

Mifflin Juniata Human Services Department

Request for Proposal (RFP) Instructions

Human Services Development Fund (HSDF)

Fiscal Year 2026-2027

1. Introduction and Purpose

The Counties of Mifflin and Juniata (hereinafter “County”) are soliciting competitive proposals from qualified organizations to provide services under the Human Services Development Fund (HSDF). These services must align with the Pennsylvania Department of Human Services (DHS) guidelines and are administered by the Mifflin Juniata Human Services Department.

Eligible Service Categories:

1. Adult Services (for low-income adults)
2. Aging
3. Children and Youth
4. Drug and Alcohol
5. Homeless Assistance
6. Community Based Mental Health
7. Community Based Intellectual Development

Additional eligible services include:

- Generic Services: Serving two or more client populations in above categoricals.
- Service Coordination: Planning and management activities to improve effectiveness of county human services.
- Specialized Services: New or combined services addressing unmet needs (requires County and DHS approval).

2. Proposal Format

All proposals must use the HSDF Grant Application form. The County is not responsible for costs related to proposal preparation, submission, or presentation.

3. Conflict of Interest

Each proposal must include a disclosure statement identifying any actual or potential conflicts of interest. The County reserves the right to determine whether a conflict exists and to reject any proposal accordingly.

4. Standard Contract Information

The County's General Conditions of Purchase apply to all contracts and are available upon request. Any objections or alternative language must be included in the proposal.

5. Program Specifications

The HSDF program, established under Act 1994-78 (Human Services Development Act), provides counties with flexible funding to address local service needs. Mifflin Juniata Human Services Department manages allocation, monitoring, and reporting of HSDF resources.

Program Objectives:

1. Address service gaps within county programs.
2. Allocate resources based on community needs.
3. Maximize service impact for client populations.
4. Coordinate with other funding sources to avoid duplication.
5. Promote client self-sufficiency and early intervention.
6. Use data to measure outcomes and improve service delivery.

6. Scope of Service

The total amount of available HSDF funding is determined annually by state allocations and announced after June each year.

Refer to Appendix for full list allowable vs. non-allowable costs

Low-Income Client Criteria:

- Clients must meet eligibility requirements established by the applicable categorical program.
 - Eligibility documentation must be maintained by each provider.
- (Refer to 55 Pa. Code Chapter 2050 for eligibility requirements.)

7. Prohibited Uses of Funds

HSDF funds cannot be used for:

- Land or building purchase/improvement.
- Provision of payments to any clients for subsistence, room, or board.
- Direct payments to clients.
- Medical care (unless incidental to a social service).
- Services provided in hospitals, nursing, or correctional facilities.
- Educational services already offered free by state or local programs.
- Programs operating without required licenses/certifications.

Additionally prohibited:

- Statewide programs operated by DHS or other state departments.
- Federally funded programs (e.g., Head Start).

Travel reimbursements must not exceed DHS mileage or public transportation rates.

8. Fiscal and Administrative Requirements

- All expenditures must be invoiced within the fiscal year (July 1, 2026 – June 30, 2027).
- Items ordered by June 30 must be received within 30 days after fiscal year-end.

9. Reporting Requirements

Awardees must submit:

- Quarterly Reports (due by the 15th of the month following each quarter).
- Outcome and Indicator Data (submitted annually within 30 days after Q4 close).

Reports must include:

- Units of service provided.
- Number of clients served.
- Cost of services.

10. Required Attachments

Each proposal must include:

- Current Board of Directors or Governing Body list. List must include principal officers.
- Financial statement and most recent audit.
- Certificate of Insurance.
- Valid Tax Identification Number.

11. Evaluation Criteria

The HSDF Board will review all proposals using established criteria based on

- Community need
- Project description
- Service impact
- Cost effectiveness
- Organizational capacity

12. Disclosure of Proposal Contents

Proposals become County property and may be subject to Pennsylvania's Right-to-Know Law (65 P.L. 390 § 66.1, 66.3, 1957). Confidentiality will be maintained during evaluation until a Notice of Award is issued.

13. Rejection and Award

The County reserves the right to reject any or all proposals, waive informalities, and make awards in the County's best interest. Contracts will be awarded to the proposal offering the best overall value based on demonstrated ability and efficiency.

14. Submission Instructions

Proposals must be submitted by 4:00 PM, Monday, April 13, 2026 to:

Email: mstewart@mifflincountypa.gov

Mail:

Mifflin Juniata Human Services

20 N. Wayne St.

Lewistown, PA 17044

- Paper submissions must be sealed and labeled: "Proposal - Human Services-HSDF" with the County name.
- Email subject lines should use the same wording.
- Late submissions will not be accepted.

15. Amendments and Withdrawals

Amendments or withdrawals must be submitted in writing before the proposal deadline. No changes will be accepted after the deadline unless requested by the County.