

CSBG / HSI RFQ
Greater Norwalk catchment area

How to respond to
CSBG HSI _RFQ_030315
Webinar
Presented by the
Department of Social Services
March 27, 2015

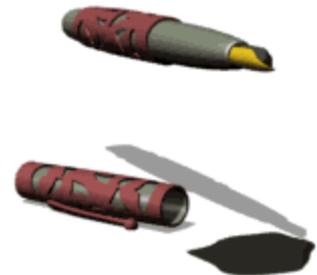
Agenda

- Welcome and Housekeeping Items
- Purpose of the RFQ for Greater Norwalk
- Bidder's Conference held on 3-24-15
- Inquiry Procedures
- Key Components of the RFQ
 - Optional Letter of Intent
 - Minimum Submission
 - Qualification Submission Format
 - Submission deadline
- Appendix A
- What is CAFCA?
- Questions



Housekeeping items

- Webinar will last approximately 1.0 hours
- Presentation will be available after March 31, 2015 and posted on DSS' website: www.ct.gov/dss under Publications, then presentations
- Use the "Questions" function in the "Gotomeeting" toolbar to type in your questions
- Audience is muted
- If experiencing technical difficulties, try:
 - logging off, then logging in again.
 - Using the phone for audio, dial 1-203-320-9357 (local) or 1-866-801-4933 (toll free)
 - Passcode: 5255025



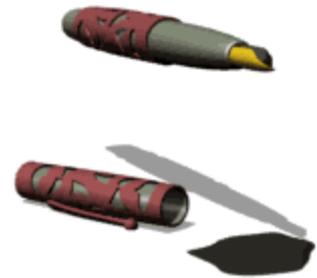
Purpose of the RFQ for Greater Norwalk

- Designation of the Community Action Agency for the Greater Norwalk catchment area, in accordance with the requirements of the Community Services Block Grant Act (42 U.S.C. 9901, et. seq.). (page 2 of the RFQ)
- Greater Norwalk catchment area is comprised of the following towns: New Canaan, Norwalk, Weston, Westport and Wilton. (page 7 of the RFQ)
- The designated CAA will qualify for the Greater Norwalk catchment area's share of funding under the federal Community Services Block Grant (CSBG) and the state-funded Human Services Infrastructure (HSI) program. (page 1 of the RFQ)



Purpose of the RFQ for Greater Norwalk

- The designated Community Action Agency (CAA) shall provide, arrange for, coordinate and encourage the development of a wide range of services aimed at reducing poverty, revitalizing low-income communities and empowering families to become self-sufficient.
(page 1 of the RFQ)



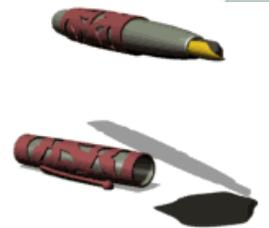
Bidder's Conference

- Bidder's Conference was convened on Tuesday, March 24, 2015. (page 2 of Addendum 1_CSBG HSI_RFQ)
- Purpose of Bidder's Conference was to allow potential respondents the opportunity to ask clarifying questions pertained to the RFQ. (page 1 of Addendum 1_CSBG HSI_RFQ)
- Tentative answers to the questions asked during the Bidder's Conference will be posted online as an addendum on April 7 2015. (page 1 of Addendum 1_CSBG HSI_RFQ)



Inquiry Procedures

- Deadline for submission of questions is Tuesday, March 31, 2015, 2:00 PM EST (page 1 of Addendum 1 CSBG HSI_RFQ).
- Tentative answer release date, Tuesday, April 7, 2015, 2:00 PM EST (page 1 of Addendum 1 CSBG HSI_RFQ)
- Applications must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFQ.



Key Components of the RFQ

- Minimum Submission Requirements (page 20 of RFQ). To be eligible for evaluation:
 - (a) the application must be received by the Department on or before the due date and time;
 - (b) the submission must meet the Application Format requirements;
 - (c) the submission must follow the required Application Outline; and
 - (d) the submission must be complete.

Key Components of the RFQ

- Minimum Submission Requirements.
 - The failure to submit an response that fails to follow instructions or satisfy these minimum submission requirements will not be reviewed.
 - Any response that deviates significantly from the requirements of this RFQ will be rejected.

Key Components of the RFQ

- Application Format – (page 19 of RFQ)
 - **Required Outline.** All applications must follow the required outline presented in **Appendix A – CSBG/HSI Qualification Submission.**
 - Applications that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and not evaluated

Key Components of the RFQ

- Application Format – (page 19 of RFQ)
 - **Cover Sheet** – Page 1 of qualification submission
 - **Table of Contents** - All qualification submissions must include a Table of Contents that conforms to the required application outline. (See Appendix A – CSBG-HSI Qualification Submission.)

Key Components of the RFQ

- Application Format
 - **Executive Summary.** Applications must include a high-level summary, not exceeding one (1) single-sided page, of the main proposal. The Executive Summary shall include evidence that the applicant is:
 - a. Geographically located in, contiguous to, or in reasonable proximity to the Greater Norwalk catchment area;

Key Components of the RFQ

- Application Format –
 - **Executive Summary** continued
 - b. Currently providing a broad range of services designed to eliminate the causes of poverty and foster self-sufficiency in the Greater Norwalk catchment area, consistent with the needs identified by a community-needs assessment; and

Key Components of the RFQ

- Application Format
 - **Executive Summary** continued:
 - c. Existence of or ability to establish a Board of Directors or Town Council, if necessary, that complies with the tripartite board requirement or tripartite board/advisory requirement for public organizations.
 - The Department will not evaluate qualification submissions from organizations that do not meet these minimum qualifications.

Key Components of the RFQ

- Application Format
 - **Attachments**
 - Attachments other than the required Appendices and Forms identified in Appendix A are not permitted and will not be evaluated.
 - Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any requirement of this RFQ. Failure to abide by these instructions will result in disqualification

Key Components of the RFQ

- **Style Requirements.** The application must conform to the following specifications:
 - Font Size: Minimum of 11-point
 - Font Type: Arial or Tahoma
 - Margins: All margins shall be one inch (1")
 - Line Spacing: Single-spaced
- **Submission Deadline**
 - **The deadline for submission of responses is April 21, 2015, 2:00 p.m. EST.** (page 2 of the RFQ)

Key Components of the RFQ

- An acceptable submission must include the following:
 - One (1) original of Appendix A, the Qualification Submission;
 - One (1) hard copy of Appendix A; and
 - One (1) disk, (no flash drive) of Appendix A.

Hyperlinks referenced within Appendix A **are not acceptable.**

A designated CAA must

- Be governed by a **tripartite board** composed of representatives of the low-income neighborhoods being served, elected local officials and key community resources such as business and commerce, faith-based organizations, other service providers and community groups.
- Conduct periodic assessments of the poverty needs and condition within their community and serve as a principal source of information or inventory of community resources.
- Conduct needs assessments, including data analysis and community and individual surveys.



A designated CAA must

- Identify gaps in services and unmet needs, based upon the results of the needs assessments and surveys.
- Develop goals and strategies that when implemented will empower low-income people, reduce poverty, increase self-sufficiency and improve conditions and opportunities within the community that support family stability and advancement.
- Provide, arrange, coordinate and encourage the development and implementation of a wide range of services aimed at furthering the goals of the CSBG Act.



A designated CAA must

- Mobilize and coordinate programs and resources within the organization.
- Partner with public and private service providers to achieve family and community improvement goals.
- Initiate program planning and implementation, including the administration of programs, solicitation of funds through grants and contracts and coordination of programs and services with other government and community based organizations to improve outcomes and avoid duplication.



A designated CAA must

- Maintain an outcome based system for assessing and reporting the effectiveness of its anti-poverty strategies in terms of results achieved among low-income people and communities.
- Comply with Results Oriented Management and Accountability (ROMA) Goals and National Performance Indicators.
- Perform community planning functions.
- Utilize an outcome based performance measurement systems to identify program objectives, track performance and report on the success of programs undertaken.



A designated CAA must

- Collect data and report on activities as set forth in the resultant contract between the Department and the successful applicant.
 - The CAA will be required to utilize one of the four (4) existing systems used by the existing CAA's to capture and report the required data. While no other systems will be considered as acceptable, the successful applicant may utilize a portion of the designated HSI funds to cover system costs.
- Comply with Tripartite Board / Advisory Requirement
 - The absence of a tripartite board or the inability to establish a tripartite board will prevent the organization from receiving CAA designation.



Program Activities

- CSBG funds may be used to support activities that are designed to assist low-income individuals and families to become fully self-sufficient and to accomplish the following six (6) national goals:
 - Goal 1: Low-income people become more self-sufficient
 - Goal 2: The conditions in which low-income people lives are improved
 - Goal 3: Low-income people own a stake in their community
 - Goal 4: Partnerships among supporters and providers of services to low-income people are achieved
 - Goal 5: Agencies increase their capacity to achieve results
 - Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems



Program Activities

- Target Population Income Eligibility
 - Services supported by CSBG funding shall be targeted for households within the catchment area that are at or below 125% of the federal poverty level.
 - HSI services shall be supported equally through two (2) funding streams –
 - Social Services Block Grant-Temporary Assistance for Needy Families, (SSBG-TANF)
 - 200% of the Federal Poverty Level and
 - State funds – no income requirement.
 - Required to determine income eligibility for all new clients, and shall on an annual basis, validate income eligibility on all active clients.

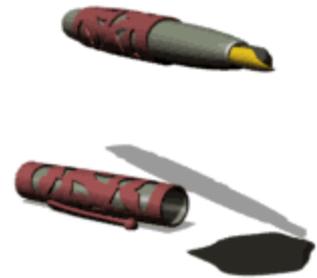
Budget Forms and Instructions

- Embedded in Appendix A – CSBG/HSI Qualification Submission.
 - The proposed allocation reflects 3 components:
 - CSBG proposed annual allocation: \$219,452.00
 - HSI proposed annual allocation: \$430,104.00
 - CSBG proposed allocation (one-time funding): \$219,452.00
 - Please utilize these figures when completing CSBG and HSI component Budget Forms. Funds will be allocated annually thereafter, based upon the amount of federal and state resources allocated to DSS for these purposes.



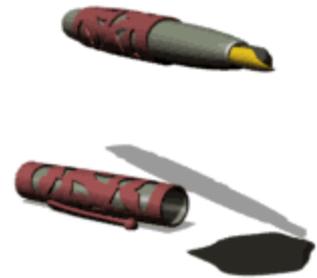
Mandatory Provisions

- Standard Contract, Parts I and II
 - CSBG/HSI contract template is embedded in RFQ. (page 9 of RFQ)
 - Part II Mandatory Terms and Conditions is embedded in RFQ. (page 22 of RFQ)



Mandatory Provisions

- Statutory and Regulatory Compliance
 - By submitting a submission in response to this RFQ, the applicant implicitly agrees to comply with all applicable State and federal laws and regulations. Below are a list of documents embedded in the RFQ that are required to be submitted with application:
 - Contract Compliance;
 - OPM Ethics Forms
 - Certification Regarding Lobbying form
 - OPM Nondiscrimination Certification



What is CAFCA

CAFCA is the umbrella organization of Connecticut's Community Action Agencies (CAAs), the state and federally designated anti-poverty agencies empowering people throughout Connecticut's 169 cities and towns. Every CT CAA is a member.

What is CAFCA continued

The mission of the CT Association for Community Action (CAFCA) is to strengthen the capacity of our members to empower people in need and improve the communities in which they live. This mission is accomplished through training, technical assistance and advocacy.

What is CAFCA continued

- CAA CEOs/EDs comprise CAFCA's Board of Directors.
- Each year CAFCA develops a comprehensive network training plan in collaboration with its board, agency staff and funders based on issues and topics that have been identified.

What is CAFCA

- CAFCA provides on-going support to the CAA “no wrong door” service delivery model which is aimed at ending poverty.
- CAFCA serves as the voice of the board before federal, state & local policy makers.

Related Links

- State Contracting portal to RFQ link
<http://das.ct.gov/cr1.aspx?page=12>
- DSS's website link to RFQ is
<http://www.ct.gov/dss/cwp/view.asp?a=2345&q=304920&dssNav=>
- CSBG ACT -
http://www.ct.gov/dss/lib/dss/pdfs/csbg_act.pdf
- Community Action Agency statute, Chapter 319yy
http://www.cga.ct.gov/current/pub/chap_319yy.htm

Questions

- Please type your questions in the identified chat box.
- All agency responses are final and official once they are posted as an addendum to the RFQ.