



*American Recovery and Reinvestment Act
Community Services Block Grant
Request For Proposal
Informational Webinar*

*Hosted by
Community Action Partnership of San Bernardino County*



Host: Gerald Brown



gbrown@capsbc.sbcounty.gov



AGENDA

- I. Welcome
- II. Purpose of Webinar
- III. White House Video – Roadmap to Recovery
- IV. Overview of ARRA CSBG Funding designated for San Bernardino County
- V. RFP and Application Overview
- VI. Questions and Answers
- VII. Conclude

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Webinar Purpose

- To release the American Recovery and Reinvestment Act Community Services Block Grant Request for Proposal.
- To unveil the web site where the RFP and application may be found and provide other useful links where applicants may seek information.
- To allow potential applicants to ask questions and receive clarifications.

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ARRA Overview

The **American Recovery and Reinvestment Act** is an unprecedented effort to jumpstart our economy, save and create millions of jobs, and put a down payment on addressing long-neglected challenges so our country can thrive in the 21st century. The Recovery and Reinvestment Act is an extraordinary response to a crisis unlike any since the Great Depression. With much at stake, the Act provides for unprecedented levels of transparency and accountability so that you will be able to know how, when, and where your tax dollars are being spent. Spearheaded by a new Recovery Board, this Act contains built-in measures to root out waste, inefficiency, and unnecessary spending. The total value of ARRA is \$787 billion.

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ARRA Overview (Cont.)

- Save and create more than 3.5 million jobs over the next two years;
- Take a big step toward computerizing Americans' health records, reducing medical errors, and saving billions in health care costs;
- Revive the renewable energy industry and provide the capital over the next three years to eventually double domestic renewable energy capacity;
- Undertake the largest weatherization program in history by modernizing 75 percent of federal building space and more than one million homes;
- Increase college affordability for seven million students by funding the shortfall in Pell Grants, increasing the maximum award level by \$500, and providing a new higher education tax cut to nearly four million students;
- As part of the \$150 billion investment in new infrastructure, enact the largest increase in funding of our nation's roads, bridges, and mass transit systems since the creation of the national highway system in the 1950s;
- Provide an \$800 Making Work Pay tax credit for 129 million working households, and cut taxes for the families of millions of children through an expansion of the Child Tax Credit;
- Require unprecedented levels of transparency, oversight, and accountability.

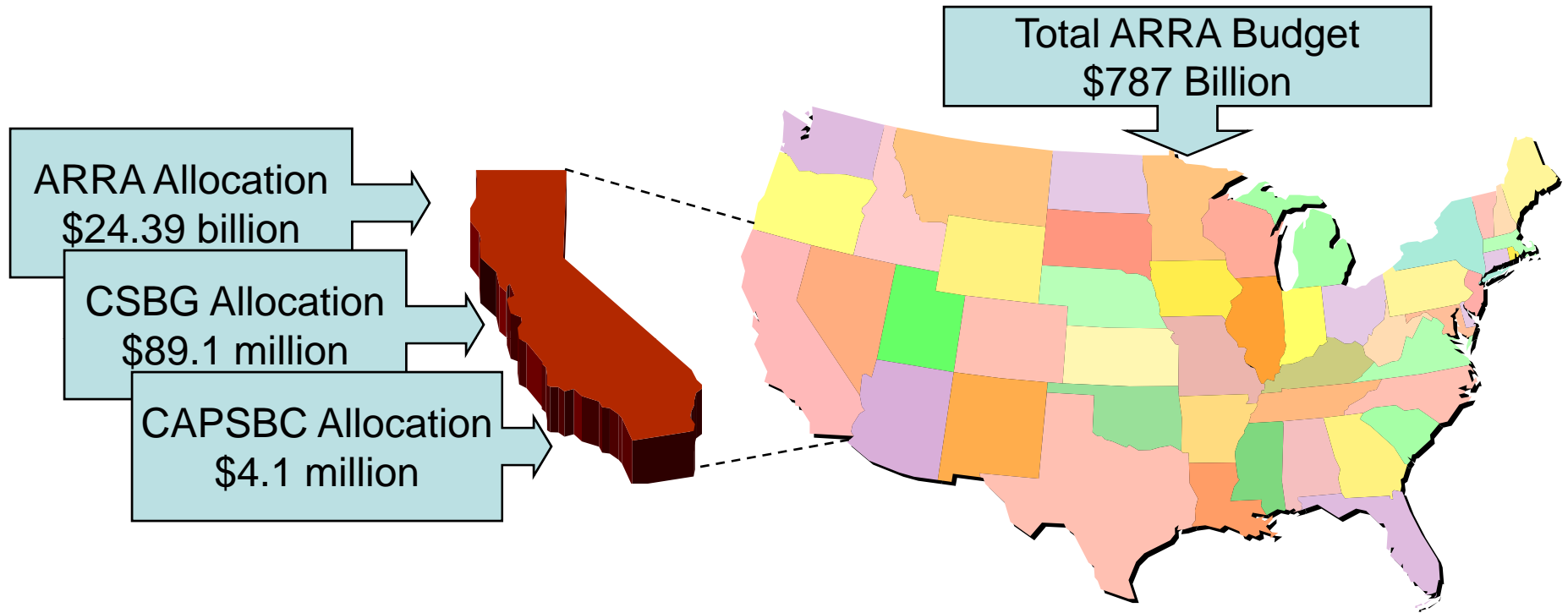
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ARRA Allocations



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Request for Proposal

Grant Opportunity:	American Recovery and Reinvestment Act Community Services Block Grant (“ARRA CSBG”) Program
Granting Agency:	Community Action Partnership of San Bernardino County (“CAPSBC”)
Program Areas:	1)Asset Building/Development 2)Food Network Expansion 3)Youth Training and Employment
Maximum Request:	\$60,000.00 per program area.
Eligible Entities:	Non-profit organizations with a 501(c)(3) designation, public agencies, faith-based organizations, community colleges, career and vocational schools.
RFP Released:	July 1, 2009
Application Deadline:	July 27, 2009, 4:30 p.m. PDT
Award Notification:	August 14, 2009
Contract Term:	September 7, 2009 – August 30, 2010 (<i>Dates tentative, subject to change.</i>)
Contact:	Gerald Brown 909-723-1525 gbrown@capsbc.sbcounty.gov



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Application and Instructions

Community Action Partnership of San Bernardino County



American Recovery and Reinvestment Act Community Services Block Grant ("ARRA CSBG")

Request for Proposal and Application for Grant Funding

Application Submission Deadline: July 27, 2009
4:30 pm

Community Action Partnership of San Bernardino County
696 S. Tippetcanoe Ave.
San Bernardino, CA 92415-0610
909-723-1500 (phone) 909-723-1509 (fax)
www.capsbc.org

Note: Please read Application Instructions first, and refer to them while completing this Application.

SUBMISSION DEADLINE: **Monday, July 27, 2009, 4:30 pm**

Hard Copy:
Community Action Partnership of San Bernardino County
ATTN: Grants Management Department
696 S. Tippetcanoe Ave.
San Bernardino, CA 92415-0610

Electronic Copy:
gbrown@capsbc.sbcounty.gov
909-723-1525

Section I – Agency Information

AGENCY NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PRIMARY CONTACT _____
TITLE _____
PHONE _____
FAX _____
EMAIL _____
WEB ADDRESS _____

Section II – Funding Priority (please check one)

Asset Building/Development Food Network Expansion Youth Training & Employment

Section III – Certification

As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. In addition, no ARRA funds may be expended prior to the start of the contract period.

The agency acknowledges that it is aware of the transparency and accountability requirements of ARRA and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other funding.

Section IV – Signatures

The undersigned hereby certify that they are authorized to sign the application, that the agency complies with the requirements of the ARRA CSBG Local Plan, and the information in this application is true and correct.

[Name] _____ Executive Director [Name] _____ Board Chair

Date _____ Date _____

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Application Fill-in Suggestions

Step 1

Type and edit application response in separate document.

Describing the Need for Fund Development

National and local economies struggled during 2008, and by all estimates, 2009 will be another difficult year for the economy. On January 6, 2009, the Institute of Applied Research and Policy Analysis at Cal State San Bernardino reported that the Purchasing Managers' Index (PMI) for San Bernardino and Riverside Counties was 35.8. Any PMI number below 50 is the sign of a contracting economy, and the area's index has been below 50 since May 2008. Nationally, the December 2008 PMI was 32.4.

The real estate market has seen a dramatic decline in both the number of homes sold and the value of the homes that have sold. According to Dataquick Information Services, home values in the region have declined 35-40% in the 12 months ending in October 2008. The automotive and retail environments in San Bernardino County have been bleak as well. Several auto dealers, including Center Chevrolet and Moss Bros. Ford, have closed or announced they will close in 2009. Meanwhile, large retail chains, including Mervyn's, Linen 'n Things, and Circuit City, have closed local stores or ceased operations altogether.

In the last two months of 2008, more than 1.2 million workers lost jobs nationally as the economy continued to contract. In the Inland Empire, unemployment had nearly reached double digits at 9.5% as of October 2008. 17,000 construction jobs and 9,000 transportation, distribution and warehousing jobs have vanished in the past year. The impact of lost jobs is an increase in home foreclosures, a decline in major purchases such as homes and autos, and a decline in retail purchases as consumers try to conserve the funds they have.

Finally, the banking and credit crisis, along with the steep stock market decline in September 2008 have left all consumers with less savings and difficulty securing loans.

As a 501(c)(3) non-profit public benefit corporation, CAPSBC derives its funding from public and private sources. Table 1 lists the funding sources for the 2008 Operating Plan. As shown, CAPSBC enjoys a great diversity of funding for its programs, however the continuing contraction of the economy is expected to have a negative impact on charitable giving in 2009 as individuals and institutions attempt to conserve funds.

Because of the various economic factors discussed above, CAPSBC anticipates a dramatic increase in requests for service in 2009. In particular, CAPSBC expects growing requests for rental assistance, utility assistance, food and personal items and other emergency assistance. For many clients, it will be the first time in their adult lives that they have faced issues of unemployment and the serious financial challenges it presents, therefore it is the first time they will seek assistance from a Community Action agency. It is therefore imperative for CAPSBC to implement a fundraising plan that maximizes donations that can be used to help the citizens of San Bernardino County survive this current recession.

Possibly more than anytime since the advent of the community action movement in 1965, CAPSBC must find innovative ways to meet the needs of our community, and must secure new funding that affords CAPSBC the best opportunity to provide meaningful solutions to the greatest number of citizens in need. Employment and affordable housing will be the most critical needs.

Step 2

Cut'n'Paste into ARRA application

Section VIII – Organizational Capacity
[7,500 Character Max]

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Application

- Section I Agency Information
- Section II Funding Priority
- Section III Certifications
- Section IV Signatures
- Section V Objectives/Needs
- Section VI Project Description
- Section VII Expected Outcomes
- Section VIII Organization Capacity
- Section IX Organization Checklist
- Section X Budgets
- Section XI Budget Narrative
- Section XII Evaluation



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Budget and Narrative

INSTRUCTIONS

ATTACHMENT I – CSBG FISCAL DATA- CSBG CONTRACT BUDGET (Summary)
CAP 425 S (Rev. 06/09)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, program year amount, contract term, program year (e.g., 2008), and amendment number (if applicable). Enter the preparer's name, telephone number, e-mail address, and fax number.

SECTION 10: ADMINISTRATIVE COSTS:
Those costs which are directly related to the administration of the CSBG contract.

Lines 1 through 6: CSBG FUNDS: Enter the total amount budgeted for each of the line items.

1. **Salaries & Wages**
Provide the total dollar amount of salaries and wages dedicated to staff performing administrative duties. Includes all payments made to administrative staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.
2. **Fringe Benefits**
Provide the total dollar amount of fringe benefits for to staff performing administrative duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, payroll taxes, workers' compensation, disability insurance, sick leave and accrued vacation should be included.
3. **Operating Expenses & Equipment**
Provide the total dollar amount for all administrative operating expenses and equipment related to CSBG programs. Examples of administrative operating expenses & equipment include:
 - In-state travel costs
 - Building costs (such as rental & lease fees)
 - Consumable supply costs
 - Utility costs
 - Administrative operating costs (such as telephones, building alarms, maintenance, etc)
 - Supply costs (such as printing, duplication, postage, etc)
 - Insurance costs not related to personnel insurance costs
 - Additional fees related to the administration of the CSBG Program (such as staff trainings, membership dues, costs incurred due to Board meetings, subscriptions, etc)
 - All equipment/lease purchases dedicated to administrative needs
 - Funds spent on contractor/consultant services to meet administrative needs in this area.

List all Equipment/Lease costs and Contracts/Consultants Costs in excess of \$5,000. Complete CSBG Fiscal Data – Non Personnel Cost CAP 425 1.2 with the detailed information. **Sub-Contracting not permitted for this grant.**

4. **Out-of-State Travel**

Page _____ of _____ Pages

COMMUNITY ACTION PARTNERSHIP OF SAN BERNARDINO COUNTY
CSBG Contract Budget Summary
CAP 425.S (Rev. 06/09)

ATTACHMENT I Please indicate Reporting option: Monthly

CSBG FISCAL DATA – CSBG CONTRACT BUDGET (SUMMARY)

Contractor Name:		Contract Number:	Contract Amount:
Prepared By:		Contract Term:	
Telephone #:		Fax #	
Date:		Email:	

SECTION 10: ADMINISTRATIVE COSTS

Line Item	Description	CSBG Funds
1	Salaries and Wages	
2	Fringe Benefits	
3	Operating Expenses & Equipment	
4	Out-of-State Travel	
5	Subcontractor Services	
6	Other Costs:	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of Section 80)		

SECTION 20: PROGRAM COSTS

7	Salaries and Wages	
8	Fringe Benefits	
9	Operating Expenses & Equipment	
10	Out-of-State Travel	
11	Subcontractor Services	
12	Other Costs:	
Subtotal Section 20: Program Costs		

SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20)

SECTION 70: Enter "Other Agency Operating Funds"

SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)

SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)



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Important Dates

July 1, 2009	RFP and Application Released
July 7, July 8, July 9, 2009 9:00 am and 2:00 pm	Webinar on ARRA CSBG Funding Opportunity
July 27, 2009 4:30 pm	Applications Due
August 18, 2009	Awards Announced (<i>Tentative</i>)
September 1, 2009 – August 31, 2010	Contract Terms (<i>Dates subject to change.</i>)



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Reporting Requirements

Monthly reporting is mandatory for ARRA CSBG. CAPSBC will deploy a data management system called the ARRA Information Management System or AIMS. Individual agencies will track client progress based on a set of predetermined process steps that lead to tangible milestones, ultimately to the outcomes described in Client Outcomes (Section VII-B) of your application.

The functionality of AIMS allows CAPSBC to provide each agency with a customized data space in which to create and update client data. Within the first three days of the end of a month, real-time reports will be consolidated by CAPSBC for reporting to the State.



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Frequently Asked Questions

Q: Where can I find the application and instructions?

A: Visit www.capsbc.org to download a copy of the required forms or contact Gerald Brown at gbrown@capsbc.sbcounty.gov to have the forms emailed.

Q: When is the application due?

A: July 27, 2009 at 4:30 pm.

Q: By what methods can the application be submitted?

A: An electronic submission is the preferred method. Applicants should use the forms provided and submit other requested documents in electronic format. Hard copy submissions are also permitted, however faxed documents will not be accepted.

Q: Is there a maximum budget request limit?

A: Proposals are limited to \$60,000 per request, and an agency may submit a separate application for each program area, if desired.

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Questions and Answers

Q & A



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Community Action Partnership of
San Bernardino County
appreciates your participation and
welcomes your application.

To stay current on CAPSBC activities,

visit www.capsbc.org.



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