

**Request for Proposals**

**RFP #20-05 2021 CSBG**

**The Community Development Program  
(a.k.a. Community Services Program)**

**of Beaver County**

**Community Services Block Grant (CSBG) Program  
Program Years 2021-2025**

**CSBG Mission-Driven  
Service Provision by Non-Profit Agency Subrecipient**

## GENERAL CONDITIONS

### I. Solicitation of Proposals

The Community Development Program (CDP) a.k.a. the Community Services Program (CSP) of Beaver County has invited qualified non-profit agencies to submit proposals for Community Services Block Grant (CSBG) mission-driven service provision covering Program Years 2021-2025.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that CDP/CSP is able to provide. It includes all the information necessary for an agency to submit a proposal.

All offerors are required to submit an original and two (2) copies of their proposal(s) to Lisa E. Signore, Director, Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 **by 4:00 P.M., prevailing time, October 23, 2020. Do not bind or staple the proposal.**

### II. Project Description

The Community Services Block Grant Act (42 U.S.C. 9901 et seq.) as amended is a federal program, administered by the states through allocation to established community action agencies. The CSP serves as the community action agency for the County of Beaver.

### III. Scope of Work

Activities eligible for funding consideration must fall within the parameters established by the County as described below:

1. Activities must be aligned with the CSP Mission Statement identified in Appendix A;
2. Activities must address one of the six Individual and Family National Performance Indicators (FNPIs) (See Appendix B for the list of FNPIs and Appendix C for typical associated services);
3. Activities funded under this program must be directed to recipients that meet the eligibility requirements as outlined in DCED Directive #2019-04, Income Eligibility Determination, provided in Appendix F.

### IV. Information required of each offeror

Each proposal submitted will contain responses to the following, as outlined in Appendix E:

1. Identify the FNPI(s) being addressed by the activities being performed;
2. Describe the approach to the activities being performed;
3. Approximate the number of individuals/families anticipated being assisted by the activities being performed;
4. Detail the relevant agency experience in performing the proposed activities;
5. Prepare a budget detailing how funding will be allocated to perform the proposed activities.

V. Budget

In preparing a budget, the offeror must consider that the budget cannot exceed \$32,000. (See Appendix D for budget justification template and instructions).

VI. Selection Factors

Each proposal will be rated and ranked in accordance with the following criteria:

1. Project activities and approach meet the requirements outlined in the Scope of Work	25 pts
2. Applicant has proven qualifications/experience to carry out activities	25 pts
3. Project activity will meet the goal of at least one of the Individual and Family National Performance Indicators	25 pts
4. Proposal appearance (type-written, easy to read, 8x11 paper, neat, correct format and spelling).	5 pts
5. Proposal completeness (all required areas appropriately addressed)	15 pts
6. Costs associated with providing the activities	5 pts
Total Points	100 pts

VII. Selection Process

The County will evaluate each written proposal and assign points to each segment or factor of the proposal in accordance with the points listed above.

Proposals shall be reviewed by the Staff of the Community Services Program of Beaver County and the Community Services Program Advisory Board. Following the review, a recommendation will be made to the Board of County Commissioners who will make the official selection. Interviews may be requested.

VIII. Non-Discrimination

The proposer must ensure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status and that requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, are met.

IX. Other

The County reserves the right to reject any or all proposals, to waive any formality and to amend this RFP whenever such rejection, waiver or amendment is in the best interest of the County.

## **APPENDIX A**

### **Community Services Program Mission Statement**

**The Community Services Program of Beaver County supports programs and initiatives that aid in removing barriers that prevent economically disadvantaged citizens from developing to their fullest potential.**

## **APPENDIX B**

### **Individual and Family National Performance Indicators (FNPIs) and Goals**

**FNPI 1: Employment Indicators**

**FNPI 2: Education and Cognitive Development Indicators**

**FNPI 3: Income and Asset Building Indicators**

**FNPI 4: Housing Indicators**

**FNPI 5: Health and Social/Behavioral Development Indicators**

**FNPI 6: Civic Engagement and Community Involvement Indicators**

#### **Goals**

**The goal of each FNPI is: Individuals and Families with low incomes are stable and can achieve economic security.**

## APPENDIX C

### Typical Services Provided to Address FNPIs

#### Employment Services

Employment Services
Vocational Training
On-the-Job and other Work Experience
Youth Summer Work Placements
Apprenticeship/Internship
Self-Employment Skills Training
Job Readiness Training
Workshops
Coaching
Coaching
Resume Development
Interview Skills Training
Job Referrals
Job Placements
Pre-employment physicals, background checks, etc.
Coaching
Interactions with employers
Employment Supplies

## Typical Services Provided to Address FNPIs

### Education and Cognitive Development Services

<b>Education and Cognitive Development Services</b>
Early Head Start
Head Start
Other Early-Childhood (0-5 yr. old) Education
K-12 Education
K-12 Support Services
Financial Literacy Education
Literacy/English Language Education
College-Readiness Preparation/Support
Other Post-Secondary Preparation
Other Post-Secondary Support
School Supplies
Before and After School Activities
Summer Youth Recreational Activities
Summer Education Programs
Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)
Mentoring
Leadership Training
Adult Literacy Classes
English Language Classes
Basic Education Classes
High School Equivalency Classes
Leadership Training
Parenting Supports (may be a part of the early childhood programs identified above)
Applied Technology Classes
Post-Secondary Education Preparation
Financial Literacy Education
College applications, text books, computers, etc.
Scholarships
Home Visits

## Typical Services Provided to Address FNPIs

### Income and Asset Building Services

Income and Asset Building Services
Financial Capability Skills Training
Financial Coaching/Counseling
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)
First-time Homebuyer Counseling
Foreclosure Prevention Counseling
Small Business Start-Up and Development Counseling Sessions/Classes
Child Support Payments
Health Insurance
Social Security/SSI Payments
Veteran's Benefits
TANF Benefits
SNAP Benefits
Saving Accounts/IDAs and other asset building accounts
Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)
VITA, EITC, or Other Tax Preparation programs
Micro-loans
Business incubator/business development loans

## Typical Services Provided to Address FNPIs

### Housing Services

Housing Services
Financial Capability Skill Training
Financial Coaching/Counseling
Rent Payments (includes Emergency Rent Payments)
Deposit Payments
Mortgage Payments (includes Emergency Mortgage Payments)
Eviction Counseling
Landlord/Tenant Mediations
Landlord/Tenant Rights Education
Utility Payments (LIHEAP-includes Emergency Utility Payments)
Utility Deposits
Utility Arrears Payments
Level Billing Assistance
Temporary Housing Placement (includes Emergency Shelters)
Transitional Housing Placements
Permanent Housing Placements
Rental Counseling
Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)
Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)
Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)
Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)

## Typical Services Provided to Address FNPIs

### Health and Social/Behavioral Development Services

<b>Health and Social/Behavioral Development Services</b>
Immunizations
Physicals
Developmental Delay Screening
Vision Screening
Prescription Payments
Doctor Visit Payments
Maternal/Child Health
Nursing Care Sessions
In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)
Health Insurance Options Counseling
Coaching Sessions
Family Planning Classes
Contraceptives
STI/HIV Prevention Counseling Sessions
STI/HIV Screenings
Wellness Classes (stress reduction, medication management, mindfulness, etc.)
Exercise/Fitness
Detoxification Sessions
Substance Abuse Screenings
Substance Abuse Counseling
Mental Health Assessments
Mental Health Counseling
Crisis Response/Call-In Responses
Domestic Violence Programs
Substance Abuse Support Group Meetings
Domestic Violence Support Group Meetings
Mental Health Support Group Meeting
Adult Dental Screening/Exams
Adult Dental Services (including Emergency Dental Procedures)
Child Dental Screenings/Exams
Child Dental Services (including Emergency Dental Procedures)

## Typical Services Provided to Address FNPIs

### Health and Social/Behavioral Development Services Continued

<b>Health and Social/Behavioral Development Services</b>
Skills Classes (Gardening, Cooking, Nutrition)
Community Gardening Activities
Incentives (e.g. gift card for food preparation, rewards for participation, etc.)
Prepared Meals
Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)
Family Mentoring Sessions
Life Skills Coaching Sessions
Parenting Classes
Kits/boxes
Hygiene Facility Utilizations (e.g. showers, toilets, sinks)

<b>Services Supporting Multiple Domains</b>
Case Management
Eligibility Determinations
Referrals
Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)
Child Care subsidies
Child Care payments
Day Centers
Birth Certificate, Social Security Card, Driver's License, etc.
Criminal Record Expungements
Immigration Support Services (relocation, food, clothing)
Legal Assistance
Emergency Clothing Assistance
Mediation/Customer Advocacy Interventions

## Typical Services Provided to Address FNPIs

### Civic Engagement and Community Involvement

<b>Civic Engagement and Community Involvement Services</b>
Voter Education and Access
Leadership Training
Tri-partite Board Membership
Citizenship Classes
Getting Ahead Classes
Volunteer Training



## JOB DESCRIPTION

<b>Position</b>	
<b>Title of Immediate Supervisor</b>	
<b>Salary Range</b>	

### **Specific Duties and Responsibilities**

## **APPENDIX E**

### **Proposal Format Instructions**

#### **Applicant Identification**

Provide the following information:

1. The name of the agency submitting the application.
2. The business address of the agency submitting the application, including the county where the agency is located.
3. The name of the Executive Director of the agency submitting the application.
4. The name, phone number and email address of the designated contact person should additional information be required regarding the proposal.

#### **Certification**

Provide the following information:

1. Authorized Signature (The signature of the person authorized by the applicant's governing board to sign this proposal);
2. Name and Title of the authorized person;
3. Phone number where the signer may be reached during regular work hours;
4. Submittal date.

#### **Application Summary**

Provide the following information:

1. The full title of the program for which support is being requested;
2. The FNPI(s) which the proposed activities address;
3. The proposed number of individual/families to be served by the activities;
4. The target area (geographic area) to be served by the proposed activities;
5. A brief, comprehensive overview of the activities, i.e., specific services to be provided;
6. Specific and measurable outcomes expected to be achieved by the proposed activities;
7. The total dollar amount of this proposal request;
8. Identify the source and total amount of funding, if any, from any Federal, State, Local or private agencies, being used for this project.

#### **Required Attachments**

Provide the following attachments to your proposal:

1. Board Composition;
2. Letter(s) of Recommendation or letter(s) of commitment from associated non-profit or for-profit organizations, unit of government or individuals. Such attachments should be limited to those absolutely necessary to the clarity of the proposal.

**COMMUNITY SERVICES BLOCK GRANT  
PROPOSAL SUMMARY**

**APPLICANT IDENTIFICATION**

<b>Agency Name:</b>	
<b>Agency Address: (Including County)</b>	
<b>Agency Executive Director:</b>	
<b>Contact Person: (Name, Phone Number, and Email Address)</b>	

**CERTIFICATION**

<b>Name and Title of person authorized to sign proposal:</b>	
<b>Phone number where signer may be reached during regular work hours:</b>	
<b>Submittal Date:</b>	
<b>Signature of Authorized Signer:</b>	

**APPLICATION SUMMARY**

<b>Program Title:</b>									
<b>Target Area: (Specific geographic area or portion of geographic area to be served by the proposal program)</b>									
<b>Amount of This Proposal Request:</b>	\$								
<b>Sources and Amounts of Other Funding Specific to this Project Activity:</b>	<table> <tr> <td><b>Federal:</b></td> <td>\$</td> </tr> <tr> <td><b>State:</b></td> <td>\$</td> </tr> <tr> <td><b>Local:</b></td> <td>\$</td> </tr> <tr> <td><b>Private:</b></td> <td>\$</td> </tr> </table>	<b>Federal:</b>	\$	<b>State:</b>	\$	<b>Local:</b>	\$	<b>Private:</b>	\$
<b>Federal:</b>	\$								
<b>State:</b>	\$								
<b>Local:</b>	\$								
<b>Private:</b>	\$								

**FNPI NUMBER, FNPI SERVICES AND INDIVIDUALS BEING SERVED**

<b>FNPI NUMBER BEING ADDRESSED (From Appendix B)</b>	<b>SERVICE BEING PROVIDED (From Appendix C)</b>	<b>UNDUPLICATEDNUMBER OF INDIVIDUALS/ FAMILIES TO BE SERVED</b>

**OVERVIEW OF ACTIVITIES**

**ANTICIPATED OUTCOME OF ACTIVITIES**

## APPENDIX F

### DCED INCOME DETERMINATION GUIDELINES DIRECTIVE #2019-04

**PLEASE NOTE:** Section 673(2) of the CSBG Act (42 USC 9902(2)) specifies that the Federal Poverty Line shall be used as a criterion of eligibility in CSBG and that the state may revise the poverty line to not exceed 125% of the official poverty line. Under the CARES Act, the state has authorized revising the income limit for eligibility ceiling from 125% to 200% of the federal poverty level for CSBG services furnished during fiscal years 2020 and 2021.



## CENTER FOR COMMUNITY SERVICES DIRECTIVE

Title: Income Eligibility Determination

Directive #: C2019-04

Effective: October 1, 2019

To: Community Services Block Grant Subgrantees

From: Lynette Praster, Director – Center for Community Services

A handwritten signature in black ink, appearing to read 'L. Praster', is written over the name 'Lynette Praster' in the 'From:' line.

### 1.0 Purpose

The purpose of this directive is to clarify policy concerning the determination of an individual or household's income eligibility for programs and services funded partially or wholly with Community Services Block Grant (CSBG) funds.

### 2.0 Revision History

This CSBG Directive is effective October 1, 2019 and replaces C2018-04.

### 3.0 Policy

This directive applies to all applicants or participants of CSBG-funded services unless specifically exempted in writing by the Pennsylvania Department of Community and Economic Development (DCED). CSBG or any other program income eligibility determination should be integrated as part of the agency's intake process. This will help ensure clients' eligibility and clearly define client eligibility to participate in agency programs and services.

- A. If CSBG funds are used primarily to support agency administration, then the agency should follow income eligibility determination for the particular services a client receives.
- B. If CSBG funds are directly used to wholly support a program, then CSBG income eligibility determination should be used for the clients participating in the program or receiving those services.
- C. If CSBG funds are used to partially support direct program expenses, an equal percentage of the clients being served must meet CSBG income eligibility. For example, if a program is supported

20 percent by CSBG funds, 20 percent of the clients participating in the program or receiving that service **must** meet CSBG eligibility requirements.

A participant's income in relation to their family unit size may not exceed 125% of the Federal Poverty Level (FPL). Income eligibility determination is based on total family unit income for the thirty-day (30) period immediately preceding the date of application for services. However, the FPL is based on annual income. Annual income can be calculated by multiplying income for the past thirty (30) days by twelve (12) months.

- A. FPL is determined by the Department of Health and Human Services (HHS) and published annually at [www.hhs.gov](http://www.hhs.gov).
- B. HHS publishes the FPL on its website and updates it each January for the current year.
- C. Subgrantees are responsible for using the most recently published FPL and should update these levels as often as they are updated by HHS.

#### Income Determination

- A. Income Inclusions - Income is the total of:
  - 1. Salaries
  - 2. Wages,
  - 3. Dividends,
  - 4. Interest,
  - 5. Social Security retirement benefits,
  - 6. Unemployment compensation, and
  - 7. Other cash receipts of all family members and other individuals residing in the applicant's house/domicile.
- B. Income Exclusions
  - 1. Temporary Assistance for Needy Families (TANF) and General Assistance (GA) payments,
  - 2. Social Security Disability Insurance (SSDI) payments,
  - 3. Supplemental Security Income (SSI) and training program stipends,
  - 4. Social Security survivor's benefits,
  - 5. Income from unrelated persons such as lodgers, foster children, wards, or employees who reside in the household are separate family units for purposes of CSBG eligibility,
  - 6. Income from emancipated minors who are considered separate family units for calculating income, and
  - 7. Salary or wages earned by children under the age of eighteen residing in the applicant's house or domicile.
- C. Determining Income Eligibility for Wards of the Court, Foster Children and Persons with Disabilities
  - 1. Wards of the Courts: Public funds used to support youths who are wards of the court should not be regarded as income. Certifying documentation may include letters or documents from the court, local family and children service agency or similar organizations stating that the youth is a ward of the court. No other eligibility

documentation will be required unless the youth receives some other source of income that falls within the CSBG definition of income.

2. Foster Children: Neither public funds for the youth's support nor the foster family's income should be used for income eligibility determination of foster children. Public support for the youth should be regarded the same as TANF cash assistance payments. Certification may be made by the foster parents, local family and youth services agencies, County Assistance Office (CAO), or similar organizations.

D. Acceptable Documentation of Eligibility and Income

1. Salary or wage statements or W-2 forms,
2. Telephone verification, signed statement, or official document from the CAO or Social Security Administration (SSA) stating the family unit receives TANF, GA, SSI, SSDI, or Social Security retirement payments,
3. Verification of income received from an agency providing subsidized day care services or subsidized housing, or
4. A self-declaration statement, signed and dated by the applicant, or in the case of a minor his/her parent or guardian, certifying that the family unit income does not exceed 125% of the FPL. Additionally, an explanation should be documented in the client file indicating why a self-declaration was used. This method of documentation should only be used for the first 90 days of service. If an applicant does not produce proof of income within 90 days of initial service, a redetermination must be performed, or service may be terminated.

The only exception to income documentation requirements is for services provided by outreach and referral programs.

E. Frequency of Determination

1. Following the initial determination of income eligibility, redetermination must be made annually every 365 days to ensure any major life events such as employment status, birth of a child, divorce, etc., are reflected in the family's eligibility for persons receiving continuous service. Should the agency become aware of a change in the income status of the family/individual, such as an increase in income, a redetermination should be performed as soon as is feasible.
2. Redetermination is necessary if 90 days elapse between initial determination and the start of any program or service.

**4.0 Effective Date**

This directive takes effect October 1, 2019 and replaces C2018-04. It will remain in effect, in its entirety, until it is amended, replaced, superseded, or nullified. Only a directive from the Department's Center for Community Services or its equivalent may countermand any statement herein contained.

cc: Center for Community Services Staff  
Fiscal Management Center, DCED