



***Helping Families,  
Strengthening Communities***

## **REQUEST FOR PROPOSALS**

Hinds County Human Resource Agency (HCHRA) is pleased to announce this Request for Proposals (RFP) for 6-month-long community projects and initiatives to expand support for low-income families in Hinds County, Mississippi that have been adversely affected by COVID-19. This announcement includes background information about the Community Services Block Grant (CSBG), and more specifically, the CSBG Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and how to apply for CSBG CARES Act funding through HCHRA.

### **OVERVIEW**

Created in 1976 by the Hinds County Board of Supervisors in accordance with Title 17 Chapter 15 Human Resource Agencies of the Mississippi Code 1972, HCHRA is a public nonprofit Community Action Agency whose mission is to eradicate poverty and empower disadvantaged citizens to become self-reliant and realize their full potential.

HCHRA receives CSBG funding from the U. S. Department of Health & Human Services, Administration for Children and Families, administered through the Mississippi Department of Human Services for distribution to local agencies to support a wide range of community-based activities to reduce poverty. These include activities to help families and individuals achieve self-sufficiency, find and retain meaningful employment, attain an adequate education, make better use of available income, obtain adequate housing, and achieve greater participation in community affairs. HCHRA also receives federal funds from other sources and administers other federal programs that create a unified approach to benefit low-income families and communities.

The CARES Act, signed into law on March 27, 2020, provides additional funds to the CSBG program to address the consequences of increasing unemployment and economic disruption as a result of COVID-19. HCHRA has received CARES Act funding to address these issues in Hinds County, Mississippi and is offering grantmaking opportunities supported by CSBG CARES Act dollars to enhance the capacity of local organizations across low-income communities in Hinds County in ways that are ultimately sustained through local support of new service systems. HCHRA actively seeks to form/join partnerships with community-based

organizations that will work with HCHRA to develop people-driven projects that promote family and community outcomes. HCHRA will coordinate with and establish linkages among government and other social service programs to assure effective delivery of services, while avoiding duplication of services that are there to support the new projects.

## PROJECTED AWARD AMOUNTS

HCHRA plans to support:

- An average grant award of \$125,000 provided directly to organizations for the first 6-month cycle, although grant sizes will vary. Collaborations involving multiple organizations would be eligible to receive larger grants and are preferred.
- Individualized technical assistance from seasoned consultants to help organizations design and/or refine the delivery of support services and resources to low-income individuals, families and communities based on documented/proven input of the community.

## GEOGRAPHIC SCOPE

HCHRA CSBG CARES Act funding must ensure distribution of resources to benefit communities, families and individuals in Hinds County, Mississippi.

## APPLICATION PROCESS & TIMELINE

HCHRA is soliciting grant requests through a two-part process: 1) Phase I – request for initial applications; and 2) Phase II – request for full proposals.

In Phase I, initial applications will be reviewed for responsiveness to this request. In Phase II, a subset of applicants will be invited to submit a full grant proposal and presentation.

The timeline is below:

August 21, 2020	<b>Phase I: Request for Initial Applications Open</b>
September 3, 2020	<b>Webinar for Potential Applicants</b> Registration: <a href="https://us02web.zoom.us/meeting/register/tZ0lc-ugpzovH9W2bp5EtcZeMullN-vOmOGB">https://us02web.zoom.us/meeting/register/tZ0lc-ugpzovH9W2bp5EtcZeMullN-vOmOGB</a>
September 18, 2020	<b>Initial Applications Due</b>
September 25, 2020	<b>Phase II: Request for Full Proposals (By Invitation Only)</b>

October 9, 2020	<b>Full Proposals Due</b>
October 12-16, 2020	<b>Full Proposals Presentation to Review Team</b>
October 23, 2020	<b>Proposal Notification</b>
November 1, 2020 – April 30, 2020	<b>Grants Disbursed</b>
May 31, 2021	<b>Grants Outcome Final Report Due</b>

Through all phases of the initiative, HCHRA will continue to be guided by advice and input from families and community members of low-income communities. HCHRA will have a team of reviewers that will oversee the proposals and decide what is best for the communities which we serve.

## **INITIAL APPLICATION REQUIREMENTS**

### ***Who and What We Are Looking For***

In this first phase of the RFP process, we welcome initial applications that demonstrate a range of creative approaches to serve underserved communities and their families in sustainable ways. We place a premium on the engagement of low-income communities and families in the development and implementation of these programs knowing that user and participant feedback increases quality. HCHRA will accept applications to address the needs identified in its Community Strengths and Needs Assessment. Organizations must focus requests for funding on projects that address one of the following needs:

- 1) **Healthy Housing** - There are very old homes and apartments in Hinds County that sit vacant and/or are in substandard condition. These homes are not healthy nor productive for individuals to shelter in place during COVID-19.
  - a. The dual role of meeting our goal of Healthy Housing must make homes of low-income homeowners safer and more energy efficient, and the program itself must serve as a training venue to teach unemployed individuals with limited education or work experience job skills that will help them obtain work.
  - b. Any project proposed under this area must ensure that low-income homeowners are provided the benefit of home equity growth and not expand an agency's own housing portfolio.

- 2) Healthcare: The area is heavily populated with medical providers, but is above national/state averages for uninsured population. People have the access to go to large health care providers, but no way to pay for it. Most families must congregate in large waiting rooms with many other persons to receive medical service.
  - a. Projects proposed to meet this goal must create or expand community-based healthcare opportunities in low-income healthcare deserts. A healthcare desert is defined as the inability for at least 5,000 residents to walk less than half of one mile to reach.
  - b. The development of the new healthcare facility must provide plans for future funding to ensure safe access to the facility through the development of sidewalks and bike lanes that are ADA compliant.
- 3) Nutrition: Geographic data shows a large food desert in the high poverty zip codes. People are forced to access large grocers and are not able to receive food without unsafe social interaction.
  - a. Projects proposed to meet this goal must include the development or expansion of a food delivery system that will be safely delivered, economically viable for low-income families, eco-friendly and sustainable for Hinds County communities.
  - b. Projects proposed must rely on locally sourced food with a majority (80%) of the food purchased within Hinds County.
  - c. Food must be healthy and non-processed products.
  - d. The long-range plan for delivery of food must include the development of eco-friendly activities that focus on using green energy or multi-use systems.
  - e. The long-range plan for the development of the program should also look to expand employment to unemployed individuals with limited education or work experience, and provide job skills that will help them obtain work
- 4) Income and Asset Building: Hinds County and more specifically the high-poverty areas within the county have a poor income inequality index, median family income and per capita income lack complete wrap around multi-generational work supports to obtain actual access to sustainable living wage employment.
  - a. Projects proposed to meet this goal should include opportunities to expand direct family support services and must partner with HCHRA's Department of Family Opportunities to use *HCHRA's family well-being assessment* to fully make and receive referrals to meet families' complete needs to employ low-income underemployed individuals who seek to raise income opportunities.
  - b. Agencies must have well-designed, evidence-based services that fill a specific employment support that is unmet by HCHRA's current programming.
  - c. Agencies must also have signed agreements with designated employers that will ensure individuals are hired with appropriate provided supports and will obtain a living wage by the end of the proposal period.
    - i. Employers must meet needs and provide opportunities within a low-income community, while also paying a Hinds County living wage.

## **Essential Elements**

At a minimum, initial applications must include the following elements:

- **Description of Problem and Need.** Identify the need from the section *Who and What We Are Looking For* and describe your specific identification of the need. Describe your understanding of the need and your agency's discovery of problems within the need.
- **Goals and Objectives.** A goal is a general statement of what the project expects to accomplish. It should reflect the desired impact of your project on the target group(s). An objective is a statement which defines a measurable result that your program expects to accomplish.
- **Outcome/Outputs.** The outcomes are what the project wants or needs to achieve. See CSBG Annual Report for list of possible outcomes. The outputs are the actions or items that contribute to achieving an outcome.
- **Target Population.** The applicant is required to provide services to populations (living in low-income communities) that are the most high-risk or vulnerable due to poverty. Describe the proposed target group (age, race, gender, etc.) and the community in which they live in detail; provide the number (unduplicated) of participants to be served; provide an explanation as to why the targeted population should be considered as "high-risk"; and, provide an explanation of how and why they were chosen (i.e., your recruitment plan).
- **Program Activities.** Describe your program activities.

## **What We Cannot Support**

- Scholarships
- Stipends (unless to support development of a new system)
- Cash payments to individuals
- Capital projects
- Endowments
- Religious or partisan political activities
- Lobbying
- Equipment or real property purchases
- The provision of services to anyone not living in Hinds County
- To supplant or replace current public or private funding
- Executive salaries or fringe benefits

## **INITIAL APPLICATION SUBMISSION**

To submit an initial application, please prepare a Letter of Intent (3-5 pages long) with the following:

1. Corporation name(s) & location(s)
2. Primary contact person's information (name, email, and phone)
3. List of all board members and/or owners
4. Project website, if applicable
5. Project information
  - a. General description of proposed project, including how it will serve communities and families of low income
  - b. Address the items listed in the *Essential Elements* section
    - *Need*
    - *Goals and Objectives*
    - *Outcomes/Outputs*
    - *Target Population*
    - *Program Activities*
  - c. Brief description of your agency's capacity to undertake proposed services, including any staffing plans
  - d. Brief explanation of how existing services for low income individuals, if any, are currently funded or provided; and how the project matches your current funding and deliverables
6. Description of existing connections to the population in the community of the project, as well as brief outreach and engagement plans
7. Description of your organization's internal approval process for applying for grants of this nature and the length of time required to secure authorization to submit a full proposal
8. Identification of Board of Directors, senior administrators and/or faculty prepared to serve as internal champions for sustaining the project beyond the support
9. Budget, if project already exists, and proposed project budget for CSBG CARES Act funding

**Email your Initial Application by September 18, 2020. Please write CSBG CARES Act Proposal and your organization's name in the subject line of your email. Email all proposals to [grants@hchra.org](mailto:grants@hchra.org). Grants submitted elsewhere or after the deadline will be denied.**

## CONTACT INFO

For more information about HCHRA, please visit [hchra.org](http://hchra.org).

You can also email questions to [grants@hchra.org](mailto:grants@hchra.org). All questions and answers will be shared at [hchra.org/about/rfps-rfqs/](http://hchra.org/about/rfps-rfqs/) and shared with all applicants during the webinar.