



FUNDING APPLICATION GUIDE
FY 23 & FY 24
Year 1: July 1, 2022 – June 30, 2023
Year 2: July 1, 2023 – June 30, 2024

Staunton, Augusta, and Waynesboro

Introduction

The Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) is issuing this **Request for Proposals** to solicit applications for funding made available through the Federal Community Services Block Grants (CSBG), State Temporary Assistance to Needy Families Grant (TANF), local funding provided by the City of Staunton, Augusta County, the City of Waynesboro, and other sources as they are available.

Eligibility

Proposed programs/services must principally benefit low- and moderate-income individuals and families producing measurable impacts in the areas addressed in the 2021 Needs Assessment Report. Both the Strategic Plan and Needs Assessment Report can be found here: ([CAPSAW | Waynesboro, VA - Official Website](#))

Completion of Results Oriented Management and Accountability, or ROMA, training is highly encouraged and will be helpful for applicants particularly as they complete the Logic Model(s). Agencies are not required to complete ROMA prior to applying, however, grantees are expected to maintain a minimum of one ROMA trained staff member. CAPSAW will offer ROMA training each year at little to no cost to attendees.

Other eligibility requirements can be found on the Eligibility Check List tab of the Program Data and Budget Workbook. Customer or client eligibility is limited to families earning up to 125% of the Federal Poverty Line. Programs providing services to **children** may be able to expand eligibility up to 200% of the Federal Poverty Line. CONTACT CAPSAW STAFF IF YOU ARE UNSURE WHICH ELIGIBILITY LIMIT APPLIES TO YOUR PROGRAM.

For help in determining if your agency is eligible, please contact CAPSAW staff at: valleycapsaw@gmail.com. New applicants are encouraged to contact CAPSAW before applying. Application training dates are listed on the final page of this document.

Amount of Funding Available

The funding cycle will cover up to two years. Contracts will be awarded for Year One: July 1, 2022 - June 30, 2023, based on this application process. Year Two contracts are not guaranteed. The actual amounts for both contracts will be determined upon the

completion of the budgeting processes of elected bodies at the federal, state, and local levels. Recipients will be asked to provide updated information on proposed services, outcomes, and budget expectations before contracts are issued for Year Two: July 1, 2023 – June 30, 2024.

Funds awarded through the RFP process are estimated and may change as the budget process evolves throughout the proposed grant periods. **This is a reimbursement-based grant, meaning that approved funds will be provided to contracted agencies after expenses have been incurred. Typical quarterly reimbursement amounts represent ¼ of the total annual contract, however, amounts may fluctuate in some situations as allowed by CAPSAW policies and procedures. Documentation of eligible expenses will be reviewed during the contract period through quarterly reporting processes and CAPSAW staff request.**

How much is typically awarded? Our community needs have changed dramatically in recent months and applicants are asked to structure their funding requests by their actual need and NOT on previous awards. We anticipate awards to total between \$350,000 - \$385,000 for Year One of this process.

Applicant agencies may be invited to apply for funding to expand programming to underserved areas of our community.

Eligible Activities:

Applicants will indicate a selection from CAPSAW’s Impact Areas and Strategic Goals as outlined in the 2021 Needs Assessment and 2020- 2024 Strategic Plan. Those documents are available on our website as well as list of services and outcomes typically funded through this process. This list is not intended to be all inclusive.

The following needs were identified by the CAPSAW Board Needs Assessment Committee and prioritized by the full Board of Directors. Addressing these needs may impact one or more of the Impact Areas including Childcare, Education, Employment, Housing, and Mental Health.

Our community, including the City of Staunton, County of Augusta, and City of Waynesboro, would benefit from the following:

- Increased mental / behavioral health services including individual practitioners and collaborative supportive services in schools and community programs.
- Expanded housing programming including rental and mortgage assistance, increased wages to match Fair Market Rent, transitional and supportive housing services, eviction counseling and property owner/tenant relationship advocacy.
- Increased collaboration between employers and service providers to develop a living-wage career path development program for all age ranges.
- Increase in the number of affordable quality childcare programs for children ages birth to five.
- Expanded public and demand-responsive transit options.

- Development of car repair and acquisition assistance for low-income working families.
- Increased collaboration between public and private service providers.
- Development of whole- family services serving the needs of both adults and children in the family or household.

CAPSAW recognizes that there are more needs than those listed above. It is expected that funded programs will provide services in at least one Impact Area and address at least one Strategic Goal.

Allowable Costs

Reimbursable Costs Include:	Non-Allowable Costs Include:
Staff salaries/benefits	Debt Repayment (including Mortgage)
Utilities/ Rent	Fundraising Expenses
Project Supplies	Lobbying Expenses
Transportation Costs (mileage etc.)	General Agency Advertising
Client Supports (rental assistance, food, utility assistance, etc.)	Programs outside of designated service area
Resources used within grant period	Services to ineligible participants
Other Administrative Costs	Permanent Improvements to Structures

Specific regulations are outlined in Office of Management and Budget (OMB) 2 *CFR* part 225 (formerly OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments). This document can be found at:
<https://www.govinfo.gov/content/pkg/CFR-2013-title2-vol1/xml/CFR-2013-title2-vol1-part225.xml>

There is no match requirement; however, **CAPSAW funds CANNOT BE USED as a match for other federal grants.** Please contact CAPSAW to discuss allowable expenses at valleycapsaw@gmail.com.

Evaluation Process

Grants are awarded through a competitive evaluation process. This process takes all aspects of the proposal as described in the submitted application into consideration.

- Successful applications will demonstrate measurable impact on the Staunton, Augusta, and Waynesboro region and directly address at least one of CAPSAW's Impact Areas and Strategic Goals.
- Previous CAPSAW grant performance will be considered. Failure to submit materials as requested in previous grant cycles will negatively impact future funding requests.
- Multiple applications for duplicative services will compete against one another for limited funds. Please consider collaborating if possible.
- Applications submitted late or incomplete will **not** be considered for funding. Proposals lacking key information may be rejected.
- Additional funding may be available for targeted service delivery developing or expanding programming to underserved populations.

Reporting Requirements

Recipient agencies are required to provide quarterly and annual programmatic and financial reports. Data should primarily reflect services offered to residents of Staunton, Augusta County, and Waynesboro. **Each client/family can only be counted ONCE per fiscal year.**

Demographics: Grantees should only report the unduplicated count of participants. If the program is unable to verify data as unduplicated, that data should not be reported. To obtain unduplicated counts the program will need to have a system that distinguishes characteristics of each individual or household. While some individuals/families may be served by multiple programs within a fiscal year, they must be reported as unduplicated for this report.

Outcomes: Grantees should only report on outcomes when the change a customer made or the outcome they achieved was directly related to or assisted by programs/activities of the grantee. **An outcome obtained by a referral may only be counted if the grantee is engaged with the participant through a program or activity. All outcomes reported should have a clear measurement tool associated with the outcome.**

Each quarter grantees will report on the number of individuals who achieved outcomes that quarter and the number of individuals who received a service that quarter. If a person achieved multiple outcomes or received multiple services, they would be counted under each outcome and service. However, if a person received the same service or achieved the same outcome in subsequent quarters they would NOT be counted in those other quarters.

Reporting Outcome Example:

Outcome: The number of individuals who improved skills related to the adult role of parents/ caregivers.

Measurement tool: Grantee conducts assessments in October and April to determine improved skills related to adult role of parents/caregivers.

Report	# Reported	Explanation
Quarter 1	0	No assessment in Quarter 1.
Quarter 2	25	Assessment in October; 25 participants demonstrated new skills
Quarter 3	0	No assessment in Quarter 2.
Quarter 4	4	Participants who passed the assessment in April and DID NOT pass the assessment in October would be counted. In this example 29 participants passed, but only 4 were not previously reported in Quarter 2.
End of Year	29	Total unduplicated number of participants who achieved the outcome.

Services: Grantees will report unduplicated counts of individuals receiving funded services. If a participant received the same service more than once during the reporting quarter only report that participant one time. When new individuals receive a service, they would be reported in the reporting quarter in which they were “new” only. The same participant may be reported in more than one service.

Reporting Services Example: Parenting Classes

Report	# Reported	Explanation
Quarter 1	30	30 parents began in August
Quarter 2	0	Still 30 parents, no new enrollees
Quarter 3	1	A parent left, a new one joined, still 30 total participants (loss is not reported)
Quarter 4	0	No new participants
End of Year	31	Total unduplicated parents provided this service

For this sample program the actual outcome indicator would be calculated as follows:
 29 participants who achieved the outcome/31 total participants: 94%

Reports are provided to CAPSAW to be aggregated and submitted to the Virginia Department of Social Services or other partner organizations. Payment for services performed will be made through CAPSAW’s fiscal agent, the City of Waynesboro. Reports that are not submitted on time may result in a reimbursement delay. In extreme situations, the requested funds may be forfeited and/or the agency deemed ineligible for continued funding.

Reporting forms and service agreements will be designed with input from programs selected for funding. All reports may be requested for public inspection. Financial reporting and monitoring policies can be found on our website at: <https://www.waynesboro.va.us/931/Policy-and-Procedure-Manual>

Formatting

The *Organizational Information & Program Description* response should be submitted as a Microsoft Word Document no longer than eight pages (double spaced; #11 font minimum) and must include responses to all questions. Please respond as briefly as possible but remember that some grant reviewers may be unfamiliar with your program and /or organization and will only know what you tell them through this application. CAPSAW staff will examine each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.

The *Program Budget & Data Workbook* should be submitted as an Excel file. The items on the top of the *Submission Checklist* should be submitted as single PDF. The remaining items should be indicated as listed on the form itself.

Consolidated CAPSAW Funding Pool Timeline

Pre-Submission Training Opportunities:

Virtual Application Review: 10:30am on the following Mondays: 11/29, 12/13, and 12/20. Join Zoom Meeting <https://us02web.zoom.us/j/83534081571>
Meeting ID: 835 3408 1571

In Person Application Training: December 6, 2021, 10:30am, Smith West, Government Center, Verona, VA.

Submission Deadline: 9am on January 7, 2022. (valleycapsaw@gmail.com)

FY 23 Funding decisions announced: March 2022
FY 24 Renewal applications: Spring 2023

Other Resources: <https://www.waynesboro.va.us/346/CAPSAW>

- 2021 Needs Assessment Report
- 2020-2024 Strategic Plan
- Monitoring Policies and Procedures
- Demographic Reporting Form
- Glossary of Terms
- Suggested Services and Outcomes Selections
- CAPSAW Fact Sheets/Annual Reports

Submit applications to valleycapsaw@gmail.com by 9am on January 7, 2022.