CAPSAW has been allocated supplemental Community Services Block Grant (CSBG) funding to address COVID-19 related needs through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. **All funds are for services to individuals and families at or below 200% of the Federal Poverty Line**. Funds must be expended by September 30, 2022.

### Allowable costs include staff salaries, utilities, project supplies, and other resources used within the contract period. Improvements to structures, mortgage payments, debt repayment, fundraising, and other non-program-related expenses are not allowable.

Recipient agencies are required to provide detailed quarterly and annual programmatic and financial reports on the use of these funds. **Each client/family can only be counted ONCE per fiscal year or contract period.** All reports will be made available for public inspection. Report forms and instructions will be provided to recipient organizations for completion

Agencies receiving funds through this process must be able to:

* demonstrate the income-eligibility and the locality of residence of all households receiving services provided by use of these funds;
* provide information to CAPSAW on the totality of services provided by that agency/program to citizens of Augusta County, the City of Staunton, and the City of Waynesboro, regardless of the funding source for those services;
* provide demographic information on all clients served by the proposed program, and information specific to those individuals and families served with CAPSAW funds; and
* prepare and submit the required statistical and financial reports by the assigned deadlines.

**CAPSAW COVID-19 Response Request for Proposals Timeline:**

Proposals will be reviewed to ensure eligibility of program design. Eligible proposals will be reviewed by the CAPSAW Board of Directors who will select proposals for further development. Please contact CAPSAW staff with questions about the content of this request for proposals.

**All proposals must be received, via** **valleycapsaw@gmail.com** **by 5pm on the first Friday of each month. Proposals will be reviewed until funding has been allocated.**

**PROGRAM DESCRIPTION**

**Organization**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization:

**[ ]** 501 (c) (3)

**[ ]** Government Agency

|  |  |
| --- | --- |
| Mailing Address: |  |
| Localities Served | **[ ]** Staunton**[ ]** Augusta County**[ ]** Waynesboro**[ ]** Other |
| Primary Contact Name: |  |
| Primary Contact Title: |  |
| \*Primary Contact Email Address: |  |
| Primary Contact Phone Number: |  |
| Secondary Contact Name: |  |
| \*Secondary Contact Email Address: |  |

*\*The primary and secondary contact email addresses will be the primary communication method for and about this application.*

What COVID-19 related need is being addressed?

What activities / services will be offered? Please include collaborative partners and their roles if applicable.

What change(s) will occur for program participants as a direct result of the services or activities?

How many (estimated) income-eligible people will be served?

How many (estimated) income-eligible families?

Explain the process your organization will use to determine if program participants are eligible for CAPSAW-funded activities. (Please remember that “open” beneficiary programs that cannot accurately and realistically demonstrate demographic and income data of those served will not be considered.)

* 1. How is income verified?
	2. How is that verification documented?

Can your organization capture demographics for individuals/families served? *Remember that individuals/families can be counted only one time each contract period.*

**Financials:**

**Amount Requested:**

**Proposed Start Date:**

**Proposed End Date:**

Will other funds be needed to fully implement the program as described?