



REQUEST FOR PROPOSALS

Yuba County Community Action Agency is inviting proposals from qualified private 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 \$267,000. Services will be provided from January 1 through December 31, 2018.

This Request for Proposal does not commit Yuba County Community Action Agency (YCCAA) to award a contract nor to pay any costs incurred in preparing a proposal. YCCAA 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 YCCAA may subsequently enter into a written contract. YCCAA reserves the right to deviate from this Request for Proposal.

Upon recommendation from YCCAA, qualified contractors will be selected to provide services within Yuba County during the period of January 1 through December 31, 2018. Funding decisions are final and non-grievable.

Staff will review proposals for completeness and adherence to RFP instructions. Those which are incomplete or which do not follow stated instructions may be rejected. A committee of the Community Action Agency will evaluate proposals. **Applicants will be required to attend a proposal presentation session on November 13 or 15 between 9-12noon.** You should be prepared to do a five minute presentation on your proposal and answer questions. You will be notified of the exact date and time after October 27. Applicants may also be required to provide proof of liability insurance, current audited financial statements, or other documents deemed necessary to assist YCCAA in developing funding recommendations.

Proposals are due October 27, 2017 no later than 3:00 pm

**Yuba County Community Action Agency
950 Tharp Road, Suite 1303
Yuba City, CA 95993**

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INTENT

Yuba County Community Action Agency, hereinafter referred to as “YCCAA”, 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. YCCAA retains the ability, at its sole discretion, to add qualified CONTRACTORS at any time.

BACKGROUND AND SCOPE OF SERVICES

YCCAA 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. YCCAA is a non-profit 501 (c) 3 organization governed by a volunteer board of directors representing the private, public and low-income sectors of the local community.

YCCAA receives funding from the Community Services Block Grant through the State Department of Community Services and Development. YCCAA 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, YCCAA 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 sub-grantee process.

TIMELINE FOR PROCESS

Issue RFP	September 18, 2017
Proposal Submittal Deadline	October 27, 2017, 3:00 p.m.
Agency Proposal Presentations	November 13 or 15 from 9-12noon (agency exact date/time of presentation TBD)
Estimated Notification of Selection	December 1, 2017
Estimated Agreement Date	January 1, 2018

This schedule is subject to change as necessary.

POINT OF CONTACT

Questions and correspondence regarding this solicitation shall be directed to:

Jackie Slade, Yuba County Community Action Agency
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 2018–2019 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 2018–2019 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 the 2018-2019 Community Action Plan are:

- **Shelters/Affordable Housing**
- **Employment Skills/Higher Paying Jobs**
- **Substance Abuse Programs**
- **Behavioral Health Services**
- **Creation of Coordinated Entry System**

YCCAA 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.

YCCAA 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.
- YCCAA 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 \$267,000. 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 below the federal poverty level. See Attachment B – Federal Poverty Guidelines.

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 2018-2019 Community Action Plan, and input from YCCAA.

Program Outcomes

- Outcome measurements for individual agencies contracted will be based on the proposed service counts submitted on the 641 Annual Report form. Goals for each outcome will be specified in the contract between YCCAA and individual agencies at the time of contract negotiation with individual agencies, and will correspond to the goals outlined in the Community Action Plan.

CONTRACTORS will maintain records of services provided and report data annually using the CSBG 641 Annual Report form. (forms will be viewable at www.Yubacares.org)

- Agencies will be required to participate in an annual site visit conducted by YCCAA 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 YCCAA 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 YCCAA.

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

- a) Describe your organization and its primary purpose, including your mission/vision statement.
- b) Describe your agency’s qualifications to operate in the priority area you are proposing.

Need/problem

- a) Describe the client need for services proposed.
- b) Document the client problem you will solve with the funding.
- c) Describe how the proposed program will meet the identified need for services in Yuba County.
- d) Describe similar existing services within Yuba County and describe enhancements or expansions of services the program will provide without creating a duplication of services.
- e) Identify how the program will interrelate with other programs within Yuba County to meet the identified need.

Program (Describe the proposed program)

- a) How the program will meet the need of the low-income population.
- b) How services will be delivered.
- c) Method and process of determining recipient income eligibility (pay stubs, social security award letters, bank statements, tax statements, etc) and method of recipient data tracking
- d) Give a breakdown of tasks to be used in completing the program, with time lines.
- e) Attach a programmatic organizational chart depicting where this program will fit into your organization.
- f) How the program will empower low-income families and individuals within Yuba County to achieve self-sufficiency.
- g) All services shall be culturally and linguistically appropriate to populations served.

Evaluation

- a) Describe your methods for evaluating programs and services and how program success is measured.
- b) Describe the frequency of evaluations conducted.
- c) Describe how the data from program evaluation is utilized, analyzed and acted on to improve the agency programs and services.

Data Collection

- a) Describe your data collection process, how you ensure accurate data is collected
- b) Describe your data reporting process
- c) Describe how the data is used, analyzed and acted on to improve agency programs and services.

Phase Out Plan

CSBG is intended to be short term funding. CSBG is subject to the Federal Budget process. Consequently, each year there is the possibility that these funds will be discontinued or decreased. YCCAA 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. An effective fiscal plan consists of determining available resources and preparing for possible funding reductions.

- a) Describe what process your agency would use to continue to operate in the event that CSBG funding is reduced or eliminated.
- b) In this regard, develop a phase-out plan that will estimate the percentage you will voluntarily reduce CSBG funds for this project after one year of operation, and in subsequent years.

Accessibility

- a) Give the location(s) of where the proposed services will be provided.
- b) Is this location(s) easily accessible to all low-income residents of Yuba County, even those who have problems of frail health/physical disabilities or lack of transportation?
- c) How do you propose to make these services more accessible to these low-income persons?

Partnerships

- a) Describe how your agency will coordinate programs with and form partnerships with other organizations serving low-income residents. Indicate 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.

- CSBG Fiscal Data/CSD 425 S Budget Form (Attachment C)**
Clearly list expenditures by line item. Please complete all sections. Identify CSBG funds requested for the proposed program.
- 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#.**
- Submit a copy of client satisfaction tools used by your agency**
- Organizational chart**

SCORING CRITERIA

160 POINTS POSSIBLE	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
PROGRAM INFORMATION					
1. Qualifications: The agency demonstrates prior experience in service delivery.	0	3	5	7	10
2. Need/problem: Agency demonstrates how the proposed program will meet the identified need for services in Yuba County.	0	3	5	7	10
3. Program: Services fit the description of one or more of the <u>Top Five Countywide Service Priorities</u>	0	3	5	7	10
The program description is clear and the service delivery method is easy to understand.	0	3	5	7	10
Agency has an ability to provide services to Individuals and families within Yuba County.	0	3	5	7	10
Agency programs empower low-income families and individuals within Yuba County to <u>achieve self-sufficiency.</u>	0	3	5	7	10
Agency has prior experience providing English, Spanish and/or multi-lingual services.	0	3	5	7	10
4. Evaluation: The outcome measures for program success are clear and achievable.	0	3	5	7	10
Agency has client satisfaction tools/measures in place and are used effectively	0	3	5	7	10
5. Data Collection: Agency has capacity to accurately collect and report data	0	3	5	7	10
6. Phase out Plan: Agency demonstrates fiscal stability.	0	3	5	7	10
7. Accessibility: Facility is accessible to all residents.	0	3	5	7	10
8. Partnerships: Agency has formal contracts/MOU's in place.	0	3	5	7	10
BUDGET/RESOURCES					
9. The proposed budget is complete, clear and reasonable for the program goals.	0	3	5	7	10
10. The agency demonstrates other funds are used to support/leverage the program.	0	3	5	7	10
GENERAL PROPOSAL					
11. Overall, the application is well constructed and the agency has the expertise to implement. the program they propose.	0	3	5	7	10

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 YCCAA 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 YCCAA 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 YCCAA, best serves the overall interest of the County.

CONTRACT AWARDS

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

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

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

All CONTRACTORS who have submitted a Proposal or Qualifications Package 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
- W-9
- \$1,000,000 liability insurance, YCCAA 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 Certification of Appeal Policy and Procedures
- Copy of Confidentiality policy
- 641 Annual Report form with projected clients to serve
- 425 CSBG Contract Budget Summary for amount awarded
- Copies of contracts/MOU's held with other agencies

To be completed/submitted during the year

- Single Audit or IRS Tax Form 990 AND Compilation Financial Statement
- Bi-monthly reimbursement request forms with backup to show expenses incurred
- CSBG 641 Annual Report form indicating actual clients served, etc. during the contract term
- Summation of client satisfaction survey results

ATTACHMENT A – APPLICATION COVER PAGE

Yuba County Community Action Agency – Community Services Block Grant
RFP NUMBER: YCCAA - CSBG 2018

MAILING ADDRESS:

Yuba County Community Action Agency
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: _____

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 does your agency provide services for- Check ALL that apply

- Shelters/Affordable Housing
- Employment Skills/Higher Paying Jobs
- Substance Abuse Programs
- Behavioral Health Services
- Creation of Coordinated Entry System
- Not addressing any of the above

ATTACHMENT B – FEDERAL POVERTY GUIDELINES

FEDERAL POVERTY GUIDELINES & PERCENTAGE BREAK POINTS Guidelines for 2017

Family Size	50%	75%	100%	125%	150%	200%
1	6,030	9,045	12,060	15,075	18,090	24,120
2	8,120	12,180	16,240	20,300	24,360	32,480
3	10,210	15,315	20,420	25,525	30,630	40,840
4	12,300	18,450	24,600	30,750	36,900	49,200
5	14,390	21,585	28,780	35,975	43,170	57,560
6	16,480	24,720	32,960	41,200	49,440	65,920
7	18,570	27,855	37,140	46,425	55,710	74,280
8	20,660	30,990	41,320	51,650	61,980	82,640
For each additional person add	2,090	3,135	4,180	5,225	6,270	8,360

SOURCE: *Federal Register January 2017*

Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits (under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.)), and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.

If direct financial aid is provided as in the case of an Emergency Assistance Voucher, all beneficiaries must be at, or below the official OMB Poverty line.

For programs that use CSBG to fund portions of salary or operating expenses, the persons served per the approved contract performance objectives must be at or below the poverty line.

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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