



Community Services Block Grant

FY2018 CSBG Discretionary Innovation Grant

Purpose: The purpose of Community Services Block Grant Discretionary Innovation Grant is to support innovative programs and activities conducted by community action agencies to eliminate poverty, promote self-sufficiency, and promote community revitalization in accordance with Section 675C(b) of the CSBG Act.

Eligible Applicants: West Virginia Community Action Agencies that operate the Community Services Block Grant and will not carry over CSBG FY2016 formula funds are eligible under all existing authorizations.

Grant Focus: To be innovative (featuring new methods) focused at eliminating poverty, promoting self-sufficiency, and promoting community revitalization. Innovation is based on curiosity, the willingness to take risks, and experimenting to test assumptions. Innovation is based on questioning and challenging the status quo. It is also based on recognizing opportunity and taking advantage of it. An innovative program/activity is driven by a commitment to excellence and continuous improvement.

Anticipated Start Date and Period of Performance: The start date for this award is expected to be not earlier than April 1, 2018. The period of performance cannot exceed 12 months from the time of the award. Projects should consider the feasibility of what can reasonably be achieved within this time period that encompasses some type of needs assessment to identify sub-populations and targets as well as explaining intended measures to be performed. Additional consideration must be made that these extra funds will not interfere with the ability to appropriately and timely spend down regular CSBG funds awarded during this time period.

Awarding Criteria: Grant Agreements will be awarded on a competitive basis following evaluation of all eligible proposals per the rating factors described in the FY 2018 CSBG Discretionary Innovation Grant Proposal. Points will be awarded for each element of the application that are answered sufficiently per the intent of the questions. Additional points will be awarded for questions containing multiple elements to be addressed. The WVDO anticipates the potential for several awards to be made with this funding. The total funding made available for all project(s) is \$75,000.

Proposal: The following proposal should be completed in whole. Each applicant will be evaluated on how well instructions are followed and for providing quality responses which present a plan that is innovative and aimed at meeting the purpose of the CSBG Discretionary Innovation Grant. OEO is interested in funding programs/activities that present an opportunity for replication and success in other communities.

KEY DATES:	
Date of Release:	February 1, 2018
Proposal Due to WVOEO:	March 1, 2018 by 5:00 pm
Funding Announcement(s) To Be Made:	March 30, 2018
Program Dates of Service Must Be Between:	April 1, 2018 – March 31, 2019
Total Funding Amount Available:	\$75,000.00

FY 2018 CSBG Discretionary Innovation Grant Proposal

Agency Name: _____

Grant Amount Requested: _____ Date Submitted: _____

Signature of Authorized Official (1 point): _____

NAME OF PROJECT (1 point): _____

Innovative Program/Activity Detailed Narrative – Provide a response to each item in narrative format:

1. Population of Focus and Statement of Need: (8 points possible)

- a. Clearly indicate the proposed geographic area to be served by County(ies).
[Narrative Response]
- b. Discuss the target population and compare to the overall population in the proposed geographic area to be served. Identify the source of all data referenced.
[Narrative Response]
- c. Describe the causes and conditions of need, including service gaps, and document the extent of the need for the target population based on the data.
[Narrative Response]
- d. Describe the existing stakeholders and resources in the proposed geographic area to be served which can help implement the program/activity.
[Narrative Response]
- e. Describe how your project will make a significant contribution towards achieving some or all of the agency’s mission, and stated goals and objectives.
[Narrative Response]

2. Proposed Program/Activity (4 points possible)

- a. Describe the purpose of the proposed program/activity.
[Narrative Response]
- b. Clearly state the goals, objectives and strategies for the program/activity. These must relate to the purpose of the CSBG Innovation Grant.
[Narrative Response]
- c. Describe all evidence-based research or practices that justify the goals stated in item 2.b for the target population, the proposed service, and the purpose of the CSBG Innovation Grant.
[Narrative Response]
 - a. If an evidence-based practice does not exist/apply for the target population and/or service, fully describe practice(s) to be implemented and explain why it is appropriate for this program/activity.
[Narrative Response]
- d. Identify any screening tools that will be used and basis for selection. *(Does not apply to community revitalization programs/activities)*
[Narrative Response]

3. Proposed Approach to Implementation (12 points possible)

- a. Provide a month-by-month chart or graph depicting a realistic timeline of the program/activity. The timeline must include the key activities and staff/partners responsible for action through all phases including but not restricted to planning/development, implementation, training/consultation, intervention(s) milestones, data collection, and quality assurance. Be sure to show that the project can be implemented and delivery of the service can begin as soon as awarded. (Note: This should be included as an attachment)

[Narrative Response]

- b. Identify any other organizations that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project with a letter of support and/or Memorandum of Understanding (MOU). Include letters of support and MOU's from community organizations and/or partners supporting the project.

[Narrative Response]

- c. Identify potential barriers to successful implementation of the proposed program/activity and describe strategies to overcome them.

[Narrative Response]

- d. Identify your plan to obtain customer feedback, and follow up with participants. Explain how you will know if your program was successful? A program has no way to measure impact, gauge effectiveness of interventions or ensure cases have been adequately addressed without follow up.

[Narrative Response]

- e. Describe your plan to continue the proposed service after the program funding period ends. Also, describe how service continuity will be maintained when there is a change in the operational environment (e.g., staff turnover, change in project leadership) to ensure stability over time.

[Narrative Response]

- f. Describe how this project is innovative and meets the Discretionary Innovation Grant "Purpose" and "Grant Focus" as described on the cover page of this proposal. Indicate if the project is completely new to your agency.

[Narrative Response]

4. Data Collection and Performance Measurement (1 point possible)

- a. Submit a Logic Model using the template provided as Attachment A.
a. Clearly state the unduplicated number of individuals and measures to be served within the 12-month project period.

5. Proposed Budget and Narrative (3 points possible)

- a. Use the chart below to provide your proposed budget. Include the amount requested, total additional resources, the total for each line item and a detailed description of the line item.
b. Describe any potential for other funds or in-kind support.

PROPOSED BUDGET

Line Item	Amount Requested	Additional Resources	Total	Detailed Description
Personnel	\$	\$	\$	
Fringe Benefits	\$	\$	\$	
Equipment	\$	\$	\$	
Supplies	\$	\$	\$	
Contractual	\$	\$	\$	
Travel	\$	\$	\$	
Other	\$	\$	\$	
Program Costs	\$	\$	\$	
Indirect Costs	\$	\$	\$	
TOTAL:	\$	\$	\$	