

2010 GUIDELINES CSBG Grant

PURPOSE OF THE GRANT:

The goal of the Community Services Block Grant is to provide financial support for programs that have a measurable and potentially significant impact on the causes and effects of poverty.

WHO MAY APPLY:

To be eligible for funding under the CSBG Program, an applicant must be a non-profit agency with 501(c)(3) status or a governmental agency providing services to residents of Jefferson County who have incomes at or below one hundred twenty-five percent (125%) of the federal poverty level (Table 1).

COUNTY OBJECTIVES/AREAS OF FOCUS:

Jefferson County's primary focus is to help alleviate the effects of poverty by funding programs that provide both a safety net and demonstrate a way out of poverty and movement toward self-sufficiency for low income residents of the County. The following are the major funding priorities for 2010-2011. Projects focusing on these priorities will be given stronger consideration.

- **Emergency Services** including cash assistance/loans, payment of utility bills, shelter and services for homeless individuals
- **Employment/Job Training** including job counseling, job placement/development, on-the-job training, summer youth jobs, employment generating projects, skills training
- **Self-Sufficiency Programs** including case management, family/individual counseling, cash assistance, family development and intervention for family stabilization
- **Income Management** Improving Access to Services (food stamps, training resources), educating people on services and financial education.

GEOGRAPHIC DISTRIBUTION OF RESOURCES:

CSBG funds benefit low-income residents of Jefferson County. In an effort to distribute funds more equitably throughout Jefferson County, geographical distribution and socio-economic conditions are considered carefully when reviewing proposals.

HOW TO APPLY FOR A GRANT:

- First step in the application process is to submit a Letter of Interest. Letter of Interest will include a brief description of project, amount requested, organization's capacity to perform project, and how the request relates to

the funding interests of Jefferson County. The Letter of Inquiry must be signed by Chief Executive Officer and Chairman of the Board of Directors.

- County staff reviews Letter of Interest for fit with the County's Goals and Objectives and compliance with federal requirements.
- If all requirements are met, Letter of Interest is assigned to the CSBG Advisory Board who determines the strength of the proposal compared to similar proposals under review. The result of the first review is communicated to the applicant by telephone or letter.
- During the next stage, the Advisory Board solicits full applications from applicants determined to be the most competitive.
- Applicants then undergo an in-depth review that may include requests for additional material, presentations, and/or site visit.
- The CSBG Advisory Board makes funding recommendations to the Board of County Commissioners for final approval.

LETTER OF INTEREST AND APPLICATION GUIDELINES:

- Submit one original and 3 copies of Letter of Interest and/or Application.
- Letter of Interest and/or Application will not be accepted in a ringed or sealed binder or notebook.
- Letter of Interest and/or Application will not be accepted by FAX or e-mail.

FINANCIAL GUIDELINES:

- Total available funding is approximately \$300,000 annually. A typical CSBG award ranges from \$2,500 to \$30,000
- Awards typically will not cover 100% of the total project cost or annual operating budget

RESTRICTIONS:

The County will not consider grants for:

- Individuals
- Research Projects
- Religious activities
- Deficits, debt elimination, or for endowment
- Requests from organizations that do not benefit Jefferson County residents
- Funds must be expended within 11 months of grant start date unless otherwise approved by the Director of Community Development

TIMETABLE:

- **Informational Meeting: August 18, 2009**
- **Letter of Interest submission deadline: September 4, 2009**
- **Application submission: October 07, 2009**
- **Funding recommendations made: November 10, 2009**
- **CSBG funding cycle begins March 1 and ends January 31. All funds must be spent during this 11 month cycle.**

PERFORMANCE MEASURES - Projects will be evaluated as follows:

- **Timely contract signing and project start**
- **Quarterly Performance Reporting – organizations receiving a grant are required to report on a quarterly basis.**
- **Onsite fiscal and project monitoring**

DISCLAIMER:

- **Jefferson County is experiencing an increased number of applications. Average dollar requests have risen significantly without comparable increases in available funds. The combination of these factors has required the rejection of many exceptionally worthwhile projects within the County's areas of interest, but beyond its fiscal ability to consider.**
- **Any discussions or indication of interest prior to or after submission of a written application or onsite visit should not be construed as a commitment by Jefferson County. Each application will be considered on its own merit and accepted or rejected in writing.**