Sacramento Employment and Training Agency

2024/2025
Request For Proposals

Community Services Block Grant

Funding Calendar

Important Dates to Remember

August 23,2023. 4:30pm	Prequalification Requirement Deadline
September 14,2023, 4:00pm	**Proposals Due**
October 26,2023, 3:30pm	Staff Recommendations Released
November 8,2023, 10:00am	CAB Meeting on CSBG Funding Recommendations
December 1,2023, 4:30pm	Written Protest Submission Deadline
December 7,2023, 10:00am	SETA Governing Board Meeting; Final Funding Decisions Made on CSBG Proposals

January 1, 2024
PY 2024 CSBG program start date

01

General Information and Guidelines

2024/2025 CAP Priority Areas

Persons experiencing homelessness need shelter, permanent housing, a stable income source, and supportive services for substance use and physical and mental health concerns to reduce chronic homelessness
Disadvantaged communities are in need of economic and social equity focused support systems
Low-income people need financial assistance with rent, utilities, food, shelter/housing, transportation, and obtaining a driver's license, clothing, and employment
Single parents, especially female-led households, need help attaining self-sufficiency for themselves and their families
Opportunity youth, especially those of color, need mentoring and support in attaining healthy behaviors and stability.
Older adults, especially those of color, need mentoring and support in attaining healthy behaviors and stability.
Persons with disabilities need help attaining self-sufficiency in work and housing
Youth need support in regaining and maintaining educational attainment that was lost during the pandemic
Refugees and New Americans need guidance and support in adjusting to American Society through language competency and employment

Priority Target Areas

Community	Poverty Rate	Community	Poverty Rate
Old North Sac. (95815)	25.4%	Del Paso Hts. (95838)	19%
Lemon Hill (95824)	25.1%	Florin (95828)	17.1%
Arden Arcade (95821;95825)	23.9%	Rosemont (95826)	16.3%
Oak Park (95817;95820)	22.8%	Rio Linda (95673)	15.5%
North Highlands (95660)	21.6%	Carmichael (95608)	15.4%
Parkway (95823)	20.2%	Sacramento City	14.7%
South Sac. (95832)	20.1%	Galt (95632)	9.2%
Foothill Farms (95842)	20%	Rancho Cordova (95670)	8.8%

New to 2024/2025 RFP

o Perspective on strengthening families and protective factors framework, which encourages and supports families of all sizes to thrive

o Emphasis on diversity, equity and inclusion in all program types

o Encouragement of a focus on the intersection of multiple factors leading to poverty

o Emphasis on making safety-net services part of a long-time strategy through a strong internal or external referral process to programs changing the conditions which led to the crisis

Family Self-Sufficiency(FSS)

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

Low-Income Families	Single Parent Families	Homelessness
Persons with Disabilities	Youth	Older Adults
Refugees and New Americans	Mental and Behavioral Health	

*Detailed allowable FSS activities are described on page 8-10 of the RFP.

Family Self-Sufficiency (FSS) Special Projects

o FSS-Special Project funding may address any of the priority areas listed under Family Self-Sufficiency.

o Programs are required to target services toward marginalized groups and disadvantaged communities.

o Special consideration will be given to proposals targeting Black/ African American youth aged 5-24.

Family Self-Sufficiency VS FSS Special Project

o Family Self Sufficiency
- o FSS is more focused on the type of program being proposed, with a more broad focus on target groups to include a variety of demographics.
o FSS-Special Projects
- o FSS-Special Projects should have a more targeted approach on the demographics they are serving.
- o This category focuses programming on marginalized groups (i.e. people of color, those in disadvantaged communities or any other historically marginalized groups.)
- o Examples: Black/African American youth ages 5-24 or Latinx Older Adults

Safety-Net (SN) Programs: Emergency Assistance

SN Program Goal: To Provide emergency assistance to families experiencing a crisis; intended to mitigate the client's presenting conditions or barriers.

o Examples: assistance with food, off-site shelter (motel), on-site shelter, utilities, rent, employment supports.

o SN services funded by CSBG are available to any eligible Sacramento County resident, regardless of where in the County they live.

o SN services may target a particular demographic group as a priority population, but must be prepared to serve all income-eligible Sacramento County residents.

o Limits set for each service category, per client

*Please be specific! "Basic necessities" isn't a category funded by CSBG.

Proposal Deadline and Submittal Procedure

- Check SETA website for updates PRIOR to submission

- Proposals must be submitted electronically
    - Email: CSBG@seta.net

- Submit one copy with all attachments, electronically
    - If applying for multiple funding categories, a proposal for each category must be submitted

- **Submission Deadline: Thursday, September 14, 2023, 4:00pm**

- Proposals submitted after the deadline will not be accepted. No exceptions or appeals will be accepted for late proposals

Formal Agreement and Program Expectations

Formal Agreement

- Standard Delegate Agreement

- Contracts may be modified with written notice

Program Expectations

- Statistical and Eligibility Information
- CSBG Grievance Policy
- Monthly Report
- Case Files
- Fiscal and Program Audits
- Annual Delegate Agency CSBG Presentation

CSBG Eligibilty

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 falls at or below 100% of Federal Poverty Income Guidelines, or 125% if household income is all/partly from CalWorks or TANF. CURRENT PARTNERS: PLEASE NOTE THIS CHANGE.

Prequalification Requirements

Corey Lagbao

Email: Corey.lagbao@seta.net

Insurance Requirements

Email: insurance@seta.net

Questions?: Linda.thao@seta.net

Prequalifications Submittal Deadline

- This is a mandatory requirement that must be met by ALL proposers

- Failure to complete pre-qualification documents or notify Corey Lagbao an intent to rely on previously submitted documents will disqualify the proposing organization

- Contract Time Frame: January 1, 2024 through December 31, 2024. Renewable for an additional 12 months, January 1, 2025 through December 31, 2025.

- Deadline: August 23, 2023 4:30pm

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Proposal Instructions

Proposal Format and Assembly Order

Proposal Format

- Proposals must be submitted electronically with all attachments
- 8 ½ x 11 document, white background, 1 inch margins with black font
- All pages, expect Forms & Exhibits, shall be consecutively numbered
- Page Limit: 1 page for all responses except response 3 which is limited to 2 pages

*Email proposals to CSBG@seta.net

Proposal Assembly Order

- FORM 1 (Cover Sheet Forms)
- EXHIBIT 1 (Authority to Negotiate and Contract)
- 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 additional documents

Proposal Summary

Provide a summary, **<u>not to exceed one page in length</u>**, which clearly describes the following:

1. A brief summary of the agency and a description of the program being proposed

2. The services and/or resources intended for program participants

3. How these services and/or resources fit into the agency's mission and goals as a whole

4. How the proposed services align with the identified priorities listed in this RFP

5. A brief outline of the anticipated participants and outcomes

Response 1

Provide a complete description of the target group and target area to be served. Provide a description of any barriers that participants typically need to 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. **Not to exceed one page in length**.

Please provide sources for all data and assertions made in response.

Response 2

Linking Program Goals and Services

Provide a complete description of the proposer's goals and objectives for participants under this proposal. Include a list of <u>all</u> proposed services, resources, and activities, as well as the goals and objectives for each. Responses should clearly outline the direct link between each program goal and the proposed services by explaining how the services will directly contribute to the intended outcomes. Include any workshops or trainings intended for program participants. **<u>Not to exceed one page in length.</u>**

Response 3

Describe the timeline of how participant households will be supported, stabilized, and helped to thrive. Responses for this section should include:

(a) The assessment process and tools utilized for evaluating a participant's eligibility and suitability for the program's services.

(b) The case management systems that will be in place, including the frequency of case manager/participant follow-ups, how a whole-family, trauma-informed, or another proven approach will be implemented, and any participant tracking processes.

(c) How participant outcomes will be determined, recorded, evaluated, and, if applicable, adjusted.

(d) The positive benefit, behavior change, or change in condition that is anticipated through the proposed service.

(e) The referral and follow-up process for participants who might not have access to the proposer's program and services.

(f) How a duplication of services will be avoided and how the program will encourage coordination and collaboration with other community agencies.

EMPLOYMENT-BASED PROPOSALS, describe how participants will be prepared to undertake employment services through a Sacramento Works Job Center (SWJC) and unsubsidized employment. Proposals with an employment-based approach will also complete sections (g) and (h), below.

(g) Provide the name of the primary SWJC the proposer will partner with to provide services. Describe the specific services and activities offered to participants by the proposing agency as well as by the SWJC identified in the proposal, and explain how the proposing agency's involvement is an added benefit to the SWJCs support to participants in the search for and securing of employment.

(h) List the services and resources intended to help participants maintain the unsubsidized employment they have secured, for 90 and 180 days

Response 3 Continuted..

(a)The intended process for informing new community members that the proposed services and resources are available at the proposer's service delivery site

(b)The indicators used to determine that an emergency need exists, for <u>each</u> Safety-Net service proposed

(c)The time in work days, from customer request to service delivery, for <u>each</u> safety-net service proposed

(d)The process for connecting clients to other agencies for similar or longer-term services not available at proposer's site, as part of the agency's discussion of longer-term self-sufficiency efforts with the client, including any follow-up actions to be undertaken to ensure that the client is pursuing a long-term self-sufficiency strategy.

(e)A weekly schedule of when community members and participants can have direct access to agency staff, in-person or by phone

(f) Food banks proposing to provide nutritious foods must provide a description of the availability of fresh fruits and vegetables to participants and how customer choice and dietary needs determine package contents. Non-food bank proposers preparing nutritious meals to be consumed on-site, or single-meal packaged lunches for off-site distribution, must provide an example of typical menu or contents.

Response 4

Experience

Provide a brief description of the proposing organization's history that includes a chronology of programs implemented during the past 5 years. Give examples of successful past programs and services that have supported participants from the same target group/area in reaching identical or similar program goals to those stated in Response 2. **Not to exceed one page in length.**

If this is a new venture or program strategy, include a description of the proposing organization's capacity to meet the proposed program goals and the rationale for implementing the proposed program strategy.

Response 5

Society has systematically imposed obstacles to marginalized communities based on race/ethnicity, 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 current efforts in addressing historic inequities and disadvantages faced by marginalized communities. Describe specific practices and activities implemented by your agency to promote diversity, equity, and inclusion, and how the efforts would fit into the proposed program design and delivery. This can include linguistic as well as cultural awareness and practices among others. If there are currently no DEI systems in place, please describe how the proposer will incorporate DEI into the proposed program design and delivery. **<u>Not to exceed one page in length</u>**.

Response 6

(a) 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.

(b) In the interest of addressing the multiple needs identified in the CAP needs assessment, and the priorities identified by SETA's Community Action Board (CAB), the SETA grants team makes every effort to allocate funding based on need. Since need consistently outweighs funding, we are unable to fund all applications, wholly or in part. Considering this, you are asked to **include the minimum award your agency would be willing to accept and still be able to run the program.**

Funding is also subject to increases based upon availability of federal funding. Therefore, budget modifications may include increases in funding levels that exceed proposed levels. **Not to exceed one page in length.**

03

Forms and Definitions

Proposal Forms and Exhibits

Form 1: COVER SHEET
Form 2: PROGRAM BUDGET AND COST ALLOCATION PLAN
Form 3: SERVICE PROJECTIONS
Form 4: INTERNAL EVALUATION and STANDARDS
Form 5: COLLABORATIVE PARTNERS
Form 6: REFERENCES (If new to SETA)
Form 7: RFP CHECKLIST (OPTIONAL)

Exhibit 1: AUTHORITY TO NEGOTIATE AND CONTRACT
Exhibit 2: ORGANIZATIONAL CHART

Form 2 Considerations

- **Personnel Costs:**
  - Positions working directly with the grant
- **Direct Participant Costs:**
  - Especially for SN programs, what is the actual cost of providing service?
  - Describe any established arrangements 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 justifying issuance of gift cards, consistent with SETA's gift voucher policy? (for food, gas)
- **% for Direct Participant Costs:**
  - No mandatory minimum percentage must be allocated for direct participant costs. (Historically, SETA has required at least 15% for FSS and 70% for SN of the total requested CSBG funding be budgeted for direct participant costs)

Form 3 Considerations

- **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, each year of the contract.
- **90 AND 180 DAYS, FOR EMPLOYMENT OR OTHER BENCHMARK:**
  - Number of households projected to meet the benchmark each contract year. (e.g., list how many households are projected to reach the benchmark in 2024)

Program Definitions

o Collaborative Partner

o CSBG

o Delegate Agency

o Household

o Outcomes

o Proposing Organization

*Full definitions can be found on page 38 of the RFP

THANKS!

Last chance to ask a question!
A list of FAQs will be posted online at seta.net

Contact Us:

- Pamela Moore, WD Program Officer, (916)263-3734, pamela.moore@seta.net

- Arys Scott, WD Planner, (916) 263-6705, arys.scott@seta.net