

**2022 COMMUNITY SERVICES BLOCK GRANT (CSBG)  
STABILIZATION SERVICES  
INVITATION FOR BID (IFB)**

The South East Texas Regional Planning Commission (SETRPC) is accepting written bids from local service agencies describing a program delivery system which provides Stabilization services to poverty level individuals and families within Jefferson County. Funds to provide these services come to the SETRPC through the Community Services Block Grant (CSBG) Program. These CSBG monies are federal funds which originate with the U. S. Department of Health and Human Services and are passed through to the Texas Department of Housing and Community Affairs (TDHCA) for administration of anti-poverty programs within Texas. The SETRPC is under contract with TDHCA to provide CSBG funded programs to assist the low-income in Southeast Texas.

The following packet of information is designed for the use of those agencies and organizations that wish to compete for a CSBG contract (sub-contract) to provide assistance programs to low-income persons in Jefferson County.

Submission of Bids:

Bids (applications) responding to this request must meet the specifications and instructions in the IFB and be submitted via hand-delivery or mail to the attention of Stephanie Robertson at the South East Texas Regional Planning Commission by **3:00 p.m., Monday May 9, 2022**. Bids must be **sealed**. Bids received after this date and time will not be considered. Interested agencies must **submit one original and nine copies of the completed bid, in addition to an electronic copy on a USB flash drive or CD**.

Bids may be hand-delivered or mailed to the following:

**CSBG Stabilization Bid**

ATTN: Stephanie Robertson  
South East Texas Regional Planning Commission  
2210 Eastex Freeway  
Beaumont, Texas 77703

Questions concerning this IFB should be directed to:

Stephanie Robertson  
CSBG Fiscal/Contract Manager  
South East Texas Regional Planning Commission  
(409) 899-8444 ext. 6302  
[srobertson@setrpc.org](mailto:srobertson@setrpc.org)

Calendar of IFB Activities

IFB Ads	April (9-PA), 10, 13, (16-PA),17, & 20
Bidder's Packet Available on www.setrpc.org	April 8
Bidder's Questions Due	April 22 - 2:00 p.m.
SETRPC Email Responses to Bidder's Questions Due	April 26 - 4:00 p.m.
Deadline for Bids	May 9 - 3:00 p.m.
Bid Opening	May 9 – 4:00 p.m.
Potential Bidder Presentations	May 25 - 1:30 p.m.
Notification of Awards	May 27, 2022
Anticipated Contract Start Date	June 1, 2022

Agencies Eligible for CSBG Contracts:

Applicants eligible to submit bids under the Community Services Block Grant Program are units of local government and 501 © 3 non-profit agencies and organizations.

Eligible Clients for CSBG Assistance:

Persons eligible to receive services through the Community Services Block Grant are typically those who fall at or below 125% of the poverty income guidelines as stated in Section 673(2) of the Omnibus Budget Reconciliation Act of 1981. Due to COVID-19, TDHCA has increased this to 200%, which will remain in effect until rescinded by TDHCA. The latest revision of those poverty income guidelines as issued by the U. S. Department of Health and Human Services is as follows:

<b>Program Year 2022 Income Limits for CSBG (Effective January 28, 2022)</b>			
Persons in Family/Household	100% of Federal Poverty Guidelines	125% of Federal Poverty Guidelines	200% of Federal Poverty Guidelines
1	\$13,590	\$16,988	\$27,180
2	\$18,310	\$22,888	\$36,620
3	\$23,030	\$28,788	\$46,060
4	\$27,750	\$34,688	\$55,500
5	\$32,470	\$40,588	\$64,940
6	\$37,190	\$46,488	\$74,380
7	\$41,910	\$52,388	\$83,820
8	\$46,630	\$58,288	\$93,260
Families with more than 8 persons	Add \$4,720 for each additional person	Add \$5,900 for each additional person	Add \$9,440 for each additional person

Eligibility for CSBG is calculated at 125% of Federal Poverty Income Guidelines.

*SOURCE: U.S. Department of Health and Human Services Federal Poverty Guidelines*

<https://aspe.hhs.gov/poverty-guidelines>

### **Applicable Laws & Regulations**

Recipients of CSBG funds shall operate and act in accordance with the rules and regulations promulgated by the Community Services Block Grant, 42 U.S.C. §9901 et seq. Various federal, state and local laws may be applicable to the activities and performance to be rendered by a CSBG Contractor.

The CONTRACTOR shall adhere to uniform administrative requirements and cost principles which are in compliance with relevant provisions of 2CFR§200.212 (Super Circular – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards) and other regulations except where these provisions are superseded by statute.

### **Nondiscrimination**

Recipients of CSBG funds shall comply with all Federal and State laws and regulations which prohibit discrimination based on age, race, sex or national origin and which also require equal employment opportunities and affirmative action including, but not limited to, U. S. Department of Health and Human Services regulations.

### **Duration of Contracts**

The 2022 CSBG Stabilization Contract will begin June 1, 2022 to December 31, 2022. Upon mutual agreement and available funds from TDHCA, the contract may be extended up to four, one-year extensions.

### **Audit/Monitoring/Record Keeping**

The Southeast Texas Regional Planning Commission reserves the right to conduct a financial and compliance audit of CSBG funds received and performance rendered by contracting agencies. All recipients must agree to permit SETRPC, The Texas Department of Housing and Community Affairs or other authorized agencies and representatives to audit records and to obtain any documents, materials or information necessary to establish compliance with applicable rules and regulations.

The Southeast Texas Regional Planning Commission will perform periodic on-site monitoring of contractors to ensure compliance with regulations and to promote the efficient, economic and effective performance of activities by the contracting agency. Recipient agencies will also be required to produce written monthly activity reports as to the numbers of persons provided services with CSBG funds, and monthly financial reports which record the expenditure of CSBG monies.

Contracting agencies will be required to maintain fiscal records, client files and performance documentation for all activities funded by the CSBG Program. These records shall be retained in accordance with the applicable Uniform Administrative Requirements previously mentioned. Finally, contracting agencies will be required to produce an annual program audit of CSBG funds.

### **CSBG Program Description:**

The goal of the Community Services Block Grant is to provide program services and activities that have a measurable and major impact on the causes of poverty in communities, and that improve the living conditions of the region's poverty level residents. **CSBG Stabilization activities may address assistance for individuals in a time of crisis with rent and utility payments made to a third-party business.**

### **Funding**

This IFB is a request for subcontractors to provide *Stabilization Services* in South Jefferson County. Specifically, *Stabilization Services* includes rent, utilities, prescriptions and other assistance as approved by SETRPC. A more detailed explanation of these services is provided in Attachment A of this IFB.

Jefferson County will be divided into two Service Areas for purposes into two Service Areas for purposes of delivering CSBG funded assistance programs to the poverty level population. These two Service Areas are: (1) *North Jefferson County*; and (2) *South Jefferson County*. Applicants for CSBG contracts shall clearly state the service area being proposed. The proposed service area cannot be a smaller geographic unit than one of the two service areas listed above. The service area being proposed can be both of the two service areas.

The amount of federal CSBG funds available for Stabilization services for Program Year 2022 is \$45,000 for Jefferson, Hardin and Orange counties combined. This amount is divided based on census data for person's living in poverty in the following percentages:

Hardin - 14%

North Jefferson – 38%

South Jefferson – 26%

Orange – 22%

The SETRPC staff conduct the stabilization for clients in Hardin and Orange counties. For purposes of this IFB, there is \$28,800 available in the following amounts:

North Jefferson - \$17,100

South Jefferson - \$11,700

Final program contracts may vary from this breakdown due to changes in the amount of the federal grant coming to the region; therefore, these figures should be used as a funding guideline rather than an absolute amount.

Maximum allowable administrative costs will be up to ten (10%) percent of the first \$95,000 in CSBG contract amount, plus six (6%) percent of any amount over \$95,000.

**SETRPC will pay Subcontractor on a cost reimbursement basis ONLY for services rendered for all services provided. There are no advance payments available.** All payments shall be based on the performance information reported in the approved budget and reimbursement requests.

**Bid Format:**

The CSBG bid shall be submitted typewritten, double-space and on 8 1/2" by 11" white paper. Font size should be no smaller than 12 pitch. In order to be complete, each bid for CSBG funds must include:

**Cover Sheet**

Attach a cover sheet including the IFB title, name of your organization, date of submission and signed by an authorized representative of the applying agency or governmental unit.

**Resolution from Governing Body or Board of Directors**

If available, submit a resolution passed by the agency's governing body or governing board which authorizes the submission of a bid for CSBG funds and grants authority to enter into a contract with the South East Texas Regional Planning Commission for the purpose of providing services to low-income persons within the Southeast Texas region. Due to the short application turn-around time, if a board meeting cannot be held prior to the application submission date, please provide a copy of the resolution to be presented for board approval and the date the Resolution will be presented for adoption.

**Program Narrative** (Maximum 5 Pages)

In this section, highlight the following items to provide the SETRPC with a broad understanding of the respondent's approach to meeting the IFB's requirements.

- demonstrate an understanding of CSBG's Stabilization objectives for this procurement.
- detail the respondent's background and experience as it relates to the IFB
- provide the names, a brief description of staff to be involved with the CSBG Stabilization Program and their experience relative to the IFB
- include the exact services that are being proposed
- include the facilities from which services will be provided (office location, etc.)
- respondent must supply evidence of financial capacity appropriate to the requirements of this IFB (contracts will be on a cost reimbursement only)
- respondent must submit a current financial statement
- provide projected number of total persons to be served
- provide proof of agency's non-profit status (I.R.S. Certification) if not a governmental agency

**Budget Worksheet & Budget Narrative** (Maximum 2 Pages including budget worksheet)

A budget and narrative **must** be submitted according to the format on Attachment C in the following amount:

North Jefferson - \$17,100

South Jefferson - \$11,700

A budget narrative must be included to clarify each line item, such as personnel, fringe, supplies, etc.

**Review Criteria**

All bids will be reviewed based on its responsiveness to the IFB using the following scoring mechanism. Each category will be assigned a maximum number of points possible on a weighted scale, and the combined maximum point total will equal 100.

**Completion/Inclusion of Required Elements (20 points)**

- Provided one original and nine copies of the completed bid, plus an additional electronic copy on a USB flash drive or CD.
- Application was typewritten, double-spaced and on 8 1/2" by 11" white paper. Font size was no smaller than 12 pitch.
- Cover sheet
- Resolution from Governing Board or Board of Directors
- Program Narrative (maximum 5 pages)

**Program Narrative (40 points)**

- Demonstrated an understanding of CSBG's Stabilization objectives for this procurement.
- Detailed the respondent's background and experience as it relates to the IFB
- Provided the names, a brief description of staff involved with the CSBG Stabilization Program and their experience relative to the IFB
- Included the exact services that are being proposed
- Included the facilities from which services will be provided (office location, etc.)
- Respondent supplied evidence of financial capacity appropriate to the requirements of this IFB
- Respondent submitted a current financial statement
- Provided projected number of total persons to be served

**Budget and Budget Narrative (20 points) (maximum 2 pages)**

- Budget was submitted according to the requested IFB format.
- Budget narrative clarified each budget line item.

**Bidder's Presentation (20 points)****Review Process**

Each bid will be reviewed by a sub-committee of the Community Services Block Grant Advisory Council for responsiveness to the IFB and bidder's presentation, if needed, on May 25, 2022, beginning at 1:30 p.m., via GoToMeeting via:

**Computer, Tablet or Smartphone** <https://www.gotomeet.me/SETRPC/csd>

OR

**Telephone** 1-877-568-4106 Access Code: 570-131-237#

Plan to provide a 5 to 10-minute presentation about your organization and your implementation of the CSBG Stabilization Services. Based on the scoring and recommendations of the sub-committee to the Community Services Block Grant Advisory Council, the Advisory Council will then vote on its recommendation to the South East Texas Regional Planning Commission Executive Committee for final approval. Any applicant that wishes to protest the decisions of the Advisory Council or Executive Committee shall follow the procedures as described in Attachment B.

## ATTACHMENT A EXAMPLES OF CSBG PROGRAMS

The following information provides supplemental data on the proposed Community Services Block Grant (CSBG) *Stabilization Services Program*. This material is intended to help agencies applying for CSBG funds understand the types of services that the South East Texas Regional Planning Commission expects to contract for.

In order to receive CSBG Stabilization assistance, an individual or family must be income eligible according to the chart on the second page of this IFB **and** have an *identifiable crisis or emergency that has caused a financial hardship*. Due to funding constraints, priority will be given to those situations that are due to special circumstances such as an incapacitating illness or injury, or the sudden loss of employment as opposed to chronic, ongoing problems.

The first step in the program delivery process would involve an Intake Procedure. At this step the local subcontractor agency will conduct an interview with the perspective client to determine whether or not the individual or family in need of assistance meets the established low-income requirements and has had an identifiable emergency. If both requirements are met, CSBG Intake Forms (provided by the SETRPC) will be completed and an interview session will be conducted to determine the specific circumstances which have caused the problem, what services are needed to ameliorate the problem, and what resources and organizations are available to provide assistance.

CSBG funds will be used to provide *Stabilization Services* on a one-time basis when no other resources are available. The basic Stabilization needs intended to be provided are rent, utilities, prescriptions and other assistance as approved by SETRPC. **Under no circumstances will a CSBG Client receive direct cash payments.**

## **Attachment B - Contractor Protest Policy and Procedures**

Contractor procedures, Contractor selection, and subsequent contractor protest or appeals will be conducted in accordance with applicable local, state and federal procurement regulations and protest procedures established by South East Texas Regional Planning Commission.

Any protest of the proposed award of the contract to the contractor deemed the lowest responsible contractor must be submitted in writing to the South East Texas Regional Planning Commission, 2210 Eastex Freeway, Beaumont, TX 77703 no later than ten (10) days from the award date/notice of rejection letter.

The initial protest must contain a complete statement of the basis for the protest. The protest must state the facts and refer to the specific portion of the document or the specific statute that forms the basis for the protest. The protest must include the name, address and telephone number of the person representing the protesting party.

A subcontractor of a party filing contract on this project may not submit a contract protest. A party may rely on the contract protest submitted by another contractor but must timely pursue its own protest.

The procedure and time limits set forth in this policy are mandatory and are the contractor's sole and exclusive remedy in the event of a contract protest. The contractor's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the contract protest. South East Texas Regional Planning Commission shall review all timely protests prior to awarding of a contract.

South East Texas Regional Planning Commission shall not be required to hold an administrative hearing to consider a timely protest but may do so at its option. At the time of the consideration of the award of the contract, South East Texas Regional Planning Commission shall also consider the merits of any timely protests. South East Texas Regional Planning Commission may either accept the protest and award the contract to the next lowest responsible contractor or reject the protest and award to the lowest responsible contractor. Nothing in this policy shall be construed as a waiver of South East Texas Regional Planning Commission's right to reject all contracts.