

2022 CSBG Request for Proposals

GENERAL INFORMATION & GUIDELINES

- **Introduction and welcome (please put your name, agency, phone, email in chat window)**
- **Twelve-month funding cycle, renewable for an additional twelve months**
- **PY January 1-December 31, 2022**
- **Questions? Please put in the Chat Window**

CRITICAL DATES FROM THE FUNDING CALENDAR

August 25, 2021, 4:30 pm	Prequalification requirements deadline
September 16, 2021, 5:00 pm	PROPOSALS DUE
October 28, 2021, 3:30 pm	Staff recommendations released
November 10, 2021, 10:00 am	CAB meeting on CSBG funding recommendations
November 26, 2021, 4:30 pm	Written protest submission deadline
December 2, 2021, 10:00 am	SETA Governing Board meeting; final funding decisions made on CSBG applications
January 1, 2022	PY 2022 CSBG program start date

HIGH POVERTY AREAS IN SACRAMENTO COUNTY

Priority to agencies in good standing who propose to serve customers from the following areas:

Lemon Hill	North Sacramento	Parkway
North Highlands	Florin	Arden Arcade
Foothill Farms	Sacramento City	La Riviera
Rio Linda	Rosemont	Rancho Cordova
Carmichael	Galt	Oak Park

ALLOWABLE ACTIVITIES:
FAMILY SELF-SUFFICIENCY, and
YOUTH AND SENIOR SUPPORTS PROGRAMS

FSS and YSS Program Goal: Stabilize in-crisis and vulnerable families or individuals through case management and the use of support services.

- **Proposals include emergency support services equal to at least 15% of requested CSBG funding (Both FSS and YSS)**
- **Minimum elements of case management required, as described on pages 9-10 of RFP**

CATEGORIES OF FUNDING: FSS PROGRAMS

- **Employment Programs** to get people back to work who are unemployed or underemployed;
- **Housing programs** to help at-risk families attain and/or maintain housing.
- **Programs for people with disabilities** offering services that support independent living or that promote improved mental/behavioral health and well-being.

CATEGORIES OF FUNDING: YSS PROGRAMS

- **Youth Programs** that support efforts to establish healthy futures without a recidivating event, or that support emotional/behavioral health and well-being;
- **Education Programs** for child care providers or educators, to support educational and cognitive improvements;
- **Senior Programs** offering services to support senior and disabled seniors in maintaining residence in their housing of choice.

MINIMUM ELEMENTS OF CASE MANAGEMENT

“The minimum elements of case management required under [the FSS and YSS] funding category include an identified case manager, a thorough assessment, program goals and benchmarks mutually agreed upon by both the household and case manager, a record of support services justifications, referrals and case manager follow-up results, periodic progress notes and a written plan of action with roles for both staff and appropriate household members. Documentation of the above noted activities and services, in a case file format common to the proposing organization, is required.”

Pages 7 & 8, RFP

ALLOWABLE ACTIVITIES: SAFETY-NET PROGRAMS

SN Program Goal: Provide emergency assistance and referrals to other services on a one-time or limited-time basis to families experiencing a crisis, intended to mitigate the client's presenting conditions or barriers.

- **Examples include assistance with food, off-site shelter (motel), on-site shelter, utilities, rent, employment supports.**
- **SN services funded by CSBG available to any eligible Sacramento County resident, regardless of where in the County they reside.**
- **Minimum 70% of award expected for Direct Participant Costs**
- **Limits set for each service category, per client**

PROPOSAL DEADLINE & SUBMITTAL PROCEDURE

- **Prior to submission, check SETA website for updates**
- **Proposals must be submitted electronically**
- **Submit one copy with all attachments – electronic version required; paper copy submission optional but in addition to the required electronic copy.**
- **Deadline for submission: Proposals must be received by 5:00 p.m. on Thursday, September 16, 2021.**
- **No exceptions or appeals accepted for late proposals.**

FORMAL AGREEMENT

- **Standard delegate agreement**
- **Contracts may be modified with written notice**

EXPECTATIONS OF PROGRAMS RECEIVING SETA CSBG FUNDS

- **Statistical and eligibility information**
- **CSBG grievance policy**
- **Monthly report**
- **Case files**
- **Fiscal & program audits**
- **Annual delegate agency CSBG presentation**

CSBG ELIGIBILITY

To be eligible for CSBG funds in Sacramento County, households must be:

- **Residing in Sacramento County, or be homeless seeking services in Sacramento County**
- **Gross income under 100% of the Federal Poverty Income Guidelines, or 125% if household income is all/partly from CalWorks or TANF.**

SECTION II: **PREQUALIFICATION REQUIREMENTS**

Corey Lagbao, Prequalification Requirements
corey.Lagbao@seta.net

SECTION II:
INSURANCE REQUIREMENTS

- SETA's insurance email is insurance@seta.net

- Questions? SETA's insurance contact person:
Linda Thao, linda.thao@seta.net

PREQUALIFICATIONS SUBMITTAL DEADLINE

- **Mandatory requirement**

- **Contract time frame: January 1, 2022 through December 31, 2022**

- **Wednesday, August 25, 2021, 4:30 p.m. deadline**

INSTRUCTIONS FOR COMPLETING THE PROPOSAL

(P. 22 OF RFP)

Proposal Format:

- **Keep order and basic format the same as in RFP**
- **Proposals, with all attachments, complete at time of submission deadline.**
- **All pages except Forms & Exhibits consecutively numbered**
- **Page limit – 1 page per Response Section (Responses 1, 2, 4-6); Response 3, limit of 2 pages**

PROPOSAL COMPONENTS ASSEMBLY ORDER

- **FORM 1 (Cover Sheet Forms)**
- **EXHIBIT 1 (Corporate Resolution)**
- **TABLE OF CONTENTS**
- **PROPOSAL SUMMARY**
- **RESPONSES 1-6 (In numerical order; 1-page limit except Response 3 which is a 2-page limit)**
- **FORMS 2-6 (In numerical order)**
- **EXHIBIT 2 (Organizational chart)**
- **EXHIBIT 3 (Job descriptions for all proposed program staff)**

PLEASE DO NOT INCLUDE ANY FURTHER ATTACHMENTS OR LETTERS

PROPOSAL SUMMARY

From Instructions for Completing Proposal, p. 23:

Provide a summary, not to exceed one page in length, which clearly describes the following three (3) program components:

1. A description of the program being proposed
2. Services and/or resources intended for program participants, and
3. Anticipated participant or household outcomes.

From Evaluation Criteria for CSBG Proposals, p. 16:

The summary of the proposed program:

1. clearly describes an overview of the proposed program,
2. describes the services and resources intended for program participants,
3. describes the anticipated participant/family outcomes,
4. is reasonable in its scope and design, and
5. does not exceed one page in length.

RESPONSE 1: STATEMENT OF NEED

Provide a complete description of the target group and geographic area proposer intends to serve, and participant barriers that typically need to be overcome to reach program goals. The description should demonstrate an in-depth understanding of the barriers faced by program participants in this target group and target area. List any other entities providing similar or complementary services to the same participants that the proposer intends to serve.

- **Cite all sources and unsupported conclusions**

RESPONSE 2: LINKING PROGRAM GOALS WITH ACTIVITIES & SERVICES

Provide a complete description of the proposer's goals for participants under this proposal. Include a list of all proposed services, resources and activities, and the proposer's rationale or experience demonstrating their connection to reaching stated goals.

RESPONSE 3: SERVICE DELIVERY SYSTEM

FAMILY SELF-SUFFICIENCY SERVICE DELIVERY:

All FSS proposals include:

- Appropriate services and supports;**
- Timeline for household stabilization;**
- Identified Sacramento Works America's Job Center of California (SWAJCC), if employment-related.**

RESPONSE 3 (CONT.)
FSS EMPLOYMENT PROGRAMS

All FSS programs are encouraged to partner with a SWAJC, but participant contact with SWAJC is a required part of a FSS employment program.

FSS employment program proposals also include:

- Assessment process for employability;
- Participant workshops;
- Frequency of case manager/participant contact;
- Services to help participants maintain employment.

RESPONSE 3: SERVICE DELIVERY SYSTEM

YOUTH AND SENIOR SUPPORT SERVICE DELIVERY: Describe the timeline of how participant households will be provided with proposed services and resources, including:

- assessment process for suitability of services;
- participant workshops/trainings;
- intended frequency of case manager/participant contact;
- how participant outcomes are determined/recorded;
- process for participant advocacy and referral.

RESPONSE 3: SERVICE DELIVERY SYSTEM (CONT.)

SAFETY-NET SERVICE DELIVERY: For Safety-Net Proposals, describe the following for each Safety-Net service proposed:

- Intended process for outreach;
- How determine emergency need exists;
- Time in work days, from request to service delivery;
- Referral process to longer-term services, & list of entities;
- Weekly schedule for services;
- Food: describe available food or typical menu;
- Vendor gift card requirement.

RESPONSE 4: **BUDGET ITEM JUSTIFICATIONS** **AND RISK ASSESSMENT**

Describe the necessity and purpose of each proposed SETA-funded Personnel Cost, Other Cost or Direct Participant Cost noted on *FORM 2, PROGRAM BUDGET AND COST ALLOCATION PLAN*. Describe the organization's capacity to accept fiscal liability for any funds awarded under this RFP.

RESPONSE 5: EXPERIENCE

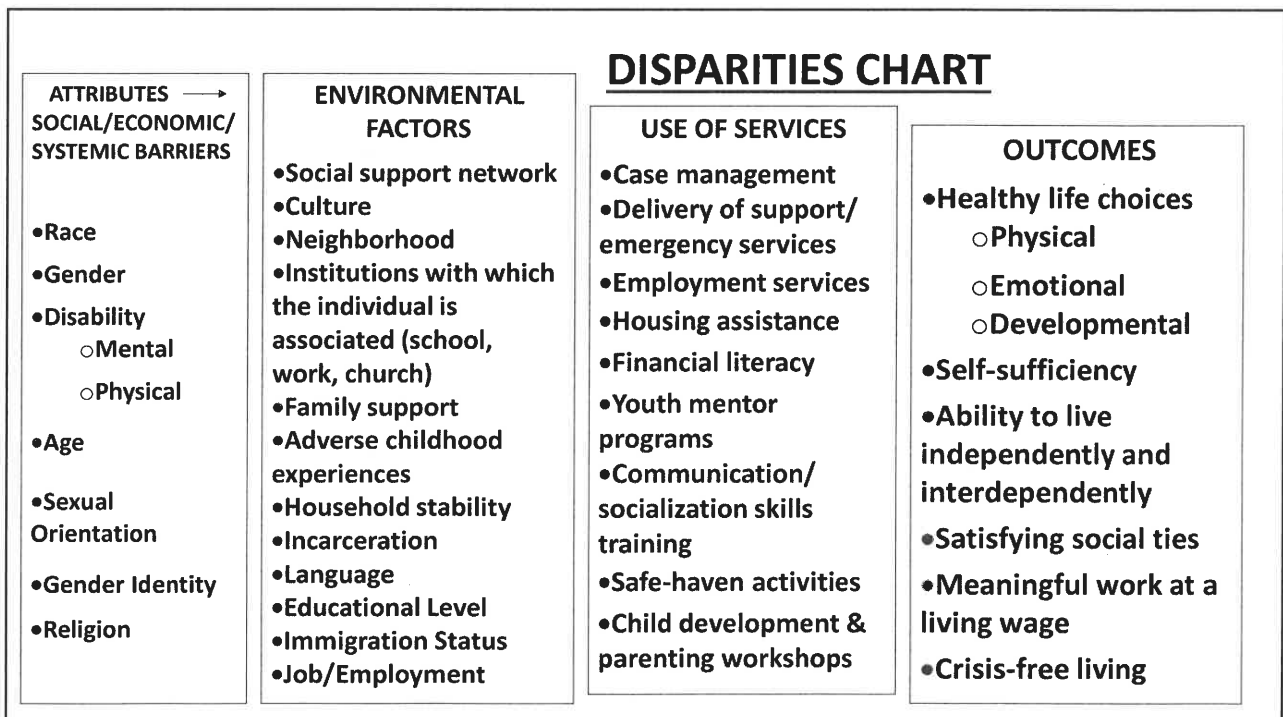
Provide a description of proposing organization's history that includes a chronology of programs implemented during the past 5 years & examples of interventions and programming that have supported participants from the same target group in reaching identical/similar program goals to those proposed in Response 2.

RESPONSE 6: ADDRESSING HISTORICAL, SYSTEMIC INEQUITIES IN THE TARGET POPULATION

Society has systematically imposed obstacles to its people based on racial or ethnic group, gender, age, mental or physical disability, sexual orientation, gender identity, and other characteristics which are historically linked to discrimination or exclusion. Describe your agency's efforts to move our communities forward in reducing social inequalities, and how such efforts would fit into the proposed program. Provide specific examples of how these strategies are being used, or have been used in the recent past, by the proposing agency.

From SETA’s 2022-2023 Community Action Plan:

“. . . SETA’s Community Action Board emphasizes that recognition of historical, systemic issues and barriers (such as racial, gender, and other class-based divisions) require attention to address matters of inequity and successful social empowerment. Such a focus is critical to long standing stabilization and change for all families, a goal which is central to community action. Recognition of these systemic issues and barriers, and defined agency responses to address them, will be incorporated into future programs receiving CSBG funding to serve Sacramento County.” (p. 15)



BUDGET FORMS

(Form 2; p. 32 of the RFP)

**Mary Bonanno, Fiscal Dept.
mary.Bonanno@seta.net**

ADDITIONAL FORMS & EXHIBITS

- **Form 1:** Cover Sheet Forms
- **Form 3:** Projections; Completed by FSS only
- **Form 4A/4B:** Monitoring/Evaluation; completed by FSS or SN programs, resp.
- **Form 5:** Collaborative Partners
- **Form 6:** References (only if new to SETA)
- **Exhibit 2:** Organizational Chart
- **Exhibit 3:** Job Descriptions

PROPOSAL FORMS, EXHIBITS AND FORMAT

Did the proposer follow all instructions, complete all required sections, and provide all required signatures?

PAST PERFORMANCES/REFERENCES

Past performance with SETA, or the quality of references for proposing organizations with no recent record of past performance with SETA, will be evaluated.

CONSIDERATIONS WHEN COMPLETING BUDGET FORMS

- **Personnel Costs:**
 - What positions would actually be working on the CSBG program being proposed?
- **Direct Participant Costs:**
 - Especially for Safety-Net programs, what is the actual cost of providing this service?
 - Do you have an established arrangement with a specific motel, grocery store, gas station, clothing store for service delivery directly to the client?
 - Will your agency be able to provide receipts for food, gas or other specific service?
- **% for Direct Participant Costs:**
 - For FSS and YSS programs, does the proposal include at least 15% for Direct Participant Costs?
 - For SN programs: does the proposal include at least 70% for Direct Participant Costs?

CONSIDERATIONS (cont.): FORM 3

PROJECTIONS:

- **Don't over-promise! Can your agency actually complete the required intake process on the promised number of clients served? Your agency will be held accountable for the enrollments listed in each category, each quarter.**
- **Projections are cumulative.**

ENROLLMENTS:

- **List the number of households to be enrolled, including carryovers, for each year of the contract.**

90 AND 180 DAYS, FOR EMPLOYMENT OR OTHER BENCHMARK:

- **List the number of households projected to meet the benchmark in the current year of the contract. (eg., in 2022, list how many households are projected to reach the benchmark in 2022)**

PROGRAM DEFINITIONS

(P. 43 OF RFP)

- **Collaborative Partner**
- **CSBG**
- **Delegate Agency**
- **Household**
- **Outcomes**
- **Proposing Organization**

CONCLUSION

- **Additional questions addressed at this time.**
- **Questions and answers posted by the end of this week**
- **Contact Information:**
 - Pam Moore, WDP Supervisor, SETA: 916/263-3734; pamela.moore@seta.net
 - Julie Davis-Jaffe, Workforce Development Manager, SETA: 916/263-3929; julie.jaffe@seta.net