

## **REQUEST FOR PROPOSALS**

St. Clair County Intergovernmental Grants Department (IGD) is requesting proposals from qualified and capable agencies for the use of Community Service Block Grant (CSBG) funds to address the eligible activities listed below, in the most effective and efficient ways possible. St. Clair County IGD encourages each applicant to develop a project that will meet the CSBG focus and program requirements. This Request for Proposals (RFP) process is competitive; therefore, successful proposals will thoroughly and concisely address and document the following topics that will serve as criteria for evaluating proposals:

- Capacity of the applicant to implement eligible activities project
- Readiness to proceed
- Ability to complete required paperwork and provide documentation
- Ability to leverage additional resources

### **ELIGIBLE APPLICANTS**

Proposals will be accepted from 501(c) 3 agencies providing services to St. Clair County. Agencies should be in good standing and have an active registration with Sam.gov.

### **ACTIVITIES ELIGIBLE FOR FUNDING**

The purpose of the Community Services Block Grant (CSBG) is to reduce poverty, revitalize low-income communities and empower low-income families and individuals to become self-sufficient.

| Eligible Activity                          | Use                                                                                                                                                                                                                                                      |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Food Pantry/Surplus Food/Commodity Program | To provide on an emergency basis, nutritious food and personal hygiene items to counteract conditions of hunger and malnutrition among eligible low-income families and individuals in St. Clair County                                                  |
| Youth Program                              | To provide a wide selection of services to urban community youth targeting ages 5-18 incorporating positive youth development principles and age-appropriate activities to aid participants in development skills needed for academic and social success |
| Re-Entry Services                          | To provide assistance to St. Clair County residents re-entering post incarceration with documentation, housing, job skills, job placement, government program applications, behavioral programs.                                                         |
| Crisis Support Services                    | To provide immediate, short-term services designed to help individuals experiencing mental health, emotional, behavioral, or substance use crisis. The goal is to ensure safety and provide appropriate support and resources.                           |

## **PROPOSAL PACKAGE**

Grant Applications will be available on [www.co.st-clair.il.us](http://www.co.st-clair.il.us) under the Community Services department section of the Intergovernmental Grants Departments tab, or you may contact Tracey Hall, CAA Coordinator by email [liheap@co.st-clair.il.us](mailto:liheap@co.st-clair.il.us) to request an application.

## **SUBMISSION REQUIREMENTS**

Your Application MUST consist of the following items:

- A. Cover Letter. Please submit a cover letter signed by the chairperson or president of the Board of Directors, stating the amount of the funds being requested and indicating that the Board has authorized the submission of the application.
- B. Application Forms. Complete the application forms included with this package. Please send all questions in writing to Tracey Hall, CAA Coordinator at [liheap@co.st-clair.il.us](mailto:liheap@co.st-clair.il.us).
- C. Attachments. Please submit all applicable attachments in accordance with the application.

## **SUBMISSION INSTRUCTIONS**

An original copy of all information must be provided in a folder/binder. The agency's information should be organized, with a table of contents serving as the first page based on the order of the application. The required supplemental information must be tabbed and identified in the application table of contents. Please retain a copy of the information requested for your records. Responses must be received by 4:00 P.M. on Friday, August 14, 2026. Responses received after 4:00 P.M., regardless of postmark, will not be accepted.

Applications should be addressed to:

**St. Clair County Intergovernmental Grants Department  
Community Services Block Grant  
ATTN: Tracey Hall, CAA Coordinator  
19 Public Square, Suite 200  
Belleville, IL 62220**