

REQUEST FOR PROPOSALS



COMMUNITY SERVICE POVERTY REDUCTION GRANTS

PART 1: OVERVIEW

A. Purpose of Request:

Community Action Partnership of Hennepin County (CAP-HC) is a private, nonprofit corporation and has been determined to be exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code. CAP-HC is seeking provision of assistance (through an open Request for Proposals process) to contract with trusted organizations to deliver services in Hennepin County to local communities in accordance with the Community Services Block Grant (CSGB), funded through the Minnesota Department of Human Services, Economic Assistance and Employment Supports Division - Office of Economic Opportunity.

CSBG funding supports projects that: reduce poverty in communities, address the needs of low-income individuals including the homeless, migrants and the elderly; and provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health. This funding helps communities achieve the following goals: increased self-sufficiency, improved living conditions, ownership of and pride in their communities, and strong family and support systems. **Responders to this RFP will need show a strong commitment and plan to supporting individuals and families that are at 125% or below of poverty guidelines.**

B. Funding Availability:

CAP-HC is seeking to contract with 501(c) (3) organizations that can have immediate impact in the City of Minneapolis and across Hennepin County. The dollars are part of CAP-HC SFY 2019 (March 1, 2019 – December 31, 2019) Community Services Block Grant. ***The grant funds will be available from March 1, 2019 through December 31, 2019 and all costs must be incurred within this timeframe. No grant extensions past December 2019 will be allowed.** Eligible applicants may request a minimum of \$100,000 up to \$250,000. Grant dollars must go towards projects that are already being implemented by the applicant organization, to start immediately. Funding will not be allocated for *new* projects or initiatives. Funding will be allocated through a competitive process with review by staff and final funding decisions made by the CAP-HC board of directors. All funding decisions are final.

C. Eligible Responders:

- Must be a nonprofit organization serving Hennepin County;
- Must have a strong history of working with grants, utilizing a strong database to record activities, and qualified staff to monitor client eligibility and ongoing reporting requirements.
- Must have organizational capacity to fulfill the uniform guidance of CSGB requirements found at link: <https://www.acf.hhs.gov/ocs/resource/csbg-statute-and-regulations>
- Have existing programs in the focus areas in scope of work section below and demonstrated experience to carry out the activities within the grant period;

- Must have a history of serving individuals at or below 125% of poverty; and
- Must have effective strategies and initiatives that are grounded in cultural knowledge and reflect the populations served.

D. Objective of this RFP:

The objective of this RFP is to contract qualified responders to perform the tasks set forth in this RFP. The organizations must show demonstrated ability to carry out these activities within the ten (10) month grant period.

PART 2: SCOPE OF WORK

A. Overview

Low-income communities and people of color in Hennepin County experience unequal health, wealth, employment, and education outcomes. Wilder Research completed a Community Needs Assessment and the report was made public at the end of June 2017 through a series of community forums. It found the financial and economic needs of low-income residents of Hennepin County are going unmet, and that low-income communities and people of color in Minneapolis experience unequal health, wealth, employment, and education outcomes. The top three issues residents citing needing the most assistance include housing, financial and economic assistance and transportation.

CAP-HC's community needs assessment further highlighted the need for greater coordination and capacity-building among organizations and service providers. Our clients and non-profit partners described "difficulty navigating a complex and segmented social service system that lacks coordination" as a major barrier to accessing services. This problem is particularly acute for immigrants and refugees who lack language skills and information about the social services system, preventing them from accessing services.

CAP-HC's plan focuses on work that will enable the reduction of poverty and increase sustainability for the populations and communities with the highest disparities in the focus areas addressed below.

Specifically under this RFP, applicants may propose to provide services in **no more than two program areas** listed below (**2.B Program Areas, Eligible Activities**) depending on agency capacity. The categories below are broken out into program activities eligible for funding under this RFP and corresponding performance indicators.

The corresponding menu of performance indicators are based on Federal CSBG reporting requirements and applicants must select from this list of proposed outcomes for reporting.

B. Program Areas, Eligible Activities and Performance Indicators

1. Employment Services (Activities)

- Vocational Training
- Job Readiness Training
- Youth Summer Work Placements
- Apprenticeships/Internships
- Job Coaching

- Resume Development
- Purchase of Employment Supplies

Employment Services (Performance Indicators)

- The number of unemployed adults who obtained employment
- The number of unemployed adults who obtained and maintained employment for at least 90 days
- The number of youth who obtained employment to gain skills or income
- The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income or benefits

2. Income and Asset-Building Services (Activities)

- Financial Coaching/Counseling/Skills Training
- Small Business Start-Up and Development Counseling Sessions/Classes
- Child Support Payments
- Health Insurance
- Social Security/SSI Payments
- Veterans/TANF/SNAP Benefits
- VITA, EITC, or Other Tax Preparation/Assistance Programs
- Micro Loans/Business Development Loans

Income and Asset-Building Services (Performance Indicators)

- The number of individuals who achieved and maintained capacity to meet basic needs for 90 days
- The number of individuals who opened a savings account or IDA
- The number of individuals who increased their savings
- The number of individuals who used their savings to purchase an asset
- The number of individuals who improved their credit scores

3. Housing Services (Activities)

- Housing Payment Assistance
- Rent Payments/Emergency Rent Payment/Deposit Payment/Mortgage Payment
- Eviction Counseling
- Landlord/Tenant Mediation
- Utility Payment Assistance
- Housing Placement/Rapid Re-Housing

Housing Services (Performance Indicators)

- The number of households experiencing homelessness who obtained safe temporary shelter
- The number of households who obtained safe and affordable housing
- The number of households who avoided eviction
- The number of households who avoided foreclosure

4. Health and Social/Behavioral Development Services (Activities)

- Health Services, Screening and Assessments
- Prescription Payments/Doctor Visit Payments
- Maternal/Child Health
- Reproductive Health Services
- STI/HIV Screenings/Prevention Counseling Services
- Mental Behavioral Health
- Substance Abuse Counseling
- Dental Services, Screening and Exams
- Emergency Hygiene Assistance

Health and Social/Behavioral Development Services (Performance Indicators)

- The number of individuals who demonstrated improved physical health and well-being
- The number of individuals who demonstrated improved mental and behavioral health and well-being
- The number of individuals with chronic illness who maintained an independent living situation
- The number of individuals who improved skills related to the adult role of parents/caregivers

5. Education and Cognitive Development (Activities)

- Child/Young Adult Education Programs
- Head Start
- K-12 Education
- College-Readiness Prep/Support
- School Supplies
- Extra-Curricular Programs
- Summer Youth Recreational Opportunities
- Adult Education Programs
- Post-Secondary Education Supports

Education and Cognitive Development Services (Performance Indicators)

- The number of children (0 to 5) who demonstrated skills for school readiness
- The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills)
- The number of adults who demonstrated improved basic education
- The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma
- The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.

PART 3: GRANT EXPECTATIONS AND DELIVERABLES

Grant projects will be culturally specific and unique to each community served and program specific. However, because Federal CSBG funding requires National Performance Indicators to report for each Federal Fiscal Year, grantees will need to select from these Performance Indicators *in addition* to any agency-developed outcomes goals for the proposed project.

With support and technical assistance from CAP-HC, grantees will be required to:

- Work with CAP-HC to revise and finalize the work plan and budget before the grant start date.
- Follow and adhere to the uniform guidance of CSGB requirements for all activities and allowable expenses found at link: <https://www.acf.hhs.gov/ocs/resource/csbg-statute-and-regulations>
- Assign one staff person (at least 0.25 FTE dedicated to the project) to serve as the primary liaison between CAP-HC and the grantee organization.
- Submit the following reports and invoice:
 - Monthly Demographic Report and Monthly Grant Invoices (**Note: Monthly invoices submitted *within 15 days of month end* will be paid **within 60 days of receipt**.** **NOTE: Invoices will not be paid until all reports (considered “delinquent”) are received.**
 - March 2019 – Sept 2019 **Federal Fiscal Year Report**, based on Form 5 Planned Activities & Performance Goals, and Monthly Demographic Report
 - March 2019 – December 2019 **End of Project Report** based on Form 5 Planned Activities & Performance Goals, and Monthly Demographic Report
- Complete all proposed grant activities by December 31, 2019.

PART 4: PROPOSAL FORMAT

1. Cover Sheet (*Form 1*)

2. Proposal Narrative

The narrative is limited to 8 pages, Calibri – 12-point font; single-spaced and should include the following sections:

a) Executive Summary:

The executive summary must include a clear statement of the applicant’s understanding of the RFP and a brief summary of the scope of work, including identification of the proposed project, and a summary description of the proposed services, strategies, methods and outcomes.

b) Description of the Applicant Agency:

This section must include a brief description of the organization’s history, programs and services, the geographic area served, and demographics of clientele served.

Have you had a partnership with Community Action Partnership at any time over the past two years? If so, please explain the partnership.

- c) Experience and Capacity:
Describe background and related experience providing the proposed project services. Include description of staff, experience, certifications and experience reaching diverse low-income residents of Hennepin County. Give an overview of annual numbers served in proposed program area. Discuss partnering organizations and existing collaborations with Hennepin County organizations and government agencies. **Describe in detail how you plan to have maximum impact with the individuals/families that are at 125% or below of the poverty guidelines. Explain your outreach strategies.**
- d) Project Goals, Activities, and Timetables:
Describe clear and measurable outcomes, activities and a reasonable timeframe for performing and reporting on project activities.

In addition to your narrative for 4.D, **You Must Attach The Following Documents:**

Form 2 Work Plan What are the key activities to be funded through this project? What are the goals and measurable outcomes for this project? Please also address how the work will be sustained beyond the grant period.

Every proposed activity must include at least one corresponding Performance Goal (from Form 5), as well as any agency-developed outcomes included in Form 2.

Form 5 Planned Activities & Performance Goals: Complete this spreadsheet (both sheets) to reflect:

- 1) The **planned** number of persons/households you will serve with the proposed project(s), by Service Area. **You will be required to report actual results as part of the reports described in 3. Grant Expectations & Deliverables.**
 - 2) At least one corresponding Performance Indicator/ Goal from the corresponding Program Area/Activity for which you are applying. **You will be required to report actual results as part of the reports described in 3. Grant Expectations & Deliverables.**
- e) Staffing: Describe staff working involved in the program and qualifications. (Include resume or bio)
- f) Service Area: **Project must be delivered in Hennepin County.** You must indicate where you will be providing services: City of Minneapolis, Suburban Hennepin County or both.
- g) Data Collection and Evaluation: Describe the intake process, collection of eligibility and databases utilized. Explain evaluation plan, quality improvement and measure of success.

- h) Budget, budget justification (*Form 3*) xcel workbook can be downloaded at Community Action Partnership of Hennepin County website: www.caphennepin.org

PART 5: INSURANCE REQUIREMENTS

Required Statements: See (*Form 4*): *Standard Contract Form* for requirements related to insurance coverage, liability, conflict of interest, etc.

PART 6: CONTRACTED SERVICES

Use of contracted services are required to comply with uniform guidance general procurement standards (<https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html>) Section 200.318.

PART 6: SELECTION CRITERIA

All responsive proposals received by the deadline will be evaluated by a combination of CAP-HC and Board members. A numerical scoring system will be used to evaluate eligible applicants. A total of 50 points will be assigned to the following:

- *Background Information* (20 points): Is the summary clear in the scope of work provided? Is it clearly stated what the funds are to be used for? Is the geographic, demographic and populations served clearly stated? Is background on personnel experience and capacity clearly stated?
- *Implementation Information* (20 points): Does the proposal clearly state the number of staff, certifications, experience and roles? Is it clearly stated how information will be tracked and client eligibility verified? Is the budget clear of projection of costs/spending?
- *Additional Considerations* (10 points): Are the proposed activities in alignment with CAP-HC's mission and goals? Does the organization have strong community partnerships?

Applicants are encouraged to score their own applications before submitting their application.

PART 6: ANTICIPATED TIMELINES

- RFP Released Friday, January 11, 2019
- Informational meeting Friday, January 18, 2019 from 9 am to 11 am at: Minneapolis Urban League, 2100 Plymouth Ave. N., Minneapolis, MN 55411. Q & A from Informational meeting will be posted to the Community Action Partnership of Hennepin County website: www.caphennepin.org
- RFP Due by 4 p.m. Monday, January 28, 2019
- Applications Review, January 29 – February 11, 2019
- Notify Grantee Award and Sign Agreements, February 11-28, 2019
- Start Date March 1, 2019

PART 7: GRANT SUBMISSION

Proposal must be received by 4:00 p.m. Central Time on Monday, January 28, 2019. Applicants must submit **seven** (7) printed copies bound with a paper clip (do not staple). Applications may be mailed or hand- delivered to CAP-HC at the following address:

Community Action Partnership of Hennepin County
8800 Highway 7, Suite 401
St. Louis Park, Minnesota 55426

QUESTIONS?

For questions contact: Theresa Leonard, Grants Manager, RFPquestions@caphennepin.org

No phone calls please.