



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. Tippecanoe Ave.
San Bernardino, CA 92415-0610
909-723-1500 (phone) 909-723-1509 (fax)
www.capsbc.org



**Community Action Partnership of San Bernardino County
Request For Proposal Summary**

Grant Opportunity:	American Recovery and Reinvestment Act Community Services Block Grant (“ARRA CSBG”) Program
Granting Agency:	Community Action Partnership of San Bernardino County (“CAPSBC”)
Description:	<p>ARRA 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. It targets investments toward key areas that will save and create good jobs immediately, while also laying the groundwork for long-term economic growth.</p> <p>CAPSBC is the designated Community Action Agency for San Bernardino County charged with providing programs and services for low-income individuals and families to help lift them out of poverty. CSBG is the core funding mechanism for CAPSBC, and the ARRA CSBG represents a unique opportunity for CAPSBC to provide funding for public and private community-based agencies to offer programs and services that assist individuals and families to achieve self-sufficiency.</p> <p>Job creation and/or retention will be a top consideration for all ARRA funds. Successful applicants will set forth a plan to create jobs within the agency and provide services that lead to employment opportunities for clients who access the agency’s program. Emphasis on low-income populations is the top priority for CSBG, so services should be directed toward assisting low-income individuals, as defined by the U.S. Department of Health and Human Services Poverty Guidelines for 2009. (See Exhibit B.)</p>
Funding Priority:	<ol style="list-style-type: none"> 1) Asset Building/Development 2) Food Network Expansion 3) Youth Training and Employment
Range of Request:	\$20,000.00 - 60,000.00 per funding priority.
Cost Matching:	None
Eligible Entities:	Non-profit organizations with a 501(c)(3) designation, public agencies, faith-based organizations, community colleges, career and vocational schools, universities.
RFP Released:	July 1, 2009
Application Deadline:	July 27, 2009, 4:30 p.m. PDT
Award Notification:	August 18, 2009 (Date tentative, subject to change.)
Contract Term:	Sept 1, 2009 – August 30, 2010 (Dates tentative, subject to change.)
Contact:	Gerald Brown 909-723-1525 gbrown@capsbc.sbcounty.gov



GENERAL OVERVIEW

Community Action Partnership of San Bernardino County (“CAPSBC”) announces this Request for Proposal (“RFP”) and Application for American Recovery and Reinvestment Act Community Services Block Grant (“ARRA CSBG”) funds.

This RFP is being issued on behalf of the Community Action Board of Directors and CAPSBC, whose purpose is to support high impact community programs that facilitate the agency’s vision and mission of self-sufficiency in San Bernardino County. All programs must benefit San Bernardino County residents living at or below poverty level as per the Health and Human Services Federal Income Poverty Guidelines (*see Exhibit B*). All proposed programs must focus on creating jobs, moving families out of poverty, building on existing community resources and assets and providing services authorized under the CSBG funding.

CAPSBC seeks proposals that: 1) create sustainable employment 2) provide high impact potential; 3) identify achievable and measurable strategies; 4) do not duplicate existing programs; and 5) deploy innovative, replicable, effective strategies to fulfill specified outcomes. The funding priorities are Asset Building/Development, Food Network Expansion and Youth Training and Employment. BIDDERS are encouraged to use evidence-based, proven practices when submitting proposals.

ELIGIBLE APPLICANTS: Eligible applicants must be a legally incorporated private non-profit organization with current tax-exempt status as established by a Letter of Determination from the Internal Revenue Service. Eligible applicants are Community and Faith-based Organizations, career and vocation schools, training centers, community colleges and universities.

The range of grant request is **\$20,000.00 to \$60,000 per project**, and CAPSBC reserves the right to award greater and lesser amounts than requested in the grant application depending on the breadth and scope of a proposed project. Cost matching is not required.

Established in 1965, CAPSBC is the state-designated Community Action Agency for San Bernardino County serving over 850,000 low-income families and individuals, elderly, homeless and disadvantaged residents each year. CAPSBC delivers services to 78 San Bernardino County cities and unincorporated communities, operating the following programs:

Family Development Program (FDP) Comprised of Emergency Services, Case Management and Transitional Housing, FDP works to address the needs of low-income families.

Energy, Education and Environmental Services (EEES) Provides utility assistance, make homes more energy efficient and healthful, and helps conserve natural resources through energy education, lead abatement, weatherization, appliance repair/replacement and solar projects.

The Food Bank distributes surplus food and United States Department of Agriculture (USDA) commodities to qualified low-income households through a network of approximately 140 non-profit and charitable organizations and 22 soup kitchens. The Food Bank operates a modern, 32,000 square foot warehouse.

Homeless Management Information System (HMIS) Tracks unduplicated numbers of homeless persons served through HUD-funded agencies for the Homeless Partnership.

Individual Development Accounts (IDA) A matched savings program for low-income residents of San Bernardino County. Participants learn financial literacy and use matched savings of \$6,000 to purchase a home, start a business or attend college.

Earned Income Tax Credit (EITC) and Volunteer Income Tax Assistance (VITA) Programs are two programs that assist low income families through the tax code. At VITA sites, residents can have their taxes prepared and filed free of charge. Eligible families with children may use the EITC and Child Tax Credit to secure a greater refund.

Emergency Management/Disaster Response CAPSBC is a member of the San Bernardino County Volunteer Organizations Active in Disasters that plans disaster response. CAPSBC also issues disaster preparedness kits and conducts disaster awareness seminars for low income county residents.



FUNDING PRIORITIES

Proposed Service Description

FUNDING PRIORITY 1:	Asset Building/Development
ROMA Goal 1: Low income people become more self-sufficient.	
National Performance Indicator NPI 1.3 – The number and percentage of low-income households that achieve an increase in financial assets and/or resource utilization skills as a result of community action assistance.	1.3.B.1 Utilization: Number and percent demonstrating ability to complete and maintain a budget for over 90 days.
	1.3.B.2 Utilization: Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.
	1.3.B.3 Number of participants capitalizing a small business, pursuing post-secondary education or purchasing a home due to savings.

Services / Strategies: Programs under Funding Priority 1 must provide or maintain services that increase economic and wealth building opportunities for low-income adults. Direct services may include, but are not limited to: financial literacy (personal budgeting and finance management) training; business start-up and expansion support (microloans, coaching and mentoring, business plans development); or supportive services for the CAPSBC Asset Development programs (Individual Development Accounts, Volunteer Income Tax Assistance and Earned Income Tax Credit.)

Additional Requirements: Programs funded under Funding Priority 1 must partner with and refer program participants to CAPSBC’s savings incentive program, Individual Development Accounts (“IDA.”)

FUNDING PRIORITY 2:	Food Network Expansion
ROMA Goal 6: Low income people achieve their potential by strengthening family and other supportive systems.	
National Performance Indicator NPI 6.2 – Emergency Assistance: The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided.	6.2.A Food – Number of individuals receiving emergency food assistance.
	6.5 A Service Counts – Amount of food distributed. Agencies may select a unit of measure in terms of pounds, boxes or meals served.
NPI 6.5 – Service Counts : Amount of emergency food distributed to low income individuals or families	

Services / Strategies: Programs under Funding Priority 2 must provide or maintain services that provide food security to help low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments. Direct services may include, but are not limited to: emergency food basket distributions, hot meal distributions, back pack programs for school children, fruit and vegetable gleaning projects, community gardens.



FUNDING PRIORITY 3:		Youth Training and Employment
ROMA Goal 1: Low income people become more self-sufficient.		
National Performance Indicator		
NPI 1.1 – Employment: Unemployed or low-wage workers who seek to gain employment or increase earned income.	1.1.A.: Number of participants who obtain a job, increase earned income or initiate self-employment activities.	
NPI 1.2 – Employment Supports: Increasing the employability of participants to gain or retain employment and improve income status	1.2.A.: Number of unemployed or low wage workers who obtain skills/competencies required for employment and receive training program certificate or diploma.	

Services / Strategies: Programs under Funding Priority 3 must reduce or eliminate barriers to initial or continuous employment. Direct services may include, but are not limited to: enrollment in training program that provides on-the-job work experience in high-demand occupations and emerging industries.

Data and Reporting Requirements

Vendors are required to submit the following reports by the below due dates regardless of activity level:

- Monthly CSBG Program Performance Report Narrative Due the 5th calendar day of each month
- Monthly Expenditure Reports Due the 5th calendar day of each month
- Close-out Report Due 15 days after the end of the contract period.

PROCEDURES FOR SUBMITTING PROPOSALS

All proposals must be submitted in accordance with the standards and specifications contained within this Request for Proposals (RFP) packet. A duly authorized corporate officer of the agency and chair of the governing body must sign the cover page.

Applicants must comply with the following standards:

- Applicants must submit a separate proposal for each funding priority of interest.
- Applicants must use only the templates provided.
- Applicants must not include additional attachments or documents beyond what is requested.
- All responses to the RFP will become the property of CAPSBC and will be handled confidentially. All proposals submitted in response to this RFP must be received by 4:30p.m on July 27, 2009.

Late proposals and postmarks will not be accepted. Faxed proposals will not be accepted.

CAPSBC will host a series of webinars to provide general information and answer questions for applicants. The webinar is not mandatory, but is highly recommended. Because of space limitations, please contact Gerald Brown via email at gbrown@capsbc.sbcounty.gov to reserve your time slot. Times will be assigned on a first come, first served basis. To participate in the Webinar, users are required to have a computer with internet access. For best results, a high-speed connection is preferred.



Webinar Dates	Times
Tuesday July 7, 2009	9:00a – 10:00a 2:00p – 3:00p
Wednesday July 8, 2009	9:00a – 10:00a 2:00p – 3:00p
Thursday July 9, 2009	9:00a – 10:00a 2:00p – 3:00p

Webinar login information will be forwarded via email.



INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL EXPECTATIONS AND INSTRUCTIONS

CAPSBC is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition.

The application is a fill-in form with space limitations, so applicants should be as concise as possible. Use the TAB key to move between fields, or click with the mouse. Because the form is protected, editing information in the form can be difficult since certain functions are not available to users in protected mode. It is therefore recommended that applicants write and edit their proposal in a separate MS-Word document, keeping in mind space limitations. Cut-and-paste the information into the appropriate sections of the application form when final editing is complete. For best results, minimal formatting (Bold, Underline, Bullet Points, Tables) should be used. The blank application template is 8 pages long. The form will expand to accommodate written descriptions up to the limits indicated in the fields, so the completed application may be up to 16 pages long.

SECTION I – Agency Information

Insert the name of the agency or organization and the mailing address of the primary offices. Insert the name and title of the person who may be contacted to answer any questions about the application. Insert the phone and fax numbers, a contact email address and web site address.

SECTION II – Funding Priority

Three funding priorities have been identified for this RFP. They are Asset Building/Development, Food Network Expansion and Youth Training and Employment Services. Check the appropriate box. Agencies wishing to apply for more than one funding priority should submit a separate application for each funding priority. Only one set of organizational documents from Section IX will be required in the case of agencies submitting multiple applications.

SECTION III – Certification

Check the box certifying that the agency understands the transparency and accountability requirements of this ARRA CSBG funding, and has the organizational capacity to account for expenditures separately.

SECTION IV – Signatures

Insert the name of the Executive Director. Insert the name of the Chair of the Agency Board of Directors or Governing Body. Sign and date the form.

SECTION V – Objectives and Need for Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement. Indicate the project's geographic service area.

SECTION VI – Project Description

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Project Implementation



- A. The application must provide a clear overview of the nature of the project and how new jobs will be created. It should further present a clear and well-conceived overall approach to the project, including detail demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. An implementation plan that provides sufficient detail for a reviewer to clearly understand how each aspect of the project will be implemented is often helpful in demonstrating feasibility. Such an implementation plan might include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them.
- B. The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term job outlook and identifying any critical risks relating to the industry.
- C. The application must demonstrate a viable approach to obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TAD, Workforce Development, child support agencies, and other sources.
- D. The application must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also can help demonstrate the project's readiness to undertake the project in compliance with all program requirements.

SECTION VII – Expected Outcomes

New Jobs Created for Low-income Individuals

- A. The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered with the position or an explanation of why no benefits are required.
- B. The applicant must provide evidence that a viable recruitment strategy has been established to ensure that many of the new positions are filled by low-income individuals. The application must demonstrate that the strategy will focus on the number of positions created, rather than the number of individuals hired to fill them over the course of the grant.

The application must demonstrate that the positions will be sustained after the end of the grant period. One way that this can be accomplished is listing the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.

SECTION VIII – Organizational Capacity

- A. **ORGANIZATIONAL PROFILE**
Provide a brief description of the organization's mission and vision, how long it has served the community, and examples of successful outcomes.
- B. **STAFF AND POSITION DATA**
Provide a brief biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well.
- C. **PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT**
Provide a plan for securing resources and continuing project activities after CSBG assistance has ended.

SECTION IX – Organizational Checklist



Provide a copy of the following documents as attachments. Scanned documents and electronic files (MS-Word, Excel) are acceptable.

- Attachment A - Roster of Board of Directors
- Attachment B - IRS 501(c)(3) Determination Letter
- Attachment C - Most Recent Audited Financial Statements
- Attachment D - Copy of Certificate of Insurance
- Attachment E - Most Recent 990 Filing
- Attachment F - Articles of Incorporation with Certification from Secretary of State
- Attachment G - Current Agency Operating Budget

SECTION X – Budget Information

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (CAP 425 S, CAP 425 1.1, CAP 425 1.2). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ARRA CSBG grant funds for which you are applying. "Non-Federal resources" are all other non-ARRA CSBG Federal and non-Federal resources. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.) Equipment purchases in excess of \$5,000 require CAPSBC and State of California Department of Community Services and Development ("CSD") signature approval prior to purchase.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs; professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

PROGRAM INCOME

Description: The estimated amount of income, if any, expected to be generated from this project.

SECTION XI – Budget Narrative



Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

PERSONNEL

Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend CAPSBC-sponsored workshops should be detailed in the budget.

EQUIPMENT

For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

OTHER

Provide computations, a narrative description and a justification for each cost under this category.

PROGRAM INCOME

Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

SECTION XII – Evaluation

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

CAPSBC employs a data collection system known as ARRA Information Management System (“AIMS.”) AIMS is designed to collect programmatic data on clients served, customized for each agency’s needs, yet standardized to produce management reports for use by program managers and for ARRA reporting purposes. All contractors will be required to maintain program data in the AIMS database. AIMS allows agencies to establish discrete milestones that translate into user steps to achieve desired outcomes. CAPSBC will install software and provide training and support to all awardees.

ADDITIONAL INFORMATION

Certifications



Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Sub Grants

Agencies awarded under this RFP must administer all funds awarded. Sub-granting is not permitted.

Insurance

Grant Awardees shall maintain in accordance with CAPSBC requirements such insurance as will fully protect Contractor and CAPSBC from any and all claims under any worker's compensation act or employer's liability laws, and from any and all claims of whatsoever kind or nature for the damage to property or for personal injury, including death, made by anyone whomsoever which may arise from any negligent act carried on under this Agreement, either by Contractor, any subcontractor or by anyone directly or indirectly engaged or employed by either of them.

Assurances

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

Electronic Submission

Applicants to CAPSBC may submit their applications in either electronic or paper (hard copy) format. Electronic is the preferred method. Scanned documents, including the Signature Page, should be in portable data file (.pdf) format. To submit an application electronically, email a copy to gbrown@capsbc.sbcounty.gov. CAPSBC will not accept applications via facsimile. CAPSBC may request that the applicant provide original signatures on forms at a later date.

Hard Copy Submission of Applications

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments, unless directed otherwise. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative, and be unbound. The original copy of the application must have original signature(s).

Please refer to *Exhibit A* for a checklist of application requirements and due dates that applicants may use in developing and organizing application materials.

Submission Requirements:

DUE DATE FOR APPLICATIONS: July 27, 2009, 4:30 pm PDT
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Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., PDT on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m. PDT, on the due date referenced above. It is the responsibility of the applicant to ensure that the application arrives in time.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m. PDT, between Monday and Friday (excluding Federal holidays).

Applications that do not meet the requirements above are considered late applications. CAPSBC shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., PDT, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

CAPSBC may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Executive Officer.

Acknowledgement of Received Application

CAPSBC will provide acknowledgement of receipt of hard copy application packages submitted via mail, courier services, or by hand delivery.

5. Funding Restrictions:

Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable under this grant award.

Grant awards will not allow reimbursement of pre-award costs.

6. Other Submission Requirements:

Submit applications to the following address:

Submission by Mail

Gerald Brown
Development Director
Community Action Partnership of San Bernardino County
696 S. Tippecanoe Ave.
San Bernardino, CA 92415-0610

Hand Delivery

Gerald Brown
Development Director
Community Action Partnership of San Bernardino County
696 S. Tippecanoe Ave.



San Bernardino, CA 92415-0610

The Agency is located between Mill St. and Central Ave., across from San Bernardino International Airport.

Electronic Submission

Gerald Brown
Development Director
909-723-1525
gbrown@capsbc.sbcounty.gov

APPLICATION REVIEW INFORMATION

1. CRITERIA:

Applications will be reviewed and evaluated against the Evaluation Criteria outlined in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on *who* will be responsible for achieving the outcomes of the project, *why* completion of these activities will help address stated needs, *how* the proposed activities will be carried out, *when* the proposed activities will occur and *what* financial and programmatic resources will ensure successful completion of proposed activities. The number of points assigned to each criterion indicates the relative importance of that factor to CAPSBC. Applicants should address each criterion in the section where it is requested to ensure that the reviewers can properly evaluate the application.

Each application must demonstrate compliance with all program elements described in *Section VI: Program Description*, and must include all of the information described in *Section IX: Organizational Checklist*. To facilitate a completeness review, a checklist is provided in *Exhibit A*.

CRITERION 1 - OBJECTIVES AND NEED FOR ASSISTANCE - 10 points

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

- A. The application demonstrates that the project's goals and objectives are consistent with the funding priorities of this RFP.
- B. The application demonstrates that the project is needed to create new jobs or retain existing job.
- C. The application identifies ways in which the project can help address personal and community barriers that prevent low-income individuals from successfully obtaining and holding jobs, or creating successful businesses in the community to be served.
- D. The application demonstrates that the project will meet the program's objectives by serving low-income individuals through a project located in a low-income community and that all businesses and positions created under the project will be located within the project's service area.

CRITERION 2 - APPROACH - 45 points

1. Project Implementation (15 Points)

In reviewing the project implementation strategy, reviewers will consider the extent to which:

- A. The application presents a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that is consistent with the expectations described in this announcement. The overall plan reflects a clear understanding of the program as described in this program announcement and the outcomes are realistic and achievable.
- B. The application demonstrates that the project will create positions in a viable industry with promising short- and long-term job outlooks.



C. The application provides a sound and feasible plan for obtaining and documenting low-income referrals through memorandums of understanding with social service providers such as the Transitional Assistance Department, Workforce Development, child support agencies, and other sources.

D. The application demonstrates that the physical facility and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement.

2. New Jobs Created for Low-income Individuals (10 Points)

In reviewing the new jobs created for low-income individuals, reviewers will consider the extent to which:

A. The number and types of new full-time positions that will be created are appropriate for the project and will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.

B. The application proposes a recruitment strategy that will result in a minimum of 75 percent of the new positions being filled by low-income individuals, as established by counting the number of *positions* created, not the number of individuals hired to fill them over the course of the grant.

C. The application demonstrates that the project will be solidly positioned for continued success after the end of the grant period, and that the positions will be sustained for at least two years after the end of the grant period.

3. Financial Strategies (10 Points)

In reviewing the applicant's financial strategies, reviewers will consider the extent to which:

A. The application provides an acceptable financial plan for the project, demonstrating that the project will be economically feasible by the conclusion of the grant period, and for at least two years thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.

B. The application demonstrates the capacity to responsibly manage the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.

4. Financial Viability (10 Points)

In reviewing the project's financial viability, reviewers will consider the extent to which:

A. The application demonstrates how the applicant will ensure that adequate resources will be available for the project.

B. The application demonstrates that adequate accounting procedures are in place to track ARRA CSBG funds separately from all other contracts.

CRITERION 3 - BUDGET AND BUDGET JUSTIFICATION - 20 points

In reviewing the budget and budget justification, reviewers will consider the extent to which:

A. The application demonstrates that the amount of funds available for the project is commensurate with the level of effort necessary to accomplish the goals and objects of the project.

B. The application clearly links the proposed expenditures to the proposed activities. The application demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

C. The application demonstrates that the budget includes funds for all required items.

CRITERION 4 - EVALUATION - 10 points

In reviewing the applicant's plans for evaluating the project, reviewers will consider the extent to which:



- A. The application provides a plan for evaluating the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The application explains how the project's ongoing accomplishments will be measured and compared with projected accomplishments using concrete measures related to the logic model. The application explains how ongoing evaluation will be used to improve future operations of the project (process evaluation) and how final measures will be used to evaluate what the project accomplished and why (outcome evaluation).
- B. The application demonstrates the logical connections between the project activities discussed in the project description section and expected outcomes.

CRITERION 5 - ORGANIZATIONAL PROFILES - 10 points

1. Organizational Capacity (5 Points)

In reviewing organizational capacity, reviewers will consider the extent to which:

- A. The application demonstrates that the organization, its staff, and its partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating projects similar to those to be conducted under the proposed project. If one or more partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.
- B. The application demonstrates the applicant's ability and willingness to supply the facilities and resources required to successfully administer the program.
- C. The application provides convincing evidence of the applicant's experience with program evaluation and data collection.

2. Past Success with Similar Job Creation Projects (5 Points)

In reviewing past successes with similar job creation projects, reviewers will consider the extent to which the application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project, including evidence of similar projects undertaken by the applicant.

CRITERION 6- STAFF AND POSITION DATA - 5 points

In reviewing staff and position data, reviewers will consider the extent to which:

- A. The application identifies qualified staff to carry out the proposed project including key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets. Staff qualifications include both applicant staff and third-party partner staff as necessary to demonstrate that the project will have acceptable leadership.
- B. The application demonstrates, for example through biographical sketches and resumes, that the identified staff are qualified to carry out the proposed project, including qualifications for the job identified, experience related to the job identified, and percent of time available for the project.
- C. The application demonstrates that together the key staff has appropriate supervisory experience, experience in finance and business, and experience with the target population.
- D. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

REVIEW AND SELECTION PROCESS:

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed. No grant award will be made under this announcement on the basis of an incomplete application. CAPSBC may consider geographic location in the award of grants.



Anticipated Announcement and Award Dates:

Awards are tentatively scheduled to be announced August 18, 2009. Date is contingent on State of California budget actions.

AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, and the total project period for which support is contemplated.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter. The Community Action Board of Directors will make the final decision on awards, and there will be no right of appeal.

2. Administrative and National Policy Requirements:

Grantees are subject to the administrative requirements in 45 CFR Part 74 (for non-governmental entities) or 45 CFR Part 92 (for governmental entities).

Direct Federal grants, sub-award funds, or contracts under this CAPSBC program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

3. Cancellation of RFP:

No legal liability on the part of CAPSBC shall arise for funding this RFP unless funds are made available for such performance. In the event that funds are not made available, this RFP may be cancelled. CAPSBC reserves the right to reject all proposals if it is determined that it is in the best interest of CAPSBC for reasons such as:

- Inadequate, ambiguous or otherwise deficient specifications were cited in the RFP;
- The services are no longer required;
- Proposals were submitted in bad faith or were collusive;
- None of the proposals met the requirements of the RFP;
- Successful negotiations could not be achieved.

4. Reporting Requirements:

Grantees will be required to maintain program data in the AIMS database, and will be required to submit monthly performance progress and financial reports throughout the project period.

Final program performance and financial reports are due 15 days after the close of the project period.



Reports may be submitted electronically to the CAPSBC Grants Management Office contact below.

Grants Management Office Contact:

Gerald Brown
Development Director
Community Action Partnership of San Bernardino County
696 S. Tippecanoe Ave.
San Bernardino, CA 92415-0610
909-723-1525
gbrown@capsbc.sbcounty.gov



EXHIBIT A

APPLICATION CHECKLIST

You may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Project Description: Objectives and Need for Assistance	Section V (page 6)	By application due date
Project Description: Approach	Section VI (page 7)	By application due date
Project Description: Budget and Budget Justification	Sections X, XI (pages 8-9)	By application due date
Project Description: Evaluation	Section XII (page 9)	By application due date
Project Description: Organizational Profiles	Section VIII (page 7)	By application due date
Project Description: Staff and Position Data	Section VIII-B (page 8)	By application due date
CAP 425 1.1	Attached Excel Spreadsheet with instructions	By application due date
CAP 425 1.2	Attached Excel Spreadsheet with instructions	By application due date
CAP 425 S	Attached Excel Spreadsheet with instructions	By application due date
Eligibility Certification Documentation	Section IX (page 8)	By application due date
Proof of Non-Profit Status	Section IX (page 8)	By date of award.
Certification Regarding Lobbying	Additional Information (page 10)	By date of award.



Health and Human Services Federal Poverty Guidelines for 2009

The 2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family	Poverty guideline
1	\$10,830
2	14,570
3	18,310
4	22,050
5	25,790
6	29,530
7	33,270
8	37,010
For families with more than 8 persons, add \$3,740 for each additional person	

Programs using the guidelines (or percentage multiples of the guidelines — for instance, 125 percent or 185 percent of the guidelines) in determining eligibility include Head Start, the Food Stamp Program, the National School Lunch Program, the Low-Income Home Energy Assistance Program, and the Children’s Health Insurance Program. Note that in general, cash public assistance programs (Temporary Assistance for Needy Families and Supplemental Security Income) do NOT use the poverty guidelines in determining eligibility. The Earned Income Tax Credit program also does NOT use the poverty guidelines to determine eligibility.