

**Community Services Block Grants (CSBG) Recovery Act  
Program Implementation Plan  
April 8, 2009**

**Statement of Intent of Funds**

The intent of the funds is to assist Colorado citizens to become more self-sufficient. The focus of these dollars will be to provide services related to employment, nutrition, housing and health. Eligible citizens for services include individuals and families at 200 percent of poverty. (This differs from the standard federal guideline of 125 percent of poverty). These income requirements range from \$21,600 for a family of one to \$59,060 for a family of six (Reference Table 1).

**Federal Agency in Charge** – Health and Human Services, Office of Community Services (HHS)

**Dollars Involved**

Federal Funding - \$1 billion

Colorado State share - \$8,646,994

Allocations to eligible grantees will range from a high of \$1.7 million to a low of \$4,204.00

**Conduit for distribution of state share** – Department of Local Affairs (DOLA)

Susan Kirkpatrick, Executive Director

State Staff Contacts:

Lucia Smead, 303-866-3128

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**Match Requirement**

None

**Formula-Based Distribution**

Poverty formula population guidelines will be used to allocate funds to current CSBG eligible grantees, including counties and multi-county service agencies. This is a non-competitive Request for Proposal (RFP) process with staff approval, per federal statute, prior to implementation.

**Process Plan and Decision-Making Process**

1. Executive Director of DOLA appoints and convenes a nine member-working group to serve as an Advisory Committee. Representatives for the advisory committee shall be chosen from the following professional categories:
  - One representative from the Colorado Rural Health Center
  - One representative from the Colorado Workforce Council
  - One representative from the Colorado Health Foundation
  - One representative for the Colorado Housing and Finance Authority
  - One representatives from the Colorado Community Action Association
  - One County Commissioner from one urban county
  - One County Commissioner from one rural county

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- Two representatives from existing grantees
- 2. The Advisory Committee assists CSBG Staff in RFP development and accountability.
- 3. Executive Director of DOLA, with Colorado Counties Inc. (CCI) Executive Director and Board and other stakeholders, announces the availability of \$8,646,994 of CSBG recovery funds. (Date of announcement to be determined).
- 4. Executive Director of DOLA requests each chairman of each Board of County Commissioners or the governing board of multi-county agencies to designate the department which will assist in administering the dollars in the designated areas of Employment, Housing, Nutrition and Health.
- 5. Counties work with the DOLA's CSBG team to submit a plan.
- 6. Request for Proposal (RFP) funding must be submitted and approved before program is implemented. Included in the RFP process is the federally required public hearing, held by the governing board.

The RFP request will include the following information:

- Responsible agency with contact individual's name, address, phone, fax and email.
- Chosen category(s) (health, nutrition, housing, employment) specified
- Reason why specific category(s) was chosen with a clear justification as part of the proposal to the department.
- Detailed description of the project.
- Identification of population served.
- Detailed budget outlining expenditure strategy.
- Description of any other funds committed to be utilized for the project.
- Disclosure of any other recovery funds awarded from other agencies that will be included in the project, including the amount of funding leveraged.
- Projected outcome for the customer/clients being served.
- Estimation of number of individuals/families anticipated to move out of poverty because of this project.
- Description of how the tripartite board will be used in this project. (The tripartite board is a requirement of the CSBG Act. It is made up of one-third elected officials or their representatives, one-third low-income or their representatives, and one-third from the private sector. The board fully participates in the development, planning, implementation, and evaluation of the programs that serve low-income individuals and is established with each of the eligible grantees.)
- Frequency of project status updates provided to the tripartite board.

**Specific Timeline with Critical Dates**

1. Convene Advisory Committee – prior to April 20
2. Announcement of funding – April 9
3. RFPs emailed to eligible grantees – April 20
4. Training and Technical Assistance Outreach – May 13-24
  - Regional meetings with Field Managers and Advisory Group
  - Webinars, through partnerships with CCI and Councils of Government

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5. RFPs due to State – June 15
6. Announcement of plans approved – July 1
  - Dollar amount
  - Federal Objective identified
7. Mailing of all program documentation to grantee – July 1
  - Contract
  - Progress reporting forms
  - Reimbursement request forms
  - Final reporting forms
8. Progress reports due
  - September 15
  - December 1
  - April 1, 2010
  - July 1, 2010
  - October 31, 2010
9. All funds spent by – September 30, 2010

**Federal Reporting Requirements**

1. DOLA CSBG staff will assist counties in identifying the national indicators for the eligible grantee for reporting purposes. These national indicators, in place at the federal level, identify reportable outcomes for which the grantee is responsible.
2. DOLA Staff will monitor grantees twice during both 2009 and 2010 in order to verify that the correct documentation is being maintained. Monitoring forms have been created and are used to record visits and identify successes and opportunities.
3. Payments will be made on a monthly reimbursement basis. Invoices of eligible expenditures must be submitted to DOLA and approved by staff prior to payments remission.
4. Any other reporting requirements will be identified through an Information Memorandum (IM) distributed by the Office of Community Services. This IM has not yet been received.

**Legislative Action Needed**

There is a need for state legislation to exempt state grants to local governments and non-profits from the requirements of legislation SB-07-228 which considers grants the same as contracts for personal services.

The Recovery Act dollars increases the workload one-and –half times with a shorter time frame for designated staff without any additional dollars for administration. One way to assist in reducing the work load is to change the current interpretation that grants are considered the same as personal service contracts. The legislation, SB-07-228 passed and it did not specifically state that grants were considered similar to contracts for personal services and therefore the grant programs continued with the historic interpretation of being exempt. In 2008, this interpretation was changed and grants are considered similar to personal services which then requires significant additional recording, monitoring and reporting.

**Communication Plan****Stakeholders to be contacted by March 31**

Colorado Counties, Inc.

Community Services Block Grant Advisory Group representatives

**Communication Timeline**

1. Executive Director of DOLA announces the availability of \$8,646,994 in partnership with Colorado Municipal League (CML) and Colorado Counties Inc. (CCI) and their key board members on April 9<sup>th</sup>.
2. The department will post and update the CSBG Recovery Act info on the DOLA website as new information is determined.
3. The department will partner with Colorado Counties Inc. (CCI) to publish articles in the association's electronic newsletters in April.
4. The department will utilize established email listserv tool to inform the fourteen regional local government associations on April 9th.
5. DOLA will capitalize on the department's Regional Managers to communicate the availability of CSBG dollars and process to eligible communities and stakeholders.
6. Announcement of approved plans will be posted on DOLA's website July 1.
7. DOLA will post the approved plan on the department's website on July 1.

**Special Opportunities for Small Businesses, MBE/WBE**

None known at this time

**Special Media Announcement Opportunities**

None known at this time

**Lead Staff Responsible**

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Christy Culp, Community Development Specialist, 303-866-2369

**Table 1**

<b>The 2009 Poverty Guidelines for the 48 Contiguous States and the District of Columbia</b>		
<b>Persons in Family</b>	<b>Poverty Guideline</b>	<b>200 % of Poverty</b>
1	\$10,830	\$21,660
2	\$14,570	\$29,140
3	\$18,310	\$36,620
4	\$22,050	\$44,100
5	\$25,790	\$51,580
6	\$29,530	\$59,060
7	\$33,270	\$66,540
8	\$37,010	\$74,020

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**County Recovery Act CSBG Dollar Allocation**

<b>County Name</b>	<b>Total Allocation Amount</b>
<b>Adams County</b>	<b>\$693,224.00</b>
<b>Arapahoe County</b>	<b>\$615,972.00</b>
<b>Baca County</b>	<b>\$16,485.00</b>
<b>Bent County</b>	<b>\$21,745.00</b>
<b>Boulder County</b>	<b>\$567,573.00</b>
<b>Broomfield County</b>	<b>\$34,951.00</b>
<b>Clear Creek Co</b>	<b>\$11,027.00</b>
<b>Colorado East CAA</b>	<b>\$55,683.00</b>
<b>Crowley County</b>	<b>\$14,372.00</b>
<b>Delta County</b>	<b>\$72,014.00</b>
<b>Denver County</b>	<b>\$1,712,602.00</b>
<b>Douglas County</b>	<b>\$81,720.00</b>
<b>Eagle County</b>	<b>\$70,892.00</b>
<b>El Paso County</b>	<b>\$887,367.00</b>
<b>Garfield County</b>	<b>\$70,562.00</b>
<b>Gilpin County</b>	<b>\$4,204.00</b>
<b>Grand County</b>	<b>\$19,830.00</b>
<b>Gunnison/Hinsdale</b>	<b>\$44,151.00</b>
<b>Huerfano/Las Animas</b>	<b>\$84,075.00</b>
<b>Jackson County</b>	<b>\$4,842.00</b>
<b>Jefferson County</b>	<b>\$589,891.00</b>

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<b>Kiowa County</b>	<b>\$4,292.00</b>
<b>Housing Solution/SW Colorado</b>	<b>\$226,277.00</b>
<b>Larimer County</b>	<b>\$497,408.00</b>
<b>MADA</b>	<b>\$112,555.00</b>
<b>Mesa County</b>	<b>\$256,429.00</b>
<b>Moffat County</b>	<b>\$23,902.00</b>
<b>NE Colo Local Govt</b>	<b>\$178,495.00</b>
<b>Otero County</b>	<b>\$81,720.00</b>
<b>Park County</b>	<b>\$17,673.00</b>
<b>Pitkin County</b>	<b>\$20,182.00</b>
<b>Prowers County</b>	<b>\$60,635.00</b>
<b>Pueblo County</b>	<b>\$450,066.00</b>
<b>Rio Blanco County</b>	<b>\$12,237.00</b>
<b>Routt County</b>	<b>\$26,037.00</b>
<b>San Luis Valley CAA</b>	<b>\$199,558.00</b>
<b>Alamosa County</b>	<i>New organization</i>
<b>Conejos/Costilla Co</b>	
<b>Mineral/Rio Grande</b>	
<b>Saguache County</b>	
<b>Summit County</b>	<b>\$46,175.00</b>
<b>Teller County</b>	<b>\$24,122.00</b>
<b>Upper Ark COG</b>	<b>\$165,113.00</b>
<b>Weld County</b>	<b>\$484,621.00</b>
<b>Total</b>	<b>\$8,650,525</b>