurement system. Results Oriented Management and Accountability (ROMA) is a tool by which the Federal Government, states and Community Action Partnerships can maintain strong and effective programs that achieve these basic goals:

Goal 1: Individuals and families with low incomes are stable and achieve economic security

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity

Goal 3: People with low incomes are engaged and active in building opportunities in communities

The links to the specific domains, services counts, and outcome measurement documents can be found in Section 4 of the application.

The ROMA concept must be applied to all agency programs supported by CSBG. Therefore, data must be collected that substantiates the outcomes of CAP programs. To substantiate the impact of CSBG on the lives of low income households in Southwest Utah, Five County Association of Governments utilizes data collected in CAP60 on-line data management system, and paper reports.

COMPLIANCE: Proposals must comply with the regulations issued in the federal Community Services Block Grant Act, 42 U.S.C.9901 amended and the regulations by the U.S. Department of Health and Human Services, 45 CFR Subtitle A Department of Health and Human Services Block Grant Regulations.

Proposals are also subject to Uniform Guidance 2 CFR 200 regulations on cost principles.

The subcontracts are also subject to new CSBG Organizational Standards and will be governed to a higher standard than in previous funding years.

POVERTY INCOME GUIDELINES APPLICABILITY:

The population served must meet the Federal Poverty Income Guideline of 125% and below. Documentation of poverty income eligibility will be maintained on the CAP60 Data Management System.

If awarded any portion of CSBG funding, the applying agency agrees to report on program outcomes of all clients falling below the 125% federal poverty level and not just clients served directly through CSBG funds. Additionally, agencies will verify income via W2 statements, tax returns, benefit letters, or last 30 days of bank statements and/or paystubs in order to ensure eligibility. CSBG-eligible clients should also easily identified in the event of an audit.

Hard copies of income should be maintained with records of service, case notes, and application with necessary CSBG-demographics in client files. Electronic copies may also be utilized via CAP60. These records should abide by the record retention policies of the contract with Five County.

The Utah CSBG eligibility policy can be found here:

<http://www.jobs.utah.gov/housing/scso/csbg/documents/csbgverification.pdf>

REPORTING REQUIREMENTS:

All CSBG grantees/contractors are required to use the CAP60 Data Management System to track all customer demographics and services. In some instances, an alternative reporting instrument will be provided, such as in instances of domestic violence agencies.

FISCAL CONTROL AND AUDIT REQUIREMENTS:

Monthly (or quarterly with prior arrangement) statements of expenditures are required of all CSBG grantee. These statements of expenditure must be submitted by the 10th day following the end of the month for which the grantee is billing. Entities missing two consecutive billings may have their contracts revoked. **Entities lacking the capacity to submit timely billings by this date are encouraged not to apply for CSBG funding.**

The grantee must maintain an adequate accounting system to identify and support all expenditures billed. **All grantees/contractors are required to conform to new “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” known as the “Omni-Circular.” This new federal guidance supersedes the previous Single Audit Act (OMB A-133 or A-128) which previous subcontractors had followed for previous CSBG awards.**

OTHER AGENCY REQUIREMENTS:

Grantee using CSBG funds for a homeless project will be required to participate in their Local Homeless Coordinating Council and/or Intergenerational Poverty Councils, and local

The Program Director and staff may be required to attend training on reporting requirements.

DEADLINE FOR SUBMISSION OF PROPOSALS:

Proposals must be in the Five County Association of Governments office by the close of business at 5:00 p.m. Friday, July 7, 2017. Mail, Email or Hand Deliver. **Applications must be typed, Handwritten applications will not be accepted.** An electronic submission is preferred; please submit the applications to:

Attention: Clint Cottam, Director of Community Action
Five County Community Action Partnership
Five Association of Governments
1070 West 1600 South, Bldg. B
St. George, Utah 84771-1550
ccottam@fivecounty.utah.gov
435-674-5757 Ext. 102

CONTRACT PERIOD:

The contract period is January 1, 2018 through December 31, 2018. Contracts will begin on the date of the signed contract (or January 1, 2018, if the contract is signed prior to January 1, 2018) and extend through December 31, 2018. Any services delivered before the start date of the contract are not reimbursable.

For further information and technical assistance, contact Five County Community Action Partnership: Clint Cottam, Director of Community Action (435-674-5757 Ext. 102 – ccottam@fivecounty.utah.gov)

**Five County Association of Governments
Community Action Partnership**

**Community Services Block Grant
Fiscal Year 2018**

CSBG APPLICATION

SECTION 1: PROGRAM DESCRIPTION

NOTE: Start typing at "bullet dot"

Agency's Legal Name:

•

Agency Director:

•

Agency Contact for Application Questions:

•

Agency Contact for CSBG If Funded:

•

Agency Physical Address:

•

Agency Mailing Address:

•

Agency Address for Services:

•

Agency Phone Number:

•

Agency Fax Number:

•

Agency Director Email:

•

Agency Web Site:

•

Agency Federal Employee Identification Number (FEIN).

•

Agency Total Operating Budget.

-

Agency Budget for The Program Area Requested.

-

Provide Letter of Agency's Most Recent Annual Audit.

-

Name of Chief Fiscal officer and/or Individual Responsible for the Accounting Functions and/or The Name and Address of The Accounting Firm.

-

Is Agency Non-Profit Or Unit of Government?

-

If Non-Profit – Provide A Roster of The Agency's Volunteer Board.

-

SECTION 2 – PROGRAM NARRATIVE / DESCRIPTION

NOTE: Start typing at "bullet dot"

Agency Mission Statement.

-

Name of program or service for which you are requesting funding.

-

Provide a one-page summary of key information about the project, including a short statement about the need for the project. Provide a brief description of agency's experience in providing the proposed services.

-

Describe how your agency will implement and include measurable outcomes and results using a case management approach to services. An eligible entity **must** clearly describe how case management will be used to fill the gaps in services and meet the client's needs.

-

A brief description of the agency's plan to provide employment, education, housing and/or emergency services. Describe innovative initiatives that may promote food security, housing, health services, and employment.

-

Specifically describe the primary use of the CSBG dollars.

-

Describe the target population served, and nature and/or extent of the problem, which you are targeting.

-

Based on the budget provided, please indicate the anticipated number of households (1 or more persons) your agency anticipates serving.

-

Describe how income eligibility will be determined and documented.

-

Describe the geographic area served and where the service be delivered. (Provide address, specific days and times).

-

Describe experience of the agency's collaboration with other agencies. (Coordination with various public and private resources enables community action partnerships to expand existing programs and to design new programs funded under CSBG.) Provide a list of agencies that your agency has both formal and informal relationships.

-

Is there any additional information that the Five County CAP Human Services Board should consider?

-

A budget for providing services for CSBG eligible participants. Use the attached budget form. Please include a narrative describing how the budget figures were determined.

-

SECTION 3 – PAST PROGRAM PERFORMANCE (FOR FY 17 RECIPIENTS)

NOTE: Start typing at "bullet dot"

Please describe past performance as a CSBG subcontractor in terms of:

Submitting monthly billings by the requested due date and with appropriate documentation:

-

Entering outcomes on all CSBG eligible clients (under 125% federal poverty guidelines), including those in pantry and shelter:

-

Collaborating with Five County with direct client services, as appropriate

-

Participating in the Local Homeless Coordinating Council and Point in Time Counts:

-

SECTION 4 – PROGRAM OUTCOMES

All CSBG sub recipients in the Five County AOG area are required to show impact of funding and participate in the ROMA (Results Oriented Management and Accountability) system to connect activities to needs and outcomes and participate in on-going reporting and evaluation requirements. Specifically, the reporting by sub recipients will be included in the Module 4 section of the CSBG FY 18 Annual Report.

While to concepts of ROMA have not changed in previous years, some of the reporting will be revised beginning with the FY 18 Federal Fiscal Year (October 1, 2017). For the RFP, the applicant will submit a plan to be included in the Scope of Work – this includes creating a logic model, identifying outcomes, and identifying the number of individuals served.

At a minimum, there should at least be at least one outcome reported and at least one service report. If additional outcomes are reported, the application will be more competitive. Please also remember that Community Services Block Grant (CSBG) is a leveraging funding source focuses on helping individuals at or below 125% poverty level move towards stabilization and self-sufficiency. **It is permissible to report outcomes on those documented at or below 125% poverty level served by other funding sources outside of CSBG, provided income eligibility is documented.**

Outcomes:

For outcomes, please see pages 49-56 of the new CSBG Annual Report Requirements https://www.acf.hhs.gov/sites/default/files/ocs/rpt_csbg_annual_report_final.pdf

Example

Module 4, Section A: Individual and Family National Performance Indicators (NPIs) - Data Entry Form

Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

Civic Engagement and Community Involvement Indicators

Name of CSBG Eligible Entity Reporting: _____

Health and Social/Behavioral Development	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
1. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.					
a. Of the above, the number of Community Action program participants who <u>improved their leadership skills.</u>					
b. Of the above, the number of Community Action program participants who <u>improved their social networks.</u>					
c. Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage.</u>					

Outcome – Domain 1 (Required)

Domain: _____

National Performance Indicator:	1) Number of Participants Served in program(s) #	2) Target (#) (Number you expect to be successful)

** Please note that columns 3, 4, and 5 will be not be required for the application, but will be required for outcome reporting. **

Outcome – Domain 2 (Optional, but encouraged)

Domain: _____

National Performance Indicator:	1) Number of Participants Served in program(s) #	2) Target (#) (Number you expect to be successful)

** Please note that columns 3, 4, and 5 will be not be required for the application, but will be required for outcome reporting. **

Outcome – Domain 3 (Optional, but encouraged)

Domain: _____

National Performance Indicator:	1) Number of Participants Served in program(s) #	2) Target (#) (Number you expect to be successful)

** Please note that columns 3, 4, and 5 will be not be required for the application, but will be required for outcome reporting. **

If outcomes from additional domains are being proposed, please copy and paste additional charts. You may also delete empty rows in each domain or add additional rows as necessary.

Service Counts:

For service counts, please see pages 57-64 of the new CSBG Annual Report Requirements https://www.acf.hhs.gov/sites/default/files/ocs/rpt_csbg_annual_report_final.pdf

Example

Module 4, Section B: Individual and Family Services - Data Entry Form

Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.

Employment Services

Name of CSBG Eligible Entity Reporting: _____

Employment Services	Unduplicated Number of Individuals Served
Skills Training and Opportunities for Experience	
Vocational Training	
On-the-Job and other Work Experience	
Youth Summer Work Placements	
Apprenticeship/Internship	
Self-Employment Skills Training	
Job Readiness Training	

Service Count – Domain 1 (Required)

Domain: _____

Service(s) / Activity(ies)	1) Unduplicated number of individuals

Service Count – Domain 2 (Optional, but encouraged)

Domain: _____

Service(s) / Activity(ies)	1) Unduplicated number of individuals

Service Count – Domain 3 (Optional, but encouraged)

Domain: _____

Service(s) / Activity(ies)	1) Unduplicated number of individuals

If activities from additional domains are being proposed, please copy and paste additional charts. You may also delete empty rows in each domain or add additional rows as necessary.

Logic Models:

Logic models help conceptualize the link between a need, service(s), and short/long-term outcomes. These have always been a requirement of CSBG, but may not been fully utilized by sub recipients and collaborations as a tool.

For information about Logic Models, please visit:
<https://extension.usu.edu/igp/modules/4-making-a-logical-plan>
http://www.nascsp.org/data/files/csbg_roma/NPtP-Logic-Model.pdf

Example:

**ROMA Logic Model – Short, Intermediate, Long Term Dimensions
National ROMA Peer-To-Peer Training Program**

Organization:		Program:			<input type="checkbox"/> Family	<input type="checkbox"/> Agency	<input type="checkbox"/> Community
Identified Problem, Need, Situation	Service or Activity (Output) Identify the timeframe. Identify the # of clients served or the # of units offered.	Outcome (General statement of results expected)	Outcome Indicator Projected # and % of clients who will achieve each outcome.	Actual Results Actual # and % of clients who achieve each outcome.	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
(1) Planning	(2) Intervention	(3) Benefit Short Term	(4) Benefit Short Term	(5) Benefit Short Term	(6) Accountability	(7) Accountability	(8) Accountability
		Intermediate Term	Intermediate Term	Intermediate Term			
		Long Term	Long Term	Long Term			
Mission:						Proxy Outcome: Yes or No	

ROMA Logic Model – One Dimension

National ROMA Peer-to-Peer Training Program

Organization:

Program:

Family Agency Community

	Service or Activity (Output)	Outcome	Outcome Indicator	Actual Results	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection & Reporting
Identified Problem, Need, Situation	Identify the timeframe Identify the # of clients served/# of units offered	(General Statement of results expected)	<u>Projected</u> # & % of clients who <u>will</u> achieve each outcome NPI	<u>Actual</u> # & % of clients who <u>achieve</u> each outcome			
(1) Planning	(2) Intervention	(3) Benefits	(4) Benefits	(5) Benefit	(6) Accountability	(7) Accountability	(8) Accountability
Mission: To help empower & educate low-income individuals & families to help with housing stability & household basic need storage						Proxy Outcomes:	No

SECTION 5 – BUDGET and NARRATIVE

Please note: The purpose of Community Services Block Grant (CSBG) is intended to be leveraged with other resources and to fill gaps. It cannot be used for capital expenses.

Please note that travel and administration will not be subcontracted out. Supplies and financial assistance to clients may be considered, but most direct financial assistance will be provided directly.

DEFINITION OF CSBG BUDGET CATEGORIES:

Salaries and Wages (Actual Wages): Gross payroll for all full-time and part-time employees charged directly to CSBG program.

1.1 Case Management / Program Coordinator Wage and Salaries (not admin)

1.2 Fringe Benefits: Employer’s payroll taxes and medical/dental, etc.

1.3 Consultants and Contracts: Not allowed with this application

2.5 Unclassified Other: Direct services costs to clients/customers

3.0 Administration: Indirect Costs (with approved cost-allocation plan or negotiated federal indirect cost plan from a cognizant federal agency for local governments or negotiated federal indirect cost plan from a cognizant federal agency). The De Minimis may also be used, but only if an agency has never had an approved indirect cost rate before and it is used consistently with all agency programs (can’t just be for CSBG and will be examined at the monitoring visit).

FIVE COUNTY ASSOCIATION OF GOVERNMENTS Community Action Partnership FY 2018 Budget Application		
COMMUNITY SERVICES BLOCK GRANT Budget Period: January 1, 2018 – December 31, 2018		
Applicant Name:		
PERSONNEL COSTS		
POSITIONS	% OF TIME	CSBG FUNDS

TOTAL	
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COST SUMMARY	
Cost Category	CSBG FUNDS
1.1 Salaries and Wages (Actual Wages)	\$
1.2 Fringe Benefits	
2.5 Unclassified Other (Clients must have income verification)	
TOTAL COSTS	\$

SECTION 6 – DESCRIPTION OF COORDINATION

Please complete ATTACHMENT A (Description of Coordination)

Listing other sources of funding and resources (cash, in-kind, and volunteer) that assist you in providing the services proposed in this application. The purpose is to obtain a list of resources that allow your organization to offer the services and/or products your agency provides. Please list support resources that make it possible to provide programming.

ATTACHMENT A

CSBG DESCRIPTION OF COORDINATION - SPECIFIC ACTIVITIES

*The purpose is to obtain a list of resources that allow your organization to offer the services and/or products your agency provides.
Please list support resources that make it possible to provide programming.*

PROGRAM NAME:			
CONTACT PERSON:		Phone:	

SOURCE	TYPE			DESCRIBE	DOLLAR VALUE - LIST AMOUNTS				
Who/Where provides support to your agency	Check One			Brief description of how the funds are used toward the CSBG funded projects	Specify the source of the funds, including the value of any in-kinds goods and services.				
	Cash/Grant	In-kind	Volunteer		Federal	State	Local	Private	TOTAL FUNDS
TOTALS									

AVAILABLE FUNDS FOR PROJECTS:

PLEASE NOTE: Five County Association of Governments, Community Action Partnership’s total award notice has not yet been announced. Therefore, the amount of funds available for awards is undetermined at time of publication. Consideration of all requests for funds will be contingent upon the actual award notification from the State of Utah and **there is no guarantee of any specific and/or a particular level of funding.**

Initial here to indicated your agency has read the above statement regarding funding.

BIDDER STATEMENT OF INTENT:

The bidder hereby assures that the Request for Proposal has been reviewed by your organization’s governing body and the body has authorized submission of a proposal; that the person identified as “bidder’s representative who is the authorized negotiator” has been authorized by the governing body to represent the organization for the purposes of the submission of a proposal and contract negotiation; and that the organization intends to provide services according to the information contained in this Proposal, if selected and funded to do so.

To the best of my knowledge and belief, the data in this proposal is true and correct and the governing body of the applicant has duly authorized the enclosed documents. I understand that incomplete applications or applications submitted after the deadline will not be accepted or reviewed. By signing below, the undersigned acknowledges having read and understood the program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management.

Board Chairperson’s Signature

Date

Print Name

Executive Director’s Signature

Date

Print Name