

Questions and Answers
COMMUNITY SERVICES BLOCK GRANT 2020/2021
REQUEST FOR PROPOSAL 2019-001

1. Q: An entity would like to submit a proposal, but already has an intake process that meets the needs of the other funding sources at the food bank and expedites persons through the food pick-up process. Can the entity alter their existing intake paperwork to track eligibility income (along with family and demographic data), and skip using the Attachment in the RFP?

A: If an organization already has an intake process and intake paperwork that captures the indicators requested, including income eligibility and family and demographic data, they may use their existing intake paperwork, upon approval from CSBG program manager. The awarded entity would submit its current intake form to the CSBG program manager after award to ensure all funder required data is captured.

2. Q: What are the Federal, State and Local Guidelines that funded organizations must follow when expending awarded funding? This is spoke to on page 10 of the RFP, but no reference as to what those guidelines are, or where they can be referenced.

A: The guidelines required for expending awarded funds are those required by the funder for the Community Services Block Grant. The Community Services Block Grant (CSBG) is funded under the U.S. Department of Health and Human Services (DHHS), Administration for Children and Families and is administered by the California Department of Community Services and Development. The guidelines and objectives required are those incorporated into the RFP, attached sample agreement and other referenced documents in order for our agency to be in compliance and meet sub-delegate monitoring requirements. Please refer to the 2020-2021 Community Action Plan posted on www.cgtcap.org and DHHS Income Eligibility Guidelines included in the RFP, Exhibit B-2 of the Sample Agreement on pg. 31.