



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS

Comprehensive Community Needs Assessment

(Aransas, Bee, Brooks, Duval, Jim Hogg,
Jim Wells, Kenedy, Kleberg, and San Patricio Counties)

PROPOSALS DUE:

2/25/2021

No later than 10:00 PM CST

Attn: April Anzaldua, Director of Community Services & Development

april.anzaldua@cacost.org

(361) 664-0145 ext. 2029

Community Action Corporation of South Texas

204 E. First St.

Alice, TX 78332

COMMUNITY ACTION CORPORATION OF SOUTH TEXAS
204 E. First St. • Alice, TX 78332 • Ph. 361.664.0145

REQUEST FOR PROPOSAL (RFP)
Comprehensive Community Needs Assessment

INTRODUCTION

Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through federal, state and local grants with an annual operating budget which exceeds \$50 million per year. Community Action Corporation of South Texas mission is to continuously improve the lives of South Texans by providing high-quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships.

More information on CACOST can be obtained by visiting the CACOST web site at cacost.org.

GENERAL CONDITIONS

Purpose

The purpose of this solicitation is to solicit proposals for a **Comprehensive Community Needs Assessment (CNA)** for the counties of Aransas, Bee, Brooks, Duval, Jim Hogg, Jim Wells, Kenedy, Kleberg, and San Patricio. Additionally, the proposer may choose to submit a proposal for CNA annual updates to be conducted in FY2022 and 2023.

CACOST has identified the following objectives to be performed by Contractor:

- The community needs assessment will include both qualitative and quantitative data that highlights key findings on the causes and conditions of poverty and the needs of the service area.
- The community needs assessment will meet the Community Services Block Grant (CSBG), Office of Head Start (OHS) and Health Resources and Services Administration (HRSA) requirements.
- The community needs assessment will provide an in depth analysis of data and provide recommendations according to CACOST's current programs and within the mission of CACOST.

Submission Information

Closing date:

Proposals must be submitted no later than **10 p.m., February 25, 2021.**

Inquiries & Contact Person:

All questions concerning this RFP packet should be directed to April Anzaldua at april.anzaldua@cacost.org and Stephanie Johnson at stephanie.beltran@cacost.org. Correspondence with individuals other than those listed herein will not be allowed. From the issuance date of this RFP, until a contractor is selected, and the selection is announced, contractors are not allowed to communicate regarding this RFP with any CACOST director, employee, or consultant. Any inquiry regarding this RFP must be directed to the contact listed above. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST. Submittals will remain on file in accordance with the Texas Open Records Act.

Costs of Submission Preparation:

All costs incurred in the preparation of responding to this RFP, any associated travel costs, and subsequent contracted for costs will be the sole responsibility of the Proposer and will not be reimbursed by CACOST. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

Submission Instructions to Proposers:

To be considered responsive and receive an evaluation, proposals must fully address all sections of the RFP. Your proposal should be addressed as follows:

Community Action Corporation of South Texas
RFP for Comprehensive Community Needs Assessment
ATTN: April Anzaldua, Director of Community Services and Development
204 E. First St.
Alice, Texas 78332
OR via email to april.anzaldua@cacost.org

It is the responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. Proposals may be withdrawn in writing prior to the deadline.

Notification of Award:

CACOST anticipates but does not guarantee that a contract or multiple contracts will be awarded on or around the week of March 8, 2021. Award(s) will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid, nor any proposal submitted. A contract for the approved proposal will be drafted based upon the factors described in this RFP. The term of this Agreement is for a one year period; mutually agreeable extensions for up to two additional years for an annual update are subject to evaluation.

CACOST may investigate the qualifications of any individual or institution under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Agency also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals
- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Solicit best and final offers from all, some, or one of the contractor(s)
- i. Award a contract to one or more contractor(s)
- j. Waive informalities and irregularities in RFP
- k. Award without discussion
- l. cancel an awarded contract within a thirty (30) day written notice if performance is unsatisfactory. No penalty and/or fee may be imposed
- m. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any effort expended in responding to the RFP or in anticipation of any contract.

Expected Timelines:

RFP Notification/Advertisement	February 11, 2021
Sealed Responses Due	February 25, 2021 by 10:00 PM
Estimated Contract Start Date	March 8, 2021
Completed first draft presented for edits	May 3, 2021
Revised draft submitted	May 13, 2021
Submission of Board visual presentation	May 20, 2021
Virtual presentation to CACOST Board of Directors	May 27, 2021 at 6:00 PM

ADDITIONAL TERMS & CONDITIONS

Confidentiality:

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Proposer's possession, to these employees on the Proposer's staff who must have the information on a "need-to-know" basis. The Proposer agrees to notify immediately, in writing, CACOST's authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

Limitations and Reservations:

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

This RFP does not commit CACOST to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services.

CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

Small, Women and/or Minority-Owned Business:

Efforts will be made by CACOST to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Equal Opportunity:

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief. Contractor further agrees that every subcontractor entered into for the performance of the Agreement shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

Steven's Amendment:

This project is supported by the U.S. Department of Health and Human Services (HHS) as part of an annual award totaling \$17,580,546; which is funded by HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by the Administration for Children and Families, Office of Head Start, HRSA, HHS or the U.S. Government.

COMPLIANCE WITH STATE AND FEDERAL LAWS

Historically Underutilized Businesses:

It is CACOST policy to encourage participation of small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161.

“Historically underutilized business (HUB): means an entity with its principal place of Business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
- a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
- a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
- a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or.
- a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

It is the goal of CACOST to include HUBs in at least 10 percent (10%) of the total value of contracts awarded annually.

Certification with Regard to Lobbying:

No Federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal Contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office of employee of any agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Equal Employment Opportunity:

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60, the affirmative action clause for handicapped workers, set forth in 41 CFR 60, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

Copeland "Anti-Kickback" Act:

All contracts in excess of \$2,000 for construction or repair awarded by recipients of Federally appropriated funds shall comply with 18 U.S.C. 874, the Copeland "Anti-Kickback" Act, as supplemented in Department of Labor regulations 29 CFR 3. This Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

Davis-Bacon Act:

All contracts in excess of \$2,000 for construction or repair awarded by recipients of federally appropriated funds shall comply with 40 U.S.C. 276a to a-7, the Davis-Bacon Act, as amended and as supplemented by Department of Labor Regulations 29 CFR 5. This Act provides that contractors and their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Drug Free Workplace:

The Contractor is considered a representative of the Agency while carrying out the duties of the contract. The Agency has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting Agency business. If the Contractor is observed engaging in this type of behavior while performing any aspect of the contract,

termination of the contract will occur.

Debarment and Suspension:

The contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

PROPOSAL SUBMITTAL GUIDELINES

Proposals should be as brief and concise as possible, providing relevant information and excluding marketing materials. Responses are limited to **14** letter size pages, single sided. Charts and Exhibits may be a larger size but must be folded to the standard size when submitted. Each proposal must include all of the following content in each of the following sections:

- 1) Vendor Information Page: An individual authorized to bind the consultant's firm must sign the vendor information page. Indicate the address and telephone number of the contact person for this assignment. **Page limit: 1**
- 2) Individual/Company Experience and Qualifications: Include name, address and telephone number of the proposer and all key personnel that will assist in providing the requested service (resumé not included in page limit, if provided). Provide a brief history of experience, including the number of years in business, bonding information (if applicable), and the number of years providing the type of proposed services. **Page limit: 2**
- 3) Process Proposal Narrative Questions and Work Plan: **Page limit: 7**
 - i) Briefly summarize how you plan to collect quantitative data while meeting all funding requirements.
 - ii) How does the contractor plan to facilitate and engage community stakeholders for focus groups, survey participation, etc. during the pandemic?
 - a) How many focus groups do you propose? Will these be done face-to-face, virtually, or hybrid? What type of plan do you have in place to make adjustments should this become necessary due to the pandemic?
 - b) How will you ensure needs assessment surveys are available in English and Spanish? How will you ensure that all groups have adequate representation?
 - iii) What will be your process in weighing surveys, focus groups, and quantitative data to determine the Top 5 needs?

- iv) Work Plan: Provide a Work Plan that outlines the completion of Tasks provided in Attachment A for Year 1. *At a minimum, the following information should be included in the Work Plan:*
 - a) Activity
 - b) Activity Timeline
 - c) Person(s) Responsible for activity completion
 - d) Potential barriers/challenges for activity completion (if any)
- 4) Cost/Pricing: Provide final cost/pricing that includes all expenses associated with project completion of the Agency-wide Comprehensive Community Assessment in Year 1 and Annual Updates for Years 2-3. See note below on proposed pricing limits. **Page limit: 1**
- 5) References: Provide the names and contact person(s) of your three (3) most relevant references for which you or your firm has provided services comparable to the services described herein over the past three years. **Page limit: 3**
 At a minimum, the following information should be included for each reference:
 - a) Name, address, and contact information, including email address
 - b) Description and scope of work

Cost/Price Proposed

Provide a written proposal dollar amount for the requested **Comprehensive Community Assessment and Annual Updates**. **NOTE:** CACOST does not pay sales or use taxes. The awarded contract will be for the term outlined in the Schedule below. The bid amount submitted by the Proposer will not be negotiable after acceptance by CACOST. Accepted Proposal amounts shall be reflected in the awarded contract and shall not be negotiable during the term of the contract unless a material change in the business operations or service obligations of the parties occurs including, but not limited to, CACOST addition or removal of tasks from the scope of services with thirty days' notice to the contracted vendor. CACOST reserves the right to select multiple contractors.

EVALUATION CRITERIA & SCORING

Experience and Qualifications	0-25 pts.
CNA Process proposal and the proposers ability to meet timelines according to the Work plan and funding requirements	0-35 pts.
Cost/Price	0-25 pts.

Strength of References	0-15 pts.
Total	100 pts.

Evaluation and Award of Proposals:

In accordance with applicable laws, rules and regulations for public purchasing, award(s) will be made to the responsible proposer(s) whose proposal(s) is/are determined, after evaluation by assigned staff to be the best value to CACOST. The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. A written acceptance mailed or otherwise furnished to the qualified contractor(s) and a fully executed contract is required prior to commencement of any work under this RFP.

This Request is seeking to identify the Respondent(s) most qualified to provide Needs Assessment Services. CACOST, in its sole discretion, will determine the most qualified Respondent(s) to provide the services based on the information in the response submittals. The Respondent(s) may be asked to interview with CACOST representatives, make an oral presentation and/or respond to questions regarding the submittal response. CACOST may elect to negotiate pricing with one or more of the most qualified Respondents. CACOST, in its sole discretion, will make its final selection of the Respondent(s) whose experience, expertise, reputation, capabilities and past performance is determined to be best suited for the performance of the Services. CACOST contemplates award of the contract to the responsible Offeror with the highest total points. Protest procedures are available upon request and must be submitted within (10) days of award determination for consideration.

Evaluation Criteria:

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Executive Director. Each proposal will be evaluated according to the following set of criteria. The evaluation committee may use any material submitted in the proposal for any item in the evaluation process. **Responses to #1-4 will be scored as listed in the Proposal Requirements and Scoring.**

ATTACHMENT A

SCOPE OF SERVICES

Background

CACOST utilizes a community assessment to analyze the needs and resources of its service area. A community needs assessment serves as a vital management and leadership tool used across the organization in order to set the course for all agency business planning.

Federal Requirements

The Community Services Block Grant (CSBG) Act requires “an assurance that the State will secure from each eligible entity in the State...a community action plan...that includes a community-needs assessment for the community served...” In 2001, the U.S. Department of Health and Human Services (“USHHS”) issued Information Memorandum 49, requiring eligible entities to conduct needs assessments and use the results to design programs to meet community needs.

In 2015, USHHS issued Information Memorandum No. 138 establishing Community Services Block Grant (CSBG) Organizational Standards, requiring CAAs to conduct a Community Needs Assessment and that they develop a Community Action Plan to address the needs identified in the needs assessment.

Standard Summary of CSBG Organizational Standards related to Community Needs Assessment:

- 1.2 The organization analyzes information collected directly from low-income individuals as part of the community assessment.
- 2.2 The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
- 3.1 Conduct it every 3 years
- 3.2 Collects current poverty data and its prevalence related to gender, age, and race/ethnicity
- 3.3 Collects and analyzes both qualitative and quantitative data on its service areas
- 3.4 Includes key findings on the causes and conditions of poverty and the associated needs
- 3.5 Governing board formally accepts the completed assessment
- 4.2 Informs an outcome-based and anti-poverty focused Community Action Plan
- 4.3 The organization’s Community Action plan and strategic plan document the continuous use of the full ROMA cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

6.4 Customer satisfaction data and input identified is considered in the strategic planning process

The proposer must also follow the Health Resources & Services Administration (HRSA) for our Federally Qualified Health Centers (FQHC) and Office of Head Start (OHS) for our Head Start Birth to Five Program (HSBFP). Requirements are provided in the following links:

<https://bphc.hrsa.gov/programrequirements/compliancemanual/chapter-3.html#titletop>;
<https://bphc.hrsa.gov/sites/default/files/bphc/programrequirements/pdf/needs-assessment.pdf>

<https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii/1302-11-determining-community-strengths-needs-resources>

Goals and Objectives

The goal of the proposed project is to develop a comprehensive community needs assessment for the 9-county service area (Aransas, Bee, Brooks, Duval, Jim Hogg, Jim Wells, Kleberg, Kenedy, and San Patricio counties) where CSBG, FQHCs, and/or HSBFP provide services. The comprehensive community needs assessment will include both qualitative and quantitative data, including data related to the COVID-19 pandemic that highlights and analyzes key findings on the causes and conditions of poverty and the needs of the service area. The Proposer will be expected to analyze and synthesize the data to provide an in depth analysis of the communities and provide recommendations for programming in alignment with CACOST's mission.

Additionally, updates to the CNA will be conducted annually (Years 2 & 3) to include updated quantitative and qualitative data and analysis. Requirements and details for annual updates can be found at the end of Attachment A.

The proposer must identify key findings of the causes (the factors causing and/or impacting poverty) and conditions of poverty (what poverty looks like/what the need looks like). Causes of poverty could be lack of jobs, lack of jobs paying a decent wage, lack of basic life skills, lack of completion of secondary education, lack of financial resources, institutional poverty, intergenerational poverty, single-parent households, lack of medical care, etc.). Conditions of poverty (the living conditions at a household and community level of persons in poverty) are conditions such as substandard housing, lack of healthcare providers and facilities, lack of adequate nutrition, lack of a mass transit system, etc. The proposer is expected to describe the causes and conditions for each county in the proposed assessment area.

Minimum Standards to Include in Proposal

A Proposer who meets all of the following minimum standards will be given priority. A Proposer without priority may be removed from consideration, regardless of the qualifications or

experience of the Proposer or the merit of the proposal. However, a Proposer without priority may still be considered by CACOST at its discretion.

This project will consist of six major tasks; each of these tasks is briefly described below. These tasks will be accomplished in coordination with CACOST's Development Team. The Texas Department of Housing & Human Affairs (TDHCA), oversees CACOST's CSBG program and has provided a guide and requirements for completing the needs assessment. These documents can be accessed at:

Community Needs Assessment Guides:

<https://www.tdhca.state.tx.us/community-affairs/csbg/docs/18-CommNeedsAsmtGuide.pdf>

Checklist of State Requirements for Community Needs Assessments:

<https://www.tdhca.state.tx.us/community-affairs/csbg/docs/CNA-StateReqChecklist.pdf>

Tasks to be Performed:

Task 1: Plan and Coordinate to include meeting with CACOST's Development Team to determine and finalize assessment details.

- Finalize 1) *what* information to collect; 2) *how* to collect the information; and 3) *who* will participate in surveys, forums, focus groups & interviews (i.e. elected officials, community members, service providers, faith-based organizations, educational institutions, board members)
- Monitor *timeline* to conduct assessment
- Develop *plan* to recruit partners and volunteers to assist in the process
- Provide *continuous feedback* throughout the assessment process to CACOST Development Team. Note: It will be expected that the proposer have contact with the Development Team and/or CSBG Manager on a weekly basis to discuss progress and address any barriers.

Task 2: Collect Quantitative Data

- Collect quantitative data for each domain (see chart below) from national, state, and local data sources (i.e. Community Commons, American Community Survey, U.S. Census, Texas Education Agency, Texas Dept. of Health & Human Services, Texas Workforce Commission, County Health Rankings & Roadmaps, local chambers of commerce, etc.)
- Additional data may be provided by CACOST staff to include, but not limited to, UDS Mapper data, a Health Center Zip Code Analysis, HSBFP locations, local childcare information, and data required from local agencies/organizations.
- Summarize data utilizing tables, charts, and narrative as appropriate
- Include, as appropriate, secondary data sources (universities, state or federal agencies, local governments, newspapers or other publications)

Important Note: Although TDHCA recommends the use of Community Commons, the content of this source has changed since the guide was released and may not provide the information required to meet the standards, in particular, poverty data standards. Appropriate *poverty data* can be located through the U.S. Census Bureau (data.census.gov.)

CSBG DOMAINS					
Employment	Education and Cognitive Development	Infrastructure/ Income/ Asset Building	Housing	Health and Social/ Behavioral Health	Civic Engagement & Community Involvement

Task 3: Collect Qualitative Data

Surveys: Community Needs Assessment Surveys & Client Satisfaction Surveys will be administered through electronic and paper means. CACOST will be responsible for providing the proposer with customer satisfaction survey results from each of its programs; the proposer will be responsible for completing an analysis and embedding this information into the report. The proposer will be responsible for development and administration of the needs assessment survey. The survey must be available in English and Spanish and be approved by the Development Team prior to distribution. CACOST will be responsible for collecting and entering information from paper surveys into Survey Monkey or platform of the proposer's choosing. Needs Assessment surveys need to target residents and clients, social service organizations, key community stakeholders (e.g., judges, commissioners, school superintendents, etc.), and CACOST Board members. All survey data will be analyzed by the proposer.

Important Note: The survey developed by TDHCA may serve as a guide in drafting surveys, but these surveys are expected to be modified by the proposer, with final approval from CACOST prior to distribution.

The Community Needs Assessment report must include at a minimum, the following:

- Number of surveys distributed;
- Number of surveys returned;
- Methods for distribution of surveys;
- Names of counties surveyed;
- Names of persons or organizations that assisted in conducting the survey;
- Blank copy of the survey instruments
- A summary of the survey analysis per county.

Public meetings: The proposer must hold public meetings to gather input from community members in each county. The proposer will determine the number of public meetings and format (face-to-face, virtually, hybrid) ensuring compliance with funding requirements. If face-to-face or hybrid meetings are proposed, CSBG staff will assist the proposer in setting up meeting logistics in alignment with coalition meetings in the area. Should the proposer opt to conduct the

meetings solely or partially in a virtual format, guidance on how to address this requirement virtually is available on the TDHCA website. CSBG staff will assist the proposer in distributing information about the scheduled public meetings to local coalitions; information will also be posted on agency social media websites. During these meetings, the proposer must ask for further input on the top needs in the area, as well as causes and conditions of poverty, community strengths and weaknesses, and community impacts related to the COVID-19 pandemic. A question-answer session will be part of each public meeting.

Items which must be included for each public hearing:

- Transcript of the hearing
- Location of each public hearing (may include virtual platform)
- Time and date for each public hearing
- Name(s) of person(s) that conducted each public hearing
- Method used to publicize the public hearings
- Attendance roster with the name of persons attending each public hearing
- Number of persons giving testimony at each public hearing
- A summary of comments submitted

Please refer to ***Attachment B*** and the TDHCA ***Community Needs Assessment Guide*** (pgs. 8-13) for additional qualitative and quantitative data guidance.

Task 4: Analyze Data

- Analyze quantitative and qualitative data
- Review and categorize survey responses, interview responses, and forum responses
- Develop methodology to take quantitative and qualitative data and rank needs
- Identify the top needs and key findings
- Rank needs (overall and county level) based on findings
- Identify trends and compare data from prior needs assessment
- Identify key findings of the causes and conditions of poverty

The final report from the proposer is expected to include in depth data analysis on the information gathered and recommendations for adjustments in programming (e.g., expansion of service area or scope of services, consideration of new programming categories that are in alignment with CACOST's mission).

Task 5: Composition of Final Report

The proposer will collect, display (e.g. graphs, charts, etc.), and analyze information produced in Tasks 1-4. Refer to the 2020 CNA update and guidance from the Development Team to determine the final layout. A copy of the 2020 CNA update is available at <https://cacost.org/wp-content/uploads/2021/01/Full-2020-CNA.pdf>.

The proposer will be required to provide the Development Team with a copy of the report in Word on a weekly basis for feedback. This will ease in reducing final edits in May and ensure that expectations are being met.

Task 6: Submission and Presentation of Final Report

A first draft of the full report will be due to April Anzaldua, Director of Community Services & Development on **May 3, 2021** at april.anzaldua@cacost.org. Recommendations for finalization will be provided within one week from initial report deadline. One (1) electronic copy of the final report must be submitted to Ms. Anzaldua by **May 14, 2021**. The electronic copy of the final report must be in Word format. At this time, the proposer will be responsible for submitting to Ms. Anzaldua the following components of the TDHCA spreadsheet : “Top 5 Needs per County – Tab: Per County” and “Top 5 Needs for Entire CSBG Service Area – Tab: Per Service Area” as required for CSBG. The proposer must present the final report to the CACOST Board of Directors on **May 27, 2021** at 6:00 PM; this presentation will be done virtually. Presentation of the final report should be approximately 15 minutes in length and be accompanied with a visual component (e.g. PowerPoint, Prezi, etc.).

Annual Update Requirements

Subject to the performance of the proposer in Y1, the proposer will complete annual updates of the community needs assessment for Years 2 & 3 with the guidance of the Development Team. The proposer must include updated quantitative data, Head Start parent surveys, and client satisfaction surveys with accompanying narrative analysis and recommendations in the annual CNAs; see Attachment B for quantitative data requirements. Focus groups, key findings of causes and conditions of poverty, and re-establishment of top needs is not required in annual updates. The general deadlines for annual updates will be determined at the start of each calendar year.

ATTACHMENT B

At a minimum, information needs to be gathered and an analysis provided on the following topics while ensuring CSBG, OHS, and HRSA requirements are met. Data should be provided at the county level with state and national rates as a comparison where applicable/available). The Development Team may request additional information be provided in the topic areas based on progress updates.

- Background county overview & map
- Population
- Economy, Employment & Income
- Poverty (see CSBG minimum requirements)
- Education
- Health (see HRSA minimum requirements) with additional focus on:
 - Mental Health
 - Substance Abuse
- Disabilities
- Housing
- Economic and Social Indicators
- Children (see OHS minimum requirements)
- Renewable Energy
- COVID-19- (i.e.- incidence, mortality, unemployment trends, other statistic related to the impacts of the pandemic)

Additionally, information on the following resources must be provided in the report, but the Development Team will assist in providing this information:

- Child Care Resources- resources that are available in the community to address the needs of eligible Head Start children and their families including Head Start centers
- Health Care Resources- available health resources in the area
- Additional Community Resources by Service

ATTACHMENT C

FINAL REPORT OUTLINE

The following elements must be included in the CNA Report per TDHCA, but other headers and subheaders can be added to the outline. For detailed guidelines on the content of the CNA, refer to the requirements in the TDHCA *Community Needs Assessment Guide* (pg. 16)

- Organizational Profile
- Background on CNA
- CNA Process Overview and Data Collection Methods
- Top 5 Needs
- Organizational Strengths, Assets, and Challenges
- Executive Summary
- County Profiles
 - County Summary and Top 5 Needs
 - Demographics of Poverty Population
 - Economic, Education, and Healthcare Affordability Characteristics
 - Indicators of Health and Well-being
 - Causes and Incidence of Mortality
 - Crime Type Incidence
 - Agency's Service Data
 - Community Strengths and Assets
 - Barriers to Asset Utilization and Current Gaps in Services
 - Opportunities for Response from CACOST
 - County Trends
- Key Findings on the Causes and Conditions of Poverty
- Head Start Data and Survey Results
- Client Satisfaction Survey Results
- Appendices
- Community Resources

ATTACHMENT D

The services provided in each of the assessment counties can be seen below. Although the RFP references requirements for Community Services Block Grant, Federally Qualified Health Centers, and Head Start, it is expected that the report will include data and recommendations for all service categories. For more details about each service and its service area, visit cacost.org. A schedule of locations will be made available upon notice of award.

Aransas County

Early Childhood Intervention
Head Start (*2 centers*)
South Texas Heroes Housing Assistance

Bee County

Community Service Block Grant
Comprehensive Energy Assistance Program
Federally Qualified Health Center
Senior Nutrition (*2 congregate sites, 4 routes*)
South Texas Heroes Housing Assistance

Brooks County

Community Service Block Grant
Comprehensive Energy Assistance Program
Early Childhood Intervention
Federally Qualified Health Center
Head Start (*3 centers*)
Senior Nutrition (*1 congregate site, 3 routes*)
South Texas Heroes Housing Assistance
South Texas Teen Leadership & Development
Weatherization Assistance Program

Duval County

Community Service Block Grant
Comprehensive Energy Assistance Program
Early Childhood Intervention
Federally Qualified Health Center
Head Start (*2 centers*)
South Texas Heroes Housing Assistance
South Texas Teen Leadership & Development
Weatherization Assistance Program

Jim Hogg County

Early Childhood Intervention
Head Start (*1 center*)
South Texas Teen Leadership & Development

Jim Wells County

Community Service Block Grant
Comprehensive Energy Assistance Program
Early Childhood Intervention
Federally Qualified Health Center
Head Start (*11 centers*)
Senior Nutrition (*6 congregate sites, 9 routes*)
South Texas Heroes Housing Assistance
South Texas Teen Leadership & Development
Weatherization Assistance Program

Kenedy County

Community Service Block Grant
Early Childhood Intervention

Kleberg County

Community Service Block Grant
Early Childhood Intervention
Federally Qualified Health Center
Head Start (*6 centers*)
South Texas Heroes Housing Assistance
Weatherization Assistance Program

San Patricio County

Community Service Block Grant
Comprehensive Energy Assistance Program
Early Childhood Intervention
Federally Qualified Health Center (*2 centers*)
Head Start (*6 centers*)
Senior Nutrition (*4 congregate sites, 6 routes*)
South Texas Heroes Housing Assistance
Weatherization Assistance Program