

**COLUSA-GLENN-TRINITY  
COMMUNITY ACTION PARTNERSHIP  
COMMUNITY SERVICES BLOCK GRANT 2022/2023  
REQUEST FOR FUNDS**

Funding for services to Colusa and Trinity County low-income residents



**Mission:** To respectfully assist citizens to achieve and sustain self-sufficiency through direct services, education, and community partnerships.

**Vision:** To become a convener of community services as a result of organizational excellence and superior financial stewardship.

Please send requests to [gccad@countyofglenn.net](mailto:gccad@countyofglenn.net)  
Requests must be received no later than December 17, 2021



Administered by the Glenn County Community Action Department  
345 Yolo Street  
Orland, CA 95963  
(530) 934-6510

**COLUSA-GLENN-TRINITY COMMUNITY ACTION PARTNERSHIP  
REQUEST FOR FUNDS  
FOR COMMUNITY SERVICES BLOCK GRANT 2022/2023**

**PURPOSE**

The purpose of this Request for Funds (RFF) is to solicit and award a multi-year contract to local non-profit agencies in the Colusa and Trinity county region under the Community Services Block Grant (CSBG), for the provision of services that will enhance the priorities set forth by the Community Services Block Grant Community Action Plan 2022-2023 (CAP Plan).

Funding will be awarded in the amount up to \$10,000 per applicant, per funding year, to improve the lives of low-income residents in Colusa and Trinity counties. Funds will be disbursed January 1, 2022 through December 31, 2023.

Organizations serving in Colusa and Trinity counties may submit an application for CSBG funds. Non-profit agencies with 501(c)(3) status, local government agencies, and faith-based organizations providing services throughout the counties of Colusa and Trinity to low-income individuals and families whose household income is at or below 100% of the U.S. Department of Health and Human Services' (HHS) federal poverty guidelines (<https://aspe.hhs.gov/poverty-guidelines>) are eligible to apply. Agencies must have an intake process that screens for income eligibility.

**BACKGROUND INFORMATION**

The Glenn County Community Action Department (GCCAD) is the administrative entity for Colusa-Glenn-Trinity Community Action Partnership (CGTCAP), which provides direct services and funds subcontractors in Colusa and Trinity County through local organizations to provide CSBG-related program services. GCCAD receives federal funding from the HHS Community Services Block Grant (CSBG) through the California Department of Community Services and Development (CSD) to help fight poverty in Colusa, Glenn, and Trinity counties.

The goal of CSBG is the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient. CSBG supports a broad range of locally determined services, including employment services, income support/management, and housing assistance. CSBG funding also enables local community organizations to develop long range solutions to revitalize low-income communities, reduce poverty, and develop public/ private partnerships.

CGTCAP has completed its 2022-2023 Community Action Plan (CAP Plan). The CAP Plan is as a two (2) year roadmap demonstrating how CSBG funded agencies plan to deliver CSBG services. The CAP Plan identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals, and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families by removing obstacles and solving problems that block the

achievement of self-sufficiency. All Community Action Plans must comply with Organizational Standards and state and federal laws.

**DESCRIPTION OF SERVICES**

The goal of CGTCAP is to maximize the impact of CSBG funding throughout the Colusa, Glenn, and Trinity County regions by supporting anti-poverty programs and services through its network of community partners, which lift low-income families out of a life of poverty and put them on to the path of self-sufficiency.

Proposed programs and services must promote self-sufficiency and/or improve the conditions of residents living at or below 100% of the HHS federal poverty guidelines (<https://aspe.hhs.gov/poverty-guidelines>) in any of the following areas: Entrepreneurship/Job Training, Employment Placement, Education or Skill Development, Housing Stability, and/or Low-Income Housing.

The services are expected to be performed by the selected service providers during the period of January 1, 2022 through December 31, 2023. The Scope of Services for each Sub-contractor Agreement will be developed based on the RFF, and will be incorporated into the Sub-contractor Agreement.

Services must demonstrate alignment with the CGTCAP Strategic Plan and the 2022-2023

CAP Plan. Links to the both are in the table below:

Colusa-Glenn-Trinity Community Action Partnership/ Community Action Department Strategic Plan	<a href="http://cgtcap.org/">http://cgtcap.org/</a>
Colusa-Glenn-Trinity Community Action Partnership 2022-2023 CAP Plan (refer to final approved version)	<a href="http://cgtcap.org/">http://cgtcap.org/</a>

Applicants must also agree to provide services in accordance with the State and Program Income Guidelines and adhere to the CSBG Sub-Contractor Monitoring Policy.

Attachment 1: CSBG Poverty Guidelines	CSBG funding can only be used to serve low-income individuals and families whose household income is at or below 100% of the HHS federal poverty guidelines.
Attachment 2: CSBG Sub-contractor Monitoring Policy	If selected, the entity submitting an application will be required to adhere to this monitoring policy.

**APPLICATION:**

Complete the attached application, including requested narrative, budget, and certifications. Applications must be signed by a duly authorized representative of the applying organization. Applications must be submitted in PDF format and should be submitted via email to [gccad@countyofglenn.net](mailto:gccad@countyofglenn.net) no later than December 17, 2021. Any questions should be directed to [gccad@countyofglenn.net](mailto:gccad@countyofglenn.net).

**EVALUATION OF REQUESTS:**

The CGTCAP Administering Board and its committees will review and consider each completed RFF Application through evaluation, score, and alignment with CGTCAP’s Mission and Vision. An evaluation team will review applications to determine the Applicant’s demonstrated ability to provide quality services. The CGTCAP Administering Board and its committees will act as the evaluation team.

At the time applications are reviewed, each request for funds will be checked for the presence or absence of the required content. Applications will be evaluated and ranked by score. The evaluation teams will evaluate submitted applications on a 100-point scale using the criteria set forth in the table below. Although some categories are weighted more than others, all are considered necessary, and a applications must be technically acceptable in each area to be eligible for an award. The evaluation categories, maximum possible points for each category, and evaluation criteria for each category are set forth below:

CRITERION	MAXIMUM POINTS
Responsibility and Responsiveness	10
Community Impact	20
Program Description and Objectives	30
Program Outcomes and Evaluation	20
Budget and Budget Narrative	20

All awards are at the discretion of the CGTCAP Administering Board and are not solely based on ranking. Preliminary funding notifications will be announced by January 2022. An announcement of award will be posted on the CGTCAP website: [cgtcap.org](http://cgtcap.org) and sent to all applicants.

Please note: there is no appeals process for funding decisions. CGTCAP is a Community Action Agency governed by Federal Community Opportunities, Accountability, and Training and Education Services Act of 1998 (Public Law 105-285-Oct. 27, 1998). As such, the law specifically designates the Administering Board as the sole body to “assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded.”

**COLUSA-GLENN-TRINITY COMMUNITY ACTION PARTNERSHIP  
REQUEST FOR FUNDS APPLICATION  
FOR COMMUNITY SERVICES BLOCK GRANT 2022/2023**

**PLEASE RESPOND TO THIS REQUEST NO LATER THAN: December 17, 2021**

Name of Applicant/Organization: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Type: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Date of Formation: \_\_\_\_\_ FEIN: \_\_\_\_\_

.....  
Total amount being requested under this application: \_\_\_\_\_

Additional amount requested, if funds become available: \_\_\_\_\_

**All funded organizations will be required to expend dollars and report to the Glenn County Community Action Department in accordance with Federal, State and Local Guidelines.**

Organizations requesting funds must provide a narrative (minimum one page) incorporating the following information:

**A. Description of Applicant**

(1) Describe Applicant's history, ability, and capacity to provide services in alignment with CGTCAP's Mission and Vision (provided above)

(2) Applicant's mission statement, general goals and objectives.

(3) Summary of programs currently or previously administered.

**B. Problem Statement**

(1) Problem(s) the proposed project will address, and why you believe it is important to meet this need?

**C. Description of Project**

(1) Describe plans for implementation with a general timeline for outreach, marketing, and recruitment of program participants.

(2) How will services reach specific communities/ populations?

(3) How will services assist low-income families/ individuals attain economic security, safety net programs, and/or self-sufficiency programs for low-income residents?

(4) How many low-income residents do you expect to serve and how low-income status will be verified?

(5) Please list all of the program’s geographic location(s) and population(s) served.

**D. Project Evaluation**

(1) How the success of your services will be measured?

**E. Fiscal**

Organizations requesting funds must provide a complete project budget and budget narrative (Maximum 4 pages).

(1) Total Organizational Revenue \_\_\_\_\_

(2) Description of accounting system and how funding will be controlled.

(3) How will funds be coordinated with other resources?

**CERTIFICATIONS**

If recommended for funding, will your organization be able to provide Certification of Liability Insurance in the amount of \$2,000,000? YES: \_\_\_\_\_ NO \_\_\_\_\_

If recommended for funding, does your organization agree to provide services in accordance with the State and Program Income Guidelines, assuring that only those individuals with incomes at or below 100% the Office of Management and Budget (OMB) Poverty Guidelines or current Federal Poverty Level, or who are otherwise eligible, will be provided services under this Contract? The current income guidelines are listed in Attachment 1. YES: \_\_\_\_\_ NO \_\_\_\_\_

If recommended for funding, will your organization agree to adhere to the CSBG Subcontractor Monitoring Policy (See Attachment 1-Exhibit G)? YES: \_\_\_\_\_ NO \_\_\_\_\_

I hereby certify that all information in this Request for Funds is correct. I understand that I may need to submit additional documentation or information before any funds are awarded. I realize that submittal of this Request for Funds does not constitute a contract or assurance of funding between my organization and the Colusa-Glenn-Trinity Community Action Partnership.

\_\_\_\_\_  
Signature Date \_\_\_\_\_

\_\_\_\_\_  
Name Title \_\_\_\_\_



**Attachment 1 Poverty Guidelines**

**2021 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

**Persons in family/household**

**Poverty guideline**

**For families/households with more than 8 persons, add \$4,540 for each additional person.**

**1 \$12,880**

**2 \$17,420**

**3 \$21,960**

**4 \$26,500**

**5 \$31,040**

**6 \$35,580**

**7 \$40,120**

**8 \$44,660**

**Attachment 2**  
**Glenn County Community Action Department**  
**Colusa-Glenn-Trinity Community Action Partnership**  
**Delegate Monitoring Guidelines**

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The agency Glenn County Community Action Department administers Community Services Block Grant funds on behalf of the Colusa, Glenn, and Trinity counties. The agency subcontracts with Colusa and Trinity County agencies to provide safety-net services in alignment with the CAP Plan to alleviate poverty, by serving low-income and vulnerable populations residing in both counties.

In an effort to ensure programs and services are delivered in accordance to the CSBG grant guidelines and deliverables. The subcontractors are monitored as follows:

1. A Sub-contractors Monitoring will be scheduled either an on-site monitoring and/or desk audit. Once the monitoring is completed the subcontractor will receive a monitoring quality assurance report with any findings to be corrected. This will occur on an annual base. Client files will be reviewed for CDBG program compliance (refer to attachment)

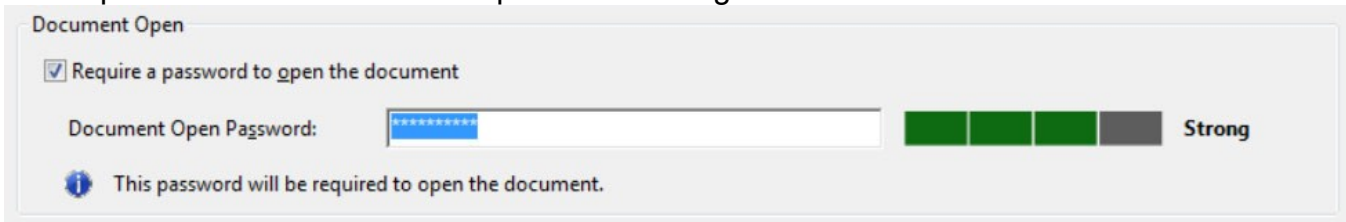
*Colusa Sub-contractors—March*

*Trinity Sub-contractors-February*

2. Random selection of CSBG client assisted files will be monitored and evaluate for program compliance. The CSBG Program Manager will request a client rooster and the selection will be made from the list. The information will be e-mailed by using the Encrypting PDF of client file format. (see attachment)
3. Provide a completed report to the sub-contractor within two weeks of the office visit monitoring/desk audit.
4. Bi-annual training and technical assistance will be provided to sun-contractor in the areas of evaluation, data, compliance, program development and reporting. However training and/or technical assistance can be, provide at any time at the request of the sub-contractor.
5. Sub-contractors are provided legislation updated, funding changes, new regulations and information that impacts CSBG service delivery on a monthly basis as updated are given by CSD.

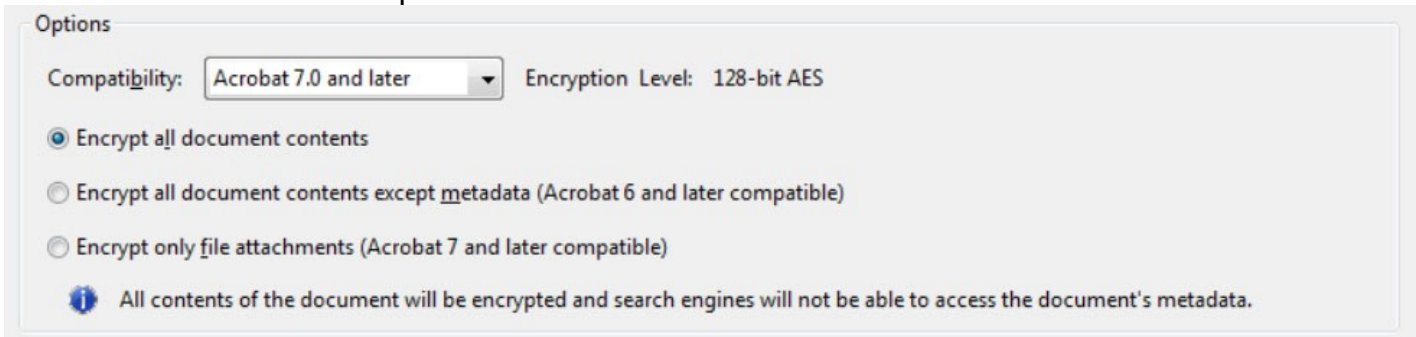
## Instructions for Encrypting PDF of Client File

1. Scan your Documents or save them in PDF format.
2. Open the PDF and choose **Tools > Protect > Encrypt > Encrypt with Password**.
3. If you receive a prompt, click **Yes** to change the security.
4. Select **Require A Password To Open The Document**, then type the password in the corresponding field. For each keystroke, the password strength meter evaluates your password and indicates the password strength.



*Password Security - Settings let you set a password to open a PDF*

5. Select an Acrobat version from the **Compatibility** drop-down menu. Choose a version equal to or lower than the recipients' version of Acrobat or Reader.



*Options control compatibility with previous versions and type of encryption*

6. Select an encryption option:  
**Encrypt All Document Contents**

Encrypts the document and the document metadata. If this option is selected, search engines cannot access the document metadata.

7. Click **OK**. At the prompt to confirm the password, retype the appropriate password in the box and click **OK**.

## CSBG Client File Requirements

January through December

1. **Application for services (agency specific)**
  - a. **Collect demographics (CSBG Annual Report- Module 4 All Characteristics)**
  - b. **Income eligibility verified (See Federal Poverty Guideline)**
  - c. **File must have copies of income verification for eligibility confirmation and audit purposes**
  - d. **Residency verification (lives in the county) or homeless (hotel receipt or self-declaration/perjury statement)**
  - e. **NOTE: CSBG does not require legal status or legal residency for services to be provided**
  - f. **Copies of ID or verification of identity**
2. **Intake Assessment (See Family Self-Sufficiency Matrix)**
  - a. **Based on Service Domain**
  - b. **Intake – Entrance to program date**
  - c. **Assessment period: Monthly or Quarterly**
  - d. **Exit- Upon completion of program (track outcomes)**
  - e. **Outcomes documented for CSBG Annual Report (Module 4)**
3. **Case Notes**
  - a. **Completed when having any contact with the client in-person, by phone, by mail or referral(s) status/completion.**
  - b. **Case notes must follow clear history of service—all case notes will be reviewed by audit/monitoring by funder.**
4. **Documents**
  - a. **Case plan and/or Goals (developed with client)**
  - b. **Copies of vouchers, passes, purchase orders, or other financial assistance documentation**
  - c. **Copies of referrals sent on behalf of client to other agencies/partners**
  - d. **Copies of case plan completion documents**
  - e. **Copies of income verification and changes during assessment periods**
  - f. **Track/Log of trainings, workshops or sessions attended by client/family to meet case plan**
5. **Closed Cases**
  - a. **Completed assessment**
  - b. **Domain Outcomes captured**
  - c. **Quarterly Report & Annual Report Completed (data)**
  - d. **Enter data on system to reflect client exiting program/closing**
  - e. **Retain records/file for a 5-year period, after closing the case.**