

***** APPLICATION DISCLAIMER *****

This solicitation is subject to the award of an estimation of anticipated 2017 funds from the Department of Economic Opportunity (DEO). Any award as a result of this Request for Application (RFA) is subject to funding and may be reduced or rescinded based on the level of funding received from the federal government.

Updates to the 2017 RFA and other documentation will be posted on the Hillsborough County Social Services Department's website HCFLGov.net/en/government/departments/social-services. Applicants should periodically check the County's website for potential changes in funding availability, submission dates and/or requirements.

INTRODUCTION

The Hillsborough County Social Services Department (HCSSD) along with the Community Action Board administer the County's Community Services Block Grant (CSBG) Program.

In this 2017 Consolidated Request for Applications (RFA), the County is soliciting applications to fund programs with CSBG funds. This RFA is seeking applications from non-profit organizations to address high priority needs in the County in accordance with CSBG objectives and regulations.

Funds awarded to the County from the Department of Economic Opportunity (DEO) are allocated to not-for-profit community-based organizations, community-based organizations, municipalities, for-profit entities, and County departments to support activities that meet DEO national objectives to benefit low-income persons. The following paragraphs describe the goals and requirements of the CSBG program and the categories of activities that may be funded.

NATIONAL GOALS FOR CSBG APPLICATIONS

The primary objective of the CSBG program is to provide a range of services and activities having a measurable and potentially major impact on poverty in the communities where poverty is a particularly acute problem. Without exception, federal regulations require that all CSBG program activities meet one of the National Performance Indicators (NPI) as listed below:

- **Goal 1:** To assist low-income residents in becoming more self-sufficient
- **Goal 2:** Improve conditions in which low income residents live
- **Goal 3:** Low income residents will own a stake in their community
- **Goal 4:** To build partnerships among supporters and providers of services to low income citizens
- **Goal 5:** Increase the department's capacity to achieve results
- **Goal 6:** To assist low income residents, especially vulnerable populations, in achieving their potential by strengthening family and other supportive systems.

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Eligible Participant – those individuals whose total gross countable household income from all household members does not exceed 125 percent of the current Office of Management and Budget Poverty Guidelines.

For more information regarding the CSBG program can be found at the DEO website:

<http://www.floridajobs.org/community-planning-and-development/community-services/community-services-block-grant-program>

CATEGORIES AND FUNDING

The following categories are identified for funding in this RFA, as specified in the Social Services Business Plan and the 2016 Community Needs Assessment.

- Summer Employment and Job Placement Services for Youth
- Fatherhood, Parenting and Development Training
- Juvenile Crime Prevention and Intervention Services

Program services are required to be held within Hillsborough County. Applications for funding of programs outside of Hillsborough County will not be eligible for award.

Specifications are provided as an attachment to this application.

The total funding available for this RFA is \$238,000.00. The award of Federal funds is subject to funding availability*. In the event sufficient budget funds to fund this award become reduced or unavailable, the County shall notify the Organization of such occurrence, and the County may cancel the award, without penalty or expense to the County, upon no less than 24 hours written notice to the Organization. If this award is funded in whole or in part by federal or state dollars which are reduced or become unavailable, the County shall notify the Organization of such occurrence and the County may cancel the award, without penalty or expense to the County, upon no less than 24 hours written notice to the Organization.

Funding will be appropriated to the highest scored proposals, up to three, until the funding amount is extinguished. Full or partial funding will be offered to proposers in order of score. Proposers who decline partial funding will be passed for the next highest scoring proposal until the entire amount is appropriated.

Recipient shall be reimbursed for costs incurred in the satisfactory performance of work, subject to the availability of funds and appropriate reporting and invoicing documentation.

The County reserves the right to offer continued funding, up to 5 years, for programs and services it deems advantageous to CSBG objectives.

** CSBG funds are appropriated by the federal government. All federal funding amounts are estimates. This RFA is subject to the receipt of the estimated amount of funds to be received from the DEO. Any award made as a result of this RFA may be reduced or rescinded based upon the actual level of funding received from the federal government. If funding is affected by any other factor than the federal appropriations, these funds are subject to those influences (i.e. other federal processes).*

ELIGIBILITY REQUIREMENTS

To be eligible for funding, all proposed activities must meet or exceed the requirements and specifications as listed. Applicants are strongly encouraged to consider these elements before preparing an application, as these factors will be used to evaluate proposals.

Hillsborough County reserves the right to disqualify any proposal that it knows is, or has reasonable grounds to believe is, ineligible for award.

To be eligible for award, you must meet the following minimum requirements:

- Proposer must be legally authorized to receive Federal Grant funds
- Proposer must be registered to do business in the State of Florida
- Proposer must not be debarred or suspended in any Florida County
- Proposer must provide 3 consecutive years of positive programmatic outcomes
- Proposer must administer its program in Hillsborough County

Notwithstanding the above, Hillsborough County reserves the right not to fund an entity or affiliate with defaulted loans, breach of contract, debarment actions or any other legal encumbrances which cause risk to the County funding or are determined by the County, in its sole discretion, to threaten the applicant's ability to timely complete the project proposed, regardless of the merits of the submitted application. Hillsborough County reserves the right not to fund entities listed in the Federal Excluded Parties List System, as those entities are prohibited from receiving federal contracts or federally approved subcontracts, or from receiving certain types of federal financial assistance (CSBG funds) and benefits. Hillsborough County reserves the right to reject proposals that may pose a conflict of interest.

In addition to the above activities, Hillsborough County will not accept RFA applications for funding consultants, staff salaries, purchase of equipment, rental of office space, maintenance expenses, nor any other unauthorized expenditure in accordance with CSBG standards.

EVALUATION CRITERIA

Proposals will be reviewed by committee and will be cumulatively scored for compliance with the specifications and scope of work. The following categories will also be used to score submitted proposals.

Staff qualifications: Proposers must show the staff has the necessary experience to administer the program by submitting resumes as part of the proposal.

Program details: Proposers must provide accurate and complete information about the program including number of customers served, how the program supports the CSBG objectives and any notable accomplishments.

Program timetable: Proposers must show the program objectives can be achieved within the contract term.

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Budget detail: Proposers must show a true and accurate accounting of program costs.

Leveraging: Proposers must show that they have other sources of funding available for the proposed program. Funds are intended to address gaps and program expansion. Other sources of funding must be **already** in place to ensure the success of the program. Documentation must be provided with the application to verify the availability of leveraged resources. Proposers who demonstrate maximum leveraging with non-County funds will be scored higher.

PROPOSAL AND SUBMISSION PROCESS

Proposals must contain all requested data and must be less than 30 pages not including the application, outcomes/performance reports and sample invoice with support.

When submitting your budget detail, keep in mind funds are paid at a per person cost reimbursement rate for services provided. Proposers may be offered partial funding and it may be advantageous to include levels of service in your budget detail.

All fields on the application must be filled. N/A is to be used if the question does not apply. Incomplete applications will not be evaluated. Applications are to be attached separately to your proposal. Outcomes / performance report, samples and other support documents are to be included in your proposal as exhibits or attachments.

Proposers awarded funds will be required to enter into a formal agreement with the County. Insurance, Affirmative Action and Equal Opportunity submissions may be required. A sample document is available on the County's website: HCFLGov.net/en/government/departments/social-services

A separate application and proposal must be submitted for each request for funding.

One original proposal and one electronic (thumb drive or email) copy of the proposal are to be sent as follows:

Mailing address: Hillsborough County Social Services Department
c/o Beth Derby, Project Manager I
601 E Kennedy Blvd.
24th Floor
Tampa, Florida 33602

Email address: Derbyb@hillsboroughcounty.org

Hard copy proposals will be time stamped as received. Hard copy proposals must be received by **3:00 pm on January 31, 2017.**

Proposers shall be entitled to review or dispute their scores and application ranking. Score reviews will not be conducted after final scores are published. Request for reviews of application scores must be submitted in writing, via email at Pullenf@hillsboroughcounty.org. Applicants requesting an appeal will then be scheduled to meet with HCSSD staff to review their scores. Changes to scores are at the discretion of HCSSD and will be based solely on documents provided in the application. Funding

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recommendations by HCSSD will be final. All proposers will be notified of the final funding recommendation via email before February 28, 2017.

Questions pertaining to this application must be submitted via email to the HCSSD at Derbyb@hillsboroughcounty.org no later than January 27, 2017.

PROPOSAL CHECKLIST

- One application per request attached to the front of the proposal
- Staff resumes
- Program details
- Program timetable – 10 months of program services with a 30 day reporting period
- Program budget detail to include both requested and other supporting funds
- List of all funds received from other sources include funding source name, Department, amount and program name or purpose
- 3 consecutive years of program outcomes/ performance reports
- Sample invoice and support documentation

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1. GENERAL INFORMATION	
Organization Name:	Authorized to receive Federal Grants: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	Phone:
City, State, Zip Code:	Organization Website:
Contact Person:	Federal Tax ID #:
Contact Email:	DUNS #:

2. PROGRAM INFORMATION	
Program Name:	Total Estimated Program Cost:
Program Address/ Service Location:	Total CSBG Funds Requested: (Cannot exceed \$238,000)
Staff Names (Include resume in proposal)	

3. PROGRAM DETAILS		
<input type="checkbox"/> Summer Employment & Job Placement Services for Youth	<input type="checkbox"/> Juvenile Crime Prevention & Intervention Services	<input type="checkbox"/> Fatherhood, Parenting & Development Training
Program Summary:		

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# of participants currently served:	# of new participants proposed:	Special Customers Served: <input type="checkbox"/> Special Needs <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant Population
Service zip codes:	Current participants are low income? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, what percent are low income? <input type="checkbox"/> <25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-75% <input type="checkbox"/> >75%
Number of years the program has been active?	Notable Accomplishments:	

4. CERTIFICATION	
<p>I certify that the information contained in this application is true and correct and that it contains no representations, falsifications, intentional omissions, or concealment of material facts. I further certify that I am authorized to submit this application and have followed the policies and procedures of my agency regarding grant application submissions.</p>	
Signature of Authorized Official:	Date:

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SPECIFICATIONS
Summer Employment and Job Placement Services for Youth

INTRODUCTION:

Proposals will be accepted for funding consideration for the 2017 CSBG Grant. The Community Action Board has determined the client assistance programs that will be eligible for award of full or partial funding. Programs must service low-income, Hillsborough County residents. Proposers must have the ability to provide three years of positive outcomes and performance measures insuring the programs stability.

PRIMARY GOALS:

Provide summer job placement services to low-income youth. Initiatives should be focused to include:

- Preparing low-income youth to gain exposure to various exciting career opportunities through a meaningful seasonal work experience;
- Enabling youth to attain and develop the skills, attitudes, work habits and commitment necessary to succeed in current work environments;
- Providing income, which may also help them to supplement their family income, in an effort to support self-sufficiency; and
- Interacting with dynamic working professionals in a positive work environment.

SCOPE OF WORK:

Program offering stable part-time, entry level, summer employment/placement services for youth ages 15 through 17. It is recommended youth work a maximum of 20 hours/week earning at least minimum wage and be provided training at least 5 hours weekly. Participants are required to work the entire summer. Employment must be in accordance with the Fair Labor Standards Act.

Ideal programming should include:

- Various productive and meaningful interactive work assignments with opportunities for a diverse youth population
- Assistance to overcome barriers to participation
- Training shall be focused on professional etiquette, financial literacy, resume building and communication skills (with an emphasis on professional writing and social media/texting etiquette)
- Pre-employment workshops and/or training for provider staff and participants including regular onsite supervision
- Evaluation tools to provide adequate program feedback

Program period will be for 10 months, April 2017 through February 2018.

Programs shall include the necessary employment screening to match youth with the appropriate job. Job specific necessities such as clothing/uniforms, tools, supplies, must be provided if needed. Employment opportunities should take transportation into consideration when matching customers with employment.

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PROVIDER RESPONSIBILITIES:

Program participants shall be selected and managed by the provider. A CSBG Eligibility packet for each participant will be provided to the County for review. County sponsored participants shall not be charged to any other funding source. Duplicate billing for the same participant will result in the termination of the Award Agreement.

COUNTY RESPONSIBILITIES:

Participants will be screened for eligibility through Hillsborough County Social Services. Households with gross annual income at or below 125% of Federal Poverty Guidelines will be considered for eligibility. The County will approve only eligible participants.

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SPECIFICATIONS
Juvenile Crime Prevention and Intervention Services

INTRODUCTION:

Proposals will be accepted for funding consideration for the 2017 CSBG Grant. The Community Action Board has determined the client assistance programs that will be eligible for award of full or partial funding. Programs must service low-income, Hillsborough County residents. Proposers must have the ability to provide three years of positive outcomes and performance measures insuring the programs stability.

PRIMARY GOAL:

Assisting low-income youth through various crime prevention and intervention programs designed to support self-sufficiency and help reduce juvenile crime and protect public safety.

SCOPE OF WORK:

Programs must target youth ages 10 through 17, during out of school time periods and should offer workshops and activities intended to address:

- Assistance to overcome barriers to participation
- Community involvement opportunities
- Counseling and crisis intervention (i.e., homelessness/housing, substance abuse, mental health, anger management, bullying, conflict resolution, child welfare, mediation and other public systems)
- Individual case management to help juveniles set goals, overcome obstacles and follow through with necessary services
- Career and education exploration including alternate career paths
- Mock trials or specialty courts (specifically focused on drugs, guns, teen peers and mental health)
- Peer support groups
- Stress management focused on self-reflection/discovery (i.e., who you are, triggers)
- Written and verbal communication skills
- Youth gang violence prevention

Ideal programming should also offer family support and engagement including:

- Resolution and recovery from legal issues
- Expungement or sealing of records
- Negotiating child support system

Program period will be for 10 months, April 2017 through February 2018.

Program should provide stable, well rounded opportunities of engagement for area youth. Program should address an empowerment component specifically for juveniles that help educate them on how to develop and maintain a positive attitude and outlook, while enduring everyday life challenges and struggles they must overcome.

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Programs must specifically target youth with past or existing criminal charges or disciplinary issues (i.e., behavioral and within the education system) and should include youth currently or previously enrolled in local alternative schools.

PROVIDER RESPONSIBILITIES:

Program participants shall be selected and managed by the provider. A CSBG Eligibility packet for each participant will be provided to the County for review. County sponsored participants shall not be charged to any other funding source. Duplicate billing for the same participant will result in the termination of the Award Agreement.

COUNTY RESPONSIBILITIES:

Participants will be screened for eligibility through Hillsborough County Social Services. Households with gross annual income at or below 125% of Federal Poverty Guidelines will be considered for eligibility. The County will approve only eligible participants.

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SPECIFICATIONS
Community-Based Fatherhood, Parenting and Development Training

INTRODUCTION:

Proposals will be accepted for funding consideration for the 2017 CSBG Grant. The Community Action Board has determined the client assistance programs that will be eligible for award of full or partial funding. Programs must service low-income, Hillsborough County residents. Proposers must have the ability to provide three years of positive outcomes and performance measures insuring the programs stability.

PRIMARY GOAL:

Provide services that support low-income fathers in their roles as major influences in their children's lives. Provide programming to assist fathers in creating loving, nurturing relationships with their children and be actively involved in their lives through empowerment. Initiatives should be focused to include:

- Fathers as competent caretakers;
- Encouraging better relationships with their children and their children's mother through counseling;
- Understanding the importance of being supported by, and learn how to, access the support of local networks and positive parenting resources;
- Increasing men's sense of confidence, competence and connection as fathers of their children; and
- Learning how to withstand the everyday challenges of fatherhood to promote self-sufficiency and family support.

SCOPE OF WORK:

Program offering evidenced based curriculum that provides activities, family support/engagement, training, mentoring and development to fathers of children ages infant to 12. Provide activities for a diverse population, to include bilingual and same sex families, consisting of, but not limited to:

- Parenting and co-parenting skills training that may also benefit the extended family, workplace, and peer network relationships
- Assistance to overcome barriers to participation
- Counseling and crisis intervention (i.e., housing, substance abuse, mental health, legal assistance, anger management, conflict resolution, domestic violence, negotiating child support system, child welfare, mediation and other public systems)
- Case management to help fathers set goals, overcome obstacles and follow through with necessary services
- Peer support groups to help fathers with manhood development, sharing issues, brainstorming solutions, and bonding with other fathers
- Stress management focused on self-reflection/discovery (i.e., who you are, triggers)
- Written and verbal communication skills

Program period will be for 10 months, April 2017 through February 2018.

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Program should offer evidence of monthly mentoring via support groups that specifically focuses on the father's responsibility and on occasion, the support groups should include the mothers and can include other members of the family whenever possible. Support groups should meet at minimum of twice a month during the 10 month program period.

PROVIDER RESPONSIBILITIES:

Program participants shall be selected and managed by the provider. A CSBG Eligibility packet for each participant will be provided to the County for review. County sponsored participants shall not be charged to any other funding source. Duplicate billing for the same participant will result in the termination of the Award Agreement.

COUNTY RESPONSIBILITIES:

Participants will be screened for eligibility through Hillsborough County Social Services. Households with gross annual income at or below 125% of Federal Poverty Guidelines will be considered for eligibility. The County will approve only eligible participants.

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