

**N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF ECONOMIC OPPORTUNITY**

**American Reinvestment and Recovery Act/Community Services Block Grant Program
ARRA/CSBG**

**Instructions for Completing the
ARRA/CSBG Application for Funding
(Upon Contract Execution – September 30, 2010)**

**Office of Economic Opportunity
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**N.C. Department of Health and Human Services
Office of Economic Opportunity
ARRA/Community Services Block Grant Program**

INTRODUCTION

The purpose of the American Reinvestment and Recovery Act (Recovery Act)/Community Services Block Grant is *to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health to combat the central causes of poverty.*

Completing this application for funding requires the implementation by the Board of Directors of a strategic planning process as follows:

- **Describing the implementation planning process inclusive of citizen participation**
- **Utilizing the needs assessment included in the agency's FY 2009-10 CSBG Funding Application**
- **Analyzing available and needed resources**
- **Establishing a goal**
- **Developing strategies**
- **Developing a work plan inclusive of objectives, activities and budget**
- **Developing monitoring, assessment and evaluation criteria**

ARRA/CSBG funds should be used to make meaningful progress on the purposes of the Recovery Act. Grantee agencies will be able to provide increased levels of existing case management programs while also implementing less traditional/creative approaches to service delivery which will result in low-income families hardest hit by the recession having increased access to employment supports, food, housing and health care. These new approaches to service delivery **MUST** target specific conditions existing in your community as a result of the economic downturn. Major emphasis is placed on jobs created and jobs saved. ***Agencies will be required to post all job vacancies and/or new opportunities funded by Recovery Act with the Employment Security Commission.***

Grantee agencies should consider issues of sustainability when planning and developing Recovery Act projects. Services must be provided on or before September 30, 2010. Liquidation must occur on or before December 29, 2010.

Accountability, Transparency and the ***Capacity*** to produce measurable outcomes is tantamount. Grantee agencies must apply strong internal controls (procurement policies and procedures) to daily operations. Any contracts entered into with Recovery funds must be presented to our Office for approval ***prior*** to execution. In addition, outcome-based results must be evidenced through documentation.

APPLICATION INSTRUCTIONS

Following is information on completing specific components of the grant application, which should be helpful. Please read carefully and follow instructions.

The FY 2009-10 ARRA/CSBG Application contains the following:

1. Agency Identification and Certification Page
2. Four Recovery Planning Process Narrative questions
3. OEO Form 210-R – Agency Strategy for Recovery Implementation
4. OEO Form 212-R – Agency Recovery Work Program
5. OEO Form 212-AR – Recovery/CSBG Administrative Support Worksheet
6. OEO Form 225-R – Agency Recovery Budget and guidance
7. Four Recovery Monitoring, Assessment and Evaluation plan questions along with a Key Recovery Outcome Measures chart to capture each agency’s “expected” (target) results for addressing each focus area of the Recovery Act

Reminders

- Low-income residents at or below 200% of the Federal Poverty Guidelines are income eligible for ARRA/CSBG services.
- ARRA funds *MUST* be tracked separately from the regular base CSBG allocation. OEO will provide reporting forms and formats; however grantee agencies must carefully code and record expenditures and outcomes in a manner that distinguishes the ARRA funds from the regular base allocation.
- Any contracts entered into with Recovery funds must be presented to our Office for approval *prior* to execution. Upon approval and execution, all contracts obligating ARRA/CSBG must be mailed to the Office of Economic Opportunity within five (5) business days to be attached to the application packet.

Submission

The revisions to the ARRA/CSBG grant application are due by close-of-business on **August 14, 2009**; only one original copy is required; however, an electronic submission to Verna.Best@ncmail.net (or your assigned analyst) is also required. Only information requested should be submitted (no attachments such as annual reports, letters of support, etc.) and the application should not be submitted in a binder of any kind; tabbed pages are not required. One copy of the grant application must be submitted in the following order, with each page numbered **consecutively**:

AGENCY IDENTIFICATION AND CERTIFICATION

RECOVERY PLANNING PROCESS NARRATIVE

AGENCY STRATEGY FOR RECOVERY IMPLEMENTATION - OEO Form 210-R

AGENCY RECOVERY WORK PROGRAM - OEO Form 212-R

RECOVERY/CSBG ADMINISTRATIVE WORKSHEET – OEO Form 212-AR

AGENCY RECOVERY BUDGET INFORMATION - OEO Form 225-R

RECOVERY PLAN FOR MONITORING, ASSESSMENT AND EVALUATION

Instructions for Completing the Recovery Planning Process Narrative
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The Planning Process Narrative consists of 4 topic areas about which each grantee is required to provide a narrative description. Each topic is related to an appropriate Results-Oriented Management and Accountability (ROMA) Goal, which was inserted to demonstrate the correlation between this narrative and the ROMA initiative.

National ROMA Goals

1. Low-income people become more self-sufficient
2. The conditions in which low-income people live are improved
3. Low-income people own a stake in their community
4. Partnerships among supporters and providers of services to low-income people are achieved
5. Agencies increase their capacity to achieve results
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

Instructions for Completing the Agency Strategy for Recovery Implementation
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OEO Form 210-R

Strategy is to be denoted with an “X” for the initial application. Amended Strategy should only be used if an amendment to the ARRA/CSBG is necessary prior to September 30, 2010.

The Planning Period is Upon Contract Execution through September 30, 2010.

The Economic Condition/Cause Name is one of the most important elements of the application. It must give a detailed description of the economic condition/poverty cause which clearly identifies the problem; why the problem exists; the segment of the population experiencing the problem; how many are experiencing the problem (percentages must be supported by actual numbers); and how they are adversely affected.

The Resource Analysis must describe efforts being utilized to solve the problem in your community and the resources that are needed to effectively eliminate or have a major impact on the problem. Your analysis of needed resources should not be limited to the resources of your agency. The Resource Analysis will help to determine whether or not utilization of your agency's resources will have an impact on solving the problem. Relevant information currently contained in the regular/base CSBG application should also be included.

The Goal must be a specific, measurable, attainable, realistic and time-bound statement of what will be achieved within the performance period in addressing the problem. Also see the Plan for Monitoring, Assessment and Evaluation, which requires an analysis of your progress in meeting the Goal.

Strategies for Achieving the Goal are the various approaches or ways of achieving the goal that can be implemented by your agency or others within your service area. An asterisk should be placed beside the main strategy selected for implementation by your agency.

Instructions for Completing the Agency Recovery Work Program

OEO Form 212-R

Original Submission is to be denoted with an "X" for the initial application. Amendment should only be used if an amendment to the ARRA/CSBG is necessary prior to September 30, 2010.

Item 1 Project Name should give a brief descriptive title of the project relative to eliminating the economic condition identifies on the Form 210-R.

Items 2, 3, and 4 (Economic Condition/ Cause Name, Goal and Selected Strategy) should be stated exactly as they appear on the corresponding OEO Form 210-R (Agency Strategy for Recovery Implementation).

Item 5 Project Period should state the timeframe in which the project will be carried out.

Item 6 ARRA Funds Requested should indicate the amount of ARRA/CSBG funds to be used in carrying out the project; the amount must correspond with the total project amount on line 10 of the first page of the Grantee Budget Information (OEO Form 225-R).

Item 7 Number Expected to be Served should indicate the total number of participants (all) the agency plans to serve with Recovery funds during the project period.

The Project Objective should be a measurable statement or summary of what will be achieved during the project period and must be related to the goal. The objective may not be a re-statement of the goal.

Detailed Project Activities must be listed which clearly describe how the project will be carried out and which will ensure that the objective will be accomplished.

The Position Title column must show the title of the position(s) responsible for carrying out each project activity. Position titles listed as "all staff" or "CSBG Staff" are not acceptable.

The Implementation Schedule must indicate the number of clients to be served each quarter or dates when certain activities will be completed. This schedule is composed of five (5) periods. The implementation schedule should also include any ramp-up (start-up) and evaluation activities. In projects such as self-sufficiency, in which the same clients will be served more than one quarter, the numbers in the implementation schedule should be cumulative. *Note: No expenditures for Recovery activities can be incurred until after the ARRA/CSBG Contract has been executed.*

<p style="text-align: center;">Instructions for Completing the Recovery/CSBG Administrative Support Worksheet <u>OEO Form 212-AR</u></p>
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NOTE: A separate OEO Form 212-AR must be completed for each grant for which administrative support is requested.

Original Submission is to be denoted with an “X” for the initial application. Amendment should only be used if an amendment to the ARRA/CSBG is necessary prior to September 30, 2010.

Item 1 must show the name of the grant for which CSBG administrative support is being requested such as S.O.S., Weatherization, etc.

Item 2 should briefly describe the purpose of the grant named in Item 1, the name of that grant’s funding source and the total amount of the grant.

Item 3 must state the reason that CSBG administrative support is needed. The reason must be con-firmed by supporting documentation such as a copy of the grant, and regulations or correspondence from the funding source.

Item 4 is self-explanatory.

In Item 5, all statements refer to the grant listed in Item 1 above. Indirect Cost Base should indicate *total direct costs, salaries/wages or other*.

Item 6 is self-explanatory.

Item 7 is self-explanatory.

Instructions for Completing Agency Recovery Budget Information <u>OEO Form 225-R</u>

Note: The revised OEO Form 225-R is available to you at the OEO Website: (<http://www.ncdhhs.gov/o eo/forms.htm>) as an Excel spreadsheet. Complete only the highlighted sections. This will keep you from destroying formulas. Each tab is for one sheet of the budget.

Sections I - III are self-explanatory.

Section IV. Salaries and Wages:

Position Titles must be stated exactly as they appear on the OEO Form 212-R and only new positions may be listed which have been assigned to project activities on the corresponding OEO Forms 212-R and which are charged directly to the grant.

The actual Salary for each position must be listed; **combined salaries of positions with the same title are not acceptable in this column.** ARRA funds are not intended for the purpose of supplementing current staff salaries. *Agencies will be required to post all job vacancies and/or new opportunities funded by Recovery Act with the Employment Security Commission.*

Budget Support Data:

Section IVa

Appropriate Fringe Benefits line items must be completed unless a **cognizant-approved fringe benefit rate** has been received.

Justification for total costs must be provided in the appropriate spaces for Communications, Space Costs, Travel, Supplies/Materials, Contractual, Client Services, and Other.

Section IVb

A detailed description of Equipment to be purchased is required along with the number of items to be purchased, the actual cost per item and the total cost of the item(s). (**Note: items with a purchase cost of less than \$500 are not considered equipment.**)

Section IVc

The Travel category should include local mileage, per diem, lodging, transportation and related items while in travel status on official business of the agency.

The Supplies/Materials category should include such items as office supplies, brochures, or training materials.

Section IVd

The Contractual category should include, in addition to audit costs, a detailed description of any goods or services to be provided through a professional or personal consultant services contract. Agencies utilizing the Accountable Results for Community Action (AR4CA) database system should include related expenses under contractual. **Note:** Any contracts entered into with Recovery funds must be presented to our Office for approval *prior* to execution. Upon approval and execution, all contracts

Instructions for Completing Agency Recovery Budget Information (continued)

OEO Form 225-R

obligating ARRA/CSBG must be mailed to the Office of Economic Opportunity within five (5) business days to be attached to the application packet.

The Client Services category should include a detailed description of services to be provided clients in each project.

The Other category should include any items not covered in previous cost categories.

Total Agency Budget

The Total Agency Budget is included for informational purposes and is not a formal part of the OEO Form 225-R. Budget figures entered for OEO-funded regular /base as well as Recovery programs should be consistent with amounts on the cover sheet of this form. Amounts entered for other programs should reflect totals from the most recently completed program year. Please also include projected allocations for all new programs resulting from non-OEO/ARRA funding. See additional instructions included with the form itself.

